Supervising a PhD: Supervisor's Calendar

Pre-end Deciding to supervise: - meet student several times (in person, by Skype/videoconference) - discuss their previous work - read previous theses/publications - student develops preliminary research proposal (length varies by dept)	Establish agreement for supervision including role of other supervisor ¹ (set additional goals for provisional y Set up overall timeframe for thesis wi student: Min 3yrs (full-time) / 6yrs (part time) Max 4yrs (full-time) / 8yrs (part time) Negotiate authorship and IP issues	ear) explication	se: Provisional Registration Receive full research proposal and forward to Departmental Committee Give feedback on draft chapters	Complete Doctoral Provisional Year Review Form ³ - review provisional goals - set further goals - set further goals - extend provisional registration or confirm full registration
Supervision diff - address directly - document issue tried	Give feedback on iculties? draft chapters with student	in regular contact, monitor prog Student disappears? - actively follow up; if no response, let Graduate Centre know ⁵ Advise student of upcoming conferences and sign off PReSS account request	Changes to registration needed Use <u>DOC6 Change of Conditions</u> form ⁴ - supervisors, suspensions, absence, part-time/full-time registration Study leave for supervisor	End of 1 st year The Mid Phase Give feedback on draft chapters
- if unsuccessful Adviser, Graduat advice Doctoral Annual Report ⁶ - fill out every year from now on - review goals/set goals	e Centre for	n regular contact, monitor progre	pending? Make arrangements for supervision cover ess Submissio	- n
- continue registration with/without conditions Give feedback draft chapters		Apply for ex ble at this time) Use DOC6 C of thesis for form ⁴ 7 Nominate ex	hange of Conditions	Read examiners' reports and make response ⁹ Attend oral examination if invited by student
lotes				

Notes

1	Download <i>Checklist for Staff</i> from https://www.auckland.ac.nz/en/for/current-students/cs- current-pg/cs-current-pg-policies/cs-pg-supervision-tools.html.	Doctoral Annual Reports are sent to students, supervisors and departmental administrators by the Graduate Centre on the anniversary of registration.
2	PhD Development Guide is sent by the Graduate Centre to students and supervisors at time of registration.	Refer to the <i>Guide to Theses and Dissertations</i> distributed by the Graduate Centre or download it from http://www.auckland.ac.nz/uoa/cs-doc-theses-dissertations .
3	Doctoral Provisional Year Review Form may be downloaded from <u>http://www.auckland.ac.nz/uoa/cs-doctoral-forms</u> .	The DOC3 Nomination form may be downloaded from http://www.auckland.ac.nz/uoa/cs-doctoral-forms .
5	DOC6 may be downloaded from <u>http://www.auckland.ac.nz/uoa/cs-doctoral-forms</u> .	Refer to the relevant Statute for guidelines on the responsibilities of the supervisor in thesis examination
	completion.	Approved by Board of Graduate Studies October 2010 Last updated 21.07.14