

# **School of Graduate Studies**

## **Introduction to doctoral processes**


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# Outline

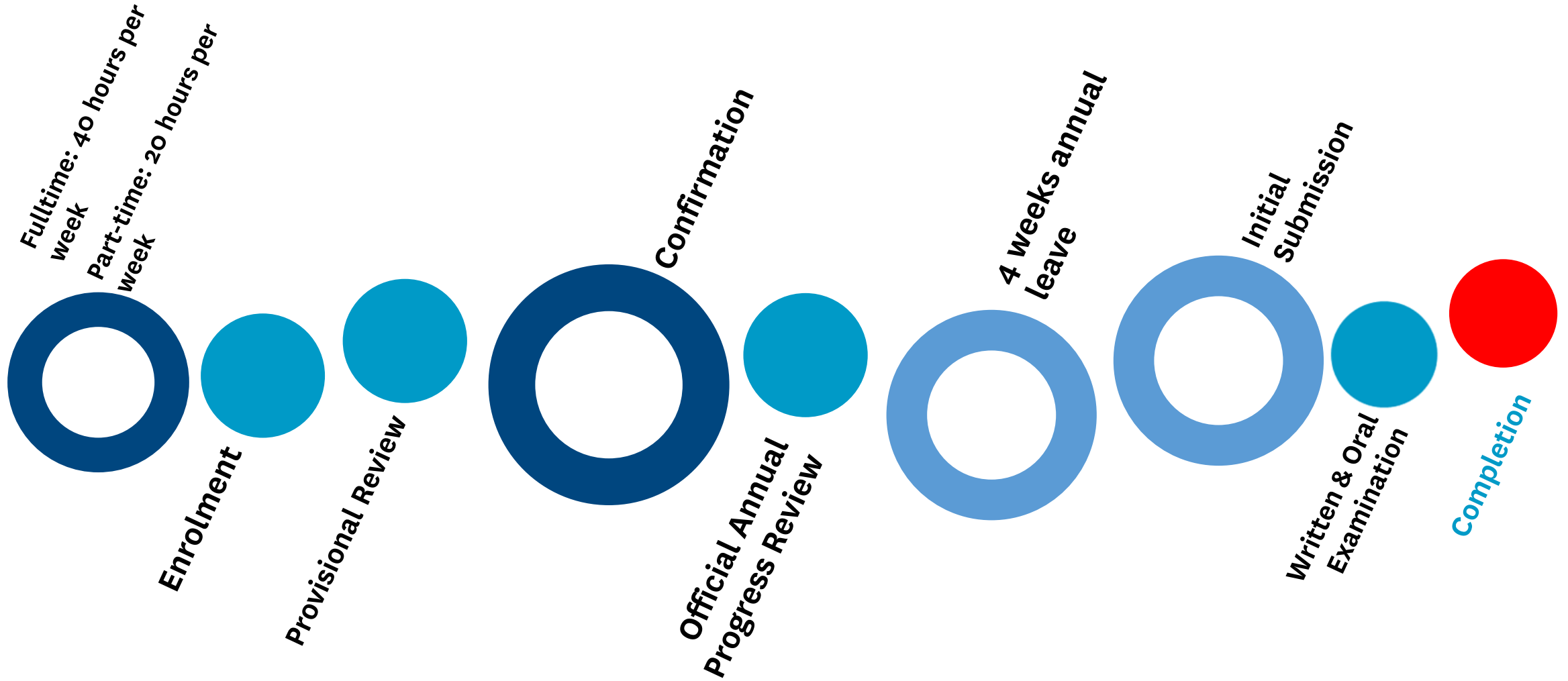
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1. **Information**
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  5. **International students**
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# 1. Information



# Doctoral Timeline



# Information



**Postgrad Newsletter** – a fortnightly online publication to keep you up to date with what is happening at the University.



**Doctoral Morning Tea** – A monthly event for doctoral candidates to meet and mingle with their peers and listen to guest speakers discussing topics relevant to doctoral life.



**3 Minute Thesis (3MT)** – A global research communication competition in which participants have 180 seconds to describe their entire thesis to an audience.



**Exposure** - The University's annual postgraduate research showcase and competition.



## 2. Provisional Period



# Provisional Goals



**Nine goals must be completed by all candidates.**



**Needs Analysis to be completed by candidate and supervisor.**



**Additional goals e.g. – semester based courses or research goals.**



**Required additional courses are free of charge.**

# Registration Confirmation

## © PROVISIONAL YEAR REVIEW (PYR)

- A review of registration where full thesis proposal is submitted along with an oral presentation.

See: [Provisional Year Review procedures](#)



# 3. Theses with Publications



# Theses with publications



UoA regulations allow for inclusion of publications as part of their theses.



There is no requirement to add publications to a thesis.

# Publications in a thesis

**“Lead author” means the candidate must have written all or the majority of the text and must have their contribution to the publication confirmed by all co-authors as no less than 65%**

[Including Publications in a Thesis Policy and Procedures](#)



# 4. Changes to Registration





# Registration Changes

**Any change to registration must be approved by your supervisor, HOD, Associate Dean Postgraduate and the School of Graduate Studies.**

- **Discuss with your supervisor of any changes that may be required.**
- **Supporting evidence is required for any request.**

# Registration Changes

## HOW TO APPLY

Use the DOC6 form:



School of Graduate Studies  
AskAuckland Central  
Alfred Nathan House  
The University of Auckland  
Tel: +64 9 373 7599 ext 81321  
Email: [postgradinfo@auckland.ac.nz](mailto:postgradinfo@auckland.ac.nz)

### Change to Doctoral Candidate's Registration

#### 1. Personal Details

Candidate name:

ID number:

#### 2. Change of Supervision

| Proposed supervision<br><i>(please include department/location)</i>   | UoA ID               | Workload %<br><i>(this is not an EFTS apportionment form which can be found on the staff intranet)</i> |
|---|----------------------|--|
| Main supervisor: <input type="text"/><br><i>(this will be the administrative point of contact for the School of Graduate Studies)</i> | <input type="text"/> | <input type="text"/>   |
| Joint main supervisor (if applicable): <input type="text"/>   | <input type="text"/> | <input type="text"/>   |
| Co-supervisor/s: <input type="text"/>   | <input type="text"/> | <input type="text"/>   |
| <input type="text"/>  | <input type="text"/> | <input type="text"/>   |
| Adviser/s: <input type="text"/><br><i>(if external to UoA, please provide email address also)</i>                                     | <input type="text"/> | <input type="text"/>   |
| <input type="text"/>  | <input type="text"/> | <input type="text"/>   |

[DOC 6](#)

# Registration Changes

## CHANGE OF SUPERVISOR

There may be times where supervision changes are required e.g. retirement.



# Registration Changes

## SUSPENSION

Registration may be suspended if studies cannot be continued due to circumstances beyond control e.g. illness, pregnancy.

Minimum: 2 months

Maximum: 12 months

Inform SGS of return to studies

Visas will be cancelled if suspension is longer than 3 months within a 12 month period.



# Registration Changes

## **ABSENCE**

**All candidates must apply for permission to be absent from campus for any period >1 month**

**All candidates, except NZ citizens, must not be absent from NZ for >12 months during the course of their PhD registration if they wish to remain eligible to pay fees at the domestic rate.**

# Registration Changes

## **ABSENCE vs ANNUAL LEAVE**

**Absence is required for any off campus, research activity.**

**Annual leave is up to 4 weeks of holiday within a 12 month period.**

# Registration Changes

## **EXTENSION**

**Most candidates submit between 3 and 4 years, however you may apply for an extension to their submission date under exceptional circumstances.**

**Extension approvals are subject to submitting a timeline and close monitoring of progress.**

**Extensions will attract fees on a pro rata basis.**

# Registration Changes

## **PART-TIME REGISTRATION**

**Change may be permitted for candidates with compelling reasons.**

**Registration may be changed between part-time and full-time if circumstances change.**

**Part-time is half time (20 hours per week).**

**Additional requirements for international students.**



# Registration Changes

## OTHER CHANGES

Examples of other changes that may be necessary are:

- Off campus registration
- Title changes
- Goal changes
- Change of subject/ faculty



# 5. International students



# Student Visas

## SUSPENSION

**Up to 3 months: student visa remains valid**

**>3 months in 12 month period: student visa cancelled  
(may affect visas of partner/ family + cost of obtaining  
new visa).**

**[Link to Immigration NZ](#)**

## **12 MONTH RULE**

**To remain eligible for domestic PhD fees student may not be absent from New Zealand for >12 months during enrolment (absence must be for research related trips; ‘writing up’ is not research).**

**[Domestic Fees Policy](#)**

## **INSURANCE**

**Insurance premium will be added to fees for all international students**

**Covers student for duration within NZ**

**Insurance is NOT refundable.**



## **INTERNATIONAL FEES**

**International fees will be charged for a full doctoral term (12 months) e.g. – March 2019 to February 2020.**

# 6. Money



## University of Auckland Doctoral Scholarship

Recipients are awarded a stipend and fee payment for up to 36 months and a possible 6 month extension. This is based on the qualifying programme GPA/E.

Limited hours for paid employment.



## DEFINITION

Postgraduate Research Student Support (PreSS) funds are available for all doctoral candidates for direct research costs.

[PreSS Account Guidelines](#)





## ALLOCATION

**SGS allocates PreSS funds annually at initial enrolment and then after each Annual Report received.**





## QUIZ

What do you know about PreSS and what you can use it for?



## QUIZ

**Students will lose the remainder of their PReSS funds at the end of each year**

**T or F**



## QUIZ

Who receives PreSS Funding?

- All enrolled PhD students
- Only enrolled PhD students not on scholarships
- Only enrolled NZ PhD students



## QUIZ

**My academic unit's administrator will arrange for purchases made using my PReSS funds**

**True or False**



## QUIZ

Which of the following is not a direct research cost:

- Conferences
- Publication Costs
- Equipment User Charges  
e.g. specific software





## QUIZ

PreSS can be used for binding your final thesis

True or False?



## QUIZ

I cannot buy books using PReSS

True or False?



## QUIZ

How long does PreSS funding last?

- My entire PhD
- Maximum of 4 years (pro-rated for PT students)
- I receive one lump sum at the beginning of my programme



## QUIZ

That's the end of the quiz.

How did you do?



## USAGE

Direct research costs that are not covered by other research grants.

Conference and related costs are limited to \$4800.00 over candidature period.





## REIMBURSEMENT

All reimbursements are done directly via a candidate's department or faculty.



## TRAVEL

Travel must be booked through the University approved provider.

[Travel Booking](#)



## **APPROVAL**

Approval must be sought from supervisor before any purchase.

For certain items approval must be sought from The School of Graduate Studies e.g. – proof reading.



# 7. Paid Work



# Limitations

## **PAID WORK**

**No regulation on paid work, however this should be discussed with your supervisor.**

**Look for opportunities within the University e.g. – tutoring.**

**International students may require a different visa if employment is fulltime.**



# Limitations

## UNIVERSITY OF AUCKLAND DOCTORAL SCHOLARSHIP

**Paid work whilst receiving a University of Auckland scholarship is limited to 500 hours per year.**

**Other scholarships may have limitations.**

**[UoADS Scholarship Guidelines](#)**

**[Scholarships Website](#)**

# 8. Examination



# Examination Process

## Doctoral Examination

The examination process is made up of a written and oral component and can take up to 6 months until final completion.

# Key Contacts

**Doctoral Candidate Advisers:** Matt Hicks                      Arts & Education and Social Work  
Jonathan Albright                      Engineering, Business & ABI  
Silvia Perin                      Science & Law  
Shelby Lang                      FMHS, CAI & Liggins

**Check out our online resource:** [Information for new doctoral candidates](#)

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

**Thank you**  
**Questions and Answers**

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