



THE UNIVERSITY  
OF AUCKLAND

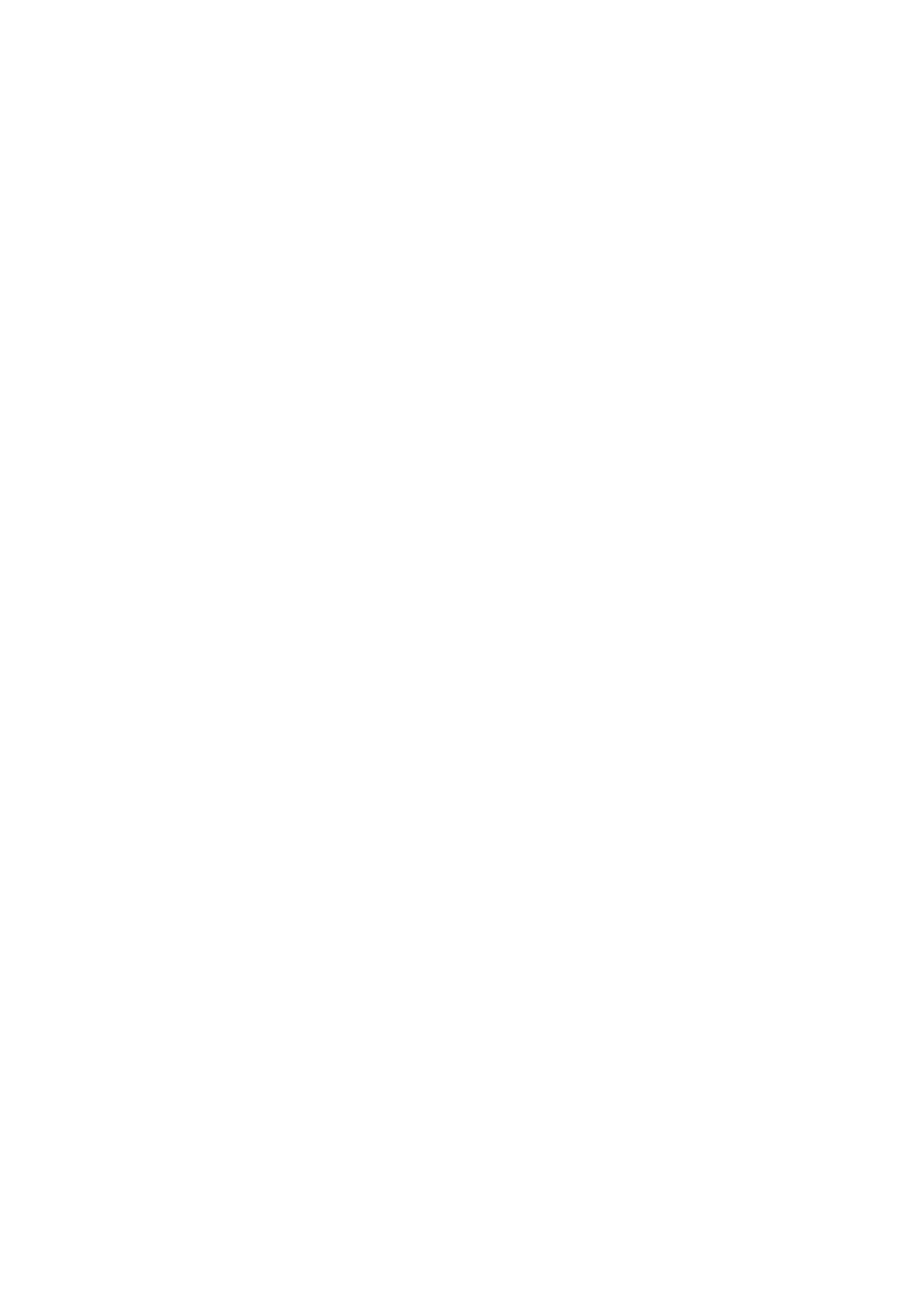
NEW ZEALAND

Te Whare Wānanga o Tāmaki Makaurau

The University of Auckland

# Doctoral Handbook





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# Welcome



Welcome to doctoral study, and if you are new here, welcome to The University of Auckland. The University of Auckland offers tremendous facilities and services to doctoral students; the first aim of this handbook is to provide an easy-to-use guide to using and accessing those services. We have an equally impressive range of policies and regulations, the most relevant of which are outlined here.

The progress through research degrees is similar to our progress through life: while our individual experiences are unique, the various stages and problems we encounter have much in common. We've taken your peers' and predecessors' experiences and used them to create an anticipatory guide to your doctoral candidature. In fact, that is the second main aim of this handbook, to act as a field guide to the various phases of doctoral study and to highlight the various pleasures and potential pitfalls that await you.

Completing a research degree is a significant commitment on your part. And while the award of your doctorate is your primary aim, it should not be your only one. Instead, to make much better use of your time here, you should also aspire to make your doctoral study a time of personal and professional development. Your research experience can bring a great deal of personal fulfilment as well as many unique opportunities to develop your life skills. The University offers many services to assist you in this regard, and I urge you strongly to make good use of them.

Our University community has an enormous amount of experience in carrying out and supervising research, in training supervisors and students, and in providing specialised advice on every aspect of research and scholarship. Many members of this community have contributed their advice and wisdom to this handbook. We hope you will find it valuable as a user's manual for your life as a research student, and we wish you every success in your studies.

**PROFESSOR GREGOR COSTER**  
**CNZM, MBChB, MSc, PhD, FRNZCGP (Dist)**  
**Dean of Graduate Studies**

# Part 1: Support for doctoral students

## Guidelines

### About the Doctoral Handbook

This handbook is a resource for students enrolled in a doctoral degree at The University of Auckland and is presented in two parts. Part One outlines the regulations, policies and procedures that relate to your doctoral degree, and gives you information about the services and facilities available to support you in your postgraduate studies. Part Two contains guidelines about planning, writing and submitting your thesis as well as information about your post-doctoral options. The Doctoral Handbook is for use together with The University of Auckland Calendar and departmental publications.

### Regulations

All University of Auckland doctoral programmes are governed by regulations. The primary source of regulatory information governing doctoral degrees is the University Calendar. You should familiarise yourself with the statutes and regulations in that document.

### Doctor of Philosophy (PhD) regulations

Doctor of Philosophy (PhD) regulations are embodied in the 2008 Statute for the Degree of Doctor of Philosophy (PhD) and Guidelines ("Statute"). Students registered on or after 1 January 2008 are governed by the Statute. Students registered prior to 1 January 2008 may elect to remain under the 1999 or 2003 statutes.

All statutes can be accessed at [www.auckland.ac.nz/uoa/cs-doc-phd](http://www.auckland.ac.nz/uoa/cs-doc-phd). The 2003 and 2008 statutes are also available in booklet form from

the School of Graduate Studies. They include guidelines to ensure candidates and those involved with administering, supervising and examining PhDs at The University of Auckland clearly understand the requirements.

### Named doctorates regulations

Some doctoral programmes such as Doctor of Fine Arts (DocFA), Doctor of Education (EdD), Doctor of Medicine (MD), Doctor of Music (DMus), Doctor of Musical Arts (DMA) and Doctor of Clinical Psychology (DClinPsy) have individual regulations. They are published in The University of Auckland Calendar. As well as the programme-specific regulations, they also adhere to a set of general regulations that cover admission, registration, reviews of progress, enrolment and fees, and changes to the conditions of registration and appeals. The specific regulations for each of the named doctorates should be read in conjunction with the general regulations.

### Policies and guidelines

The University of Auckland postgraduate policies and guidelines can be found at [www.auckland.ac.nz/doctoral-policies](http://www.auckland.ac.nz/doctoral-policies). The doctoral policies and guidelines can be found in Appendix 1.

### Changes to registration

To change details of your registration – eg, suspension, extension, termination, change of supervision and permission to be absent - fill in the Recommendation to Senate to Change Doctoral Candidate's Registration Status form

("Doc 6") found at [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)

Once you receive approval from both your Head of Department (HoD) and an endorsement from the Associate Dean (Postgraduate) of your faculty, your form will be forwarded by the faculty office to the School of Graduate Studies. You will receive a letter outlining acceptance of your request once the details have been entered into the doctoral database.

## Personal support

Support and assistance are available for both your academic and personal needs. Postgraduate students are important to the University, and we are here to assist you to achieve your best. It is vital that you seek assistance before problems become serious obstacles (also refer to p23)

### School of Graduate Studies and the Graduate Centre

The School of Graduate Studies (SGS) is located at the Graduate Centre in the East Wing of the ClockTower on the City Campus. The University's Dean of Graduate Studies as well as doctoral and masters' student advisers are located in the Graduate Centre.

SGS staff advises current and prospective postgraduate students on regulations, admission and enrolment, doctoral administration and examination processes, thesis submission, annual report processes, dispute procedures, and the role of the Board of Graduate Studies. It is at the SGS where you will submit your final doctoral thesis. SGS also has a close working relationship with the Postgraduate Students' Association (PGSA) and helps publicise Exposure, the annual exposition of postgraduate student research.

The Graduate Centre offers a variety of facilities and resources. These include four PC computers

with internet access and a quiet area for studying and relaxing. A full selection of departmental postgraduate handbooks and other information are available there.

The Graduate Centre also liaises with the Postgraduate Careers Consultant, who not only provides career advice and guidance to postgraduate research students, but also runs courses to assist students to develop their skills prior to entering the workforce.

The Graduate Centre is open Monday-Friday, 8:30am-5pm, in the East Wing, The ClockTower, 22 Princes Street, City Campus; **phone:** +64 9 373 7599 ext 86899; **email:** [postgraduate@auckland.ac.nz](mailto:postgraduate@auckland.ac.nz); **web:** [www.postgraduate@auckland.ac.nz](http://www.postgraduate@auckland.ac.nz)

### Departmental postgraduate advisers

Most departments have a departmental postgraduate adviser, whose role is to assist you with the early stages of finding out your PhD requirements – eg, eligibility criteria, finding a supervisor and getting registered. You may also need the services of a postgraduate adviser if you run into supervision or personal life issues that impact your progress. Advisers' contact details are found in faculty/departmental handbooks and on their websites. Note: all conversations with postgraduate advisers are confidential.

### Head of Department

Your Head of Department (HoD) endorses your annual and provisional report and any changes to your registration. The HoD is your first point of contact - ie, before contacting the Faculty Associate Dean (Postgraduate) - should you have any concerns about your programme. The HoD also nominates suitably qualified persons to be examiners of your thesis, and will be a member of your examination committee.

## Faculty Associate Dean (Postgraduate)

The Faculty Associate Dean (Postgraduate) represents your faculty on the Board of Graduate Studies. The holder of this office has responsibility for postgraduate matters for the faculty, and chairs the faculty's Postgraduate Committee. Changes to doctoral registration, and provisional and annual reports are all signed off by the Associate Dean (Postgraduate) before being sent to the School of Graduate Studies for action or approval.

## Dean of Graduate Studies

The Dean of Graduate Studies offers advice to supervisors, acts as an advocate for postgraduate students and has responsibilities related to developing and monitoring graduate policies. The dean is also Chair of the Board of Graduate Studies. While the dean is happy to meet anyone unable to resolve a particular issue with their department or faculty, it is expected that a resolution will have been attempted by the Faculty Associate Dean (Postgraduate) first.

To make an appointment with the dean, please contact the School of Graduate Studies (ext 87742).

## Support for international students

If you are an international student, this may be your first experience living in a large city or in an English-speaking country with a different culture and different social customs. The University of Auckland provides a number of services to help you navigate your way through the challenges you may face.

Auckland International (the University's international office) is the focal point for international students and advises on all matters related to application, admission, fees, immigration, arrival services and orientation.

Auckland International also offers ongoing support and advice to international students.

Visit [www.auckland.ac.nz/international](http://www.auckland.ac.nz/international) for more information about their services.

The International Student Information Centre is open Monday-Friday, 9am-3pm, at the back of Old Choral Hall, 7 Symonds Street, City Campus; **phone:** +64 9 373 7513; **email:** [int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz); **web:** [www.auckland.ac.nz/international](http://www.auckland.ac.nz/international)

## Postgraduate Students' Association

The Postgraduate Students' Association (PGSA) was formed in 2001 by a group of University of Auckland postgraduate students with the aim of establishing a postgraduate culture and experience. PGSA is run by a Board of elected volunteer representatives from each faculty.

The PGSA operates within three key areas: firstly, it represents postgraduate interests on University committees and taskforces, including the Board of Graduate Studies; secondly, it hosts a range of social and professional events, including Exposure, and helps postgraduate students get to know their colleagues and the community; and thirdly, it assists postgraduate students' transition to research through a peer-mentoring scheme.

The PGSA also manages Strata, Postgraduate Commons. Strata is on Level 4 of the Information Commons on Alfred Street and is for University of Auckland postgraduate students, their friends, families and colleagues. The commons comprise a café/bar, a lounge area with both wireless and cable connections to the University network, and a conference room. The café/bar is open for breakfast and lunch Monday-Friday.

For a free PGSA membership, fill out an online form at [www.pgsa.auckland.ac.nz](http://www.pgsa.auckland.ac.nz). To join the Board, contact the PGSA at [pgsa@auckland.ac.nz](mailto:pgsa@auckland.ac.nz) and register your interest with them.

## Other student associations

- AUSA is a University-wide student association. For more information visit [www.ousa.auckland.ac.nz](http://www.ousa.auckland.ac.nz)

- Nga Taura Māori (NTM) is the Māori Students Association working in partnership with AUSA. For more information, visit [www.ntm.maori.nz](http://www.ntm.maori.nz) or email [mso@auckland.ac.nz](mailto:mso@auckland.ac.nz)
- Auckland University Pacific Island Students Association (AUPISA) represents University of Auckland Pacific students. For more information, visit [www.aupisa.freeservers.com](http://www.aupisa.freeservers.com) or email [pisa@auckland.ac.nz](mailto:pisa@auckland.ac.nz) or [piso@auckland.ac.nz](mailto: piso@auckland.ac.nz)

## Disability coordinators

There are many services for students with disabilities - all organised by the disability coordinators - located in Room 306, Basement Level, ClockTower, 22 Princes Street; **phone:** +64 373 7599 ext 88808; **email:** [disabilities@auckland.ac.nz](mailto:disabilities@auckland.ac.nz); **web:** [www.disability.auckland.ac.nz](http://www.disability.auckland.ac.nz)

Contact the disability coordinators if you need assistance with:

- advice about special conditions for tests and exams
- advocacy
- alternative print formats
- library research
- campus orientation
- enrolment
- equipment
- note-takers
- NZSL interpreters
- parking
- specialist technology.

# Learning support

## International Code of Practice

The University is a signatory to the International Code of Practice, a framework for service delivery by educational providers and their agents. A copy of the code is available online at [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

## iSPACE

SPACE, the international student lounge, located on Level 4 of the Information Commons in Alfred Street, provides a meeting space for international students. Through the iSPACE newsletter, students can also learn about activities and events happening in and around the University and city. To be added to the iSPACE newsletter database, send an email to [iSPACE@auckland.ac.nz](mailto:iSPACE@auckland.ac.nz)

## English language support

The Diagnostic English Language Needs Assessment (DELNA) is an excellent tool for doctoral students whose first language is not English. DELNA is a diagnostic procedure that profiles your ability to understand and use different English language skills. After completing the assessment, you receive a written profile listing resources around the University to help you improve your English language skills. For more information about DELNA, visit [www.delna.auckland.ac.nz](http://www.delna.auckland.ac.nz)

The English Language Self-Access Centre (ELSAC) is available to all doctoral students who want to develop their academic English skills. ELSAC provides language learning support, language learning materials, and assistance with academic writing, listening skills, pronunciation and all other aspects of academic English. ELSAC is open every weekday and is free to all enrolled students.

It is located on Level 1, Kate Edger Information Commons, 2 Alfred Street, City Campus; **phone:** +64 9 373 7599 ext 82134; **email:** [elsac@auckland.ac.nz](mailto:elsac@auckland.ac.nz); **web:** [www.elsac.auckland.ac.nz](http://www.elsac.auckland.ac.nz)

# Financial support

## Scholarships

The University of Auckland Scholarships Office administers a range of scholarships for doctoral students. The majority of these scholarships are for doctoral study at The University of Auckland, but a number are for studying overseas.

Staff at the Scholarships Office are available for information and advice on the application process. Student finance advisers at the same office are available for advice on grants, awards and funding options for students experiencing financial hardship. Check the Scholarships Office website regularly as new scholarships and grants are added every month.

The Scholarships Office is in Room 012, The ClockTower, 22 Princes Street, City Campus; **phone:** +64 9 373 7599 ext 87494; **email:** [scholarships@auckland.ac.nz](mailto:scholarships@auckland.ac.nz); **web:** [www.auckland.ac.nz/scholarships](http://www.auckland.ac.nz/scholarships)

## Scholarships for international students

The University of Auckland also offers a number of scholarships for international students. For more information, visit [www.auckland.ac.nz/international](http://www.auckland.ac.nz/international) or [www.auckland.ac.nz/scholarships](http://www.auckland.ac.nz/scholarships)

Some scholarships put a limit on the number of hours that you can work. They might also require that you be enrolled as a fulltime student. It is important you are fully aware of any requirements so you do not jeopardise your scholarship entitlement.

## Postgraduate Research Student Support (PReSS)

Postgraduate Research Student Support (PReSS) accounts provide financial support for doctoral research. They allow for up to \$2900 per annum - depending on the PhD subject area - to assist with research, with a \$1200 per annum cap on travel spending for conferences. Accounts are established on first enrolment, with new allocations made at the beginning of each year for up to four years. Spending is restricted to essential research costs and is negotiated between student and supervisor. For more information about PReSS, visit [www.postgrad.auckland.ac.nz](http://www.postgrad.auckland.ac.nz)

## Employment at the University

The main employment opportunities at the University are those of casual tutoring in the department in which you are enrolled - or sometimes in another department where you have expertise. Talk to your supervisor(s), postgraduate adviser or Head of Department about what is available.

Other opportunities are part-time research, and administrative or library work. University job opportunities are listed on the website under "Careers at Auckland" and are often advertised through the Postgrad News. To subscribe, email [postgraduate@auckland.ac.nz](mailto:postgraduate@auckland.ac.nz)

## Changing your fulltime status

Candidates who are employed fulltime in a research-supportive environment and who expect to continue in that employment situation while studying, may apply to register as part-time students at the time of first registration. To do so, candidates must provide a letter from their employer outlining the nature of their current employment and indicating support for the candidate's registration.

Part-time registration is also available for candidates with demanding family responsibilities that prevent them from attending university and

participating in fulltime research. Under the 2008 Statute, candidates registered as fulltime students for two years may apply to be registered as part-time at the time of re-enrolment.

If you are registered as a part-time student, you will be charged half tuition fees, and your minimum and maximum submission dates will be recalculated accordingly. The expectation for part-time registration is that you complete your programme within six to eight years (the expectation is three to four years for fulltime students).

Part-time registration does not require the same intensity of supervisory contact and attendance at the University as fulltime registration. Your schedule of meetings with your supervisor and use of University facilities will reflect your part-time or fulltime status. After two years of part-time registration, the School of Graduate Studies will seek a report - called the Doctoral Provisional Year Review - on your progress in achieving provisional goals (p32). Annual reporting will follow after that (p32).

## Named doctorates

Named doctorates vary with regard to the extent they permit part-time or fulltime registration. The regulations for the named doctorates can be found in The University of Auckland Calendar, accessible on the web at [www.auckland.ac.nz/calendar](http://www.auckland.ac.nz/calendar)

## Conference funding

Availability of departmental funds for doctoral attendance at conferences is variable.

Departmental conference funds are usually offered on a first come, first served basis, and may be accessible only once during the term of your doctoral programme. It is advisable you make enquiries - from your departmental postgraduate adviser - concerning such funding as early in the year as possible.

## Other financial support

The stress of doctoral study can be hard enough without the added anxiety of financial difficulties. Recognising this, the University established The University of Auckland Partnership Appeal Awards. These awards are tenable by students who are New Zealand citizens or permanent residents. They were established to assist students who have demonstrated the ability to succeed but are experiencing financial hardship in their final year of study. In cases of extreme hardship, emergency funding in the form of grants may be available through the Student Emergency Fund (SEF) Assistance.

For more information about The University of Auckland Partnership Appeal Awards and SEF Assistance, visit the Scholarships Office (see contact information on p13)

# Research support

## Supervision

Supervision is the close working relationship you will have with an experienced researcher, who guides you through the research process and the writing of your thesis. Good supervision is important for making steady progress with your research and for finishing on time.

Academics often say supervision is one of the best parts of their job. They enjoy talking with their students about their research and being exposed to new ideas. They also enjoy assisting students in realising an original piece of research and establishing themselves as scholars in a field. Likewise, many doctoral students find supervision a rewarding experience.

Comprehensive information about supervision can be found at [www.postgrad.auckland.ac.nz/supervision](http://www.postgrad.auckland.ac.nz/supervision)

## Doctoral supervisors

At The University of Auckland, every doctoral student has either two supervisors or a supervisor and an advisory committee. It is important to clarify your supervisory arrangement at the beginning of your research so you and your supervisor(s) are clear about your respective roles. For information about working with two supervisors, read the Centre of Academic Development's handout, "Guidelines for Good Practice of Joint Supervision" at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies)

## Supervision workshops and tools

The University provides supervision workshops with supervision resources at the doctoral Induction Days.

The Senate Guidelines on Thesis Supervision outlines the University's definition of good

supervision and the responsibilities of supervisors and students. You can find the guide at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies)

The School of Graduate Studies also has tools for supervision including the Getting Started on Supervision booklet. Find all postgraduate supervision-related tools at [www.postgrad.auckland.ac.nz/supervision](http://www.postgrad.auckland.ac.nz/supervision)

## Departmental resources

As a doctoral student you are entitled to the following facilities and resources:

- after-hours building access
- work areas
- computer facilities
- telephones
- mail
- photocopying and printing
- various equipment
- communal meeting space

## Computer services

The University of Auckland has computers for teaching and student use.

To access The University of Auckland electronic environment, you must log on using your NetID (also known as your UPI or User ID) and password.

Your individual account will expire once your doctoral programme has ceased, approximately six months after you submit your thesis. For longer-term access, you can make arrangements through the School of Graduate Studies.

The Student IT Essentials guide for IT services and support at the University is updated and printed every February. You can find a copy online at [www.auckland.ac.nz/studentitessentials](http://www.auckland.ac.nz/studentitessentials)

See Library and Information Commons section for more information about computer services at the University.

## University Library and Information Commons Services

The University of Auckland Library is the largest university library in New Zealand and ranks alongside the top five university libraries in Australia. As a University of Auckland student, you have immediate access to more than 800 databases, 87,000 electronic journals, 340,000 electronic books, as well as print, multimedia and microtext collections totalling over 2.2 million items, including unique manuscript and archive collections.

The Library system covers five campuses and includes the General Library, 12 subject-specific libraries and three Information Commons facilities. There are over 4,600 study spaces, with 1,100 computer workstations. Specialist Subject Librarians are available to assist with in-depth information enquiries, recommend the best resources for your research needs and advise on information retrieval and management. Library courses tailored to the needs of postgraduate and research students are held throughout the year. Visit [www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)

The University Library offers you:

- **the Library website** ([www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)), which provides access to a world-class collection of electronic resources and services available 24/7 using your NetID and password
- **print, multimedia and microtext collections** totalling over two million items, including unique manuscript and archive collections, which are accessible via the Library Catalogue. Students are also able to recall books and renew and manage loans online
- **the Catalogue and electronic resources**, including nearly 800 networked databases and over 79,000 electronic journals, 313,000 electronic books and 9,000 electronic course readings
- **specialist subject librarian services** that provide assistance with in-depth information queries, information on the best resources to meet your specific needs, and advice on

information retrieval and management - [www.library.auckland.ac.nz/contacts/subject-librarian](http://www.library.auckland.ac.nz/contacts/subject-librarian)

- **study spaces**, over 1,000 of which have computers.

For more information, including opening hours, check the University Library website at [www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)

## Lending services

You may apply for temporary library membership while preparing your doctoral proposal and before you are formally enrolled at The University of Auckland. You can download an application at [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)

You may borrow 50 items at one time. The loan period for books is 60 days and for bound journals is three days. Use the Catalogue to check your personal details, manage your loans and request books on loan to another reader or located on another campus. Full details about lending are at [www.library.auckland.ac.nz/lending](http://www.library.auckland.ac.nz/lending)

## Theses and dissertations in the Library Collection

On successful completion and examination of your thesis, you are required to provide two print copies and one digital copy to the School of Graduate Studies for deposit in the Library. The Guide to Theses and Dissertations provides detailed information on the preparation and presentation of theses for submission, and is available at [www.auckland.ac.nz/doctoral-policies](http://www.auckland.ac.nz/doctoral-policies)

Theses are included in the Library Catalogue; hard copies are held in the General Library or at relevant subject libraries. Digital copies are accessible via a link from the Catalogue or at [www.researchspace.auckland.ac.nz](http://www.researchspace.auckland.ac.nz). Older PhD theses are generally available for reference only, with one copy available to loan. For more information, go to [www.library.auckland.ac.nz/thesis](http://www.library.auckland.ac.nz/thesis)

## Remote access

You can access Library resources off-campus. You need an internet connection and your NetID and password to log on. Information on remote access, NetIDs and passwords is available from [www.library.auckland.ac.nz/access/offcampus.htm](http://www.library.auckland.ac.nz/access/offcampus.htm)

## Research consultation service

A subject librarian, who provides research level information services to doctoral students, is assigned to each department. You are advised to make an appointment with your subject librarian early in your research. The librarian will help you to make the most of the Library's extensive resources, advise you on search techniques, and help you find primary and secondary resources at other libraries in New Zealand and overseas. To find the subject librarian for your department or study area, check at [www.library.auckland.ac.nz/contacts/sublib.asp](http://www.library.auckland.ac.nz/contacts/sublib.asp)

## Current Awareness service

It is important that you are up to date on the latest research in your area. Your subject librarian can help you set up automated email alerts and RSS feeds that send regular research results from bibliographic and full-text databases. Subject blogs, found at <http://blogs.library.auckland.ac.nz/>, are created by Subject Librarians and inform you of new resources and interesting research-related developments.

## Training

The Library offers computer and information skills courses to ensure you become a confident user of the University Library, Information Commons and all resources. Library courses can be booked online by selecting "Book a Library Course" on the Library website at [www.library.auckland.ac.nz/booking](http://www.library.auckland.ac.nz/booking).

The Doctoral Skills Programme also has courses to assist with the acquisition of information skills.

The University has a site licence for the specialised database programme, EndNote, and

the Library offers training to use the programme for storing and managing bibliographic references. Using filters, EndNote allows importing of reference from Library catalogues or other electronic databases into EndNote libraries. It also allows you to connect directly to some electronic databases, saving the retrieved reference directly to your EndNote library. References can be sorted, searched and incorporated automatically into papers for publication. For more information, go to [www.library.auckland.ac.nz/endnote](http://www.library.auckland.ac.nz/endnote)

## Information Commons Services

As well as providing computers and study space in the various libraries, the University Library also provides four Information Commons facilities: the Kate Edger Information Commons; Te Hukatai facility for Māori students (City Campus); the Grafton Information Commons (Grafton Campus); and the Epsom Information Commons (Epsom Campus).

These facilities provide a high-quality learning environment with a variety of group and individual study spaces, multi-purpose computers, and easy access to core information resources and technologies. You are able to retrieve information from the library databases, e-journals and e-books, access course work through CECIL (the University's e-learning system), send emails and browse the internet, use MS Office, Adobe Master Collection and other specialist programmes.

At the Information Commons, you will find computer training rooms; the Student Learning Centre; The Resource Room for Students with Disabilities; the Library's Short Loan collections for Arts, Business and Science; and the English Language Self-Access Centre (ELSAC). There are also over 1,300 study and casual seats, 500 multi-purpose computers and 38 laptops for loan.

Epsom Information Commons has over 50 multi-purpose computers and 13 laptops. The Grafton Information Commons has over 100 multi-purpose computers, 10 laptops and a number of group study seats.

At the University's Information Commons, you also have access to printers, scanners, photocopiers and wireless networking technology.

The Information Commons Helpdesk is the main student IT helpdesk and provides walk-in, roaming, email and telephone support with NetID and password, email, CECIL, Library resources and using Information Commons' computers. The Information Commons Helpdesk operates in all three Information Commons locations. For more information, visit the Information Commons website at [www.information-commons.auckland.ac.nz](http://www.information-commons.auckland.ac.nz)

## Doctoral Skills Programme

New Zealand doctorates are managed by the doctoral candidate, which can pose a significant challenge for many students. As you shift from student to researcher or academic, you may have to learn to participate in a competitive research culture. Doctoral-level study places new and exigent demands on the student and you may need to develop certain skills to succeed.

The School of Graduate Studies' Doctoral Skills Programme offers a variety of courses and individual consultations to support and assist you in two ways:

- to help you further develop your academic and professional skills to help you complete your doctorates
- to help you with career planning and professional development so you better achieve your goals following completion of your doctorate.

The Doctoral Skills Programme is open to all doctoral students, and the University strongly encourages all students to consider using its resources. Staff from the Centre for Academic Development (CAD), the University Library and the postgraduate careers service all contribute to the programme.

The Doctoral Skills Programme has three major elements:

### 1. Induction Day

It introduces students to doctoral study at The University of Auckland and is compulsory for newly-enrolled doctoral students.

### 2. Core courses

These cover key aspects of doctoral study, professional development and employability. Participation in these sessions is highly recommended.

### 3. Additional courses

These courses provide students with further opportunities to explore issues related to their specific interests or needs.

The core and additional courses are also organised around the major phases of doctoral study:

- Early Phase (p36)
- Mid Phase (p43)
- Final Phase (p52)

Further details can be found on [www.auckland.ac.nz/doctoral\\_skills](http://www.auckland.ac.nz/doctoral_skills)

## Further learning support

The Student Learning Centre (SLC), a division of the Centre for Academic Development (CAD), provides learning support to doctoral students above and beyond courses at the Doctoral Skills Programme. Along with attending SLC postgraduate workshops, you can also book individual consultations with an academically-qualified and experienced tutor to discuss your personal learning needs.

### The Student Learning Centre

Room 320, Information Commons, 11 Symonds Street, City Campus

Hours: Monday-Friday, 9am-5pm

Phone: +64 9 373 7599 ext 88850

Email: [slc@auckland.ac.nz](mailto:slc@auckland.ac.nz)

Web: [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

# Careers support

## Career development

As you probably know, a qualification alone will not guarantee you the career/position you want; employers are looking for a combination of skills, knowledge, personal qualities and experience. Career management helps you acquire the knowledge, skills and confidence to take advantage of the career opportunities that come your way.

Employers are looking for well-rounded postgraduates who possess a range of:

- specialised skills and knowledge – specific information and skill sets developed as a result of working and studying in a particular field
- generic/transferable skills and knowledge (many of which you will develop over the course of your research) that are transferable to other settings and employment contexts
- generic skills including:
  - excellent interpersonal and communication skills
  - problem solving skills
  - sound leadership and group facilitation skills
  - well-developed organisational abilities
- personal qualities including:
  - an enquiring mind
  - an ability to think outside the box
  - a high level of commitment and enthusiasm
  - conscientiousness, with a keen eye for detail and the ability to self-manage work.

## Postgraduate careers service

The postgraduate careers service organises career forums and workshops for postgraduate students, and has a key role in enabling you to make a successful transition from study to career.

You can book a 30-minute to one-hour individual consultation with a postgraduate careers consultant. If you would like to discuss career options or particular issues (including developing a professional profile, writing a CV and practicing for an interview) book a session online, with your name, ID number, contact number and your main area of enquiry.

Contact the Postgraduate Careers Adviser at:  
**Careers Centre in Room 101**  
The ClockTower, 22 Princes Street, City Campus  
**Phone:** +64 9 373 7599 ext 88727  
**Email:** postgradcareers@auckland.ac.nz  
**Web:** www.auckland.ac.nz/careers

You can also register on [www.nzunicareerhub.ac.nz/](http://www.nzunicareerhub.ac.nz/) for current job vacancies and a range of other support services.

## Academic careers

If you are intending to pursue an academic career, you should develop a teaching and publishing profile. The Doctoral Skills Programme courses can offer valuable insight and advice on writing for journals, searching for information on conferences, presenting at conferences, applying for funding, searching for jobs and preparing an academic curriculum vitae and covering letter.

## CAD

The Centre for Academic Development (CAD) is a central service unit dedicated to helping staff and students at The University of Auckland succeed in their academic work and careers. CAD's divisions collaborate to support the University's institutional goals of excellence and innovation in teaching, learning and research. For more information, visit [www.cad.auckland.ac.nz](http://www.cad.auckland.ac.nz)

## Spark - The University of Auckland Entrepreneurship Challenge

Established in 2003, in partnership with The University of Auckland Business School and business incubator, The ICEHOUSE, Spark is a student-led initiative whose aim is to foster an entrepreneurial culture and to commercialise innovative ideas developed within The University of Auckland, for the benefit and prosperity of Auckland and, ultimately, New Zealand.

Spark has been instrumental in founding over 35 companies that, collectively, have customers in over 20 countries, employ over 170 people and have raised over \$40 million in funding. Spark develops and inspires talented individuals: in the past four years, three Spark alumni were awarded the prestigious Fulbright Platinum Award in Entrepreneurship valued at US\$100,000 to study at top American universities.

The Spark programme consists of two parts: education and competitions:

- **Education:** Every year, Spark runs a free seminar series for students and staff called Vision 2 Business. Each session consists of a guest speaker talking about their entrepreneurial experiences and an academic introduction to theories of entrepreneurship.
- **Competitions:** These include the Ideas Challenge (first semester), and the \$100,000 Challenge and Video Pitch Challenge (second semester). The Ideas Challenge allows staff and students to test their ideas and win cash prizes of \$1,000. The \$100,000 Challenge is perfect for anyone hoping to start a business. Entrants develop a full business plan for their business idea and can win both mentoring and prizes valued collectively at over \$100,000.

For more information about Spark, visit [www.spark.auckland.ac.nz](http://www.spark.auckland.ac.nz)

# Dealing with problems

## Illness and personal trauma

If illness or other circumstances beyond your control prevent you from continuing with your research for a period of time, you can apply for an extension or suspension of enrolment (refer to pp50-51). It is important to apply as soon as possible so that the best arrangements can be made to accommodate your situation.

Refer also to p32 for information about the University's health and counselling services.

## Anti-harassment policy and procedures

The University is committed to providing an environment free from harassment and discrimination. Harassment may be offensive behaviour or unwanted attention. It may involve an abuse of power to disadvantage, dominate, discriminate or insult. Any kind of harassment – sexual, racial, academic, religious, and on any discriminatory grounds – is totally unacceptable. The University Council endorsed the above policy in 1984. The University has set in place:

- procedures to investigate and/or resolve harassment complaints
- programmes to prevent the occurrence of harassment
- procedures for the informal, confidential and expeditious resolution of harassment complaints.

When mediation is required, the complaint is referred to a mediator. A complainant may approach a mediator directly and may request a mediator of the same gender (for sexual harassment complaints). The mediator coordinates the University procedures for dealing with harassment and provides educative activities relating to harassment.

## Disputes mediation service

A mediator is a skilled, confidential resource person that you may approach directly in the event of difficulties or disputes in supervision. Sometimes the mediator will guide you in how to resolve the issues yourself; at other times (and at your invitation), they will play a role in mediating a resolution between you and your supervisor(s). They may also be invited by your supervisor(s) to take such a role. You can contact the University mediation service by **email:** [mediation@auckland.ac.nz](mailto:mediation@auckland.ac.nz); or **phone:** +64 9 373 7599 ext 88905. For more information, visit [www.auckland.ac.nz/mediation](http://www.auckland.ac.nz/mediation)

## Grievances

If a grievance or dispute arises between you and your supervisor(s), we recommend you address it as soon as possible. It is University policy that you attempt to resolve all disputes (with rare exceptions) informally before filing a formal grievance. In the event that informal dispute resolution fails, there are formal grievance procedures you should follow.

Informal avenues to dispute resolution include talking directly to the supervisor(s), the departmental postgraduate adviser, the Head of the Department or the student advocates at Auckland University Students Association ([www.ousa.auckland.ac.nz/wave](http://www.ousa.auckland.ac.nz/wave)) or the Postgraduate Students' Association ([www.pgsa.org.nz](http://www.pgsa.org.nz)).

Dispute resolution processes are outlined in Resolution of Research Problems, which can be downloaded from the School of Graduate Studies website at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies) or found in hardcopy from Student Information Services, the AUSA and WAVE.

## WAVE student advocacy

The aim of the WAVE Student Advocacy Network is to offer prompt, confidential and quality support to all students who have academic grievances or any other concerns about

University life or services. They can help with flatting and landlord problems, issues with other students and hassles with life in general.

WAVE Student Advocacy Office is open Monday to Friday, 10am-12noon (during semester), and is located at AUSA Reception, 4 Alfred Street, City Campus; **phone:** +64 9 309 0789 ext 202; **email:** [advocate@auckland.ac.nz](mailto:advocate@auckland.ac.nz); **web:** [www.ousa.auckland.ac.nz/WAVE](http://www.ousa.auckland.ac.nz/WAVE)

## Equal opportunities

The University of Auckland is committed to providing equal opportunities in teaching, research and administrative operations, and opposes unfair discrimination on the grounds of gender, race, disability, marital status, sexual orientation, age, religion or on any other grounds, or through harassment.

The University recognises that its success – the quality of its teaching, the calibre of its graduates and the discoveries made through research – all depend on the people who choose to study and work here. The University is also committed to attracting the most talented people from all sections of the wider community it serves. In doing so it aims to ensure that equity issues do not compromise student or staff opportunities for a successful and rewarding experience at The University of Auckland.

For advice on equal educational opportunities (EEdO) issues, contact the EEdO Office on ext 84093.

For advice on issues pertaining to students and staff with disabilities, contact the Disability Services Office on ext 88808 or 87330.

For issues concerning equal employment opportunities (EEO), contact the EEO Office on ext 88316.

# Student life

## University accommodation

Choosing where to live during your studies is central to your academic success and your experience of student life. Accommodation Services of The University of Auckland's offer both catered and self-catered accommodation options that are particularly suitable for postgraduate students.

Grafton Hall, International House and O'Rorke Hall are fully catered Halls of Residence while Huia Residence offers an optional meal plan for dinner every night, as well as self-catered facilities. Although all the Halls have a large population of students who have just left secondary school, postgraduate students can be accommodated there. For instance, O'Rorke Hall has two floors of larger rooms reserved for postgraduate students.

Living in a self-catered residence may be more suitable for you. Park Road Student Flats, which offers studio bedsit apartments with a communal kitchen and lounge for 32 students, with some double rooms for couples, are reserved for postgraduate students. Parnell Student Village offers single rooms in apartments for four or five students living together. There is limited family accommodation available in one or two bedroom unfurnished apartments at The Royal. The rates for these residences include utilities such as power and water. You will need to organise your own internet connection and provide your own kitchen utensils and linen. All residents enjoy free membership of the University Recreation Centre. You can also stay in residence over summer at favourable summer rates.

Apply online from 1 August for full-year applications and from 1 April for applications for the second semester. First offers are sent out from early October. As places are limited at Park Road and The Royal, we strongly recommend

applying early. Please note preference is given to full-year applications above one semester applications.

For further information, contact Accommodation Services, O'Rorke Hall, 16 Mount Street, Auckland; **phone:** +64 9 373 7599 ext 87691; **email:** [accom@auckland.ac.nz](mailto:accom@auckland.ac.nz); **web:** [www.auckland.ac.nz/accommodation](http://www.auckland.ac.nz/accommodation)

## Transport

MAXX is a phone and internet-based information service that helps you find the right bus, train or ferry for travel in Auckland. Ring them on +64 9 366 6400 or 0800 10 30 80. Alternatively, visit their website, [www.maxx.co.nz](http://www.maxx.co.nz)

## Transport between University of Auckland campuses

The City and Grafton Campuses are within 15–20 minutes' walking distance of each other, or you can catch the Link bus, which runs every 10 minutes from outside the main library on the City Campus at 5 Alfred Street. For the return journey, the bus stop is outside the Medical School, Building 502, in Park Road.

Epsom Campus has free student parking and can be reached via a number of bus routes. Visit [www.maxx.co.nz](http://www.maxx.co.nz)

The University supplies a free bus service between the Tāmaki Campus and City Campus for students and staff travelling on University business. This bus leaves from 5 Alfred Street, City Campus, or from outside Building 723 at the Tāmaki Campus. You will find a timetable for the intercampus student bus at [www.auckland.ac.nz/intercampus-bus](http://www.auckland.ac.nz/intercampus-bus)

## Health and counselling services

University Health Services provides a general practice medical facility, staffed by fully qualified and experienced medical doctors and nurses who specialise in all aspects of general medicine, including sexual health and contraception, insurance medicals, travel advice and immunisations, flu vaccinations, immigration medicals, diving medicals, ECGs and minor surgery.

The service is free if you are enrolled in the Health Centre Primary Health Organisation. (The cost is \$50 for those students not enrolled.) Consultations are also free for international students if they have a StudentSafe insurance policy. Enrol online or in person at the Health Centre before your appointment. Medical specialists are also available on a referral basis. Visit [www.auckland.ac.nz/health\\_services](http://www.auckland.ac.nz/health_services)

Please phone for an appointment, and if you are unable to keep it, provide as much notice as possible as other students always require appointments.

The service is available at the following campuses:

**City Campus:** Monday-Thursday, 8am-6.30pm  
Friday, 8am-5pm (all year round)  
Level 3, Student Commons Building, 2 Alfred Street, Auckland  
**Phone:** +64 9 373 7599 ext 87681

**Tāmaki Campus:** Monday-Thursday, 10am-2pm (semesters only)  
Building 730.110, Tāmaki Campus, Morrin Road  
**Phone:** +64 9 373 7599 ext 86677

**Grafton Campus:** Monday and Wednesday, 9am-3pm; Tuesday and Thursday 9am-4pm; Friday, 8.30am-4.30pm (February-December)  
Level 1, 89 Grafton Road (opposite the Auckland Hospital Car Park Road)  
**Phone:** +64 9 373 7599 ext 86962

**Epsom Campus:** Monday-Friday, 9am-3pm.  
Registered Nurse Clinic only on Wednesdays (semesters only).  
**Phone:** +64 9 623 8889

**Assistance from a Registered Nurse** by phone is available all night and anytime the practice is closed (including Christmas Day).  
**Phone:** +64 9 373 7599 ext 87681

In an emergency dial 111 and ask for the ambulance service.

### Counselling services

Students often feel they should be able to cope with student life and their personal lives and are reluctant to ask for support. But it is always better to seek support before you feel desperate.

Counselling enables students to address both acute emotional crises and longstanding difficulties that impact on their University studies. Together with the counsellor, students can clarify their goals and develop new skills and strategies to deal with the difficulties they face.

Counselling services is free, confidential and will support you with any issues, particularly those that impact your studies. The service has a team of fully-qualified and experienced counsellors and psychologists, who can be contacted through the University Health Centre reception for an initial appointment by ringing +64 9 373 7599 ext 87681, the Grafton Campus at +64 9 373 7599 ext 86962 or Epsom Campus at +64 9 373 7599 ext 48526 or 09 623 8889.

Counselling services are also available at the Tai Tokerau Campus, 13 Alexander Street, Whangarei.  
**Phone:** +64 9 470 1000

### Dental care

Lumino Care Dental provides a fulltime, permanent service at the City Campus. The service is staffed by New Zealand-registered,

experienced dentists. Lumino offers a substantial discount on normal dental surgery charges. Phone +64 9 373 7599 ext 83860 or visit them at the University Health Centre, Level 3, Student Commons, 2 Alfred Street, City Campus.

### Optometry

The Department of Optometry and Vision Science operates two public optometry clinics in Auckland, one located at the Grafton Campus and one at the Tāmaki Campus. Grafton Campus Clinic is located on the fourth floor, Pre-Clinical Building (502), School of Medicine, **phone:** +64 9 373 7527. The Tāmaki Campus Clinic is located on Level 1, Population Health Building (730), Tāmaki Campus, Morrin Road, Glen Innes, **phone:** +64 9 303 5979.

### Pharmacy

There is a pharmacy on the City Campus in the Student Commons Building, Level 2, 2 Alfred Street. The pharmacy stocks toiletries, stamps and phone cards, and provides passport photos, film development and prescription services.

### Physiotherapy

There is a physiotherapy clinic at the Recreation Centre, 17 Symonds Street, City Campus. Students can either go directly to the clinic or obtain a referral from the Health Centre.

### Personal safety on campus

The University of Auckland provides an exciting environment for postgraduate students, but as with all large institutions, it can also be unsafe. It is important to protect your personal safety, so for example, avoid working on your own. Remember, assaults can happen even in the middle of the day. Let someone in your department - a colleague or on-duty security officer - know where you are. Lock the door of an office/laboratory while you are working inside alone. If you are staying late, tell people at home. Do not leave personal property and valuables in unlocked rooms. Do not leave your laptop anywhere, even in a locked room. Have someone

escort you to your car at night. Take the best-lit route when walking, and avoid taking shortcuts through public parks and badly lit areas after dark.

Phone the University Security Control Room (ext 85000) to report events such as theft, or if you feel threatened or see a threatening situation. If there is an emergency, if you see anything serious or violent happening, or if you cannot get through on the normal Security Control Room number, phone 111 and ask for the police. For non-urgent routine police calls, **phone:** +64 9 379 4240.

Departments publish safety manuals that contain excellent advice. They are given out to all postgraduate students as part of start-up packs and can also be obtained from departmental offices.

## Social activities and clubs

### Strata, Postgraduate Commons

This attractive facility on Level 4 of the Information Commons, Alfred Street, City Campus, is managed by the Postgraduate Students' Association (PGSA). The Commons comprise a café and bar, a lounge area and a meeting/conference room. The café and bar is open for breakfast and lunch from Monday to Friday and is a great place to meet with your supervisor over a coffee or with friends from your department for a drink at the end of the day. The lounge is equipped with both wireless and cable connections to the University network, and has computers that are perfect for a quick email check. The meeting room is equipped with a whiteboard and data projector, and can be booked through the PGSA (**email:** [pgsa@ auckland.ac.nz](mailto:pgsa@ Auckland.ac.nz)). The Commons are also used by the PGSA to host guest speaker presentations, student seminars, mentoring programmes, orientations and other postgraduate functions and parties.

### iSpace

Also on Level 4 of the Information Commons is the International Lounge, iSpace. The lounge

provides a meeting space for international students.

### Campus recreation

The University of Auckland Recreation Centre has a range of recreation facilities, services and programmes at City Campus, 17 Symonds Street.

Facilities include a health and fitness studio, sports hall, group fitness studio, climbing wall, dance studio and two squash courts. Qualified fitness instructors are on hand in the health and fitness studio to design personalised exercise programmes, perform fitness assessments and provide a variety of health, fitness and nutrition advice. Sports hall activities, including social

team sports and courts, can be booked for basketball, soccer, cricket, netball and other indoor sports. Qualified group fitness instructors teach a broad range of classes in the air-conditioned group fitness studio. A popular aspect of operations at the Recreation Centre is the Recreation Programme that operates each semester and offers classes in dancing, martial arts, tai chi, yoga, massage and much more.

Hours of operation at the Recreation Centre, City Campus, are: Monday-Thursday, 6am-10pm; Friday, 6am-9pm; Saturday, 9am-6pm; and Sunday, 9am-7pm.

Along with cricket, rugby and soccer fields, the UniSports Training Centre at Tāmaki also

provides a range of recreation facilities, services and programmes. While it is used for testing and training athletes, and for teaching and research, it is also open for student and public use. The centre's facilities include fitness equipment and a main hall with a state-of-the-art sprung wooden floor. It also has highly-qualified staff who provide training advice and conduct fitness assessments. Membership is available on a yearly or six-monthly basis; casual workouts are also available.

Hours of operation at UniSports Training Centre, Tāmaki Campus are: Monday to Thursday, 6am-9pm; Fridays, 6am-8pm; weekends 9am-1pm; **phone:** +64 9 373 7599 ext 82541.

More information is available on the Recreation Centre website at [www.auckland.ac.nz/recreation](http://www.auckland.ac.nz/recreation)

### AUSA clubs

The Auckland University Students Association (AUSA) arranges events throughout the year with bands, DJs and competitions, and organises a network of clubs. This is a great way to take some time out. Many students also find that they make a lot of new friends that expand well beyond the sphere of university life. If you are after an adrenaline rush, you can join one of the extreme sports clubs, such as the Auckland University Canoe Club, which organises white-water kayaking and rafting. There is also a mountain biking, tramping and Underwater Dive Club. There are a number of other sports clubs such as netball, rowing, squash and tennis.

AUSA also offers art clubs, religious clubs and political clubs. There are also a number of cultural clubs including Samoan, Taiwanese, Hong Kong, African and Islamic clubs.

If you want to find out more, you can visit the Clubs and Events team, in Clubspace above the Maidment Theatre, City Campus. By joining a club, you will be able to use some of the services provided by AUSA at a reduced rate, and become more involved in student life. More information is

available on the AUSA website [www.ausa.auckland.ac.nz](http://www.ausa.auckland.ac.nz)

### Family life

Students with young children face special challenges when studying, so student parents at the University have access to several dedicated study and support spaces, including a child-friendly study space in the Library and a ParentSpace office. ParentSpace provides a place where students with young children can meet and share experiences, while relaxing in a friendly environment. ParentSpace also has dedicated staff who can help you with any concerns and provide advocacy should problems arise. Students wishing to use this space should approach the AUSA reception, 4 Alfred Street or contact the Student Parent Resource Officer by **email:** [spro@auckland.ac.nz](mailto:spro@auckland.ac.nz) or **phone:** +64 9 309 0789 ext 231.

The University provides excellent childcare facilities for pre-school children. There are crèches at the City, Grafton and Epsom campuses. For students at the Tai Tokerau Campus in Whangarei, there are two childcare centres within walking distance of the campus.

**Phone:** +64 9 470 1000 for more information.

Further information, including contact details for childcare facilities on the Auckland campuses, can be viewed online at [www.auckland.ac.nz/studentparents](http://www.auckland.ac.nz/studentparents)



# Part 2: Phases of the doctoral degree

## The Early Phase: Provisional Year



### Landmarks

Preparing a full thesis proposal  
Completing a literature review  
Completing an ethics application (if required)  
Mid-year review  
Provisional year review

### Supervision in the Early Phase

Hitting all your Early Phase landmarks is only possible with good communication between you and your supervisor(s). In what follows, we assume you have already had a preliminary

meeting with both your supervisors or advisory committee to work out your respective roles. (Whether all of you continue to meet together every time will depend on what you have agreed. However, we do recommend you have a group meeting once a year so that you are all kept up to date with your progress.)

Ask your supervisor(s) to meet with to talk about how the supervision will work over your first 12 months. Make an agenda of issues to talk about, including how often you will meet; for how long; who will set meetings; and who will take notes. To learn more about making the most of your

relationship with your supervisor(s), see the Centre for Academic Development's *Getting Started on Supervision* booklet.

Here are some tips for good supervision meetings:

- Email your supervisor(s) three to four days before a supervision meeting, reminding them about the meeting's date and time, and listing some of the things you would like to talk about. This is also a good time to send them any written work you want them to review and discuss.
- Go to meetings prepared.
- Take your prepared agenda with you.
- Keep good notes.
- Email your notes back to your supervisors so you all have a record.
- Don't miss meetings – they are an important source of encouragement and ideas.
- Book your next meeting ahead of time.

### Joint supervision across institutions

Your main supervisor must be a staff-member researcher employed by The University of Auckland. However, if you are based in another research institute, you may have a co-supervisor who plays a more active role in supervising you. There are several issues to consider when thinking about joint supervision of this kind, the least of which is needing to satisfy the University's policy on off-campus registration. For more information about joint supervision across institutions, see the section on Guidelines for Good Practice of Joint Supervision at [www.auckland.ac.nz/doctoral-policies](http://www.auckland.ac.nz/doctoral-policies). Supervisors in other institutions may not be aware of our supervision policies, so you or your University of Auckland supervisor may need to draw their attention to it.

### Degrees awarded jointly with other institutions

In special cases, The University of Auckland may agree to negotiate an agreement with another

university for the joint award of a PhD or other degree. This is only considered when there are very good reasons – the nature of the research might, for example, require the support of a university in another country. These agreements require considerable time and effort to negotiate, and may require the permission of government ministries in both countries. Requests to set up these arrangements are considered according to the Policy on Management of Co-supervised/ Jointly Awarded PhD Degrees.

You can find more information at [www.auckland.ac.nz/doctoral-policies](http://www.auckland.ac.nz/doctoral-policies)

### Planning a timeline

To develop and maintain a sense of purpose, and to keep on track with your research project, it is a good idea to devise a timeline for your entire doctoral degree. From the outset, three or four years can seem like a very long time. If you think about the nature of the project, however, you will find that you need all that time for your research and to produce a polished and original thesis.

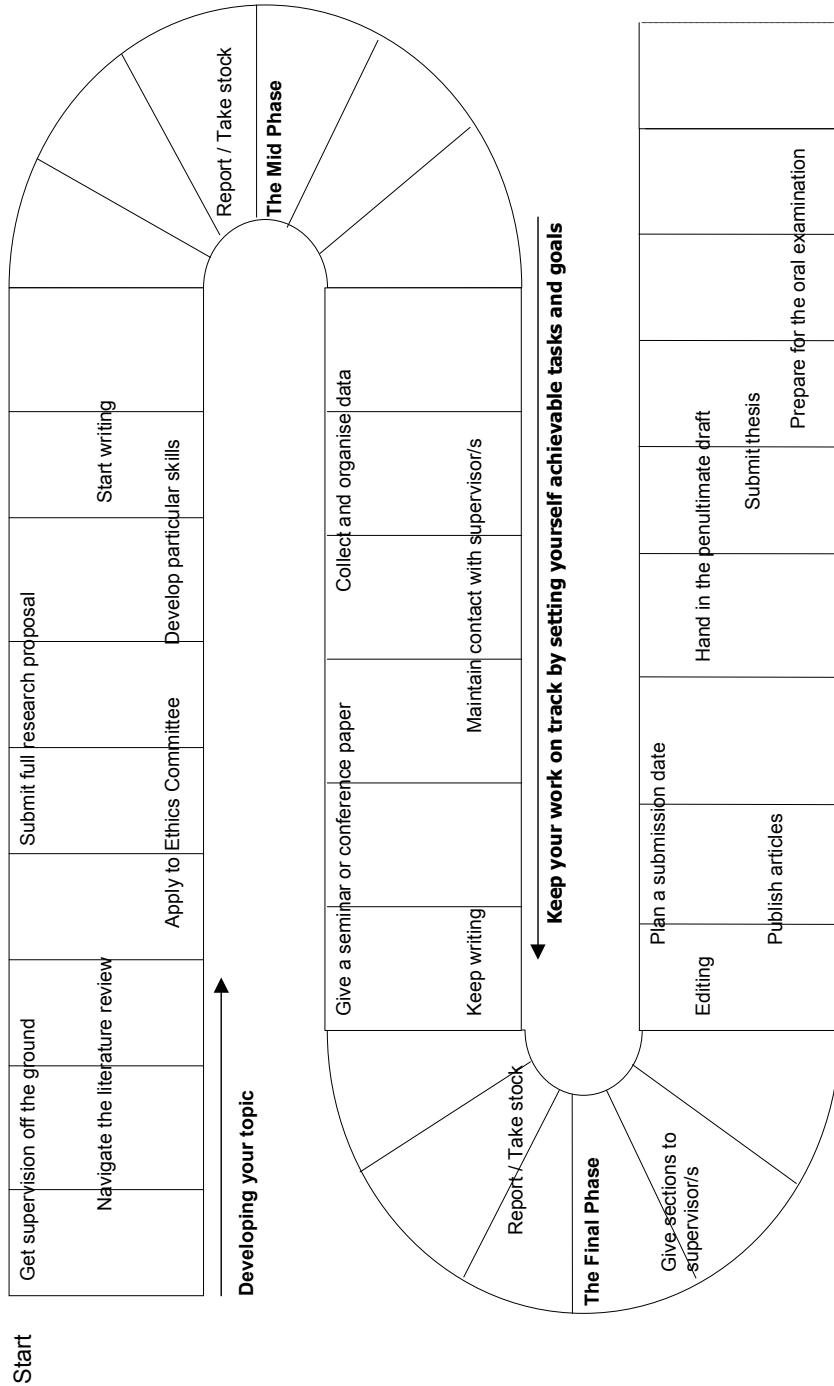
Producing a timeline enables you to visualise your degree in terms of the time you have to complete the whole project; then you can break it down into discrete or doable tasks. Many students find it helpful to attach a timeline to their wall and update it regularly.

Factor in meetings with your supervisor(s), and set dates that allow you to meet at regular intervals. It is also a good idea to set provisional dates for giving a seminar about your research.

You should also take into account some of the delays you may experience, like the time you may need for research or collecting data, the likelihood of your supervisors going on leave, or time away from your research to attend a conference. You may also find that you need to allow some time to develop skills in specific areas – computer or IT skills for example. Consider all of this when planning your timeline with your supervisor(s).

## Visualising the Degree: A PhD Calendar

### The Early Phase: Provisional Registration



Start

## Provisional goals

Along with a timeline, you and your supervisor(s) should set out provisional goals to help you proceed with your research with a sense of purpose and direction. We also recommend you set up regular monthly meetings with your supervisor to discuss your progress.

The following provisional goals are compulsory for all Early Phase PhD students:

- Preparing a full thesis proposal. This is normally completed in the first six months of study.
- Completing a literature review. This should be completed within the first 12 months of study.
- Presenting your proposal and/or work to an appropriate forum (eg, seminar, research group, conference) to the satisfaction of your supervisors.
- Getting approval of your full thesis proposal by your departmental/faculty postgraduate committee.
- Obtaining ethics approval(s)/permissions for your research (if required).
- Attending one of the Doctoral Skills Programme's Induction Days (see p18).

Optional provisional goals can include:

- developing and accounting for your methodology
- working out a provisional thesis structure
- drafting your questionnaires
- undertaking your pilot study or initial research trial.

For any questions about what is expected of you not answered here, talk to your supervisor, another PhD student, your departmental adviser, lecturers or the Centre for Academic Development postgraduate tutors. No one expects you to know everything at the outset.

# Achieving your landmarks

## Preparing your full thesis proposal

As a doctoral candidate, you must submit a full thesis proposal and gain approval from your supervisor(s), your department's postgraduate committee and/or Head of Department, and the University's Board of Graduate Studies, before you can move beyond provisional registration.

Your thesis proposal has an important purpose for you as a researcher. By establishing your central research question or topic, gaining a sense of the existing field of study and foreseeing some of the challenges you may face, you will be in a much better position to undertake productive research.

Your proposal is a guideline that will help you navigate your way through what is often a difficult journey.

## Writing tips

The University has exceptional resources to guide you through the thesis proposal writing process, including the guidelines in the Statute, your department's doctoral student guidelines; your department's doctoral or postgraduate adviser; your supervisor(s); and workshops through the Doctoral Skills Programme.

When writing your thesis proposal, consider the following:

- What are your objectives? What will your research contribute to the current field of knowledge? How is your contribution significant or original?
- What resources you will need? Are there any budgetary constraints?
- Are there people who have specialist knowledge in this area available to supervise

your research? Do you envisage any problems that might arise, such as cross-department supervision, and if so, how will you deal with them? Is it a collaborative project (between you and your supervisor)?

- Do you have a working title?
- What are your methods of enquiry?
- Is the proposal presented in an appropriate scholarly format?

## Completing a literature review

One of your aims in the provisional year is to determine and evaluate existing research in your field of study through the literature review. A literature review enables you to narrow and develop your topic, and position your research in the context of current research. While it is important that you conduct an extensive review of existing literature early in your degree, it is also imperative that you continue to keep abreast of research in your field throughout your entire doctorate.

So where do you begin? You may want to start with a topic within your field of study that is of particular interest to you, or with an area that strikes you as controversial and challenging. Your supervisor(s) can offer further guidance, and your subject librarian can help locate and source material for you.

Many doctoral students feel overwhelmed handling so much literature. If you stick with what you are most interested in and what seems to have the most relevance to your topic, you should be able to maintain focus. If you find there is very little literature out there, you may have narrowed your focus too much. Of course, it is also possible that there is little research in the area because you are at the cutting-edge of a topic.

This review is more like a survey that allows you to measure the extent of research in the area, gain a sense of its limitations, and identify potential gaps. As you gain more confidence and improve your critical and analytical faculties, you

will find you can better evaluate the merits and limits of existing work.

You will need to include a literature review in your thesis, so this is an excellent opportunity to hone your skills. In your thesis itself, the literature review shows your examiners that you have knowledge of existing research in your chosen field and that you can make a critical judgement and evaluation of the achievements and limitations of existing scholarship, which justifies the need for your own research project.

Both your topic and discipline will determine the form and structure of your literature review. Ask your supervisors or postgraduate adviser for more information about what is expected of you.

## Completing an ethics application

The University of Auckland requires all research conducted with human or animal participants, and on low-risk genetically modified organisms, be reviewed by one of three formal committees:

- The University of Auckland Human Participant Ethics Committee (UAHPEC)
- The University of Auckland Animal Ethics Committee
- The Biological Safety Committee (UABSC)

Information on these committees and their requirements such as guidelines, regulations, forms and agenda closing dates, can be found at [www.research.auckland.ac.nz](http://www.research.auckland.ac.nz)

While you must complete your application in your own name, your supervisor(s) should help you by reading the draft application and advising you on how to improve it. Filling out an application(s) may require considerable work, so you need to set aside time to complete it.

All faculties (and high-user departments) have an ethics adviser who is available for advice on ethical matters. Contact the faculty or department office for their name if your supervisor does not know it. Many departments also have their own internal processes for signing

off ethics applications before they go to the Institutional Research Approvals Secretariat (at the Research Office, Level 2, 76 Symonds Street). Ask your supervisor or postgraduate adviser about this.

## Mid-year review

Consult the Doctoral Supervision Development Guide for information about the mid-year review. The document is intended to facilitate discussion between doctoral candidates and their supervisor(s) to clarify their respective expectations and to assist in the development of their working relationship. It is recommended that you hold such a discussion within six months of enrolment.

## Provisional year review

As PhD registration is provisional during the first 12 months for fulltime students (24 months for part-time students), the provisional year review focuses on whether you have completed the provisional goals you and your supervisor(s) determined at the time of your registration. Your full thesis proposal should also be approved by the department by this time. You need to fill out the Review of Provisional Registration form (it is different from the annual report form) to start the review process. Then your supervisor and Head of Department will make one of the following recommendations:

- to confirm your registration
- to extend the period of provisional registration for a further three to six months
- to terminate your registration.

After your registration has been confirmed you will be required to fill out an annual report on every anniversary of your registration (see p41).

Find the provisional year review form at [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)

# Things to consider

## Writing

To avoid having writing become an issue, you should try to make a habit of writing from the outset of your candidature. There are lots of benefits to this: the more you practise academic writing, the better your academic writing becomes and the better prepared you will be for the intensive writing phase at the end of your PhD. Writing often can give you a sense of achievement, and you are less likely to suffer writer's block later on p40. Writing from the get go can also give you and your supervisor something to focus your discussions on.

There are lots of kinds of writing you can do (apart from actually drafting a chapter), including:

- writing about the things you read – make summaries and write your critical responses to what you have just read. Treat a group of articles around a similar idea (or question or methodology) as a stimulus for a mini literature review. Ask your supervisor(s) to read what you've written and then discuss it
- keep a journal to record your day-to-day observations about your research and your thoughts about it
- quickly write a paragraph on what your thesis is about.

When your supervisor suggests you begin writing your literature review or methods chapters, take it as an invitation to begin to pull your thoughts together. Remember, starting to write early gives your writing, as well as your thinking, more of a chance to mature.

## Assigning authorship

The University's Research Ethics states that every author included in conference papers and other

publications must have played a significant role in the research and/or the preparation of the paper. To avoid any misunderstandings about authorship for work arising from your thesis, raise the issue of authorship with your supervisor(s) early on. Be aware that the practice at the University varies by discipline and ranges from never having your supervisors' names on publications to always having them there.

You should remember that publications play an important part in your supervisors' careers as well as your own. If their view is that their names should be on some of the written pieces arising from your thesis, then you should discuss with them the circumstances that make this likely. You might also talk about how to decide the order of authors' names.

## Copyright

Copyright is covered by the University's policy on intellectual property (IP). Broadly speaking, whatever you write belongs to you. However, an employment contract may change this. Electronic submission of your doctoral thesis makes copyright more of an issue, so it is helpful to attend the Doctoral Skills Programme workshop on Copyright and Intellectual Property early on in your thesis – it is key to go into the writing process fully informed.

The University of Auckland has a distinct policy dealing with student publication rights when involved in research sponsored by external agencies. Find out more in the University's Research Policy Manual at [www.research.auckland.ac.nz](http://www.research.auckland.ac.nz)

## Third party copyright

Third party copyright is any copyright other than your own. While you are permitted under the Copyright Act 1994 ("Act") to copy another person's copyright work in your thesis for the purposes of examination, it is subject to the conditions and limitations.

- You must fully attribute the other person's copyright materials or you will be in breach of

the original author's "moral rights" which are protected under the Copyright Act and the University's policies on plagiarism; and

- The permission does not apply if you "publish" or "communicate" your thesis on the internet or by any other means.

If your thesis is to be deposited as a digital copy into ResearchSpace, it becomes a "commercial publication" under section 11 of the Copyright Act because it has been posted on the internet and made "available to the public".

Prior written permission to allow your thesis to be publicly available must be obtained from the copyright owners where:

- a. a "whole work" is copied - a poem, diagram, chart, graphic or image is considered to be a "whole work" and is not just a part of the publication from which it has been taken; or
- b. a substantial part of a work has been copied – a copy of a part of a work is considered substantial if it represents the essence or an important or significant part of that work.

Note that works on the internet are likewise protected by copyright.

You do not need the permission of the copyright owner if:

1. copyright has expired – 50 years from the death of the author
2. work is not protected by copyright – legislation, Parliamentary debates, Select Committee reports, judgments, reports of Royal Commissions and Government inquiries. Note: this only applies to New Zealand works, not overseas works
3. copying is permitted under the Act – abstracts of scientific and technical articles; buildings and sculptures on public display; literary or artistic works relating to medicines imported by the Crown
4. use clearly falls under one of the fair dealing exceptions in the Act such as fair dealing for the purpose of criticism and review
5. the author has made the work available under a licence which permits you to post the work

on the internet – eg, Creative Commons licence.

Before you rely on any of these exceptions to copy a work without permission from the copyright owner, you must read a fuller explanation of permitted uses of the above, available at [www.library.auckland.ac.nz/thesis/thirdpartycr.htm](http://www.library.auckland.ac.nz/thesis/thirdpartycr.htm)

If you are unable to obtain permission to reproduce material, you may consider placing your illustrations in a separate section of your thesis that can then be suppressed from public view; you can also suppress the whole text of the thesis. Consult with the ResearchSpace administrator for more information on these options. For more information, visit ResearchSpace at [www.researchspace.auckland.ac.nz](http://www.researchspace.auckland.ac.nz)

If you are unsure whether you need to obtain written permission, you must check with the University Library, your supervisor(s) or your Head of Department.

## Intellectual property

Ownership of ideas is also covered by the University's policy on IP. It acknowledges that you do not lose your IP rights by enrolling and that your invention belongs to you unless you have previously assigned it to another party. However, you are required to report all IP with commercial potential to the University and, depending on the circumstances, the University may have reason to make a claim for joint ownership. The University may also require you to assign any new IP before joining a research group; this applies particularly if you are receiving financial support. If you think this may be an issue, then be sure to read the policy and sort out ownership of ideas in writing at the start of your research. Do not sign anything without independent advice.

If you are employed by the University to do research, your contract may assign ownership of IP to Auckland UniServices Ltd, a company owned by the University. UniServices are very experienced in protecting and commercialising new ideas, so it is in your interests to consult

them. You can visit the UniServices website at [www.uniservices.co.nz](http://www.uniservices.co.nz) for more information.

## Plagiarism

Plagiarism is prohibited at The University of Auckland and, if discovered, will normally result in the student entering the University disciplinary process. The best way to avoid being accused of plagiarism is to ensure that if you are using or quoting any other author's work (whether from papers, books, the internet or any other literary source) that you fully and accurately attribute that work to the original author by proper referencing. The Doctoral Skills Programme provides a session called Citing and Avoiding Plagiarism to help you interpret where the boundaries are between common knowledge and what must be referenced.

## Meeting departmental requirements

Each department and faculty at The University of Auckland has its own set of supplementary rules, guidelines and requirements. Such requirements supplement those of the University and can usually be found in your department's postgraduate handbook. Information about health and safety, and the use of laboratories and equipment, can also be found in your department's handbooks. If you cannot find the information you seek, talk to your supervisor(s) or the departmental postgraduate adviser.

Departmental orientation programmes are also an excellent source of department-specific information and provide an opportunity for you to ask questions and get an idea of who to go to for answers in the future.

## Dealing with absence from the University

If you intend to be absent from the University for more than two months to pursue research, your supervisor needs to submit suitable plans for your supervision during that time. Approval is required from your faculty's Associate Dean (Postgraduate)

through your Head of Department. A Doc 6 form (found at [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)) is used for this purpose. If your period of absence will exceed six months, you need the approval of the Dean of Graduate Studies.

### Named doctorates

The regulations for named doctorates also provide for changes to conditions of registration in relation to supervision, extensions of time, and suspension or termination of registration. These should be handled in the same way.

### Balancing family, friends and research

Writing a doctoral thesis is a huge undertaking. There are not many projects in life that take up as

much time and focus. It is useful to build strategies to balance your thesis and its production with your family and friends. Have clear self-imposed guidelines about when you are working on your thesis. Keep friends and family informed about the different stages you are at and how this might affect your availability. Family members and partners might easily feel you are putting the thesis' needs ahead of theirs; you may be, or might be required to do so in the future. That is why your commitments with your study, your research and your family and friends have to be negotiated.

You should also establish nourishing habits in terms of exercise, good food, rest and recreation. It is very easy to burn out if you do not take time out away from your research.

# Early Phase Doctoral Skills Programme courses

Many of the courses available to you at this phase of the degree relate to using resources around the University to help with research and writing. For more information about the Doctoral Skills Programme, see p18 or go to [www.auckland.ac.nz/doctoral\\_skills](http://www.auckland.ac.nz/doctoral_skills)

Core course	Description
EndNote for Doctoral Skills	An introduction to how you can enter information (manually or from Library catalogues and databases) into an EndNote library and then automatically insert selected references from your EndNote library into an MS Word document
Literature Review	Looks at the purpose, the stages and the end goal of the literature review
Literature Searching: Extending Your Search Skills	Teaches you advanced database search skills, including the use of Boolean operators; proximity operators and truncation symbols; understanding, finding and using subject headings; limiting your search to get the best results; and broadening your search
Literature Searching: Getting Started	Covers concept mapping, multi- database searching, and other library resources
Planning for a Career: Academic and Non-Academic	Looks at career options after completing a PhD. It covers both academic and non-academic careers, what is expected of you in both, and how to find information about and access to employment in your preferred field  It briefly looks at the difference between an academic and non-academic CV
Staying Current	Learn to save your search history in the Library databases and get an email alert of the most recently published articles or journal issues on your subject
Thesis Proposals	Answers the questions: What needs to be included in a research proposal? How do you move from a provisional proposal to a fully developed proposal, such as is often required at the end of the provisional year?
Writing a Thesis: Citing and Avoiding Plagiarism	Highlights the importance of appropriate citation practices and offers tools to assist students in referencing other sources
Writing a Thesis: Getting Started	Looks at issues such as what can be written in the first year, the differences between writing a thesis and a lengthy essay and strategies for incorporating writing into your research

Additional courses: Academic Careers Day; A Doctoral Skills Forum; Applying for Ethics Approval; Formatting Your Thesis; Literature Searching: Finding Theses; Literature Searching: Scholarly Internet Resources; Research Methodology: Working with PASW (SPSS); Who is Citing Whom?

# The Mid Phase



## Landmarks

Writing, writing, writing  
Data collection  
Annual reports

## Supervision in the Mid Phase

### Maintaining good communication

During the Mid Phase, you may see your supervisor(s) is less frequently than in the Early Phase. However, it is wise to continue to have regular monthly meetings – however brief – to stay in touch. This habit can be really helpful if you hit a down phase with your progress (which happens to nearly everyone). While the temptation is to stay away from your supervisor(s), you could be missing out on their helpful insight and guidance.

If you are not making progress, or are having doubts about your project or your merits as a researcher, see your supervisor(s). If you can pinpoint what some of the issues are, your

supervisor(s) may be able to give you some new ideas for dealing with them or help you set some concrete and realistic goals. They may also give you some general encouragement to help keep you going.

If difficulties arise with more personal aspects of your life, and these difficulties are having an impact on your progress, it pays to keep your supervisors informed. If the difficulties are serious enough, a suspension may be the appropriate strategy for you (see pChanges to Registration).

There are also support services at the University that you should take advantage of if feeling stressed or lost. See p23 [www.auckland.ac.nz/postgradsupport](http://www.auckland.ac.nz/postgradsupport)

### Supervisor absence

It is possible that your supervisor will go on leave during your PhD study. If your main supervisor is going to be on leave, they are advised by the Senate guidelines to let you know at least four weeks in advance and to either organise an

alternative supervisor for that period or find a way to keep in contact during their leave.

### Getting good advice

It is possible during the Mid Phase that you and your supervisor(s) disagree over the direction of your research. The supervisor's role is to give you the best advice they can to ensure your work will be acceptable for a doctoral degree – and sometimes that advice is painful to hear. It is important to work out whether the advice you are getting should be followed or not.

Sometimes it may be helpful to get advice from someone else – another student or staff member, or the University Mediator. Remember, if you talk to anyone else, always ask them to keep your discussion confidential. It is also important to ask them to get your permission before they intervene in any way.

### Changing supervisors

Changing supervisors is possible, but you should be warned: changing supervisors will be disruptive to your study. Some good reasons for requesting a change of supervisor might include:

- incompatibility between you and your supervisor(s) that is affecting your progress
- incompatibility between your supervisors
- there is a more suitable supervisor available because your thesis changed focus or methodology

If you want to change supervisor(s) for academic reasons (changing focus in your thesis), talk with your existing supervisor(s) first about who could step in. If the reasons are interpersonal, you can talk to your other supervisor (if applicable) or to the postgraduate adviser to get ideas about a replacement. Treat these discussions as confidential until a decision has been reached.

Whatever the reason, you will need to fill out a Doc 6 form ([www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)). The change must be endorsed by the Head of Department and approved by the Associate Dean (Postgraduate). The faculty office

will forward the form to the School of Graduate Studies. Changes in supervision can also be made when you complete the provisional review and/or annual reports.

When you begin working with your new supervisor(s), do not forget to clarify mutual expectations of how the supervision will work. If some aspects of the supervision went wrong in the previous arrangement, think about how to prevent them going forward.

### Creating an evolving timeline

While it is important to visualise your entire degree from the outset - in your provisional year - as you proceed with your research, you gain a better sense of what it is you really need to do in order to finish within the allocated time.

As you gain a better sense of your research goals, you will probably find that you need to rework your initial timeline to incorporate new deadlines. For example, once you have a sense of your thesis' structure, you can incorporate tasks like finishing a draft of a chapter or writing up the results of a particular trial or study.

In order to perform particular tasks or complete specific projects, you will need to allocate smaller blocks of time. It may be of benefit, therefore, to devise plans or timelines month to month, and affix them above your desk or workspace.

The benefits of an evolving timeline include giving you a sense of purpose and a clear direction while affording you the flexibility to change your deadlines if you need to. Having a timeline with sections that you can cross off as you complete tasks also reminds you that you are making progress. (You also might find it helpful to set deadlines that involve rewards, like nights out or short holidays.)

When planning your timeline, make sure you factor in time for rest and recreation with your family and friends. There may be times when the thesis takes over, but it will be difficult to maintain a high level of motivation and productivity if you do not allow yourself some breaks. If these are

planned, you will be better equipped to enjoy them.

If you have a clear plan, you will also be in a better position to deal with any unforeseen events or interruptions. You cannot predict everything that will occur in three or four years, but even if you are forced to take time away from your thesis, it will be easier to get back into your work and pick up the threads if you have a plan to guide you.

## Mid Phase challenges

### Staying motivated

For many doctoral students, the middle phase of the degree poses some challenges. Some find it hard to stay motivated, and it is common for students to grapple with the perception or fear that they've made little tangible progress. It is not uncommon to feel despondent about your project in the Mid Phase.

If you are feeling unmotivated, revisit your thesis proposal and remind yourself of your initial ideas and enthusiasm for the research project. You may be aware that a particular section or element of the thesis needs work, but if you have hit a slump you may want to start with or move onto a section that interests you; it can help to lead you back in. Some students find it helpful to bring a problematic section or issue to a workable level first, without attempting to fully complete or resolve it. When you return to it at a later stage, the problem may seem far more manageable.

If you are feeling disconnected from your research, re-examine your existing work, and ask yourself how the next stage of research will draw on or link to it. What do you like about your work so far? How is it new, exciting or significant? If you feel you have little energy for the project, remind yourself of the unique and important contribution you are making. It also helps to recognise that you have already made tangible achievements.

Take the opportunity to examine your work habits and environment. Many doctoral students find it

helpful to work in a particular place and for a regular and reasonably consistent time. If you know that at certain times and at a specific venue you will be working on your doctoral thesis, you will find it easier to work at a steady and productive pace.

Some students find it easier or necessary to work on campus, in a department office, study room or lab. If you do not have access to such space, or you prefer to work at home, try to make your desk or home office a real study area, one where distractions (eg, family and television) are kept to a minimum.

### Combating isolation

Postgraduate study can be a solitary experience. In particular, part-time students, international students, and those working from home can feel isolated. To combat isolation, it is important to maintain contact with other doctoral students and colleagues. Attending and participating in departmental seminars, particularly postgraduate seminars, is a good way to keep in touch with others working in your field.

It is also a good idea to participate in or set up a reading group with other doctoral candidates in your discipline or related field, to discuss particular articles, readings, theories or methodologies. Or, you may want to join a writing group where participants review, edit and comment on each other's work.

Some students prefer to meet more informally with other doctoral candidates. It is reassuring to realise that others experience the same challenges and joys that you do – and it can really help you to stay motivated if you know there are others out there working through similar challenges.

The Centre for Academic Development's Student Learning Centre (SLC) can assist you in organising, setting up and maintaining a writing group or peer support group with doctoral students. Group participants can decide for themselves, with guidance and advice, the nature

and purpose of the group, how they would like to conduct meetings, or how often they will meet. Find out more at [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

There are also a number of departments within the University that have their own postgraduate seminar and support groups. If you are unaware of one in your department, check with the PhD or postgraduate adviser. If there is no such group, or if it has lapsed (eg, over the summer break), the Doctoral Programme Coordinator can help you set up or revive a departmental postgraduate group. Additionally, if requested, they can offer specific workshops or courses to doctoral students to be held in your department.

Attending the Doctoral Skills Programme and Student Learning Centre courses also enables you to meet doctoral students from other disciplines as well as your own.

# Achieving your landmarks

## Writing, writing, writing

The middle phase is often a time of sporadic writing bursts – not to mention anxiety about writing. Just remember, the more often you write the easier writing is (see p32 for writing tips). Of course, that does not mean you will not hit a block here and there.

Writer's block is common – even experienced academics suffer from it. The symptoms include writing avoidance, mild to strong depression, obsessive pre-writing rituals that mean you never actually start writing, telling yourself you have not read enough to start, rewriting the same sentence or paragraph endlessly, reworking your thesis or chapter structure again and again, or making lots of elaborate plans that you never begin to realise.

There are some basic strategies you can try to

outwit writer's block:

- Give yourself a very small daily word count writing goal (start with 100 if the block is really bad, then work up to 500 and move up from there).
- Write for a pre-determined amount of time without thinking about style, grammar or punctuation so that bit by bit you get a first draft on paper.
- Rework a draft. This strategy does not seem to create the same emotional resistance as writing onto a blank screen or page.

If you are suffering from writer's block, get help from your supervisor(s), a peer, another academic or the Student Learning Centre. Many academics have experienced writer's block and can tell you how they avoid or get over it.

The Doctoral Skills Programme offers many writing-related classes that will also help you get over the hump (see p43).

## Getting feedback

Asking for feedback on your writing is a good habit to get into. Regular feedback ensures you stay on the right track and do not pour your heart and soul into something you have to undo later.

When you give your supervisor(s) work for feedback, ask them how long it will take before they can give it back to you. The Senate guidelines says that supervisors must return work "with constructive criticism and in reasonable time". Just remember, supervisors need to fit reading and commenting on your work among their other workload demands, and some times in the year are busier than others. Waiting for up to a month for feedback is reasonable, especially if you are asking for your supervisor(s) to review a large piece of work. If your work is not returned within the agreed upon time, do follow up with your supervisor(s).

## Publishing

During the Mid Phase, you may want to publish some aspect(s) of your thesis. A literature review

can lend itself to publication if it is novel and comprehensive enough; sometimes your pilot study or preliminary data analysis is suitable. This, as well as issues about authorship, is something you should discuss with your supervisor(s) (see pp32-34).

Publishing has distinct benefits: it gives your writing a focus, you get feedback from other scholars in your field, and, if you are successful, you will improve your CV. Publishing also has some disadvantages: articles for publication are usually much shorter than thesis chapters and must be styled to conform to the journal's profile. As such, you will be shifting your focus away from producing thesis chapters.

### Conference abstracts

A good way to begin the publishing process is to first put forward a conference abstract. Conference abstracts are usually quite short pieces (often between 100 and 500 words), and require you to focus your writing on a specific topic. After writing your abstract you then write a full conference paper (usually between 3000 and 5000 words). Following the conference, select a target journal and expand and polish your conference paper for publication. Journal articles are usually up to 8000 words, but check your target journal for exact specifications. Once you submit your article for publication, it will be refereed by experts whose anonymous feedback will be returned to you to incorporate into the final version. Note: the Doctoral Skills Programme has a session on getting published. It is a good idea to attend this programme if you plan to publish.

### Staying organized

The more organized you are, the easier it is to write. Keep readings filed and research materials organised. Stay on top of your referencing, keep your draft versions well-marked in your computer, and date and file hard copies with your supervisor's feedback.

## Data collection

Good research design is an essential part for a successful thesis. During the Mid Phase, you should be well into collecting and analysing data.

If you are unsure of best practices in terms of data collection and analysis, speak to your supervisor(s), the Centre for Academic Development (CAD) and consider attending Doctoral Skills Programme courses on collecting and analysing data.

## Annual reports

The University has set up an annual reporting system to monitor progress of PhD candidates. You are required to fill out your first report 12 months (24 months for part-time students) after you have started your study.

You and your supervisor should fill out appropriate sections of the report independently, and then meet to fill out the joint part of the report together. The annual report uses a checklist approach to ensure best practices in your work and in your relationship with your supervisor(s).

The annual report process is also designed to signal any problems arising from supervision or your research, such as difficulties with getting access to the necessary equipment or other resources.

Once completed, the annual report needs to be signed by yourself, your supervisor(s), Head of Department and your faculty's Associate Dean (Postgraduate). It is then sent by the faculty office to the School of Graduate Studies.

# Things to consider

## Ethical issues

If you are doing research with human or animal subjects, ethical issues may arise along the way,

despite you taking all the steps required by the relevant ethics committee.

If an ethical issue comes up (or you are not sure if an issue has ethical implications), we recommend you talk to your supervisor(s) as soon as possible. They may have to get advice from someone else, such as the Head of Department, postgraduate adviser or someone in the University's central administration.

## Reporting requirements – named doctorates

The named doctorates have different reporting requirements than Doctor of Philosophy degrees. These can be found in the University Calendar at [www.auckland.ac.nz/calendar](http://www.auckland.ac.nz/calendar). If you need advice, please contact your postgraduate adviser or the School of Graduate Studies.

## Conference attendance

There are many benefits to attending and presenting at conferences; the most important of which is the opportunity it provides you to engage in and contribute to an academic conversation or dialogue. This helps remind you of the contribution your research is making on scholarship in your field. It is also invigorating to share with others a project that is of such interest and importance to you.

Having a specific target can really motivate you. Plus, writing a discrete entity like a conference paper is a good reminder that you can, in fact, produce polished and finished work. Receiving feedback on your work from your peers is stimulating and can help you identify strong elements of your work or areas that you need to develop. Simply having to articulate your ideas in spoken form can assist in clarification.

Being exposed to other research in your field also has many benefits. In fact, conference participants often return to their work with a new or increased sense of purpose, gained partly from interaction with others. Attending a conference is also rewarding in that it can expand your horizons and enable you to mix with students and

academics from other cultures and other universities around the world.

Conducting a web search is the most effective means of finding out about conferences in your subject area or a related discipline. Most conference organisers use the internet to advertise or call for papers. Use search engines, and journal and institution websites. You can also find conference listings on sites like [www.conferencealerts.com](http://www.conferencealerts.com)

You can also check with your department - staffroom notice boards often display calls for papers. Your supervisor(s) is also someone to ask about suitable conferences. In fact, your supervisor(s) may even be attending one of relevance and interest to you.

When choosing a conference, find ones connected to your area of study (and not ones with exotic location). You need to ensure that in preparing for the conference, you are not undertaking work that detracts or leads you too far astray from the subject of your thesis, which is your primary concern. Attend the Doctoral Skills Programme course on conferences for more advice.

See p14 for information about conference funding.

## Needing time out

Suspensions are usually granted for one year or less for medical reasons, childbirth and work commitments. Suspensions are not granted for periods of less than three months. You will need to provide evidence to support your request.

Applications for suspensions and extensions are made using the Doc 6 form ([www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)). Talk to your supervisor(s) and/or the departmental postgraduate adviser, or talk to the doctoral advisers in the School of Graduate Studies for more information.

# Mid Phase Doctoral Skills Programme courses

Many of the courses available to you at this phase of the degree relate to the presentation of research. For more information about the Doctoral Skills Programme, see p18 or go to [www.auckland.ac.nz/doctoral\\_skills](http://www.auckland.ac.nz/doctoral_skills)

Core course	Description
Presenting Your Research: Delivery	Anatomises the art of delivering a paper. Be heard. Be effective. Control your performance. This session spells out the principles of public delivery. There will also be an opportunity to meet again and practice the principles you've learnt on an audience
Presenting Your Research: Choosing Conferences	How do you find information on conferences? How do you apply for funding to attend conferences or seminars? What are some tips for preparing a paper? While this session will be of interest to doctoral students at all stages, it is particularly relevant to those in their second year who have not yet presented a paper at a conference.
Writing a Thesis: Advanced Grammar	Suggests strategies for improving the readability of your writing by looking the covert expectations of grammar. We consider the accurate fit of content to syntactical structure, at the level of sentence and paragraph
Writing a Thesis: Structure	Recommends different possible approaches to thesis structure decision-making and is designed for those who find structuring their research ideas a challenge
Writing a Thesis: Style and Voice	Uses written samples to analyse style (including some elements of discipline-specific style) and voice, and to help writers consider issues that underpin style choice. Those interested in how to establish authorial position within a thesis will find this useful
Writing Your Research: Introductions and Conclusions	Intended for those who have progressed in their thesis writing and are considering the requirements for a strong introduction, conclusion and abstract

Additional courses: Copyright and Intellectual Property; Culture Methodology; Doctoral EAL Writing Workshop; Motivation for Doctoral Candidates; New Year's Resolutions: Taking Stock of Your Doctorate; Presenting Your Research: Academic Posters; Presenting Your Research: Posters via Computers; Presenting Your Research: Publication; Research Methodology: Designing Questionnaires and Surveys; Research Methodology: Introduction to Qualitative Research; Research Methodology: Planning a Quantitative Study; Writing a Thesis Abstract: Identifying the Core; Writing a Thesis: Strategies for Defence

# The Final Phase: Completion Year



## Landmarks

Handing in the penultimate draft  
Submitting your thesis for examination  
Appointing examiners  
The oral examination  
Depositing your thesis  
Graduating

## Supervision during the Final Phase

Supervision during the Final Phase often shifts as your expertise in your thesis material grows and surpasses that of your supervisor's. This shift may present itself as a more collegial, peer-like relationship with your supervisor.

Supervision can also be quite intensive in the late stages of the doctorate. The writing-feedback-writing-feedback loop is often taxing for everyone.

You might find you get sick of the sight of your draft chapters, or you may feel an intense pressure to complete, while your supervisor(s) are not able to give you feedback as fast as you would like. Or you might even feel anxious about what will happen post-doctorate, and avoid completing your thesis altogether. Remember, you have the right to decide when to submit your thesis for examination, so you have the flexibility to change deadlines as you see fit. That said, it is important to realise that it is hard for anyone to be objective about their own writing, and heeding your supervisors' advice on whether you are ready to submit is wise.

Be as clear as you can with your supervisor(s) about when you will get work to them, how soon you would like feedback to keep momentum, and about your goals for finishing.

## Intensity of the Final Phase

The intensity of the Final Phase arises from stepping back and assessing your thesis, a project that has probably dominated the last three or four years of your life. You are also looking to the future - to the production of a final document, the examination process, the oral examination (also called the viva or defence) and to life after doctoral study. This stage requires a range of skills from practical to academic, and, like the end of any marathon, this is where you have the least amount of energy (think mental stamina) when you need it the most.

In addition to mental stamina, you may need extra financial resources for printing, copying and binding your thesis. You will also need to book time with your supervisor(s) to review your entire thesis. While doing so, you should negotiate a suitable time period for review, and set guidelines on the type of feedback you both expect from the final read. Extra attention is often paid to the introduction and conclusion at this time, to make sure they work together to anchor your argument. The changes might be small, but they will be significant.

While waiting for final-read feedback from your supervisor(s), you can do lots of other housekeeping tasks like preparing bibliographies and appendices, and checking footnotes and/or endnotes.

Many doctoral candidates find their fear of committing to the thesis increases during the Final Phase. Many more are tempted to give up at this point, believing that the real work has already been done. Anxiety about having others read your thesis can be quite acute. To keep enthused and focused, pin a copy of your contents page on your wall and note tasks that need to be completed on each section. You might also employ a reader or close friend to proof the final copy before handing it in to your supervisor(s). (See Policy on Third Party Editing & Proof-Reading of Theses and Dissertations on the postgraduate website.)

# Achieving your landmarks

## Handing in the penultimate draft

It is vital that you let your main supervisor(s) see the final draft of your thesis before you submit it for examination. Your supervisor(s) will help you assess whether the thesis is ready for submission.

You can, of course, submit without your supervisor's permission, but it is not recommended. In fact, submitting without permission usually indicates serious problems with either the thesis itself, the supervisory relationship or both. This will not help you in the examination process. If you are determined to submit independently of your supervisor(s), or you should at least discuss the matter with the School of Graduate Studies.

## Submitting your thesis for examination

Once you and your supervisor agree that your thesis is ready for submission in terms of its content, you will need to prepare the document for submission. You are asked to advise the School of Graduate Studies three months in advance of your intention to submit.

The University of Auckland specifies various requirements for doctoral theses that include page layout, language and style, and the order of content. Many of these requirements are best integrated into your writing from the beginning of the doctoral process. (They are set out in the *Guide to Theses and Dissertations* which can be obtained from the School of Graduate Studies, or downloaded from [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies)). You should also be aware of the Policy on Third Party Editing & Proof-Reading of Theses & Dissertations if you have someone else proofread your thesis.

Preparing for submission requires attention to practical detail, eg, making sure the master copy has all the right pages in the right order, and that all appropriate additional pages, tables, photographs, maps and so on are where they should be. Once you print copies - usually three for examination - you should bind them with a spiral or flexible spine. This can be done in most copy shops. We highly recommend you have someone with you to count pages when you print copies of your thesis for submission. You should also keep a master copy and have a copy with you for your oral examination.

Your supervisors are invited to write a statement about your research that you and the Head of Department must endorse. A copy of the statement is then sent to the Chair of the Examination Committee for consideration. At time of submission, you are also required to submit a Declaration of Originality, signed by yourself before a Justice of the Peace, guaranteeing the work you are submitting is your own.

## Examination regulations

Regulations for examination of the PhD are prescribed in the Statute. You can find the Statute at the School of Graduate Studies or at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies). Examination regulations for named doctorates are set out in the individual regulations for these doctorates.

## Pre-2008 regulations

Students who started their PhD prior to 2008, and who have not transferred to the Statute, will remain under the 1999 or 2003 statute. The examination process under the 1999 and 2003 statutes is different from the 2008 regulations. For more details, contact the School of Graduate Studies or view the 1999 and 2003 statutes at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies)

## Appointing examiners

After you have notified the School of Graduate Studies of your intention to submit the thesis, SGS

will remind your Head of Department that the examiners should be nominated. The Head of Department will then nominate two suitable people, taking into account any submission you may have made under Clause 8c of the Statute. Examiners may not be staff members of The University of Auckland, and they will not have been involved in the research and preparation of your thesis at any stage.

The Oral External Examiner will be a suitably qualified person from another New Zealand or Australian tertiary education or research institution. The Oral External Examiner is expected to write a report on whether your work meets the standards required, and to attend the oral examination.

The External Examiner will be an internationally recognised expert in the field of your thesis topic from an overseas institution. The External Examiner will write a report on the quality of your thesis, stating whether it meets required international standards and recommending whether the degree should be awarded. (For more detailed information please refer to Clause 9, Examination, Statute.) The External Examiner will not attend the oral examination. However, the Oral External Examiner will ask questions raised in the External Examiner's written report.

The candidate is not involved in the selection of examiners. The identity of the examiners remains confidential and neither you nor your supervisor(s) may communicate with the examiners at any stage of the examination. However, when you advise the School of Graduate Studies of your intention to submit (three months before submission), you may submit the name(s), in writing, of any person(s) you believe would not be suitable as an examiner of your thesis because of conflicts of interest.

The duty of your supervisor(s) is to help you carry out your research and present it in the thesis. They cannot, therefore, be examiners of your thesis. They are permitted to comment on the examiners' reports and may also attend the oral examination as your support person. If they

attend the oral examination, they may participate only to the extent requested by the Chair.

### Examination committee

At the time of appointment of the examiners, an Examination Committee will also be appointed. The Examination Committee is the body responsible for considering examiners' reports and recommending the final outcome of the examination. It consists of the Faculty Associate Dean (Postgraduate), your Head of Department and the Head of Department Nominee - another staff member nominated by the Head of Department, who has thorough knowledge of the general field of your thesis, but not necessarily of the thesis topic. The Head of Department Nominee will also attend the oral examination.

The choice of examiners and the Independent Chair is approved by the Board of Graduate Studies, on the recommendation of your Head of Department. If the reports of the examiners are in serious conflict, further independent external examiners may be appointed.

For further information on the examination process please consult the Statute.

### The examination process

The examination process can take many months. After six to eight weeks, the School of Graduate Studies will contact the examiners, reminding them that their reports are due. The School of Graduate Studies is your guardian from the time you submit your thesis and will handle any enquiries you may have. Once the examiners' reports are submitted, they are sent to the Examination Committee for consideration.

Although your supervisors are not able to discuss the reports with you, they are able to respond to the reports (in writing) to the Examination Committee. If necessary, the Examination Committee can request clarification on issues raised in the examiners' reports from the examiners and from your supervisor(s).

Once the Examination Committee has taken

everything into consideration, it is time to proceed to the oral examination. In some circumstances, the committee may recommend that your thesis be revised before proceeding to an oral examination, and in exceptional circumstances, may recommend that a third examiner be appointed.

### The oral examination

Sometimes referred to as viva - short for viva voce or living voice - the oral examination marks a doctoral student's transition from student to professional academic. In a sense, the viva voce is the performance element of the doctoral degree, a tradition that allows the candidate to speak and thus bring to life the inert matter of their written work.

The format of oral examinations differ around the world. In New Zealand, our examination is most similar to the British model. As such, at The University of Auckland, only the candidate, the Chair, the Oral Examiner, the Head of Department nominee and the main supervisor can attend the oral examination.

The oral examination can be both scary and exciting. It can last between one and three hours, and you are examined on the subject of the thesis and other matters relevant to the field.

Be prepared to defend your thesis and the decisions you made when researching and writing. You should know your topic really well - know why you wrote what you wrote, and the reasons you wrote it the way you did.

### Preparation

To prepare, it is often helpful to ask other people about their experiences. Do not rely on one person's account as a guide to what to expect, since experiences differ. You should also attend The Doctoral Skills Programme course on preparing for the oral exam.

You may also want to have a mock examination with other candidates or colleagues. Have them read a small part of the thesis (a chapter, for

example) and then ask you questions about it. If you can, get someone who is also able to ask you questions in the general field of study. It is advantageous practice answering questions about your work in as formal a context as possible.

Before asking colleagues or other candidates to quiz you, carefully read through your thesis, taking notes as you go. It may be useful to summarise the thesis or to prepare a précis of the overall document. Highlight your key arguments. Knowing your thesis inside and out is vital. While you can take along your own thesis and notes to the exam, it is best to only use them as reference. Know your stuff, and you'll project confidence and knowledge.

In addition, familiarise yourself with the most recent developments in your area - there may have been important information published in your field since you submitted your thesis. Consider its relevance to your work, including any points that overlap, and note its limitations.

You may want to prepare a few questions for your examiners. For example, you could ask for advice on publishing parts of the thesis as journal articles, and have them consider which parts might work well as discrete entities. Or, you may question them about the possibility of turning your thesis into a book.

### What to expect

The oral examination is your forum. If you are flustered or nervous, take time to settle down. Use tactics like restating the question, or ask for the question to be repeated. After replying, ask if you have answered the question satisfactorily or if there is anything else anyone wants to know. Make notes if you want to, but ask if it is alright to do so. Refer to your notes if you have a block.

In essence, you are sitting an examination in which you have determined the topic, so try to view the viva in a positive light - it is your chance to discuss your work, in depth, with some of the few people in the world who have read it.

A few tips for a stress-reduced oral examination:

- visit the examination room a few days before the examination (if you can) so you are familiar with the physical environment
- make sure you have clothes and shoes that you feel comfortable and confident in
- have a friend meet you when you are finished to celebrate (or commiserate).

### Outcomes from the oral examination

Examiners are asked to make one of six recommendations with regards to your thesis. These are outlined in both the Statute and the Guidelines for Examiners on theses submitted for the Degree of Doctor of Philosophy handbook. In summary, the recommendations are:

- to award the degree. In this case, after confirmation by the Board of Graduate Studies, you will be sent a letter confirming the award of the degree
- to award the degree after minor specified corrections are made. These could be corrections of typographical errors or other more substantial amendments that do not require a major rewriting of the thesis. The School of Graduate Studies will inform you about this decision, outlining the corrections required as well as the due date for making the corrections and submitting the three corrected copies of the thesis. The Oral External Examiner or other nominated person (usually your supervisor) will be required to confirm, through a letter or by email, that the changes have been completed
- to award the degree after revisions have been made to the thesis to the satisfaction of the Oral Examiner or Nominee (who must be nominated by the HoD). This recommendation is made when the External Examiner concludes that the revisions required are not minor but substantive. Revisions can include reanalysis of data, rewriting of chapters or amending significant lapses in logic or coherence. These changes can normally be made within a three to six month period
- to award the degree after revisions have been

made to the thesis to the satisfaction of the External Examiner. This recommendation is made when the External Examiner concludes that the revisions required are not minor but substantive. Revisions can include reanalysis of data, rewriting of chapters or amending significant lapses in logic or coherence. The nature of the revisions requires subject-specific knowledge, and the External Examiner wishes to see and approve the changes. These changes can normally be made within a three to six month period

- to permit the candidate to revise and resubmit the thesis for examination. There is usually up to a year in which to do this; the candidate is re-enrolled from the month in which this decision is made to the due date for resubmission. The candidate must pay the prescribed tuition and research fees for that period. If possible, the thesis is re-examined by the same examiners. If not, alternative examiners are appointed. The examiners also decide if there should be a second oral examination. There is no chance resubmission after this
- not to award the degree.

## Appeals

Should you receive the “not to award” decision, and you have reason to believe that you were significantly disadvantaged by the whole or part of the examination process, you may make a written appeal to the Board of Graduate Studies, setting out the grounds of the appeal application. An appeal relating to the examination process must be lodged within three months of the examination results being communicated to you (ie, the date of the official letter). You should direct your appeal to The Dean of Graduate Studies, School of Graduate Studies, East Wing, The ClockTower, 22 Princes Street, or Private Bag 92019, Auckland 1142.

Appeals can also be made with regard to registration. More detailed advice about the appeals process for both examinations and registration can be found under Clause 10 of the

Statute. The Statute can be accessed at [www.auckland.ac.nz/doctoral-policies](http://www.auckland.ac.nz/doctoral-policies). It is also available in booklet form from the School of Graduate Studies.

## Depositing your thesis

After successful completion of the examination, you must deposit (submit) to the Graduate Centre either three hardbound copies of your thesis or, for those registered after 1 January 2007, two hardbound copies and one digital copy. For details on binding and formatting, see Guide to Theses and Dissertations at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies)

If submitting a digital copy, it must be accompanied by a statutory declaration stating that the hardbound copies and the digital copy are the same. Make sure you have a signed Library Thesis Consent Form bound into each copy of your hardbound thesis. Digital copies should be submitted online using the submission instructions at [www.researchspace.auckland.ac.nz](http://www.researchspace.auckland.ac.nz)

## Graduating

There are several different stages to completing a doctoral degree: submission of temporary bound copies, oral examination, deposit of hardbound (and digital) copies, and notification from the School of Graduate Studies regarding the awarding of the degree. Once you have received notification that the Senate has approved the award of your degree, you should contact the Graduation Office to submit your application to graduate at the next round of graduation ceremonies. The Graduation Office is located in the ClockTower.

Your degree will not be conferred nor your graduation certificate issued until you have formally graduated. You may choose to graduate in person and attend the graduation ceremony, or in absentia and receive your certificate by mail. The University's graduation ceremonies are held twice a year, usually in the first week of May and the last week of September. The schedule of

ceremonies is available at [www.auckland.ac.nz/graduation](http://www.auckland.ac.nz/graduation)

The University specially recognises doctoral graduands at the graduation ceremony. During the ceremony, you are presented to the Chancellor by the Vice-Chancellor, who then reads a brief citation about your work. In addition, a profile of your academic career and thesis topic is published in the Convocation Book. Doctoral graduands are also the first to be invited onstage to be capped – it is an amazing feeling and an experience you will always remember. If you have not graduated in person before, consider doing it for this degree; your friends, family and University colleagues will enjoy the opportunity to help you celebrate your achievements.

To apply to graduate, please contact:

The Graduation Office  
Room 140, ClockTower, 22 Princes Street, City Campus

**Phone:** +64 9 373 7599 ext 82522

**Email:** [graduation@auckland.ac.nz](mailto:graduation@auckland.ac.nz)

**Web:** [www.auckland.ac.nz/graduation](http://www.auckland.ac.nz/graduation)

## Academic dress

Academic dress can be hired or purchased from Academic Dress Hire, run by the Auckland Branch of the New Zealand Federation of Graduate Women. Profits from the hire go to support various scholarships, grants and donations.

### Academic dress hire

35 The Strand, Parnell, Auckland

**Phone:** +64 9 379 6108

**Web:** [www.academicdresshire.co.nz](http://www.academicdresshire.co.nz)

# Things to consider

## Terminations

Any number of unexpected and unpredictable events can occur that make completing your thesis difficult, if not impossible. Some people do not finish for very appropriate reasons. Terminating your registration is a very difficult decision to make; seeking guidance before making the decisions is of the utmost importance.

Your supervisors and Head of Department can advise you, while other recently graduated students can offer useful information about their experiences. The advisers at the School of Graduate Studies (ext 86899) are available if you need further advice on procedural matters. Also note that The University of Auckland counselling services are excellent and free to registered students.

If after you seek advisement and/or counselling you still decide to terminate your registration, simply complete Section 7 of the Doc 6 form. The form must then be signed by your Head of Department and by the Faculty Associate Dean (Postgraduate). It will be forwarded by the Associate Dean's office to the School of Graduate Studies. In some cases, you may be asked to meet with the Faculty Associate Dean (Postgraduate) so that they may better understand the reasons why you are leaving.

When a candidate requests termination, it will always be granted; as such, make sure that you have explored all other avenues, such as suspension, before requesting termination. If your registration has been terminated, normally you will not be permitted to resume study in the same subject at a later date.

## Suspensions

Suspensions for up to one year at a time, and not less than three months, will normally be granted

for incapacitation resulting from illness or accidents, and for events such as childbirth or bereavement. You will need to supply appropriate evidence of your incapacitation, such as a medical certificate with a doctor's recommendation to suspend registration, as well as complete Section 7 of the Doc 6 form.

Further information on changes to registration can be found under Clause 7 of the Statute. Both the Statute and the Doc 6 form can be downloaded from the postgraduate website at [www.postgrad.auckland.ac.nz](http://www.postgrad.auckland.ac.nz)

## Extensions

With sufficient reason, the Board of Graduate Studies may extend your submission date. You can apply for an extension using the Doc 6 form. You will need to liaise with your supervisor and agree to a detailed timetable for the completion of the thesis; this must accompany your Doc 6 form. Your Head of Department must endorse your Doc 6 and timetable before sending it to the School of Graduate Studies. If it is approved by the Board of Graduate Studies, the School of Graduate Studies will send you a letter confirming your new submission date.



# Final Phase Doctoral Skills Programme courses

The courses for the Final Phase are very popular with students. As you can see, there is a dual focus on courses offered at this phase: some are to assist you to finish and others are designed to help you plan for the next stage in your career. For more information about the Doctoral Skills Programme, see p18 or go to [www.auckland.ac.nz/doctoral\\_skills](http://www.auckland.ac.nz/doctoral_skills)

Core course	Description
Creating a Strong CV: Identifying and Marketing Skills	Looks at different CV styles and formats, and outlines the differences between academic and non-academic CVs. It focuses on skill identification to develop a skills portfolio and how to market these skills to employers in a non-academic CV format. Students will analyse different CV samples while thinking about developing their own skills portfolio.
Finishing and Submitting Your Thesis	Focuses on the final tasks that need to be completed before submitting a doctoral thesis. It also explains the submission process, including the submission of electronic these
Oral Examination	This session reports on recent research into doctoral examinations, then opens the discussion up to include the conventions of preparation processes and strategies.

Additional course(s): Succeeding at Job Interviews

# Post-doctoral life

## Looking for work

The time between finishing your doctoral thesis and beginning a job can be challenging. For many graduates, the idea of having to undergo the process of looking and applying for jobs can seem onerous and daunting after the challenges posed by the completion, submission and examination of the doctoral thesis; you may feel that you need to take a break before entering this next phase.

It is important to remember that disciplines vary significantly where job opportunities are concerned, so do not be discouraged if some of your friends and associates are offered immediate employment and you are not.

If you are interested in finding out about academic jobs, there are several ways of keeping well informed. First, you can find out about available positions through your own subject department. In many cases, institutions in search of applicants will request assistance from other institutions; recent graduates are often targeted as likely candidates. Make sure the members of your (former) department are able to contact you – eg, ask to be included on email lists where information like this is disseminated.

Make full use of the internet to search for information on jobs. If you are interested in working at a particular institution, regularly visit its job advertisement sites. Alternatively, subscribe to the job information sites that are available within your discipline (these are often associated with a particular institution, publication or association).

If you have no idea where to begin to look, ask a recently appointed member of staff in your department what websites or lists they have

used. They can often pass on useful information about searching, and they are often willing to provide advice and guidance on applying for jobs.

Before applying for positions, spend some time reworking your curriculum vitae to a format that is appropriate in an academic context. Write each Letter of Introduction individually. There are courses in the Doctoral Skills Programme that can assist you in these matters. You can also contact the staff in University Careers Service for assistance with applications.

## University prizes for best doctoral theses

Nominations for the best doctoral thesis produced by a student in each faculty are requested every year. Up to five prizes may be awarded. To be eligible for nomination, doctoral theses must have been successfully completed (and examined) between January and December of the year specified. Each nomination should include the name of the candidate, the title and abstract of the thesis, and any requested supporting statements.

The official reports from the examiners may be supplied if the candidate was examined under the 2008 Statute and all the examiners have given permission for the reports to be used for this purpose.

Nominations should be forwarded through your Head of Department to the relevant faculty office by the deadline specified.

Each faculty submits up to five nominations to the Board of Graduate Studies for consideration and final selection. Note: a faculty selection process may be conducted.

Winners receive a certificate and a monetary prize to be awarded a research-related University function.

## Dean's List

The Dean of Graduate Studies reports to the Senate the names of candidates whose theses are deemed exceptional by their examiners. Awarding of the Dean's List is at the sole discretion of the Dean of Graduate Studies. Those on the Dean's List are sent a letter of congratulations to include with their CV.

## Publishing from your thesis

Although at least one copy will be kept in the University Library, theses are not generally easily accessible to people outside the University if they are only available in hard copy. However if you submit an electronic copy of your thesis to the University's digital repository, information about your work becomes searchable via the internet. This could result in a much wider audience for your work and your research profile. See <http://researchspace.auckland.ac.nz>

Your thesis contains some original work that may merit publication. Generally, publishers are not concerned if your thesis is already accessible via an institutional repository; they may even find it as an incentive to formal publications. Just remember, a publication record is an asset for anyone hoping to land an academic job.

## Publishing a book

Some PhDs do become books. If you are interested in publishing a book from your thesis, talk to your supervisors about it and ask for their advice about how the process works. Get advice from others too, especially those who have published their theses before or who are in the publishing industry.

For your thesis to be published, you will need a book proposal to be accepted by a publisher. You can sometimes find examples of book proposals on publishers' websites. There are some useful resources in the General Library on this process.

Do your research. Publishers often have lists of subjects and topics that are their main brands. Certain publishers are also more prestigious than others, and you should consider this when

searching for a publisher (it is in your best interests to be published by the most reputable publishing house in your field).

## Publishing in journals

Instead of sending a proposal, when publishing in a journal you must first submit a polished and complete manuscript that should:

1. conform to the journal's specifications (found on the journal's website or in every journal edition), and
2. reference other articles written in the journal in recent years.

While the second point is not an absolute rule, if you can link your work to other work published in the journal, it is a signal to the editors that your work is joining an existing conversation. If, when you are writing your manuscript, you cannot find anything relevant in the journal of your choice, you might want to reconsider if it is the right journal to target. Publishing in many academic journals can be a slow process, and a poorly judged target journal can mean great delays in having your work published. Remember, you can only send your manuscript to one journal at a time, so choose wisely.

If an editor is interested in your manuscript, it will be reviewed anonymously by independent reviewers whose feedback will be sent back to you, via the editor, with an overall recommendation. The recommendation will either be: recommendation to publish as is, to publish pending major or minor changes in line with the reviewers' suggestions, or not to publish. No matter what the recommendation, it pays to review the feedback and see how you can use it to improve your article. Of course, sometimes the feedback simply means that you targeted the wrong journal.

Talk to your supervisor(s) or other people in your department who have published in journals. Ask them about their experience and for any tips about keeping the publishing process as short and successful as possible.

## Getting references from supervisors

It is common practice to ask your supervisor(s) for references. They will expect to be asked so do not feel uncomfortable about asking. Remember that

it is always easier to provide a reference when details are fresh in one's mind, so put this on your list of things to do before you make your farewells to the institution.



# Appendix 1 - Policies and guidelines

The following University policies and guidelines can be viewed or downloaded from the School of Graduate Studies website at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies)

2008 Statute and Guidelines for the Degree of Doctor of Philosophy (from 1 January 2008)

2003 Statute and Guidelines for the Degree of Doctor of Philosophy (PhD)

1999 Statute and Guidelines for the Degree of Doctor of Philosophy (PhD)

Senate Guidelines on Thesis Supervision

Guidelines for Good Practice of Joint Supervision

Doctoral Supervision Development Guide (mid first year review)

Statement of Resources and Support for PhD Research

Policy on Off-Campus Registration

Guidelines to Off-Campus Registration

Guidelines - Conduct of Research

Guidelines - Conduct of Coursework

Management of Co-supervised/Jointly Awarded PhD Degrees

English Language Requirements for International Students of Postgraduate Programmes

Changing Date of First Registration

Policy on Third Party Editing & Proof-Reading of Theses & Dissertations

Limits of Working & Maintaining Full-time Status

Policy for Resolution of Research Problems - Postgraduate Research Students

Guide to Theses & Dissertations

Intellectual Property Policy: A Guide for Students

Recommendation for Language of Dissertations & Theses

Guidelines for the Conduct of Doctoral Oral Examinations

Examination Guidelines for Doctor of Fine Arts Candidates

1999 Statute Guidelines for Examiners of Thesis Submitted for the Degree of Doctor of Philosophy (PhD)

2003 Statute Guidelines for Examiners of Thesis Submitted for the Degree of Doctor of Philosophy (PhD)

2008 Statute Guidelines for Examiners of Thesis Submitted for the Degree of Doctor of Philosophy (PhD)

Policy of Travel and Accommodation Costs for Doctoral Examinations

The Embargoing of Theses

Guidance for Candidates (LLD, DSc, DEng, LittD)

# Appendix 2 - Publications

**Postgrad News** is a fortnightly email newsletter informing students of upcoming events, deadlines, courses and other information of general interest. To subscribe, email [postgradnews@auckland.ac.nz](mailto:postgradnews@auckland.ac.nz)

**New Week in Focus** details upcoming University events in a printable format. It can be downloaded at [www.auckland.ac.nz/nextweekonline](http://www.auckland.ac.nz/nextweekonline)

**The University of Auckland News** is a fortnightly publication with articles on University development and research, the endeavours of our staff and students, interviews with visiting academics and details of major events. It is available in department and libraries, and online at [www.auckland.ac.nz/universitynews](http://www.auckland.ac.nz/universitynews)

**Commentary** provides research-based analysis on issues of importance to New Zealand's tertiary education and research sectors. It is available at [www.auckland.ac.nz/commentary](http://www.auckland.ac.nz/commentary)

# Appendix 3 - Glossary of terms

**Absence Approval** is required if you intend to be absent from the University for more than two months in order to pursue research. See p34.

**Academic Dress** is the formal gown and cap worn at the University's graduation ceremonies by students having their degrees conferred (awarded).

**Admission** is the process by which you formally apply, and are approved, for entry to the University and to a University qualification. You do this online following the approval of your the Expression of Interest.

**Annual Report** The University has set up an annual report system to monitor progress of PhD candidates. You will be required to complete one on each anniversary of your first registration date. The first report is called a Doctoral Provisional Year Review. See p41.

**Auckland University Pacific Island Students Association (AUPISA)** represents University of Auckland Pacific students. See p12.

**Auckland University Students Association (AUSA)** offers you a central focal point for all student activities and acts as the student voice within the University and in the wider community – [www.ausa.auckland.ac.nz](http://www.ausa.auckland.ac.nz)

**Board of Graduate** makes the final decisions on all matters relating to doctoral candidates.

**Centre for Academic Development (CAD)** is a central service unit dedicated to providing assistance to all staff and students at The University of Auckland during their academic career. It can assist with the development of teaching resources and improve your skills in the areas of research, professional development and IT Literacy.

**Calendar** The University of Auckland Calendar provides details of the University regulations and programmes, together with general information about the University and its staff, and the facilities and services that are available to staff and students ([www.auckland.ac.nz/calendar](http://www.auckland.ac.nz/calendar)).

**Campus** A geographical location where The University of Auckland qualifications are taught (ie, City Campus, Tāmaki, Grafton, Epsom)

**Candidature** is the period of time that you are registered as a doctoral student.

**The Catalogue** The University's Library catalogue – <http://catalogue.auckland.ac.nz>

**Dean of Graduate Studies** The Dean of Graduate Studies has some general responsibilities for graduate matters across the University, mostly relating to the development and monitoring of policies. The Dean is also Chair of the Board of Graduate Studies, offers advice to supervisors and acts as an advocate for postgraduate students as needed.

**Diagnostic English Language Needs Assessment (DELNA)** programme is an assessment procedure intended to show us where you may need help with your academic English. It is available to incoming students at no cost. See p12.

**Doctor of Philosophy (PhD)** The degree of Doctor of Philosophy is a University-wide award, available in every faculty.

**Doctoral degree** An advanced postgraduate qualification. The most common doctorate is the Doctor of Philosophy (PhD) degree; it requires you write a thesis that makes an original contribution to the knowledge base of your subject matter. For named doctorates, some coursework is required as well as a thesis. See p9.

**Doctoral Provisional Year Report** You will be required to fill out the Doctoral Provisional Year Report on your progress 12 months after you have started your study if you are a fulltime doctoral candidate (or 24 months if you are part-time). As PhD registration is provisional during the first 12 (or 24) months, this first report will focus on whether you have completed provisional goals determined at the time of your registration. See p31 and p41.

**Embargo** A thesis will normally be available for public consultation unless there are compelling reasons for restricting access to it. Access to a thesis may be restricted, normally for a maximum of two years, if it contains confidential and sensitive material. The application for embargo is made through the HoD and Associate Dean

(Postgraduate) to the Dean of Graduate Studies. The Library will not allow access to a thesis, either print or online, for the period of the embargo.

**EndNote** is a specialised database program you can use for storing and managing bibliographic references. Find out more from the Library website at [www.library.auckland.ac.nz/endnote/endnote.htm](http://www.library.auckland.ac.nz/endnote/endnote.htm)

**Enrolment** is the process by which a student, having gained admission to the University and to a qualification, selects and gains entry to courses and classes. For all doctoral candidates, the School of Graduate Studies actions the enrolment and re-enrolment process on your behalf. For candidates registered prior to 1 January 2009 the doctoral year runs from March to February. For candidates registered after 1 January 2009, enrolment is in 12 months blocks from the anniversary date.

**Ethics approval** The University of Auckland requires that all research conducted on human participants and animals, and research on low-risk genetically modified organisms, is reviewed by one of three formal committees. See p31.

**Extension** With sufficient reason, the Board of Graduate Studies may extend your submission date. See p51.

**Graduand** is a person who has completed the University's requirements for a degree or diploma but has not yet had the degree or diploma conferred.

**Graduate** is a person who has had a degree conferred.

**(The) Graduate Centre** is located in the East Wing of the Clock Tower on the City Campus. It houses staff of the School of Graduate Studies.

**Graduation** is the University's formal ceremony where students have their degrees conferred (awarded). These are held in May and September.

**ICLDS** The Inter-Campus Library Delivery Service – [www.library.auckland.ac.nz/forms](http://www.library.auckland.ac.nz/forms)

**International Code of Practice** The code sets out the minimum standards of advice and care expected of educational providers with respect to international students. See p12.

**Literature review** The literature review of your thesis is an extensive, detailed survey of relevant research and/or theory related to the thesis topic. A good literature review does not just describe previous research; it analyses and evaluates it.

**Methodology** The methodology section of your thesis gives a detailed explanation of the methods used to collect and analyse your research data. In general, your methodology should describe your study clearly so that it could be replicated accurately, be concise yet thorough, and be logically organised. Most disciplines have particular requirements for format and content, so discuss this with your supervisor.

**Named Doctorates** currently offered at The University of Auckland are: Doctor of Fine Arts (DocFA), Doctor of Education (EdD), Doctor of Medicine (MD), Doctor of Music (DMus), Doctor of Musical Arts (DMA) and Doctor of Clinical Psychology (DCLinPsy). The named doctorates have individual regulations that are published in The University of Auckland Calendar ([www.auckland.ac.nz/calendar](http://www.auckland.ac.nz/calendar)).

**NetAccount** As an enrolled student, you have a financial account on the Electronic Campus (EC) system for use in accessing the internet, electronic mail and printing services. See p15.

**NetID** To use NetAccount services, you use your username or login name as your NetID. You should have also been issued with a NetPassword. For help with forgotten passwords or other problems with access, email [ichelpdesk@auckland.ac.nz](mailto:ichelpdesk@auckland.ac.nz)

**NTM Nga Tauira Māori**, the Māori Students Association – see p12.

**Postgraduate Students' Association (PGSA)** is an incorporated society dedicated to strengthening the postgraduate community at The University of Auckland. The Association is run by a board of volunteer representatives from

each faculty across the University. See p12.

**PhD thesis** is a formal and systematic exposition of a coherent piece of advanced research work, carried out during the period of registration for the Doctor of Philosophy degree, and is required to satisfy the examiners and the Board of Graduate Studies as being an original contribution to knowledge in its field, meeting internationally recognised standards, demonstrating a knowledge of the relevant literature and an ability to exercise critical and analytical judgement of it, and being satisfactory in its methodology, quality and coherence of written expression, scholarly presentation and format.

**Postgraduate Commons** is a facility comprising a café and bar, a lounge area and a meeting/conference room for the use of postgraduate students. See p26.

**Programme** A prescribed set of one or more courses, or other work, that on satisfactory completion leads to the award of a University of Auckland certificate, diploma or degree.

**Provisional registration** includes particular goals for you to achieve in the first twelve months. Upon satisfactory completion of the first year, your registration is confirmed. See p31 and p41..

**Recognition of Prior Academic Study (ROPAS)** is a means of assessment of previous study for students from another institution for admission or credit to the University.

**Registration** Every candidate for any doctoral degree must be registered by the Board of Graduate Studies before they may be enrolled for that degree. You apply through the Head of Department for registration as a doctoral candidate. Doctor of Philosophy candidates are initially provisionally registered.

**Regulation** is a rule set down by the University.

**RSS** stands for Really Simple Syndication. Websites provide RSS feeds so that people can receive notifications and descriptions of the latest news, events or content changes, without having to regularly visit the site to check for updates. RSS

feeds can be viewed from your browser using web-based services such as Newsgator or Bloglines. You can also view RSS feeds using desktop software such as Sharpreader. There are a number of free RSS Readers that can be downloaded from the internet; a comprehensive list can be found at RSS Compendium. From library workstations, only web-based RSS aggregators are available. Check the RSS FAQs on the Library website for more details.

**(The) School of Graduate Studies (SGS)** provides advice, information and administrative support to masters and postgraduate research students. See p10.

**(The) Student Learning Centre (SLC)** provides professional development for University of Auckland students. See p18.

**Subject Librarian** Every department has an assigned Subject Librarian who delivers services to individual doctoral students. You will find a full list of contacts for Subject Librarians on the Library homepage.

**Supervision** is a close working relationship with an experienced researcher, who guides you through the research process and the writing of the thesis. See p15.

**Suspension** Where you are unable to continue with your research because of circumstances beyond your control, the Board of Graduate Studies may suspend your registration for a specified period of time. See p50.

**Thesis** A thesis constitutes the entire body of work on which the award of the PhD qualification is based. This does not preclude coursework, but any coursework only contributes to the preparation for and acceptance of a candidate to undertake the research that leads to the thesis.

**Thesis proposal** A thesis proposal provides a clear statement of what you are planning to research and how you will go about it. A proposal for a thesis is usually required before departmental approval is given for your planned research, and in some cases, it can help the

department to choose your supervisor. Thesis proposals may also be used as supporting documentation for scholarships, ethic approvals, research grants or other funding applications.

**Thesis submission** All PhD candidates are initially required to submit three copies of their thesis in temporary binding to the School of Graduate Studies for examination, together with a Statutory Declaration. On successful completion of the examination, three hardbound copies of the thesis, or two hardbound copies and one digital copy (for students registered in the PhD programme on or after 1 January 2007), corrected as may be required, must be deposited with the School of Graduate Studies. See p45 and p49.

**WAVE** Student Advocacy Network offers prompt, confidential and quality support to all students who have academic grievances or any other concerns about University life or services. WAVE stands for Welfare, Advocacy, Voice, Education. See p21.



# Appendix 5 - Faculty Advice Centres

## Faculty of Arts

Arts Students' Centre  
Room 416-418 (next to HSB Café), Level 4, Human Sciences Building  
10 Symonds Street  
City Campus  
**Hours:** Monday-Friday 9am-5pm  
**Phone:** +64 9 373 7599 ext 85060  
**Email:** asc@auckland.ac.nz  
**Web:** www.arts.auckland.ac.nz

## Faculty of Business and Economics

Postgraduate and Research Office  
The University of Auckland Business School  
Owen G Glenn Building  
12 Grafton Road  
City Campus  
**Phone:** +64 9 923 2138  
**Email:** postgrad-com@auckland.ac.nz  
**Web:** www.business.auckland.ac.nz

## Graduate School of Enterprise

The University of Auckland Business School  
Owen G Glenn Building  
12 Grafton Road  
City Campus  
**Phone:** +64 9 373 7063  
**Email:** gse@auckland.ac.nz

## National Institute of Creative Arts and Industries

Conference Centre  
Building 423  
22 Symonds Street  
Auckland  
**Phone:** +64 9 373 7067  
**Email:** info-creative@auckland.ac.nz  
**Web:** www.creative.auckland.ac.nz

## Faculty of Education

74 Epsom Ave  
Epsom Campus  
**Phone:** +64 9 623 8883  
**Email:** education@auckland.ac.nz  
**Web:** www.education.auckland.ac.nz

## Faculty of Engineering

Faculty of Engineering Postgraduate Office  
Engineering Student Centre  
Level 4, 20 Symonds Street  
City Campus  
**Phone:** +64 9 373 7559 ext 88120  
**Email:** foe-postgrad-admin@auckland.ac.nz  
**Web:** www.engineering.auckland.ac.nz

## Faculty of Law

Level 7, 1-11 Short Street  
City Campus  
**Phone:** +64 9 3737599 ext 82123  
**Email:** postgradlaw@auckland.ac.nz  
**Web:** www.law-auckland.ac.nz

## Faculty of Medical and Health Sciences

FMHS Student Centre  
Ground floor, Grafton Campus  
Park Road  
City Campus  
**Phone:** +64 9 373 7599 ext 82760  
**Email:** pghealth@auckland.ac.nz  
**Web:** www.health.auckland.ac.nz

## Faculty of Science

Science Student Centre  
Ground Floor, Building 301  
23 Symonds Street  
City Campus  
**Phone:** +64 9 373 7599 ext 87020  
**Email:** scifac@auckland.ac.nz  
**Web:** www.science.auckland.ac.nz

## School of Theology

Postgraduate Office  
Level 3, Fisher Building  
18 Waterloo Quadrant  
City Campus  
**Phone:** +64 9 373 7599 ext 86676  
**Email:** theology@auckland.ac.nz  
**Web:** www.theology.auckland.ac.nz

# Appendix 6 – Useful contacts

## School of Graduate Studies

The University of Auckland, The ClockTower  
East Wing  
22 Princes Street  
City Campus  
Phone: +64 9 373 7599 ext 86899  
Email: [postgraduate@auckland.ac.nz](mailto:postgraduate@auckland.ac.nz)  
Web: [www.postgrad.auckland.ac.nz](http://www.postgrad.auckland.ac.nz)

### Postal address

The Graduate Centre  
Private Bag 92019  
Auckland, 1142

## Postgraduate Students' Association (PGSA)

Office, Strata, 4th floor, Kate Edger Info  
Commons  
11 Symonds Street  
City Campus  
Phone: +64 9 373 7599 ext 89176  
Email: [pgsa@org.nz](mailto:pgsa@org.nz)  
Web: [www.pgsa.nz](http://www.pgsa.nz)

## Library

5 Alfred Street, Auckland (General Library)  
Phone: (lending enquiries): +64 9 373 7599 ext 85511  
Email: [lending.library@auckland.ac.nz](mailto:lending.library@auckland.ac.nz)  
Web: [www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)

## The Student Learning Centre

City Campus  
Room 320, Kate Edger Information Commons,  
11 Symonds Street Auckland  
Phone: +64 9 3737 599 ext 88850  
Email: [slc@auckland.ac.nz](mailto:slc@auckland.ac.nz)  
Web: [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

### Tamaki Campus

Room 710.110 for undergraduates and 710.115  
for postgraduates at the Student Resource  
Centre, Morrin Road, Glen Innes, Auckland  
Phone: +64 9 373 7599 ext 86665

## Information Commons Helpdesk

Kate Edger Information Commons  
Level 2, City Campus  
Phone: +64 9 373 7599 ext 82333  
Email: [ichelpdesk@auckland.ac.nz](mailto:ichelpdesk@auckland.ac.nz)  
Web: [www.information-commons.auckland.ac.nz](http://www.information-commons.auckland.ac.nz)

### Grafton Information Commons

Ground Floor, Faculty of Medical and Health  
Sciences, Grafton Campus  
Phone: +64 9 373 7599 ext 82333

### Epsom Information Commons

Sylvia Ashton-Warner Library, L Block,  
Gate 3, Epsom Campus  
Phone: +64 9 373 7599 ext 48324

## Scholarships Office

Room 012, The ClockTower, 22 Princes Street,  
City Campus  
Phone: +64 9 373 7599 ext 87494  
Email: [scholarships@auckland.ac.nz](mailto:scholarships@auckland.ac.nz)  
Web: [www.auckland.ac.nz/scholarships](http://www.auckland.ac.nz/scholarships)

## International Student Information Centre

Room G23, Old Choral Hall, 7 Symonds Street,  
City Campus  
Phone: +64 9 373 7513  
Email: [int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz)  
Web: [www.auckland.ac.nz/international](http://www.auckland.ac.nz/international)

## Centre for Academic Development

Level 5, 76 Symonds Street, City Campus  
Phone: +64 9 373 7599 ext 88140  
Email: [cadreception@auckland.ac.nz](mailto:cadreception@auckland.ac.nz)  
Web: [www.cad.auckland.ac.nz](http://www.cad.auckland.ac.nz)

## Disability Services

Room 036, The ClockTower, 22 Princes Street,  
City Campus  
Phone: +64 9 373 7599 ext 88808  
Email: [disabilities@auckland.ac.nz](mailto:disabilities@auckland.ac.nz)  
Web: [www.disability.auckland.ac.nz](http://www.disability.auckland.ac.nz)

## Examinations Office

Room 134, The ClockTower, 22 Princes Street,  
City Campus  
Hours: Monday-Friday, 8.30am-5pm  
Phone: +64 9 373 7599 ext 87558  
Web: [www.auckland.ac.nz/exams](http://www.auckland.ac.nz/exams)

## Graduation Office

Room 140, The ClockTower, 22 Princes Street,  
City Campus  
Phone: +64 9 373 7599 ext 82522  
Email: [graduation@auckland.ac.nz](mailto:graduation@auckland.ac.nz)  
Web: [www.auckland.ac.nz/graduation](http://www.auckland.ac.nz/graduation)

## Accommodation Services

O'Rorke Hall, 16 Mount Street, Auckland  
Phone: +64 9 373 7599 ext 87691  
Email: [accom@auckland.ac.nz](mailto:accom@auckland.ac.nz)  
Web: [www.auckland.ac.nz/accommodation](http://www.auckland.ac.nz/accommodation)

## University Health Centre

City Campus  
Level 3, Student Commons Building, 2 Alfred  
Street, Auckland  
Phone: +64 9 373 7599 ext 87681  
Web: [www.auckland.ac.nz/healthservices](http://www.auckland.ac.nz/healthservices)

### Grafton Campus

Level 1, 89 Grafton Road, Auckland  
Phone: +64 9 373 7599 ext 86962

### Tamaki Campus

Building 730.110, Morrin Road, Glen Innes  
Phone: +64 9 373 7599 ext 86677

### Epsom Campus

R Block, Gate 4, 60 Epsom Avenue, Auckland  
Phone: +64 9 623 8889

## WAVE Student Advocacy Office

AUSA Reception, 4 Alfred Street, City Campus  
Phone: +64 9 309 0789 ext 202  
Email: [advocate@auckland.ac.nz](mailto:advocate@auckland.ac.nz)  
Web: [www.ausa.auckland.ac.nz/wave](http://www.ausa.auckland.ac.nz/wave)

## Costs

All costs are shown in New Zealand dollars and are expressed inclusive of New Zealand Goods and Services Tax if applicable. Where costs may vary then the lowest, or basic cost, is shown and students must make allowance accordingly if they wish to have more than a basic level of service.

## Privacy

The University of Auckland undertakes to collect, store, use and disclose your information in accordance with the provisions of the Privacy Act 1993. Further details of how the University handles your information are set out in a brochure available from The ClockTower Call Centre or by phoning 0800 61 62 63.

## Disclaimer

Although every reasonable effort is made to ensure accuracy, the information in this document is provided as a general guide only for students and is subject to alteration. All students enrolling at The University of Auckland must consult its official document, the current The University of Auckland Calendar, to ensure they are aware of and comply with all regulations, requirements and policies.

## Useful web addresses

The University of Auckland homepage  
[www.auckland.ac.nz](http://www.auckland.ac.nz)

The University of Auckland Calendar  
[www.auckland.ac.nz/calendar](http://www.auckland.ac.nz/calendar)

Academic dates  
[www.auckland.ac.nz/dates](http://www.auckland.ac.nz/dates)

Information for postgraduate students  
[www.postgrad.auckland.ac.nz](http://www.postgrad.auckland.ac.nz)

Information for international students  
[www.auckland.ac.nz/international](http://www.auckland.ac.nz/international)

Finances, scholarships and fees  
[www.auckland.ac.nz/scholarships](http://www.auckland.ac.nz/scholarships)  
[www.auckland.ac.nz/fees](http://www.auckland.ac.nz/fees)  
[www.auckland.ac.nz/studentloansandallowances](http://www.auckland.ac.nz/studentloansandallowances)

Career planning  
[www.auckland.ac.nz/careers](http://www.auckland.ac.nz/careers)







**THE UNIVERSITY  
OF AUCKLAND**

**NEW ZEALAND**

Te Whare Wānanga o Tāmaki Makaurau

**Contact**

School of Graduate Studies  
The University of Auckland  
Private Bag 92019  
Auckland 1142  
New Zealand

**Phone:** 0800 61 62 63

**Phone:** +64 9 373 7599 ext 86899

**Txt:** 5533

**Fax:** +64 9 373 7610

**Email:** [postgraduate@auckland.ac.nz](mailto:postgraduate@auckland.ac.nz)

**Web:** [www.postgrad.auckland.ac.nz](http://www.postgrad.auckland.ac.nz)