



THE UNIVERSITY  
OF AUCKLAND

SCHOOL OF  
GRADUATE STUDIES

# The University of Auckland Masters Handbook





THE UNIVERSITY OF AUCKLAND CITY CAMPUS

**Clock Tower**  
East Wing

- SCHOOLS PARTNERSHIP OFFICE
- EQUAL OPPORTUNITIES OFFICE
- GRADUATE CENTRE

THE UNIVERSITY OF AUCKLAND

**THE GRADUATE CENTRE**

THE UNIVERSITY OF AUCKLAND

THE UNIVERSITY OF AUCKLAND

# Welcome



I am delighted to welcome you as a masters student to The University of Auckland – New Zealand’s premier research-led university\*. A research-led university has the responsibility and the opportunity to ensure that all of its students, undergraduate and postgraduate, benefit from their contact with a learning environment that is intellectually rich and diverse. The University of Auckland is a major provider of postgraduate education and trains a significant proportion of the country’s emerging researchers.

Our graduates hold leadership positions in business, government, professions and other occupations within New Zealand and overseas.

The School of Graduate Studies encompasses the wide and diverse community of its postgraduate students, as well as the staff working with and for postgraduates. Postgraduate students have distinctive requirements and the University is committed to ensuring that these are taken into account through the provision of a supportive study, research and social environment for its students.

You will find that the University offers you a tremendous range of facilities and services; so one aim of this handbook is to provide a ready reference to all of these and to help you make the best use of them. The handbook will guide you through the University’s range of policies, regulations and procedures that are relevant to your masters study. I hope you will find it helpful.

Doing a masters degree is a significant commitment on your part. Although the award of your degree will be your primary aim, this should not be your only aim. You will make the most use of your time here if you regard your masters study as a time of personal and professional development. Your University of Auckland experience will bring a great deal of personal fulfilment and many unique opportunities to develop your life skills. I wish you every success as a student of the University!

A handwritten signature in black ink that reads "Gregor D. Coster". The signature is written in a cursive, flowing style.

**PROFESSOR GREGOR COSTER**  
Dean of Graduate Studies  
The University of Auckland

\*Times Higher Education World University Rankings 2009.

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## Guidelines for masters students

This handbook is a resource for students enrolled in a masters degree at The University of Auckland. It outlines the regulations, policies and procedures that relate to your masters degree and gives you information about the services and facilities available to support you in your postgraduate studies. It also contains some guidelines to assist research students with the supervision process. The Masters Handbook is for use together with The University of Auckland Calendar and faculty and departmental publications.

# About the masters degree

## Why choose The University of Auckland?

The University of Auckland is New Zealand's top-ranked university. Every day, our researchers are adding to the sum of human knowledge and making a difference to people's lives.

Postgraduate study enhances your employment prospects, hones your skills and expands your understanding. It offers the personal satisfaction of working in an area that really interests you, with the opportunity to work alongside academic staff and take an active role in your own learning and development. If you want the best in postgraduate study opportunities, then The University of Auckland is the place for you.

### International reputation

- We're ranked among the top 1% of the world's universities by the Times Higher Education World University Rankings released in October 2008.
- We are the only university in New Zealand (and one of only four in Australasia) with membership of Universitas 21, an exclusive group of major research-intensive universities.
- The University of Auckland is also the only New Zealand member of the Association of Pacific Rim Universities, an association of some of the world's leading universities.
- We attract students from all over the world, with a student population made up of students from more than 90 countries.

### First-class teaching and research

- The University of Auckland has more internationally and nationally-esteemed researchers than any other tertiary institution in New Zealand - you'll be working with academic staff who are leaders in their fields.
- We have the largest number of research degree completions in the country.
- We have the highest level of research income of any university in New Zealand - winning 30% of the nation's research fund, despite having only 18% of the PBRF-eligible staff in the university system.
- We have 37 departmental and faculty research centres and nine University research institutes.
- We host four of the eight Centres of Research Excellence in New Zealand.

### Exciting range of postgraduate programmes

- We offer over 130 top-quality postgraduate programmes.
- You can choose from a wide range of taught and research programmes - from one-year postgraduate diplomas to extended research degrees.
- Many programmes allow entry in the second semester, so you don't need to wait to get started.
- There are more than 180 subjects on offer, ranging from strong traditional disciplines to exciting emerging cross-disciplinary subject areas.
- Many programmes can be taken part-time, so you can continue to develop your skills and understanding around employment or other commitments.
- Industry involvement is also a component of many programmes, allowing you to gain practical insight and experience as you study.

### Funding and support

- Over \$18 million in postgraduate scholarships every year.
- Consultations with a specialist postgraduate career consultant, giving you access to workshops, CV development services, career planning and one-to-one personalised advice.

- A full range of student support services on campus - from healthcare to recreation, childcare to counselling. Our active Postgraduate Students' Association gives you the chance to network with other postgraduates throughout the University at social functions and postgraduate events.
- World-class resources and facilities.
- The biggest university library in New Zealand which ranks alongside the top five university libraries in Australia.
- Specialised support to postgraduate students across all faculties through the School of Graduate Studies.
- The University of Auckland has a vibrant student community of over 10,500 postgraduate students, with over 4,000 graduating annually, so you'll be able to network with others who share your interests and commitment to education.

## Structure of the masters degree

Masters degrees at The University of Auckland are usually offered as research or taught options. A research masters will provide you with the opportunity to develop advanced research skills and to present your findings in documented scholarly form. Your research should make an independent contribution to learning or offer a critical perspective on existing scholarship or methodology. A taught masters will provide you with advanced specialist training in your chosen field.

Most masters degrees are comprised of 120 points. These programmes normally require another postgraduate qualification, such as a postgraduate diploma or an honours programme, as a prerequisite. In some cases, where the masters programme does not build on a prior qualification or where a longer programme is required for accreditation purposes, the degree will comprise 240 points.

Normally, a research masters degree includes a thesis or research portfolio worth 120 points, or in some cases a thesis worth 90 points and courses totalling 30 points. A taught masters degree is normally completed by courses only, although some can include a dissertation. Note that not all masters degrees offer both research and taught options.



\*Times Higher Education World University Rankings 2008.

A 120-point research masters will be completed over two semesters full-time and four semesters part-time. A 120-point taught masters will be completed over two semesters full-time and up to eight semesters if taken part-time. A 240-point masters will be completed over four semesters if full-time and up to eight semesters part-time. Also refer to page 21: Deadlines for completion.

## Regulations

The primary source of regulatory information governing masters degrees is the University Calendar and you should familiarise yourself with the statutes and regulations in this document. The General Regulations – Masters Degrees and your specific degree regulations are of particular relevance.

Before applying, make sure you have read the specific regulations pertaining to your degree in the University Calendar. You'll find detailed information regarding admission, duration and total points value, structure and content, thesis/research portfolio/dissertation specifications, honours (where applicable) and a schedule of the courses required for completion of the degree.

It is an important requirement that you discuss your proposed programme with the departmental Graduate Adviser. Graduate Advisers' contact details are in faculty/departmental handbooks and websites.

The Examination Regulations in the Calendar are also relevant to masters students and should be read in conjunction with other examination publications that contain more detail and particular instructions. If you are enrolled in taught courses, Examination Instructions – Regulations and General Information will be mailed to you before each examination period. For more information, visit [www.auckland.ac.nz/exams](http://www.auckland.ac.nz/exams)

## Graduate profiles

Our graduate profiles express an aspiration for our graduates and a set of attributes that we consider to be attainable by graduates of a research-led, comprehensive University.

### Research postgraduate profile

A research masters graduate will demonstrate mastery of specialist knowledge and theory, a capacity for the definition and management of a research project, and a capacity for original research and practice. The University of Auckland expects its research graduates to have the following attributes:

#### I Specialist knowledge

- 1 A mastery of a body of knowledge, including a high level of understanding of broad conceptual and theoretical elements, in the field of study and research.
- 2 An understanding and appreciation of current issues and debates in the field of knowledge studied.
- 3 An understanding and appreciation of the philosophical bases, methodologies and characteristics of scholarship, research and creative work.
- 4 A capacity for the transmission of information and understanding to others new to scholarship in the specialist area.

#### II General intellectual skills and capacities

- 1 A capacity for critical, conceptual and reflective thinking.
- 2 Intellectual openness and curiosity.
- 3 A capacity for creativity and originality.
- 4 Intellectual integrity, respect for truth and for the ethics of research and scholarly activity.
- 5 An ability to recognise when information is needed and a capacity to locate, evaluate and use this information effectively.
- 6 An awareness of international and global dimensions of intellectual,

political and economic activities, and the distinctive qualities of Aotearoa New Zealand.

- 7 An ability to access, identify, organise and communicate knowledge effectively in both written and spoken English and/or Māori.
- 8 An ability to undertake numerical calculations and understand quantitative information.
- 9 An ability to make appropriate use of advanced information and communication technologies.
- 10 A demonstrated capacity to initiate, design, conduct and report independent and original research from a defined project.
- 11 A willingness to seek continuous improvement in research skills and quality of research.
- 12 An advanced capacity for critical evaluation of relevant scholarly literature.
- 13 An advanced ability to identify, define, analyse and solve problems in a flexible manner.

#### III Personal qualities

- 1 A love and enjoyment of ideas, discovery and learning.
- 2 An ability to work independently and in collaboration with others.
- 3 Self-discipline and ability to plan and achieve personal and professional goals.
- 4 An ability to be leaders in their communities, and a willingness to engage in constructive public discourse and to accept social and civic responsibilities.
- 5 Respect for the values of other individuals and groups, and an appreciation of human and cultural diversity.
- 6 Personal and professional integrity and an awareness of the requirements of ethical behaviour.

### Coursework postgraduate profile

A postgraduate coursework qualification, such as the taught masters degree, will provide students with the ability to explore new and emerging fields of study, to acquire further specialist knowledge and theory, and/or advanced knowledge of professional practice. The University of Auckland expects its coursework postgraduates to have the following attributes:

#### I Specialist knowledge

- 1 A mastery of a body of knowledge, including an understanding of broad conceptual and theoretical elements, in the fields of study.
- 2 An understanding and appreciation of current issues and debates in the fields of knowledge studied.
- 3 An understanding and appreciation of the philosophical bases, methodologies and characteristics of scholarship, research and creative work.

#### II General intellectual skills and capacities

- 1 A capacity for critical, conceptual and reflective thinking.
- 2 An intellectual openness and curiosity.
- 3 A capacity for creativity and originality.
- 4 Intellectual integrity, respect for truth and for the ethics of research and scholarly activity.
- 5 An ability to recognise when information is needed and a capacity to locate, evaluate and use this information effectively.
- 6 An awareness of international and global dimensions of intellectual, political and economic activities, and the distinctive qualities of Aotearoa New Zealand.

- 7 An ability to access, identify, organise and communicate knowledge effectively in both written and spoken English and/or Māori.
- 8 An ability to undertake numerical calculations and understand quantitative information.
- 9 An ability to make appropriate use of advanced information and communication technologies.
- 10 An advanced capacity for critical evaluation of relevant scholarly literature.
- 11 An advanced ability to identify, define, analyse and solve problems in a flexible manner.
- 12 An awareness of the design, conduct and reporting of original research.

### III Personal qualities

- 1 A love and enjoyment of ideas, discovery and learning.
- 2 An ability to work independently and in collaboration with others.
- 3 Self-discipline and an ability to plan and achieve personal and professional goals.
- 4 An ability to be leaders in their communities, and a willingness to engage in constructive public discourse and to accept social and civic responsibilities.
- 5 Respect for the values of other individuals and groups, and an appreciation of human and cultural diversity.
- 6 Personal and professional integrity and an awareness of the requirements of ethical behaviour.

# Admission and enrolment

## Admission to a masters degree

To be admitted into a 120-point masters programme, you will generally need to have completed a recognised postgraduate degree, such as a bachelors (honours) or a postgraduate diploma, in a relevant discipline and to have obtained a better than average grade point average. Check the specific degree regulations for the programme you are interested in to confirm the grade point average required for admission. Where it is not indicated, consult the Graduate Adviser or Head of the Department in which you wish to study.

Admission to 240-point masters degrees is usually through a bachelors degree or an alternative route. It is vital you check the specific degree regulations to confirm the admission requirements.

Those with a 1st class bachelors (honours) degree may consider direct entry to the PhD programme.

## Applying for admission to a masters degree

Before making a formal application for admission, you should be clear about the specific degree programme you wish to follow. You should have sought advice on whether your previous studies qualify you for entry to your proposed programme, and have familiarised yourself with the specific degree requirements and regulations for that programme.

You must consult the relevant departmental Graduate Adviser. Contact details can be found in faculty/departmental handbooks and websites.

Your departmental Graduate Adviser will help you select your courses if you are doing a taught masters or are including some coursework as part of a research masters. If you are applying for a research masters, your Graduate Adviser will discuss possible areas of research with you and put you in touch with potential supervisors. Once you have found a supervisor, you will need to complete a thesis or research portfolio approval form for your department; consult your Graduate Adviser regarding departmental procedures.

If you are a returning student and have just completed a programme at The University of Auckland, log on to the online enrolment system (currently nDeva) and select Add/Change Programme to make your Application for Admission. Enter the details of the postgraduate programme you wish to study. Remember to supply your email address and check that your mailing address is correct.

If you are a new student or returning after a break in your studies, you will need to submit a new Application for Admission, online at [www.auckland.ac.nz/applynow](http://www.auckland.ac.nz/applynow)

Some programmes have an additional application form so consult the departmental Graduate Adviser before making any application.

Ensure you submit your application before the earliest specified closing date for your chosen programme.

## English language requirements

The University of Auckland expects all students to be proficient in English to an academic level. Applicants to postgraduate programmes whose first language is not English will be required to provide satisfactory evidence of their proficiency in English. For international students this is usually in the form of an IELTS or TOEFL score. The minimum scores required vary by faculty. For more detailed requirements please visit our International website, [www.auckland.ac.nz/international](http://www.auckland.ac.nz/international)

If you are interested in studying English before you start your degree, you may study at the University's English Language Academy (ELA). ELA offers general English, academic English and English for special purposes and caters for students with different backgrounds and needs. To find out more, visit [www.ela.auckland.ac.nz](http://www.ela.auckland.ac.nz)

If English is not your first language, you can take advantage of our free Diagnostic English Language Needs Assessment (DELNA) programme. The assessment profiles your ability in different English language areas and you will receive advice about the language support services most suited to you, such as the Student Learning Centre (SLC) and the English Language Self Access Centre (ELSAC). To find out more visit [www.delna.auckland.ac.nz](http://www.delna.auckland.ac.nz)

## After submitting your application

Once you have submitted your application, you will receive an acknowledgement by post, along with your Net ID, password and a list of items required to evaluate your eligibility for admission to the University and your chosen programme(s). When all of the documentation requirements have been met, your application will be assessed by the Admissions Office and the relevant faculties. If your application is approved, you will receive an offer of a place. You must log on to the online enrolment system and accept your offer of place. Note that this acceptance procedure may vary for some faculties. Please contact your Faculty Advice Centre if you are unsure of the process or have any difficulties. A contact list of Faculty Advice Centres can be found on page 29 of this publication.

Your Net ID and password allow you to access the online enrolment system to monitor the progress of your application and check if further documentation is required.

## For help with your Application for Admission please contact:

Student Information Centre  
Room 112, Level 1, The ClockTower, 22 Princes Street, City Campus  
Phone: 0800 61 62 63  
Email: studentinfo@auckland.ac.nz

## International applicants please contact:

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

## For help with your NetID or password please contact:

Information Commons Helpdesk  
Level 2, Kate Edger Information Commons, Cnr Symonds and Alfred Streets, City Campus  
Phone: +64 9 373 7599 ext 82333  
Email: ichelpdesk@auckland.ac.nz

## Enrolment

Once you have accepted an offer of a place, you will need to enrol in your postgraduate courses for the semester. Enrolment procedures vary by faculty – please contact your Faculty Advice Centre if you are unsure of the process or have any difficulties.

You become liable for tuition fees and other related costs on successful completion of your enrolment request. A fees invoice will usually be mailed to you within seven days. Fees can be paid by post or in person at the Cashiers Office, located within the Student Information Centre, Room 112, The ClockTower, 22 Princes Street, City Campus.

If you are completing your degree over several years, remember to enrol at the start of each semester – failure to initiate this by the deadline may result in a late fee (refer to page 10). This also applies to research students who start their degree in the second semester of a year. You will need to enrol in the second part of your research course before the commencement of Semester one of the following year.

You must pass the full points value specified in the degree regulations. For example, if your degree regulation specifies that you must pass 120 points, then this is the minimum required for successful completion. Your total enrolment cannot exceed the minimum points requirement by more than 40 points (refer to General Regulations, Masters Degrees).

## Full-time or part-time enrolment

Enrolment in a masters degree is normally continuous, which means you must be enrolled in consecutive semesters until you have completed.

Part-time study is defined as a student workload of fewer than 100 points over two semesters in one year or fewer than 50 points in one semester. Where your enrolment in a programme is partially full-time and partially part-time, the maximum time for completion is based on the period for completion for part-time study, provided that one semester of full-time study counts as two semesters of part-time study. If you are planning on working in addition to your studies, then you may wish to consider part-time enrolment to ensure you have sufficient time to achieve your best (refer also to pages 10 and 21).

## Transferring from a masters degree to a PhD

If you have made substantial progress towards completion of your masters thesis, in certain circumstances you may apply to convert the unfinished masters thesis into a PhD thesis. The Head of Department must certify that the work you have completed is at the required honours level standard and that the thesis topic is capable of being extended to a

PhD. For more information on transferring from a masters degree to a PhD, refer to the current Statute and Guidelines for the Degree of Doctor of Philosophy or email a Doctoral Adviser at the Graduate Centre (postgraduate@auckland.ac.nz).

*"The hardest thing about the transition to masters study is doing self-directed study ... it's so much easier on a nice day to sit in the sun with your mates. The way to deal with it is to have a timeline with mini deadlines and reward yourself for meeting each one. The final product makes it all worth it. Highlights for me included finally getting all the data in and finding out that my programme had worked."*

**Katrina Phillips**

*MSc in Psychology*

## Doctoral study

If your masters degree includes a thesis, research portfolio, dissertation or other research project and you are awarded the degree with First Class Honours or Second Class Honours First Division, you may be considered for registration as a doctoral candidate.

The Doctor of Philosophy (PhD) is an advanced degree that provides a qualification for students who intend pursuing an academic or research career, or who otherwise require a higher research degree for career advancement. The degree is offered in all faculties provided adequate supervision and appropriate facilities are available. A student is required to prepare, under supervision, a substantial thesis that represents original research into an approved topic normally carried out over a minimum of three full-time years. It is anticipated that most students should complete within four years. Candidates prepare a thesis on the conduct and results of their research, which is then assessed by a panel of examiners, including at least two external to the University. In most cases, this is followed by an oral examination of the thesis and the candidate's knowledge in the area before the degree is awarded.

The University also offers other named doctorates in Clinical Psychology, Education, Fine Arts, Pharmacy, Medicine, Music and Musical Arts. These doctorates are structured to include either a thesis or taught coursework and a substantial original investigation or portfolio.

For more information on applying for doctoral study, refer to [www.auckland.ac.nz/eoi](http://www.auckland.ac.nz/eoi)

# Changes to enrolment

## Adding and deleting courses

Within the prescribed deadlines, you may add and delete courses from your schedule of study on the online enrolment system (currently nDeva: [www.auckland.ac.nz/ndeva](http://www.auckland.ac.nz/ndeva)). If you delete a course prior to the deadlines below, the course will be removed from your academic record and no fees will be charged for that course.

### Deadlines for adding and deleting courses

Semester one courses	2nd Friday of semester
Semester two courses	2nd Friday of semester
Double semester courses	4th Friday of the first semester for the course
Summer School courses	7 days inclusive from the start of Summer School

## Late deletions

Late applications to delete will be considered only in exceptional circumstances (such as illness, injury or other events beyond your control) and upon submission of appropriate evidence such as a medical certificate. You must submit your application by the last day of lectures for the semester in which the course(s) to be deleted is/are taught. Depending on when you make the application, you may receive a partial refund of fees for that course (although there will be no refund of your Student Services fee). To make a late application to delete, contact the Student Records Office, Room 123, Ground Floor, The ClockTower, 22 Princes Street, City Campus, phone +64 9 373 7599 ext 87260 or email [records@auckland.ac.nz](mailto:records@auckland.ac.nz)

## Withdrawing from courses

You may withdraw from a course after the period specified for deletions, but must do so before the deadlines above right. Your fees will not be refunded and the course will be listed on your academic record as a withdrawal. The withdrawal will be counted as a failed course for purposes such as student allowances, satisfactory progress and calculation of overall grades. To withdraw from a course, you need the permission of the relevant Head of Department and Dean of the Faculty. Use an SA-70 Course Alteration form which can be downloaded from [www.auckland.ac.nz/forms](http://www.auckland.ac.nz/forms)

### Deadlines for withdrawals\*

Semester courses	3 weeks before the end of lectures
Double semester courses	3 weeks before the end of lectures in the second semester for the course
Quarter courses	2 weeks before the end of lectures
Summer School courses	1 week before the end of lectures

\*Actual dates are on Page 2 of the Course Alteration Form.

## Substitutions

Your department may direct you to substitute one course for another in the same subject. This can be done up until three weeks before the end of lectures for the semester in which the course is taught. A course can only be substituted with another course which is of the same duration, same points value and taught in the same semester. Use an SA-70 Course Alteration form.



## Changing from full-time to part-time or vice versa

Part-time study is defined as enrolment in fewer than 100 points over two semesters in one year or fewer than 50 points in one semester. If you are enrolled full-time in a thesis or research portfolio and wish to change to part-time, you will need to complete an SA-70 Course Alteration form.

## Reassigning courses to your masters programme

You may apply to reassign postgraduate courses passed for, and assigned to, another qualification to your masters degree for which the courses are available. These courses then cease to be credited to the former qualification. However, you cannot reassign courses passed for another qualification once that qualification has been awarded, nor can you reassign courses passed for a Transitional Certificate to a masters degree.

You may reassign courses from a Certificate of Proficiency (COP) to a masters programme provided that no more than 30 points are reassigned, the COP papers were completed not more than three semesters prior to the start of the masters programme, you apply for the reassignment at the start of your masters programme and the papers being transferred are in the schedule for your masters programme.

Reassignments are made by submitting an SA-34 Application to Reassign Courses form.

Courses cannot be cross-credited into or from a masters degree ('cross-credit' means a course which is common to two University of Auckland degrees and is credited to both).

## Suspension of study

Enrolment in your masters degree will normally be continuous. However in exceptional circumstances you may be granted a period of suspension from your enrolment of one or two consecutive semesters. This period of suspension will not count towards the time limits for the degree.

Apply for a suspension using an SA-502 Application for Senate Approval of Suspension Form which can be downloaded from [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)

If you are applying for a suspension of enrolment in taught courses, you must also delete your courses on the online enrolment system, or apply for a late deletion if the deadline has passed (refer to page 10).

## Extension of time to complete your degree

### Thesis or research portfolio

If your masters degree includes a thesis or research portfolio, you must complete the requirements in accordance with the deadlines for submission (refer to page 21). However, your Head of Department may approve a short extension of time for you to complete your research. Departments have their own criteria for granting short extensions and you will need to consult with your Graduate Adviser.

If you have been granted a short extension over the summer period and you wish to apply for continued access to your student allowance or loan for this period, you must enrol in the GENADMIN SR1 Summer Research course. There are no fees charged for this course. Use an SA-70 Course Alteration form which can be downloaded from [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)

If in exceptional circumstances beyond your control you are unable to complete your thesis or research portfolio by the short extension deadline, your faculty Associate Dean (Postgraduate) may approve, on the recommendation of your Head of Department, a further limited extension of time, not normally exceeding one semester, for the work to be completed. For this type of extension you will be enrolled and pay tuition fees at the rate of 10 points for each period of up to two months.

### Dissertation or research project

If your masters degree includes a dissertation or research project you must complete the requirements by the last day of the final semester of enrolment. If in exceptional circumstances beyond your control you are unable to complete your dissertation or research project by this deadline, your faculty Associate Dean (Postgraduate) may approve, on the recommendation of your Head of Department, a limited extension of time, not exceeding two months. For this type of extension you will be enrolled and pay tuition fees at the rate of 10 points for the two-month period.

### Taught masters

If your degree does not include a thesis, research portfolio, dissertation or research project then you must complete the requirements by the end of your final semester. An extension of time to complete coursework will not be granted beyond the end of the semester in which the course is offered.

Apply for extensions using an SA-503 Application for Senate Approval of Extension of Time form.

## Deleting or discontinuing your masters programme

Applications to delete programmes must be received before the deadlines noted above. If an application is received after these dates, the relevant programme will be discontinued rather than deleted.

Note that if you have enrolled in courses they must also be deleted by the same deadlines (refer to page 10).

Programmes should be deleted or discontinued using an SA-71 Student Programme Deletion form.

## Auckland Abroad - exchange study

The 360° Auckland Abroad is a student exchange programme between The University of Auckland and more than 80 university exchange partners throughout the world. If you are a University of Auckland student, you may study at a partner university of equal standing and enjoy the benefits of the exchange agreement. You'll pay tuition only to Auckland, be eligible for scholarships, take advantage of service and support throughout your experience and bring credits you have earned home to your Auckland degree.

If you are a University of Auckland student and have completed two semesters of full-time study (summer school excluded) at The University of Auckland before your proposed exchange, are in good overall academic standing with a minimum grade point average of B in your two most recent semesters of study, then you may be eligible to apply. The exchange programme normally only applies to students doing taught courses (not research courses such as a thesis or research portfolio).

For more information visit the 360° Auckland Abroad website at [www.auckland.ac.nz/360](http://www.auckland.ac.nz/360)



# 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 (refer also to page 24).

## School of Graduate Studies and the Graduate Centre

The School of Graduate Studies (SGS) has overall responsibility for the development and oversight of policies and procedures for postgraduate programmes, for the promotion of postgraduate study and advocacy for postgraduate students.

The Dean of Graduate Studies is the Chair of the Board of Graduate Studies. The Board is responsible for advising on and developing policy on postgraduate study and for the awarding of all scholarships offered by The University of Auckland.

The Graduate Centre provides information and administrative services to prospective and current postgraduate students, including doctoral candidates and masters students. The Centre has space for study and quiet relaxation, with computers, a printer and photocopier for postgraduate student use.

The University's Dean of Graduate Studies and Graduate Student Advisers are located at the Centre. Graduate Centre staff can advise you on regulations, admission and enrolment, examination processes, thesis submission and dispute procedures.

The Graduate Centre is open Monday-Friday, 8.30am-5pm, in the East Wing, The Clock Tower, 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)

Postgrad News - the School of Graduate Studies circulates a fortnightly email newsletter informing students of upcoming events, deadlines, courses and other information. To subscribe, email [postgraduate@auckland.ac.nz](mailto:postgraduate@auckland.ac.nz)

## Departmental Graduate Advisers

Departments have a Graduate Adviser to assist you with the early stages of finding out about the requirements for a masters degree - eligibility criteria, finding a supervisor (if you are doing a research masters), choosing your courses and getting enrolled. You may also need the services of the Graduate Adviser if you run into difficulties with supervision or your personal life that impact on your progress. Graduate Advisers' contact details are in faculty/departmental handbooks and websites.

## Head of Department

Your Head of Department (HoD) is also a source of assistance and advice during your enrolment. HoDs approve your requests for course alterations and concessions, extension and suspension requests, etc. Some faculties have a Head of School rather than a HoD.

## Faculty Associate Dean (Postgraduate)

The Associate Dean (Postgraduate) represents your faculty on the Board of Graduate Studies. This person has responsibility for postgraduate matters for the faculty and chairs the faculty's Postgraduate Committee. Forms, such as requests for extensions and suspensions, reassignments and final results, are all signed off by the Associate Dean (Postgraduate) before being sent to the Graduate Centre for processing. For information on your Associate Dean (Postgraduate), check with your Faculty Advice Centre.

## Postgraduate Students' Association (PGSA)

The PGSA was formed in 2001 by a group of University of Auckland postgraduate students with the aim of developing and enhancing postgraduate culture and experience. The PGSA is an incorporated society and is run by a Board of volunteer representatives from each faculty.

The PGSA operates within two key areas: firstly, to represent postgraduate interests on University committees and taskforces, including the Board of Graduate Studies; secondly, to host a range of events, both social and professional, to help you get to know your colleagues.

To be kept informed of upcoming events, register your details at [www.pgsa.org.nz](http://www.pgsa.org.nz)

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.

## Other student associations

- AUSA is a University-wide student association. For further information visit [www.ausa.auckland.ac.nz](http://www.ausa.auckland.ac.nz)
- Ngā Taurua Māori (NTM) is the Māori Students' Association working in partnership with AUSA. Their website is [www.ntm.maori.nz](http://www.ntm.maori.nz)
- There are currently faculty student associations for Commerce, Engineering, Law, Education, Medicine and the Tamaki Campus. Information can be found on faculty websites.

## Support for international students

A special welcome to those of you who are new to New Zealand. We hope your time here will be enjoyable and rewarding, both academically and socially, and wish you every success with your studies.

The University of Auckland provides a number of services to help you acclimatise. Auckland International is the focal point for international students and can advise on all matters relating to application, admission, fees, immigration, arrival services and orientation. They also offer ongoing support and advice.

There is an International Student Handbook available from the International Student Information Centre (G23, Old Choral Hall) or iSPACE (Level 4, Student Commons Building). This provides information on student support, University services and much more.

Auckland International has a comprehensive website at [www.auckland.ac.nz/international](http://www.auckland.ac.nz/international)

New Zealand education providers have an important responsibility for international students' welfare. The Code of Practice provides a framework for service delivery by educational providers and their agents to international students. The code sets out the minimum standards of advice and care expected of educational providers. You can request a copy of the code from Auckland International or read it on their website at: [www.auckland.ac.nz/international/code-practice](http://www.auckland.ac.nz/international/code-practice)

iSPACE - the international student lounge, located on Level 4 of the Information Commons in Alfred Street provides a meeting space and venue for activities for international students.

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 or email [int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz)

*"Focusing on just my subject area, and being able to narrow down into exploring interesting subfields was a major plus of studying at postgraduate level for me. Getting immersed in my subject meant that doing a masters wasn't just about going to classes or doing a thesis - it was about going to conferences, joining departmental reading groups and getting to know people."*

**Bryonny Goodwin**  
MA in Anthropology

*"The electronic databases at the Library have been invaluable and spell the end of having to physically find and photocopy many materials - explore all the ones relevant to your topic area and ensure you know how to export citations to Endnote (an indispensable tool for postgraduates). There are Student Learning Centre and Library seminars on this as well. Having extended lending and renewing rights at the Library is another bonus of being a postgraduate, so if you didn't take advantage of logging into the 'Patron' services on Voyager then now is the time to learn."*

**Clara Leung**  
MCom in Marketing

## Disability Coordinators

There are many services for students with disabilities, all organised by the Disability Co-ordinators, located in Room 306, Basement Level, The ClockTower, 22 Princes Street, City Campus.

Their website is [www.disability.auckland.ac.nz](http://www.disability.auckland.ac.nz), phone +64 9 373 7599 ext 88808 or email [disabilities@auckland.ac.nz](mailto:disabilities@auckland.ac.nz) if you need assistance with any of the following:

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

# Learning support

## University Library and Information Commons Services

The University Library is the largest university library in New Zealand and ranks alongside the top five university libraries in Australia. As a masters student you will have access to the Library's world-class collection of resources, together with professional subject librarian services and targeted seminars and courses.

The University Library system consists of the General Library, on the corner of Princes and Alfred Streets, together with 12 subject-specific libraries: Architecture, Audiovisual, Business Information Centre, Engineering, Fine Arts, Law, Leigh Marine, Medical and Health Sciences, Music and Dance, Sylvia Ashton-Warner Library (Education), Tamaki (Science and Population Health), and Tai Tokerau (Education). The primary focus of the General Library is to serve the needs of staff and students of the Faculties of Arts, Science and Business and Economics; it also houses Special Collections and central infrastructural services for the Library system.

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. Details about libraries, collections and services, including lending services, are available at [www.library.auckland.ac.nz/about](http://www.library.auckland.ac.nz/about). The opening hours of each of the libraries and Information Commons facilities can be found at [www.library.auckland.ac.nz/contacts/hours](http://www.library.auckland.ac.nz/contacts/hours).
- **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.
- **specialist subject librarian services** ([www.library.auckland.ac.nz/contacts/subject-librarian](http://www.library.auckland.ac.nz/contacts/subject-librarian)), providing assistance with in-depth information queries, information on the best resources to meet your specific needs and advice and courses on information retrieval and management.

**Lending services** - Library privileges are activated once your enrolment is completed.

Enrolment	Library access start and end dates
Summer School	1 December to 1 April the following year
Semester One only	1 January to 31 July
Semester One and Semester Two	1 January to 1 March the following year
Semester Two only	1 May to 1 March the following year

**Loan periods** for Masters students are: books and borrowable theses, 60 days (you may renew twice); borrowable bound journals, three days (non-renewable). You can have up to 50 items on loan at a time. Using the Library catalogue, you can check your personal details, recall books, request items from other campuses, renew your loans, and manage your loans by noting due dates and fees and fines. Library notices are automatically sent to your University email address. Full details of the library's lending policy are available on the Library website at [www.library.auckland.ac.nz/lending](http://www.library.auckland.ac.nz/lending)

### Training

- EndNote training ([www.library.auckland.ac.nz/endnote](http://www.library.auckland.ac.nz/endnote)) - the University has a site licence for EndNote and the Library offers training to use this specialised database programme for storing and managing bibliographic references. It allows importing of references from Library catalogues or other electronic databases into EndNote libraries using filters. It also allows you to connect directly to some electronic databases, saving the retrieved references directly to your EndNote library. References can be sorted, searched and incorporated automatically into papers for publication.
- Course resources and learning support, including 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)

**Remote access** - you can access Library resources off-campus. You need an internet connection and your Net ID and password. Information on remote access, Net IDs and passwords is available from [www.library.auckland.ac.nz/access/offcampus.htm](http://www.library.auckland.ac.nz/access/offcampus.htm)

## 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 email and browse the Internet, use MS Office, Adobe Master Collection and other specialist programmes - all on the same computer.

At the Information Commons you will find computer training rooms; the Student Learning Centre; a Disabilities Resource room; the Library's Short Loan service 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.

You also have access to printers, scanners, photocopiers and wireless networking technology in all three locations.

The Information Commons Helpdesk is the main student IT helpdesk and provides walk-in, roaming, email and telephone support including 'NetID and Net 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 [www.information-commons.auckland.ac.nz](http://www.information-commons.auckland.ac.nz)

## Faculty computing facilities

Faculties also provide computing facilities for students enrolled in their courses. These facilities provide internet access, word-processing, spreadsheet software and applications specific to the subjects served. Your department will be able to provide more information.

## ELSAC

The English Language Self Access Centre (ELSAC) is located on Level 1 of the Kate Edger Information Commons on the City Campus. This is available to all masters students at the University of Auckland 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 five days a week and is free to all enrolled students. For more information visit [www.elsac.auckland.ac.nz](http://www.elsac.auckland.ac.nz)

*"I find the University Library very good, especially the courses offered. I found Database Searching, How to Find Theses, and Endnote most valuable. Luckily, I attended these courses soon after I came to the University, so I didn't waste much time learning how to search for relevant information - I found the information I needed quickly. The Library staff provide a wonderful service to the students."*

**Xiaoying Wang**  
PhD in Linguistics

## Student Learning Centre (SLC)

The Student Learning Centre offers a comprehensive range of support services to you as a masters student, including workshops, individual consultations and online assistance. Workshops throughout the year include writing and reading skills, referencing, editing, examinations,

presentations, computer and research skills. Specific courses are offered for the thesis or dissertation writing process.

The SLC website provides full details of all workshops with an online booking facility for members of the SLC. Visit [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

To talk with a staff member or make an appointment with a tutor, contact the SLC reception desk at +64 9 373 7599 ext 88850 or [slc@auckland.ac.nz](mailto:slc@auckland.ac.nz)

The Computer Programme at SLC assists students to make better use of information technology - including training in the use of specific programmes. Some of these programmes include: Microsoft Word, Excel, PowerPoint, Publisher, EndNote and SPSS.

Register with the SLC at the start of each calendar year for \$10. The SLC is in Room 320, Level 3, Information Commons, 11 Symonds Street, City Campus. There are also offices at Tamaki and Epsom campuses.

*"One of the most essential services I used during my masters year was the Student Learning Centre (SLC) workshops. Writing up your thesis is a very BIG task and specific workshops provide plenty of help in terms of learning how to format your thesis, how to reference correctly and easily with Endnote, and how to put it all together at the end, with a nice table of contents and correct page numbers. The SLC workshops are a definite must if you want your thesis writing to be more of a breeze and an enjoyable, rewarding experience."*

**Nicole Tung**  
MSc in Forensic Science

*"As an adult student who hadn't studied for 30 years, the prospect of University was daunting. I thought I would be 'on my own' and would have to figure things out for myself. I really appreciated the courses offered by the Student Learning Centre. All in all, it was a wonderful experience."*

**Richard Barter**  
PG Dip, Arts



# Financial support

## Scholarships

The University of Auckland Scholarships Office administers a range of scholarships for postgraduate students. Staff at the Scholarships Office are available for information and advice on the application process, as well as Student Finance Advisers for advice on grants, awards and funding options available to students experiencing financial hardship (see below). 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)

The University of Auckland also offers several scholarships for international students. Information is available from [www.auckland.ac.nz/international](http://www.auckland.ac.nz/international)

Some scholarships put a limit on the number of hours you can work. They might also require that you be enrolled as a full-time student. It is important you are fully aware of any requirements so as not to jeopardise your scholarship entitlement. You may be asked to demonstrate that you are complying with these conditions.

## Other financial support

The stress of postgraduate 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 a grant may be available through the

Student Emergency Fund (SEF). Information is available at [www.auckland.ac.nz/scholarships](http://www.auckland.ac.nz/scholarships)

## Employment at the University

The main work opportunities 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, Graduate Adviser, Departmental Manager or Head of Department about what is available.

Other opportunities are part-time research, administrative or library work. 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)

Many students work part-time to support themselves through university. As well as helping to cover costs, this can provide valuable work experience and the opportunity to network with potential colleagues and employers. However it’s important to maintain a balance so that your academic performance is not compromised.

## Limits for working and maintaining full-time status

Many postgraduate students are involved in part-time work. The rules for undertaking employment and maintaining full-time status are the same irrespective of where you are employed and/or the scholarship you hold. The amount of additional and paid work you may undertake as a full-time student shall not exceed 500 hours in a calendar year. The Limits for Working and Maintaining Full-time Status policy is available from [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies)

*“Don’t worry if you don’t know what you want to base your dissertation or thesis on; talk to some of your favourite lecturers and see if they have any suggested topics to give you some ideas. Also, don’t forget to check all the scholarship opportunities out there - if there’s a scholarship available for a particular topic, consider aiming towards that as well. With regard to the supervisors themselves, everyone has a different supervision style, but in the end your thesis is YOUR work, so don’t expect them to hold your hand every step of the way.”*

**Clara Leung**  
MCom in Marketing



# Career planning - support for postgraduate students

## Career planning and management

It is important to start thinking about career development at the beginning of your degree because in today's employment environment a postgraduate qualification alone is not always enough. Employers are looking for 'well-rounded' postgraduates who possess a range of:

- specialised skills and knowledge - specific information and skill sets you have developed as a result of working and studying in a particular field
- generic/transferrable skills and knowledge (many of these skills will be developed over the course of your research degree and they 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 ability
- personal qualities including:
  - an enquiring mind
  - an ability to think "outside the square"
  - a high level of commitment and enthusiasm
  - conscientious, with a keen eye for detail and the ability to self-manage work.

You can prepare for your future employability during your postgraduate studies by undertaking personal and career development planning. With good preparation you are that much better equipped to make decisions about opportunities and challenges when they arise.

## 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 a future career.

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

The Postgraduate Careers Adviser is in the Careers Centre, Room 101, The Clock Tower, 22 Princes Street, City Campus;  
Phone: +64 9 373 7599 ext 88727;  
Email: [postgradcareers@auckland.ac.nz](mailto:postgradcareers@auckland.ac.nz);  
Web: [www.auckland.ac.nz/careers](http://www.auckland.ac.nz/careers)

*"After finishing my masters in Translation Studies and being unsure of where I could take my degree, I visited the Careers Centre, where I had a personal consultation that opened my eyes to so many exciting pathways I had never thought of before. Having this new perspective on my qualification made me realise how valuable and adaptable my masters degree is."*

**Bernadette Waller**  
MA in Translation Studies



# Research guidance

## Definition of a masters thesis

A masters thesis is the outcome of independent research, scholarship and/or creative activity conducted under supervision. It is distinguished by the relevance of the arguments or creative work to your discipline, the quality of the evidence collected or the design or performative principles deployed and the light the thesis sheds on current disciplinary concerns and interests.

The work entailed in producing a thesis is a sustained effort constituting a course weight of 90 points or greater.

A masters thesis need not necessarily embody an original contribution to knowledge and practice in the discipline, but it must demonstrate your ability to:

- master theoretically sophisticated subject matter
- identify and evaluate critically the findings and discussions in scholarly literature and other forms of information
- design a well-structured, relevant and integrated plan of research
- carry out such research using appropriate methods of investigation and analysis
- analyse, argue and reach conclusions that are informed by independent inquiry and other available information
- engage in rigorous intellectual analysis, criticism and problem solving.

The thesis will be presented in a clear and accurate form suitable for examination. For design, creative and performative works, you should include a written commentary on the work (based upon Committee on University Academic Programmes definition, 14 October 2005).

## Starting out – the proposal

Research proposals are the starting point for most large research projects, including a masters thesis. They provide a clear statement of your topic and the methods you will use to collect and analyse information. Research proposals are often used as supporting documentation for departmental and ethics approval of projects, as well as applications for scholarships or research grants. They also help you to clarify your ideas about the project and elicit feedback from others. This is a good time to consult your specialist Subject Librarian who will advise you on the best resources (refer to page 13).

A research proposal should indicate the scope of your project, similar research that has already been done in the field, how the collecting and analysing of data will be carried out and any other methodological or practical considerations. The components of a research proposal depend on the purposes for which the research is intended, the topic chosen, and the discipline within which you are working. They could include some or all of the following:

- title of the study
- overall purpose of the research, aims and objectives
- abstract or summary
- research questions or hypotheses to be tested
- background - brief literature review to put your research topic into context
- theoretical framework
- operational definitions of key terms
- research methodology - description of how the research will be conducted and why
- expected results
- plan for interpreting and analysing results
- significance of the research
- ethical considerations
- Treaty of Waitangi considerations
- anticipated problems or limitations

- resources required and how these might be obtained and funded
- research timetable
- references or bibliography
- appendices of materials (eg, questionnaires) that could be used or adapted for your study.

Further discipline-specific guidelines for preparing research proposals can be obtained from your supervisor or departmental Graduate Adviser.

## Supervision

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

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

Different supervisors have different supervision styles and different disciplines often have different styles and requirements too.

Here are some tips to help you make supervision positive and effective:

- ask your supervisor what their expectations are right at the beginning; be prepared to talk about what your expectations are (for ideas refer to Guidelines for Negotiating Supervision available from the School of Graduate Studies website [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies))
- make good and regular use of supervision meetings (see below) – they are valuable occasions for you in terms of assessing progress, problem solving and reviving your motivation.
- clarify the feedback process: ask your supervisor how much time they need in order to give feedback on a chapter and how many drafts of a chapter they are prepared to comment on. Use a cue sheet to focus their attention on particular features of the draft you would like feedback on.
- communicate as honestly and openly as you can: if you do not agree with something your supervisor suggests, say so politely and explain why (independence of thought is one of the sought-after attributes of masters students). If you are not making good progress, treat it as a problem that can be discussed together.

## Supervision meetings

Many students are unsure about what to expect from supervision meetings. The expectations and style of both you and your supervisor will have a bearing on this. Supervision meetings are primarily work meetings, designed to assist you to make progress with your research and also with the challenging task of writing your thesis. They are between 30 minutes and a couple of hours (although many supervisors like to have a one-hour timeframe to keep the meeting focused).

Things you are likely to discuss include:

- progress since the last meeting
- things you have read
- your ideas
- questions arising from your reading and research work
- issues arising from carrying out your research
- ways to go about writing a thesis
- feedback on draft sections or chapters
- your draft table of contents
- time management
- good contacts and/or possible conferences
- possible readings

- administrative matters
- goals to achieve by the next meeting
- the time and place for your next meeting.

It helps to treat supervisor meetings in a businesslike manner. For example, prepare yourself for the meeting by sending an “agenda” in advance (ie, things you’d like to talk about during the meeting – you can expect your supervisor to add things to this list). Be on time, or let your supervisor know if you are going to be late or cannot make it. Keep to the agenda – it helps if you have a printed version to make notes and tick things off. Afterwards, write a summary of the meeting and send it to your supervisor so you both have the same understanding of what was agreed. It’s easy for misunderstandings to develop in supervision, partly because you are both coming at the situation from different positions.

Frequency and length of meetings can change over time. Research suggests you are likely to need more frequent meetings in the early and late stages of your research: early to help you get your research question focused and the project underway; and late to help you get the writing done. Between times you may keep meeting regularly but for shorter times or your meetings may be more infrequent. Do not avoid meetings when you are not making progress – this is when you need them to help resolve problems and keep up the pace.

## Progress reports

Departments normally require at least one formal, written report on progress from each research student. Such reports are approved by the supervisor and reviewed by the departmental postgraduate committee or coordinator. Generally, you will be required to report on the working title of the work, the work completed to date, the timetable for further work and any problems that have arisen or can be foreseen. However, additional information may also be requested.

## Departmental, faculty and student responsibilities

You are expected to take full responsibility for the progress of your research, drawing on the guidance and direction of your supervisor. However, the University undertakes to provide you with a supportive environment in which to conduct your research and develop your skills, as set out in the Senate Guidelines on Thesis Supervision and Administration of Research in Masters Degrees, which can be viewed online at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies)

The Senate Guidelines on Thesis Supervision outlines the University’s view of good supervision and the responsibilities of both supervisor and student. The following is an excerpt.

As part of the general supervision of a student’s thesis research, thesis supervisors should:

- give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, resources and their availability, and about requisite techniques (including arranging for instruction where necessary)
- discuss with the student the level of contact needed, for example through meetings, tutorials or seminars and ensure as far as possible that this contact is maintained
- be accessible to the student at other appropriate times when he or she may need advice
- inform the student, in advance, of any proposed periods of absence either on research and study leave or any extended leave of more than four weeks, and in these periods of absence, either make alternative arrangements for another staff member to take up temporary supervisory duties or provide contact details so that supervisory contact may be maintained with the student
- give advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time
- request written work as appropriate, and return that work with constructive criticism and in reasonable time
- draw the student’s attention to any courses or workshops that are offered which will help the student overcome problems identified in written expression or other aspects of writing theses
- draw to the student’s attention any important new results or concepts that may have come to the attention of the supervisor through the supervisor’s contacts with other professionals and researchers
- provide guidance in fieldwork in the case of field based research
- direct the student to other experts in the field of research if appropriate
- arrange as appropriate for the student to talk about his or her work to individual staff or in seminars and to have practice in oral presentation of the research subject
- ensure that the student is made aware of any inadequacy of progress or of standards of work which fall below that generally expected
- direct the student to appropriate sources of information on “administrative” matters, eg, the length of the thesis, the recommended style and layout, the number of copies required, regulations regarding extensions, possible sources of research funding
- establish early on the style and layout to be used in written work (eg, Modern Languages Association (MLA) Handbook or a source from the Selected Bibliography in: Guide to Theses and Dissertations, available from the Graduate Centre and the Library)
- ensure that in the final stages of thesis preparation they are available to read drafts and provide prompt and appropriate written comments on those drafts.

### The responsibilities of the student include:

- taking the initiative in raising problems or difficulties, including difficulties with accessing sources or resources
- discussing with the supervisor the type of guidance and comment they find most helpful, and agreeing on a schedule of meetings
- responding to the arrangements proposed and the advice and instruction given by the supervisor
- maintaining the progress of the work in accordance with the stages agreed with the supervisor, including, in particular, the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage
- deciding when he or she wishes to submit the thesis, taking due account of the supervisor’s opinion, and ensuring that University deadlines are complied with.

## Applying for ethics approval

If your research involves human participants or animals, it is essential that you obtain ethics approval from The University of Auckland Human Participants or Animal Ethics Committees. Your supervisor or department will be able to advise you whether this is necessary.

For research involving human participants, contact the Research Ethics and Biological Safety Administration on +64 9 373 7599 ext 87830. Guidelines and forms can be downloaded from the [www.auckland.ac.nz/research](http://www.auckland.ac.nz/research). There are regular deadlines by which the Research Ethics and Biological Safety Administration need to receive your application, and you will need to plan your programme to allow sufficient time to obtain approval (which may take a month).

The Research Office is located at Levels 2 and 3, 76 Symonds Street, City Campus.

If your research is of a health and disability nature, you may need ethics approval from the Auckland Ethics Committees (contact the Secretary on

+64 9 580 9105 in the first instance). It is a requirement of the Deputy Vice-Chancellor (Research) that a copy of any application submitted to another ethics committee must be forwarded to the Research Ethics and Biological Safety Administration. For Faculty of Medicine and Health Science (FMHS) applicants this should be through the FMHS Research Office and accompanied by the Dean's Signature Sheet available from the FMHS Research Office (phone +64 9 373 7599 ext 86775 or email [healthresearch@auckland.ac.nz](mailto:healthresearch@auckland.ac.nz)).

Ethics approval applications to the Animal Ethics Committee should be sent to The Secretary, Animal Ethics Committee, Support Services Group Office, Room 2510, Faculty of Medical and Health Sciences, email: [aec-secretary@auckland.ac.nz](mailto:aec-secretary@auckland.ac.nz). The relevant forms and guidelines can be downloaded at [www.auckland.ac.nz/ae](http://www.auckland.ac.nz/ae)

## Avoiding plagiarism

In any thesis, research portfolio, dissertation, assignment or project, unacknowledged copying or plagiarism is not acceptable and is treated as an examination offence. In The University of Auckland Guidelines: Conduct of Coursework, plagiarism is defined as follows:

Plagiarism means using the work of others in preparing an assignment and presenting it as your own without explicitly acknowledging or referencing where it came from. Plagiarism can also mean not acknowledging the full extent of indebtedness to a source. Work can be plagiarised from many sources - including books, articles, the worldwide web, and other students' assignments. Plagiarism can also occur unconsciously or inadvertently. Direct copying is definitely plagiarism. Paraphrasing of another work without attribution is also plagiarism. Submitting someone else's unattributed or less than fully attributed work or ideas is not evidence of your own grasp of the material and cannot earn you marks. Note: Plagiarism applies to all levels of work, including theses and dissertations.

Visit [www.auckland.ac.nz/academic/honesty](http://www.auckland.ac.nz/academic/honesty)

Further guidance is also available from The University of Auckland Research Policy Manual at [www.auckland.ac.nz/research](http://www.auckland.ac.nz/research). Finally, if in doubt, ask!

## Maintaining progress

Time management at postgraduate level is not as easy as it first seems. You maybe good at time management from your undergraduate degree, but it's a whole new ball game when you no longer have set deadlines to meet. Effective planning is one of the best techniques to manage your time at a variety of levels, such as yearly, weekly and daily. It is useful to break down large tasks into smaller tasks using planning tools such as a yearly thesis planning guideline, weekly planners and daily "things to do" lists. The Student Learning Centre website has some excellent resources with links to tools to help your overall planning. Visit [www.sic.auckland.ac.nz/ressources](http://www.sic.auckland.ac.nz/ressources)

Make sure you have specific times set aside for your studies. Remember to be realistic when estimating how long tasks will take and prioritise these sensibly. Keep in mind that any good timetable or plan should be flexible and that planning should be done in conjunction with your supervisor.

To make the most of your time consider how you allocate it and what you do when. Could you spend 20 minutes skim-reading an article during your lunch-break? Could you use that spare 15 minutes between classes to photocopy those articles from the library? What about mulling over how to structure that chapter while out walking the dog? Make sure you do difficult tasks while you are at your best and more mundane tasks when you are tired or likely to be interrupted. Turning off your email and phone is also a good way to get some quality work done.

## Intellectual property

Ownership of ideas is covered by the University's Policy on Intellectual Property (IP) (refer to The University of Auckland Calendar). This acknowledges that you do not lose your IP rights by enrolling at the University and that your invention belongs to you unless you have previously assigned it to another party. However, you are required to report to the University all IP with commercial potential 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 and 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, if necessary, 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 wholly-owned subsidiary of the University. Even if you do come up with a good idea, experience shows you are unlikely to benefit from it without a great deal of funding and other assistance. UniServices are very experienced in protecting and commercialising new ideas, so it is in your interest to consult them. Visit [www.uniservices.co.nz](http://www.uniservices.co.nz)

## Publishing from research

A frequent question from research students is whether your supervisor's name goes on conference papers and publications arising from your research. While there is no University policy on this, the policy on Research Ethics makes it plain that every author must have played a significant role in the research and/or the preparation of the paper. This is a matter for negotiation between you and your supervisor and you should raise this issue early to avoid misunderstandings. Be aware that the "normal" practice varies by discipline, and ranges from never having your supervisor's name on publications to always having it there. Publications play an important part in your supervisor's career as well as your own. If their view is their name should be on some or all of the written pieces arising from your thesis, then discuss the circumstances that might make this likely. You should also talk about the order of authors' names.

Copyright is covered by the University's Policy on Intellectual Property. Broadly speaking, whatever you write belongs to you but an employment contract may change this. However, this does not necessarily mean that the ideas embodied in whatever you write also belong to you (see above). There is a University of Auckland policy that deals with student publication rights when involved in research sponsored by external agencies - you can find it at the University's Research Office website [www.auckland.ac.nz/research](http://www.auckland.ac.nz/research)

If you are interested in publishing in a journal, get your supervisor's advice in the first instance. Normally you do not send in a proposal (although some people email their abstract to the journal editor as a preliminary step to see if they are interested). Instead, send a polished and complete manuscript which should (1) conform to the journal's specifications (to be found on the journal's website and usually in every edition); and (2) probably have reference to other articles written in the journal in recent years. The latter point is not an absolute rule but 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 writing your manuscript, you cannot find anything relevant in the journal of your choice, you might want to reconsider if this is the right journal to target.

Publishing through many academic journals is very slow and a poorly judged target journal can mean a delay in getting your work into print. Remember you can send your manuscript to only one journal at a time. If an editor thinks your manuscript is of interest, it will be reviewed anonymously by at least two independent reviewers whose feedback will be sent back to you by the editor with an overall recommendation. You will get one of three recommendations: a recommendation to publish as

is, or to publish pending major or minor changes in line with the reviewers' suggestions or not to publish. If you get the last response, or even the recommendation to publish only after major changes, your next step may be to send the manuscript somewhere else. Before you do though, it pays to review the feedback and see how you can use it to improve the piece. Sometimes, it just means you targeted the wrong journal. Again, talk to your supervisor(s) about this.

Keep your eyes open for workshops on publishing from a thesis, either through the Student Learning Centre or Centre for Professional Development — a workshop can give you many hints to help you navigate this process.

*"Because I was based at a proper working organisation during my postgraduate study, conducting my research and being supervised by a staff member of Environmental Science and Research Ltd, I had the opportunity to be exposed to real forensic scientists and lab technicians who I was able to learn things from. This is exposure I wouldn't have got in a lecture. I was working alongside real professionals and seeing how they carried out lab work, getting a good insight on how it's meant to be done."*

**Nicole Tung**

*MSc in Forensic Science*



# Deadlines for completion

Use the table at the right to calculate how many semesters you have to complete your degree requirements. If you are not able to complete by the specified deadline, you may be able to apply for an extension of time (refer to page 11).

## Thesis or research portfolio

The table outlines the due dates for submission of your thesis or research portfolio.

## Dissertation or research project

If your programme includes a dissertation or research project, you must complete the requirements by the last day of the final semester you are enrolled in the course.

## Taught masters

If your programme does not include a thesis, research portfolio, dissertation or research project then you must complete the requirements by the end of the final semester shown in the table.

## Graduation

Once you have completed all requirements for your degree, and you become eligible, you must apply to graduate (it will not happen automatically). Students who are eligible to graduate will be sent information by the Graduation Office on how to apply. Please keep your mailing address and contact details up-to-date on the online enrolment system (currently nDeva) to ensure you receive this information. nDeva can be accessed at: [www.auckland.ac.nz/nDeva](http://www.auckland.ac.nz/nDeva)

There are two graduation ceremonies each year, the first in early May and the second at the beginning of October. Approximate deadlines for applying to graduate are early March (for the May ceremony) and early August (for the October ceremony).

Detailed information about graduation can be found at [www.auckland.ac.nz/graduation](http://www.auckland.ac.nz/graduation)

Deadlines for completion					
Degree points	Semester of initial enrolment*	Number of semesters to complete degree		Due date for submission of thesis or research portfolio	Due date for short extensions
		Full-time	Part-time**		
<b>120</b>					
Research Masters	Semester One	2	4	15 December	28 February
	Semester Two	2	4	1 May	15 July
Taught Masters	Semester One	2	8	N/A	N/A
	Semester Two	2	8	N/A	N/A
<b>240</b>					
	Semester One	4	8	15 December	28 February
	Semester Two	4	8	1 May	15 July
*The semester of initial enrolment is the first semester in which you are enrolled for the programme.					
**Part-time study is defined as a student workload of fewer than 100 points over two semesters in one year or fewer than 50 points in one semester. Where the enrolment in the programme is partially full-time and partially part-time, the maximum time for completion is to be based on the period for completion of part-time study provided that one semester of full-time study counts as two semesters of part-time study for the purposes of calculation of the completion date.					

# Submission

## Preparing for submission – presentation and binding

Once you and your supervisor agree your thesis or dissertation is ready, you will need to prepare the document for submission. The University of Auckland specifies various requirements for theses and dissertations that include page layout, language and style, overall layout and binding requirements. Many of these requirements are best integrated from the beginning of the writing process. They are set out in the Guide to Theses and Dissertations, published by the School of Graduate Studies, and this can be obtained from the Graduate Centre or downloaded at [www.postgrad.auckland.ac.nz/policies](http://www.postgrad.auckland.ac.nz/policies). Your department will also have its own guidelines and requirements so consult your supervisor about these from the outset.

## Proofreading

Careful attention to spelling and grammar is extremely important, in order to produce a document your reader will see as professionally and thoughtfully written. Lack of attention to these details will quickly irritate a thesis marker.

The spell-check won't pick up everything! Pay line-by-line attention to spelling, typing errors, grammatical correctness, consistency of spelling and punctuation. Also look for repeated words and explanations or examples surplus to requirements.

Learn the proper rules, arrange early to get help with proofreading or, if you know you have difficulties with certain issues, make an appointment with an SLC tutor (page 14).

Ensure the master copy has all the right pages in the right order, the appropriate additional pages, tables, photographs, maps and so on.

Once submitted, you cannot make any subsequent alterations to the work, either prior or subsequent to the examination process (unless your supervisor requests that you make some typographical corrections before it is deposited in the library – refer to page 23).

Information on thesis binding services provided by the University Bindery is in the Guide to Theses and Dissertations, or [www.library.auckland.ac.nz/bindery](http://www.library.auckland.ac.nz/bindery)

## Thesis submission

Two hardbound copies of your thesis must be submitted to the Graduate Centre by the due date (refer to page 21). A Library Consent Form must be signed and bound into the front of each thesis. Having formally receipted your thesis and recorded the submission date, the Graduate Centre staff will ask you to take your thesis to your department. Your department will arrange the examination of your research and, on successful completion of the examination, will deposit the two copies of 'your thesis with the University Library.'

From 2010, completing masters candidates can deposit a digital copy of their masters thesis for access by authenticated members of The University of Auckland.

The Library Thesis Consent Form can be found on the Current Postgrads website at [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)

## Submission of research portfolio, dissertation or research project

These are to be bound as specified by your faculty and submitted to the supervisor or department by the due date (refer to page 21).

Your department will arrange the examination of your research. Research portfolios, dissertations and research projects are not deposited with the University Library.

# Examination and final results

## Examination of taught courses

If you are enrolled in taught courses, a pamphlet on examination instructions will be mailed to you before each examination period, together with an examination timetable. You should also make yourself familiar with the Examination Regulations in the Calendar. Visit the comprehensive Examination Office website [www.auckland.ac.nz/exams](http://www.auckland.ac.nz/exams)

## Examination of research

Once you have submitted your thesis by the due date to the Graduate Centre (or you have submitted your research portfolio, dissertation or research project to your department), your department is then responsible for arranging the examination of your research according to the following procedures.

## Nomination of Examiners/Assessor

Each thesis or research project with a value of 90 points or more must have two examiners and one assessor. One of these three must be appointed from outside the University. One of the two examiners may be your supervisor but your supervisor cannot be an assessor.

Dissertations or research projects with a value of at least 30 and up to 80 points must have one examiner and one assessor. It is normal that one of these people be appointed from outside the University. Your supervisor may be an examiner but not an assessor.

## Examination process

An examiner's role is to examine the piece of work thoroughly, prepare a report and recommend a grade and/or mark. The examiner's report should comment on the scope of the work, the argument, the supporting evidence, the structure of the work and the scholarship demonstrated. This report should also comment on the presentation of the work (style, grammar, proofreading, references, bibliography and so on).

In the case of theses and research portfolios where there are two examiners, they work independently and do not have access to each other's report. Examiners must not disclose the contents of their report or the recommended grade to the student, the other examiner or, even if not an examiner, the student's supervisor. Reports and recommendations should be returned confidentially to the person managing the examination process.

The role of the assessor is to consider the report(s), in light of the work done, and to ensure that the evaluation and the evaluation process have been fair. The assessor has access to the examiner(s') report(s) and must prepare a brief written report with a recommended grade and/or mark for the work.

The reports from the examiner(s) and assessor then go to the School or Departmental Postgraduate Committee. Here reports are considered

and the Chair will make a recommendation to the Academic Head (usually the Head of Department). If both the Chair and the Academic Head attest to the same grade, this is what will be awarded.

## Failed courses

As a student enrolled for a masters degree at the University, you must pass the full points value specified in the degree regulations. However, your total enrolment cannot exceed the minimum points requirement by more than 40 points (refer to General Regulations - Masters Degrees). For example, if your degree requires you to pass 120 points, you can enrol in a maximum of 160 points under that programme. This allows an extra course or courses in the degree programme. It also allows you to fail up to 40 points and still complete the degree. However, if you fail more than 40 points, you will not be awarded the degree.

You may not normally re-enrol in a failed course except as provided for in the regulations relating to aegrotat and compassionate passes (refer to Examination Regulations in the University Calendar). In exceptional circumstances, you may apply to the faculty, on the recommendation of the Head of Department, for permission to re-enrol in the course. Where approval is granted, the result achieved in the first attempt will not be considered in arriving at the overall grade for your programme.

## Final results

Once all your grades are known, the department is responsible for notifying the Graduate Centre of your overall grade and level of honours (if applicable). The Graduate Centre then processes these on the online enrolment system (currently nDeva).

Calculation of your overall grade will include the grades given for all courses attempted in the degree. For the purposes of this overall grade calculation, Withdrawal (W), Did Not Sit (DNS) and Did Not Complete (DNC) will count as zero (except where you have obtained permission to re-enrol in a failed course as outlined above).

Please note the decision of the examiners is final and there is no avenue for appeal (refer also to page 23). However, you may request a statement of reasons for the decision (refer to page 23).

## Honours

Where the regulations provide for the award of honours, your masters degree may be awarded with honours if your overall grade is sufficiently high. There are two classes of honours: First Class Honours and Second Class Honours. First Class Honours requires a minimum average grade of A-; Second Class Honours are awarded in either First Division or Second Division. Second Class Honours First Division is an average of an upper B to a B+; and Second Class Honours Second Division is an average between a B- and a lower B.

## Deposit in the Library and thesis embargoes

On successful completion of the examination of your thesis, two copies will be deposited in the University Library by your department. One copy remains in the Library for reference purposes; the second may be borrowed by members of the Library or sent to other libraries on interlibrary loan.

A thesis deposited in The University of Auckland Library 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 that would:

- (i) breach prior contractual arrangements with outside organisations;
- (ii) prevent or jeopardize an application for a patent, licence, registration;
- (iii) provide good reason for refusing to disclose the contents of the thesis, consistent with the provisions of the Privacy Act (1993) or the Official Information Act (1982).

An application for an embargo is made by you and/or your supervisor, through the Head of Department and the Associate Dean (Postgraduate) of the Faculty, to the Dean of Graduate Studies. Apply using an Application to Embargo a Thesis form which can be found on the School of Graduate Studies website [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)

## Resubmissions

The University of Auckland does not permit the resubmission of theses, dissertations or research projects for degrees below the doctoral level. A supervisor may request a student to make typographical corrections before a thesis is deposited in the University Library. These corrections are made by hand.

## Access to examiners' reports

The University recognises that students will often be anxious to find out the reasons for a grade and such requests are considered on a case-by-case basis. You can make a request in writing to your Head of Department who will prepare and provide you with a statement of reasons for the decision. If the examiners and assessor agree to waive the confidentiality of their reports, the University will consider releasing reports, with or without deletions. In such cases, as the assessment is a collective decision of the examiners, assessor and the University, the reports will not normally be released unless all involved have waived the requirement for confidentiality.

*"It's really, really important when making the step up to masters to get to grips with the reading load. My graduate classes were taught as seminars, where a knowledge of the readings was essential in order to participate. So it came down to good preparation and planning my readings out across the week, rather than trying to read them all the night before. In postgraduate study, last minute strategies just don't work."*

**Bryonny Goodwin**  
MA in Anthropology



# Dealing with problems

## Illness and personal trauma

If temporary illness, injury, or exceptional circumstances beyond your control prevent you from sitting an examination or seriously impair your examination preparation or performance, you may be eligible to apply for aegrotat or compassionate consideration. The requirements are strict and it is essential that you get the right advice by contacting the University Health and Counselling Service, or the Examinations Office, as soon as possible (contact details on page 30).

The procedures are fully explained in the Examination Instructions pamphlet mailed to every candidate along with their personalised examination timetable each examination period. They are also in the Examination Regulations in the University Calendar.

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 of time or a suspension of enrolment (refer to page 11). It is important to apply for these as soon as possible so that the best arrangements can be made to accommodate your situation.

Refer also to page 25 for information about the University's Health and Counselling Services.

## Anti-harassment policy and procedures

The University is committed to providing an environment that is 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 available 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 co-ordinates the University procedures for dealing with harassment and provides educative activities relating to harassment.

## Disputes mediation service

The mediator is a skilled, confidential resource person 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 of concern yourself; at other times (and at your invitation), they will play a role in mediating a resolution between you and your supervisor. They may also be invited by your supervisor to take such a role. Contact details for the University mediation service can be found at [www.auckland.ac.nz/mediation](http://www.auckland.ac.nz/mediation)

## Grievances

If a grievance or dispute arises between you and your supervisor(s), it is best to address it as soon as possible. The University policy is that an attempt should first be made to resolve all disputes (with rare exceptions) informally. In the event that informal dispute resolution fails, there are formal grievance procedures.

Informal avenues include talking to the supervisor or co-supervisor directly, the departmental Graduate Adviser, the Head of Department and the student advocates at Auckland University Students Association

([www.ausa.auckland.ac.nz/wave](http://www.ausa.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).

It may seem daunting to approach someone about a problem, so it is important to note that staff understand this policy and appreciate how difficult it is for students to take these steps. You may bring a friend or support person to any meeting. When the issue is being dealt with informally you can be confident that no action will be taken without your consent or knowledge. WAVE is also happy for students to consult them in confidence, before any decision is made on whether action should be taken.

## 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); website: [www.ausa.auckland.ac.nz/wave](http://www.ausa.auckland.ac.nz/wave)

## Equal opportunities

The University of Auckland is committed to providing equal opportunities in its 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 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; and 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 88755.



# 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 offers both catered and self-catered accommodation options 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 as well as self-catered facilities. Although the Halls have a large school-leaving student community, 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.

Please apply online at [www.auckland.ac.nz/accommodation](http://www.auckland.ac.nz/accommodation) 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 early application. Please note that preference is given to full-year applications above one semester applications.

Visit the website for further information [www.auckland.ac.nz/accommodation](http://www.auckland.ac.nz/accommodation) or 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)

## Transport

MAXX is a phone and internet-based information service that will help 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 also 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 Tamaki 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, Tamaki Campus. You will find a timetable at [www.auckland.ac.nz/intercampus-bus](http://www.auckland.ac.nz/intercampus-bus)

## University Health and Counselling Services

The University Health Service 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, 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 (PHO). The enrolment form is online, or enrol in person at the Health Centre before your appointment. Medical specialists are also available on a referral basis. Visit [www.auckland.ac.nz/healthservices](http://www.auckland.ac.nz/healthservices)

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.

**Tamaki Campus:** Monday-Thursday, 10am-2pm (semesters only).  
Building 730.110, 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.

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 Service

Postgraduate students often feel they should be able to cope and are reluctant to ask for support. 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 University studies. Together with the counsellor, students can clarify their goals and develop new skills and strategies to deal with the difficulties they face.

The Counselling Service is free, confidential and will support you with any issues, particularly those that impact on your work. The service has a team of fully-qualified and experienced counsellors and psychologists who can be contacted for an initial appointment on the City Campus through the University Health Centre reception by ringing +64 9 373 7599 ext 87681, Grafton Campus by ringing +64 9 373 7599 ext 86962 or Epsom Campus by ringing +64 9 373 7599 ext 48526 or +64 9 623 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 full-time, permanent service at the City Campus. The service is staffed by qualified dentists with NZ registration and several years' experience. There is 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 Tamaki Campus. The Grafton Campus Clinic is located on the fourth floor, Pre-Clinical Building (502), School of Medicine, phone +64 9 373 7527. The Tamaki Campus Clinic is on Level 1, Population Health Building (730), Morrin Road, Glen Innes.  
Phone: +64 9 303 5979.

## Pharmacy

There is a pharmacy at the City Campus in the Student Commons Building, Level 2, 2 Alfred Street. The pharmacy stocks standard items along with toiletries, stamps, and phone cards and provides passport photos, film development and prescription services. During semesters, the pharmacy is open Monday-Thursday 8am-6pm and Friday, 8am-5pm. During breaks it is open Monday-Thursday 8am-5.30pm, and Friday 8am-5pm.

## 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, 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 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, phone 111 and ask for the police. For non-urgent routine police calls, phone +64 9 379 4240.

Departments publish safety manuals that contain relevant 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 comprises 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 it's a great place to meet your supervisor for a coffee or 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 is 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

Campus Recreation provides a range of recreation facilities, services and programmes at the 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 include 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. More information is available on the Recreation Centre website [www.auckland.ac.nz/recreation](http://www.auckland.ac.nz/recreation)

Recreation facilities are also available at the Tamaki and Epsom campuses.

## AUSA clubs

The Auckland University Students Association (AUSA) arranges events throughout the year with bands, DJs, competitions, and a network of clubs. This is a great way to take some time out. Many students also find they make a lot of new friends that last 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 mountain biking, tramping, or the 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 several cultural clubs including Samoan, Taiwanese, Hong Kong, African and Islamic.

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'll be able to use some of the services provided by AUSA at a reduced rate, and you'll 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 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 can be viewed online at [www.auckland.ac.nz/studentparents](http://www.auckland.ac.nz/studentparents)

# Appendix 1 - Policies, guidelines and forms

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)

## General research policies and guidelines

Guide to Theses and Dissertations  
Senate Guidelines on Thesis Supervision  
Guidelines for Negotiating Supervision  
Guidelines on Intellectual Property and Publication Issues  
English Language Requirements for International Students of Postgraduate Programmes  
Limits for Working and Maintaining Full-time Status  
Policy for Resolution of Research Problems: Postgraduate Research Students  
Guidelines: Conduct of Coursework  
The Student Charter  
Postgraduate Student Experience Survey 2001  
The Embargoing of Theses  
Postgraduate Supervision Limits and Teaching  
Workload Allowance  
Guidelines: Conduct of Research  
Recommendation for Language of Dissertations and Theses

## Masters policies and guidelines

Administration of Research in Masters Degrees General Regulations - Masters Degrees (Calendar)

The following forms can be downloaded from the School of Graduate Studies website [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)

## Masters forms

SA-502 Application for Senate Approval of Suspension for Masters, Bachelors (Hons) and Postgraduate Diplomas  
SA-503 Application for Senate Approval of Extension of Time for Masters, Bachelors (Hons) and Postgraduate Diplomas  
Thesis Library Consent Form  
Application to Embargo a Thesis  
The following forms can be downloaded from the University's current postgraduate students website at [www.postgrad.auckland.ac.nz/forms](http://www.postgrad.auckland.ac.nz/forms)  
SA-34 Application to Reassign Courses  
SA-38 Request for Academic Record or Official Letter  
SA-66 Change of Name Form  
SA-70 Course Alteration Form  
SA-71 Student Programme Deletion  
SF-3 Term Reinstatement Form

## Ethics applications

Research Project Application Form  
Anonymous Questionnaire Application Form  
Human Participants Ethics Committee Guidelines Ethics Applications - FAQs

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

**Next 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 developments and research, the endeavours of our staff and students, interviews with visiting academics and details of major events. It is available in departments and libraries, and online at [www.auckland.ac.nz/universitynews](http://www.auckland.ac.nz/universitynews)

# Appendix 3 - City Campus map

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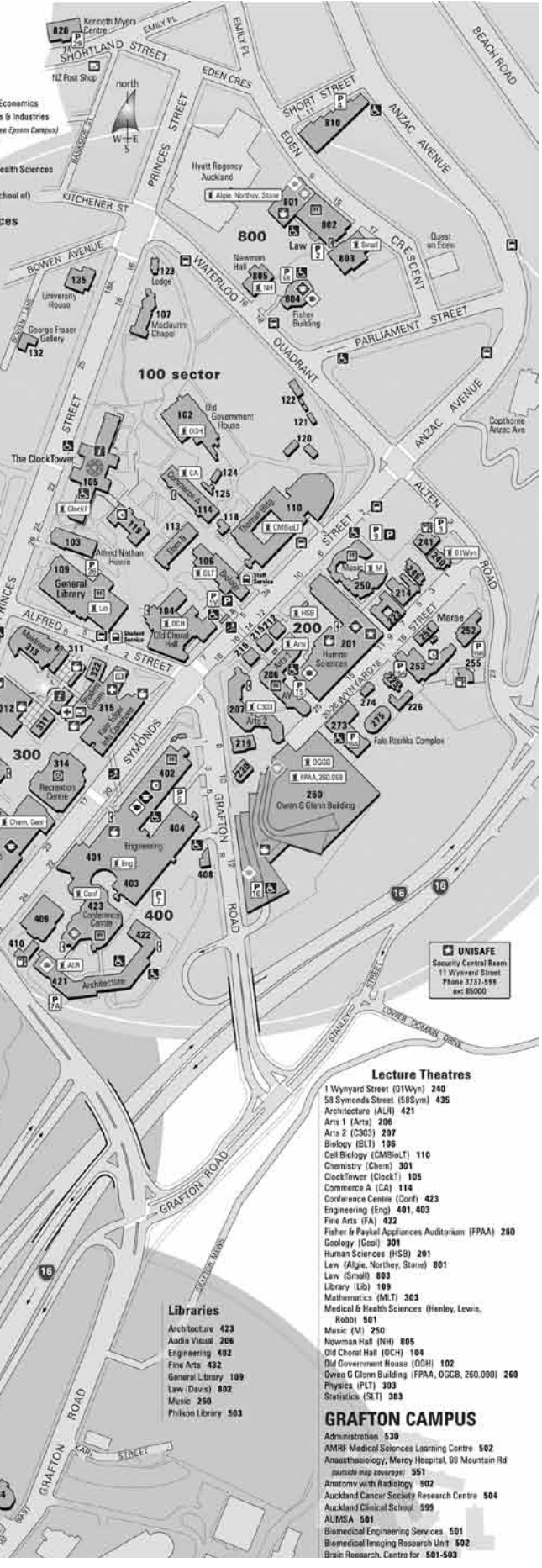
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## Faculty Offices and Student Centres

- |                |                |
|----------------|----------------|
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| 423            | 421            |
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| 402            | 402            |
| 801            | 801            |
| 530            | 501            |
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## Key Facilities & Services

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# Appendix 4 - 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](mailto:asc@auckland.ac.nz)  
Web: [www.arts.auckland.ac.nz](http://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](mailto:postgrad-com@auckland.ac.nz)  
Web: [www.business.auckland.ac.nz](http://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](mailto:gse@auckland.ac.nz)

## National Institute of Creative Arts and Industries

Conference Centre  
Building 423  
22 Symonds Street  
Auckland  
Email: [info-creative@auckland.ac.nz](mailto:info-creative@auckland.ac.nz)

## Faculty of Education

74 Epsom Ave  
Epsom Campus  
Phone: +64 9 623 8883  
Email: [education@auckland.ac.nz](mailto:education@auckland.ac.nz)  
Web: [www.education.auckland.ac.nz](http://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](mailto:foe-postgrad-admin@auckland.ac.nz)  
Web: [www.engineering.auckland.ac.nz](http://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](mailto:postgradlaw@auckland.ac.nz)  
Web: [www.law-auckland.ac.nz](http://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](mailto:pghealth@auckland.ac.nz)  
Web: [www.health.auckland.ac.nz](http://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](mailto:scifac@auckland.ac.nz)  
Web: [www.science.auckland.ac.nz](http://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](mailto:theology@auckland.ac.nz)  
Web: [www.theology.auckland.ac.nz](http://www.theology.auckland.ac.nz)

## 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

# Appendix 5 - Useful contacts

## School of Graduate Studies

The ClockTower, East Wing, 22 Princes Street, City Campus  
Hours: Monday-Friday, 8.30am-5pm  
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)

## 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

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

## Information for international students

### The Code of Practice for the Pastoral Care of International Students:

The University of Auckland has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

**Immigration:** To complete enrolment, international students must have a current student visa or permit. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

**Health and travel insurance:** Under the Code international students must have appropriate and current health and travel insurance at all times while studying in New Zealand. To be able to finalise your enrolment you must provide evidence that you have insurance cover acceptable to The University of Auckland. Failure to maintain approved insurance cover means your enrolment will be terminated. You will receive details with your letter of acceptance into the University. Visit [www.auckland.ac.nz/healthandtravelinsurance](http://www.auckland.ac.nz/healthandtravelinsurance)

**Eligibility for health services:** Most international students are not entitled to publicly-funded health services while in New Zealand. If you receive medical treatment during your visit, you will typically be liable for the full costs of the treatment so you should ensure you keep details of your health insurance policy with you and advise the insurer if it seems likely you will need medical treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website [www.moh.govt.nz](http://www.moh.govt.nz)

**Accident insurance:** The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website [www.acc.co.nz](http://www.acc.co.nz)

### 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)



**Contact**

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

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)