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**Postgraduate Support** **and Services**

*For more information on any of these services, go to* [*www.postgrad.auckland.ac.nz*](http://www.postgrad.auckland.ac.nz) *and click on Postgraduate Support and Services.*

**School of Graduate Studies and the Graduate Centre**

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

SGS staff advise current and prospective postgraduate students on regulations, admission and enrolment, doctoral administration and examination processes, thesis submission, annual report processes, and dispute procedures. It is at the Graduate Centre where you will submit your final doctoral thesis. A full selection of departmental postgraduate prospectuses and other information is available there.

Doctoral students are encouraged to make an appointment with an adviser should they need assistance. Appointments can be made via email *postgradinfo@auckland.ac.nz* or by coming into the centre.

SGS also produces a regular email newsletter that informs postgraduate students of news, events, job opportunities, scholarships, conferences, competitions and more. If you are not currently receiving this, please email your full name and student ID to *postgradnews@auckland.ac.nz*

The Graduate Centre is open Monday-Friday, 10am-4pm, on the ground floor in the East Wing, ClockTower, 22 Princes Street, City Campus.

Email: *postgradinfo@auckland.ac.nz*

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

**Career Development and Employment Services (CDES)**

CDES offers a variety of workshops for postgraduate students, and has a key role in enabling you to make a successful transition from study to career.

If you would like to discuss career options or particular issues (including developing a professional profile, job search strategies, writing a CV and interview skills) book an appointment with a Career Development Consultant. CDES is located in Room 126, Level 1, The ClockTower, 22 Princes Street, City Campus.

Phone: +64 9 373 7599 ext. 88727
Email: *careers@auckland.ac.nz*

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

**Support for International Students**

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

The International Office is the focal point for international students and advises on all matters related to application, admission, fees, immigration, arrival services and orientation. The International Office also offers ongoing support and advice to international students.

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

The International Student Information Centre is open Monday-Friday, 9am-4pm, at the back of Old Choral Hall, 7 Symonds Street, City Campus.

Phone: 09 923 1969

Email: *int-questions@auckland.ac.nz*

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

**Student Learning Services**

Student Learning Services provides support for all thesis-writing postgraduates and research development skills for doctoral candidates (Doctoral Skills Programme). Student Learning Services are situated on level 3, Kate Edgar Information Commons, 11 Symonds Street, City Campus.

Hours: Monday-Friday, 9am-5pm

Phone: 09 373 7599 ext. 88850

Email: *slc@auckland.ac.nz*

**AUSA Advocacy**

AUSA offers all students access to a free and confidential advocacy service, which is completely independent from the University. The Advocacy team provide professional advice to students who might be struggling with any issue, either academic related, financial or of a more personal nature. They have the skills and dedication to ensure that students are treated fairly and with respect while studying at the University of Auckland.

AUSA Advocacy is situated in Old Choral Hall (entrance on Alfred Street). Contact the Advocacy Manager at: *advocacymanager@ausa.org.nz* or phone: 923 7294 ext. 87294

**Diagnostic English Language Needs Assessment (DELNA)**

All doctoral students in their doctoral provisional year need to complete the DELNA Screening, a 30 minute online assessment. Some will then have to complete the DELNA Diagnosis which is an excellent tool for doctoral students whose first language is not English. The diagnosis assesses proficiency in academic listening, reading and writing. After completing the assessment, you receive a written profile describing your performance in each of these skills and giving you information about the resources around the University that you can use to improve your English language skills.

For more information about DELNA, visit: [*www.delna.auckland.ac.nz*](http://www.delna.auckland.ac.nz)

**English Language Enrichment (ELE)**

ELE provides English language development opportunities for any doctoral student enrolled at the University.

At ELE on campus you can:

* Use English language resources
* Get advice about your English
* Join language learning groups
* Find language exchange partners
* Visit whenever you like and for as long as you like during opening hours:

9am – 5pm, Monday – Friday throughout the year (except when the University is closed). ELE is located on Level 1, Kate Edger Information Commons (opposite the University Bookshop)

Email:        *ele.sls@auckland.ac.nz*

Phone:      09 373 7599 Ext 82134

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

**Scholarships**

The University of Auckland Scholarships Office administers a range of scholarships for doctoral students. The majority of these scholarships are for doctoral study at the University of Auckland, but a number are for studying overseas. Check the Scholarships Office website as new scholarships and grants are added regularly.

Contact the scholarships office via email if you have any queries or questions.

Email: *scholarships@auckland.ac.nz*

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

**Scholarships for International Students**

The University of Auckland also offers a number of scholarships for international students. For more information, visit [*www.auckland.ac.nz/international*](http://www.auckland.ac.nz/international) or [*www.auckland.ac.nz/scholarships*](http://www.auckland.ac.nz/scholarships). Some scholarships put a limit on the number of hours that you can work. They might also require that you be enrolled as a fulltime student. It is important you are fully aware of any requirements so you do not jeopardise your scholarship entitlement.

[**PGSA**](http://www.pgsa.org.nz/)- **Postgraduate Students’ Association**

The Postgraduate Students’ Association is an incorporated society dedicated to strengthening the postgraduate community at the University of Auckland. The association is run by a board of volunteer representatives from each faculty across the University.

The PGSA’s vision is to create and foster a sense of identity and community for all postgraduate students at the University and provide an effective voice promoting the distinct and unique academic, professional and social interest of postgraduates within the University and the wider community. In order to achieve this vision, the PGSA runs social and professional events, including Exposure, and represents postgraduate student interests to the University, student organisations and other groups beyond the greater university community.

If you would like to join the PGSA and become involved with events, such as Exposure, contact the PGSA administrator via email: *pgsaadmin@auckland.ac.nz*

Web: [*www.pgsa.org.nz*](http://www.pgsa.org.nz)

**Strata- Postgraduate Commons (Level 4, Kate Edger Info Commons)**

Strata is designated for postgraduate students. Strata has a café, a balcony and a large quiet study area. The Postgraduate Lounge is under access card restriction to ensure a quality quiet area for postgrad students only. The space is your area and you are welcome to bring your own food or try the variety of goodies offered by the café. PGSA members enjoy a 20% discount at Strata and access to the lounge.

The PGSA host a number of functions throughout the year using these areas. For swipe card access, join the PGSA and email *pgsamanager@auckland.ac.nz* to arrange access.

**Health and Counselling Services**

University Health Services (UHS) provides students with a professional service that covers most aspects of primary health care including:

* Doctor and nurse consultations
* Medical certificates – general and specialised (diving, insurance medicals)
* Family planning and sexual health advice and checks
* Minor surgery (wart removal)
* Referrals to private medical specialists/clinics where applicable
* Travel advice and immunisations
* Wellness/nutrition advice
* Wellbeing support
* Specialist dermatologist consultations

UHS has a skilled and experienced group of registered doctors and practice nurses each of whom is dedicated to caring for patients and offering a top quality service that is both affordable and accessible. The quickest way to make an appointment is by phone. When visiting in person or when calling in for your appointment, you must present your Student ID card.

UHS are located at the City Campus, Level 3, Kate Edgar Information Commons Building and opening hours are: Monday – Thursday: 8.30am–6pm & Friday: 8.30am–5pm

UHS is not a drop-in service so please book an appointment by phone: +64 9 923 7681 or email: *uhsinfo@auckland.ac.nz*.

**Accommodation Solutions**

Accommodation Solutions can assist with both catered and self-catered accommodation options that are particularly suitable for postgraduate students.

Accommodation Solutions has also compiled a guide about non-University-managed accommodation and other information you may find of use living in Auckland. If you prefer not to live in a University-managed residence for whatever reason, there are other options to consider.

The latest guide can be found online at [*www.auckland.ac.nz/accommodation*](http://www.auckland.ac.nz/accommodation)

For further information, contact Accommodation Solutions, Kate Edger Student Commons Building (Bldg 315), Level 3, Room 393, 2 Alfred Street, City Campus.

Phone: +64 9 373 7599 ext. 87691 or 0800 864 467

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

**Off Campus Accommodation**

If you're looking for accommodation but don't want to stay in a hall of residence, or you have applied for University accommodation, and Accommodation Solutions are unable to place you in a residence, the Accommodation Solutions Advisory team may be able to help you. Whether it's a homestay option you're looking for or want to be matched up with flatmates or are looking for advice on dealing with landlords, get in touch with this team and they will help you out.

The Advisory Service is located on Level 3 - Room 393, Kate Edger Information Commons Building, City Campus.

Opening hours are Monday to Friday, 8.30am to 5pm.

Email: *advisoryaccom@auckland.ac.nz*

**Student Disability Services**

Student Disability Services’ role is to support students with a range of impairments to succeed and excel within the University. They have a service centre with dedicated staff in the ClockTower which is open from 8am-4pm, but suggest making an appointment.

They are located in Room 036, Basement Level, ClockTower, 22 Princes Street, City Campus.

Phone: +64 9 373 7599 ext 82936

Fax: +64 9 308 2354

Email: *disabilities@auckland.ac.nz*

**Equity at the University**

The Equity Office are committed to providing equal educational opportunities to all students who have the potential to succeed in a university of high international standing - and they will do everything they can to help you succeed.

Email: *equity@auckland.ac.nz*

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

**Postgraduate Events**

There are numerous events offered at the University geared towards postgraduate students. For details on various competitions and events, visit the following webpages:

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

Campus ‘What’s On”: [*www.auckland.ac.nz/whatson*](http://www.auckland.ac.nz/whatson)