

THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

**FACULTY OF
ARTS**
POSTGRADUATE GUIDE

2017



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About this guide

This guide is designed for all postgraduate students in the Faculty of Arts. It alerts you to the information you need for a smooth and successful study experience and tells you where to find it. In most cases we will direct you to web pages on the Faculty of Arts or University website. This guide is intended to be used electronically so that you can follow the links.

Admission and enrolment

Admission and enrolment are two separate processes. You must first apply to be admitted to a programme and then arrange for your enrolment in courses.

The information in this section does not apply to PhD students. Refer instead to information about admission to the PhD at www.arts.auckland.ac.nz/phd

How to apply

Your application process depends on whether or not you have previously been enrolled at the University of Auckland. Find out about how to apply at www.arts.auckland.ac.nz/pg-application

International students

You are an international student if you are not a citizen or permanent resident of New Zealand or Australia, or a New Zealand citizen from the Cook Islands, Tokelau or Niue. International students apply in the same way as other students. You must meet English language requirements – these are indicated at www.arts.auckland.ac.nz/pg-application

Enrolling in courses

Faculty of Arts students cannot use Student Services Online to enrol in postgraduate courses.

Consult a Graduate Adviser

You must consult a Graduate Adviser about your study plans before you apply and before you enrol each year. See the information about contacts on pg. 15.

How to enrol

To find out how to enrol, visit www.arts.auckland.ac.nz/pg-enrolment

When to enrol

Enrolment for 2017 opens on Monday 7 November 2016. You should submit your enrolment as soon as you have applied. We strongly advise you to submit your enrolment by 1 February.

You can finalise your enrolment up to the end of the deadline dates specified for changing enrolment. Find out more at www.arts.auckland.ac.nz/changing-pg-enrolment

Full-year (A and B) courses

Courses taken over two semesters have A and B course codes. You should be aware of what is involved with A and B courses for enrolment purposes. If you enrol in Part A of a course, you must also complete Part B. See the information at www.arts.auckland.ac.nz/pg-enrolment

How many points to enrol in

For definitions of full-time and part-time study and limits on how many points you can take, see the information at www.arts.auckland.ac.nz/pg-enrolment

For the purposes of student loans and allowances:

Visit www.auckland.ac.nz/studentloansandallowances

Check with StudyLink: www.studylink.govt.nz

Changing your enrolment

You can change your enrolment within deadline dates without penalty. You can finalise your enrolment up to the end of the deadline dates specified for changing enrolment. Find out more at www.arts.auckland.ac.nz/changing-pg-enrolment

Pulling out of a course after the deadline for deletions

You must follow a formal procedure – if you just stop attending, you will remain enrolled in the course. What you need to do will depend on why you need, or want, to discontinue your enrolment. See the information at www.arts.auckland.ac.nz/changing-pg-enrolment

Suspending your studies

Postgraduate enrolment must be continuous. If you are unable to study in a particular semester you may need to apply for a suspension of time, depending on your degree. See your supervisor or Graduate Adviser.

Help and enquiries

The Arts Students' Centre

The Arts Students' Centre administers Faculty of Arts postgraduate enrolment and can help you with related enquiries or problems. Visit www.arts.auckland.ac.nz/asc

Enrolment issues

There are things you can do to help avoid problems and delays with your enrolment. See our enrolment checklist at www.arts.auckland.ac.nz/pg-enrolment

Student Services Online

To apply, check your timetable and for other self-service applications, use Student Services Online at www.studentservices.auckland.ac.nz. Please note that you **cannot use Student Services Online to enrol in postgraduate courses**. See "How to enrol" above.

Fees

Fees are set towards the end of the year for the following year. Visit www.auckland.ac.nz/fees

Subjects and courses

Each subject has its own set of pages on the Faculty of Arts website. There you can access course information and the degree requirements for your subject.

Web addresses for each subject are listed on pg. 5-6. You can also access all Faculty of Arts subjects in one place at www.arts.auckland.ac.nz/subjects-courses

Where to find information relating to your subject

On your subject's web page you'll find a link to a "Postgraduate study" page and a separate link to PhD information, if applicable.

The "Postgraduate study" page gives you an overview of postgraduate study in that subject and information for each relevant programme (eg, Bachelor of Arts (Honours), Master of Arts). This includes:

- Admission requirements, including any special application procedures.
- The required course of study for each programme. Follow the link to the schedule in the online University of Auckland *Calendar* for your programme and subject (eg, MA in Art History). The schedule specifies the courses you can and must take.
- There are also links to the University regulations for your programme and the University regulations governing all postgraduate programmes.

The links to schedules and regulations lead to the online University of Auckland *Calendar*, the University's official document. You must ensure that you are aware of and comply with these regulations, requirements and policies.

The online *Calendar* is published annually on 1 November for the following year. Consult the *Calendar* for your year of study, as schedules and regulations may be updated from year to year. Visit www.auckland.ac.nz/calendar

A printed version is also available. However, we recommend that you consult the online *Calendar*, as it includes updates. If updates apply, "2017 University Calendar updates" will be indicated near the top of the relevant web page.

Where to find course information

Where – Go to your subject's web page and follow the link to postgraduate courses. On this page you'll see a list of courses with their availability. You can follow links for each course to get more information.

When – Course information for the following year is published on the Faculty of Arts website in October and on Student Services Online in early November (www.studentservices.auckland.ac.nz).

Course availability – Availability is subject to change, which is why we do not print course information. Changes to availability are kept up-to-date on the Faculty website and Student Services Online, so check before you begin enrolment procedures. If availability is listed as "TBA" (to be advised) you can contact your disciplinary area or school.

Timetables – To find course timetables you must use Student Services Online. Timetables are subject to change and should be checked before you begin enrolment procedures.

Room allocations – These are posted on Student Services Online (in Class Search, Enrolment Cart and Course Catalogue). Rooms may change in the first two weeks of semester – check room allocations either the night before or the day of your class. If "TBA" (to be advised) is indicated, contact your school or disciplinary area.

Courses taught by other faculties – Some subjects available for Arts programmes are taught by other faculties (eg, Education, Geography, Psychology). In most cases we are not able to publish information about courses taught by other faculties. Go to the subject's web page on the Faculty of Arts website. On the "Postgraduate courses" page we will direct you to the other faculty's website.

To see a list of all Faculty of Arts postgraduate courses (with up-to-date availability) go to www.artsfaculty.auckland.ac.nz/pg-courses

Academic integrity requirement

All undergraduate and postgraduate students admitted for the first time to a programme at the University are required to take an online academic integrity course. Visit www.academicintegrity.auckland.ac.nz



Subjects available for postgraduate programmes in Arts

	Honours	Masters	PGDip	PhD	Subject web page address
Ancient History	✓	✓	✓	✓	www.arts.auckland.ac.nz/ancient-history
Anthropology	✓	✓	✓	✓	www.arts.auckland.ac.nz/anthropology
Applied Linguistics		✓		(in Language Teaching and Learning)	www.arts.auckland.ac.nz/applied-linguistics
Art History	✓	✓	✓	✓	www.arts.auckland.ac.nz/art-history
Asian Studies	✓	✓	✓	✓	www.arts.auckland.ac.nz/asian
Chinese	✓	✓	✓	✓	www.arts.auckland.ac.nz/chinese
Comparative Literature	✓	✓	✓	✓	www.arts.auckland.ac.nz/comparative-literature
Creative Writing		✓ Master of Creative Writing			www.arts.auckland.ac.nz/creative-writing
Conflict and Terrorism Studies*		✓			www.arts.auckland.ac.nz/conflict-and-terrorism
Criminology	✓	✓	✓		www.arts.auckland.ac.nz/criminology
Development Studies	✓	✓	✓	✓	www.arts.auckland.ac.nz/development
Drama	✓	✓	✓	✓ (in English)	www.arts.auckland.ac.nz/drama
Economics	✓	✓	✓	✓	www.arts.auckland.ac.nz/economics
Education	✓	✓	✓	✓	www.arts.auckland.ac.nz/education
Employment Relations and Organisation Studies	✓	✓	✓		www.arts.auckland.ac.nz/employment-relations
English	✓	✓	✓	✓	www.arts.auckland.ac.nz/english
European Studies	✓	✓	✓	✓	www.arts.auckland.ac.nz/european
French	✓	✓	✓	✓	www.arts.auckland.ac.nz/french
Gender Studies	✓*	✓	✓*	✓*	www.arts.auckland.ac.nz/gender
Geography	✓	✓	✓	✓	www.arts.auckland.ac.nz/geography
German	✓	✓	✓	✓	www.arts.auckland.ac.nz/german
Greek	✓	✓	✓	✓	www.arts.auckland.ac.nz/greek
History	✓	✓	✓	✓	www.arts.auckland.ac.nz/history
Indigenous Studies		✓			www.arts.auckland.ac.nz/indigenous-studies
International Relations and Human Rights		✓ Master of Professional Studies			www.arts.auckland.ac.nz/international-relations
Interpreting			Postgraduate certificate		www.arts.auckland.ac.nz/interpreting
Italian	✓	✓	✓	✓	www.arts.auckland.ac.nz/italian
Japanese	✓	✓	✓	✓	www.arts.auckland.ac.nz/japanese
Korean	May be taken as part of a BA(Hons) in another subject	May be taken as part of a masters in another subject	May be taken as part of a PGDip in another subject	✓	www.arts.auckland.ac.nz/korean
Language Teaching and Learning			✓	✓	www.arts.auckland.ac.nz/language-teaching
Languages and Literature	✓	✓	✓		www.arts.auckland.ac.nz/languages-literature
Latin	✓	✓	✓	✓	www.arts.auckland.ac.nz/latin
Latin American Studies				✓	www.arts.auckland.ac.nz/latin-american
Linguistics	✓	✓	✓	✓	www.arts.auckland.ac.nz/linguistics
Logic and Computation	✓	✓	✓		www.arts.auckland.ac.nz/logic-computation
Māori Studies	✓	✓	✓	✓	www.arts.auckland.ac.nz/maori
Mathematics	✓	✓	✓	✓	www.arts.auckland.ac.nz/math

*Subject to approval for offer in 2017.

	Honours	Masters	PGDip	PhD	Subject web page address
Media, Film and Television	✓	✓	✓	✓	www.arts.auckland.ac.nz/media-film-tv
Museums and Cultural Heritage	✓	✓	✓		www.arts.auckland.ac.nz/museums
Music	✓	✓	✓	✓	www.arts.auckland.ac.nz/music
Pacific Studies	✓	✓	✓	✓	www.arts.auckland.ac.nz/pacific
Philosophy	✓	✓	✓	✓	www.arts.auckland.ac.nz/philosophy
Politics and International Relations	✓	✓	✓	✓	www.arts.auckland.ac.nz/politics
Psychology	✓	✓	✓	✓	www.arts.auckland.ac.nz/psychology
Public Policy		✓ Master of Public Policy			www.arts.auckland.ac.nz/policy
Russian	May be taken as part of a BA(Hons) in another subject	May be taken as part of a masters in another subject	May be taken as part of a PGDip in another subject	✓	www.arts.auckland.ac.nz/russian
Screen Production	✓	✓	✓		www.arts.auckland.ac.nz/screen-production
Sociology	✓	✓	✓	✓	www.arts.auckland.ac.nz/sociology
Spanish	✓	✓	✓	✓	www.arts.auckland.ac.nz/spanish
Statistics	✓	✓	✓	✓	www.arts.auckland.ac.nz/statistics
Teaching English to Speakers of Other Languages		✓ Master of Teaching English to Speakers of Other Languages			www.arts.auckland.ac.nz/tesol
Theology		✓		✓	www.arts.auckland.ac.nz/theological-and-religious-studies
Translation	May be taken as part of a BA(Hons) in another subject	✓ Master of Professional Studies ✓ MA	✓	✓	www.arts.auckland.ac.nz/translation

Postgraduate programmes

As a postgraduate student you are expected to comply with specific regulations and requirements.

The links to regulations and schedules in this section lead to the online version of the University of Auckland's *Calendar*. You must ensure that you are aware of and comply with these regulations, requirements and policies, as they affect your study and completion of your programme.

The online *Calendar* is published annually on 1 November for the following year. Consult the *Calendar* for your year of study, as schedules and regulations may be updated from year to year. Visit www.auckland.ac.nz/calendar

A printed version is also available. However, we recommend that you consult the online *Calendar*, as it includes updates. If updates apply, "2017 University Calendar updates" will be indicated near the top of the relevant web page.

Honours degrees

University requirements for all bachelors honours postgraduate degrees

Postgraduate study is different from undergraduate study. As well as the regulations for your degree, you are expected to comply with University regulations governing all bachelors honours postgraduate degrees. It is important that you are aware of these. They cover matters such as:

- duration of enrolment and completion of requirements
- dissertations and research projects
- Honours (including failed and withdrawn courses)
- suspension.

Refer to the University's General Postgraduate Regulations, accessible at www.calendar.auckland.ac.nz/en/genregs/gen-postgrad.html

Bachelor of Arts (Honours) – BA(Hons)

You can find general information about the BA(Hons) on the Faculty of Arts website at www.arts.auckland.ac.nz/ba-hons

BA(Hons) regulations

There are University regulations for the BA(Hons) that apply to admission, duration, continuous study, structure and content, the dissertation, honours and withdrawal from the programme. Refer to the BA(Hons) regulations at www.calendar.auckland.ac.nz/en/progreg/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing all bachelors honours postgraduate degrees – see above.

Structuring your study

The BA(Hons) schedule sets out the courses that you can or must take for each subject. Consult the schedule at www.calendar.auckland.ac.nz/en/progreg/regulations-arts/bahons.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

Contact a Graduate Adviser if you intend to enrol or need academic advice at any time. See the information about contacts on pg. 15.

Bachelor of Theology (Honours) – BTheol(Hons)

You can find general information about the BTheol(Hons) on the Faculty of Arts website at www.arts.auckland.ac.nz/btheol-hons

BTheol(Hons) regulations

There are University regulations for the BTheol(Hons) that apply to admission, duration, structure and content, the dissertation, honours and withdrawal from the programme. Refer to the BTheol(Hons) regulations at www.calendar.auckland.ac.nz/en/progreg/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing all bachelors honours postgraduate degrees – see above.

Structuring your study

The BTheol(Hons) schedule sets out the courses that you can or must take. Consult the schedule at www.calendar.auckland.ac.nz/en/progreg/regulations-arts/btheolhons.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

Contact the Graduate Adviser for Theology if you intend to enrol or need academic advice at any time. Contact details are at www.arts.auckland.ac.nz/theology-contacts

Masters degrees

University requirements for all masters degrees

Postgraduate study is different from undergraduate study. As well as the regulations for your degree, you are expected to comply with University regulations governing all masters degrees. It is important that you are aware of these. They apply to matters such as:

- deadlines for completion
- completion of requirements (including extensions)
- theses, research portfolios, dissertations and research projects
- substitutions and failed courses (including withdrawn courses)
- suspension.

Refer to the University's General Postgraduate Regulations, accessible at www.calendar.auckland.ac.nz/en/genregs/gen-postgrad.html

Master of Arts – MA

You can find general information about the MA on the Faculty of Arts website at www.arts.auckland.ac.nz/master-of-arts

There are different requirements for the one-year (120-point) and two-year (240-point) MA.

MA regulations

There are University regulations for the MA that apply to admission, duration, structure and content, research projects and grade requirements for progression to the second year of the 240-point MA. Refer to the MA regulations at www.calendar.auckland.ac.nz/en/progreg/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing masters degrees – see above.



Structuring your study

The MA schedule sets out the courses that you can or must take for each subject. The MA schedule is split into separate sections for students completing 120 points and 240 points respectively. Be careful to navigate to the correct part of the schedule for your programme.

Consult the schedule at www.calendar.auckland.ac.nz/en/progprog/regulations-arts/ma.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

Contact a Graduate Adviser if you intend to enrol or need academic advice at any time. See the information about contacts on pg. 15.

Master of Creative Writing – MCW

General information about the MCW is on the Faculty of Arts website at www.arts.auckland.ac.nz/creative-writing

MCW regulations

There are University regulations for the MCW governing such matters as admission and duration. Refer to the MCW regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing masters degrees – see pg. 7.

Structuring your study

Enrolment consists of one full-year course: CREWRIT 797 A and B.

Contact a Graduate Adviser

If you intend to enrol or need academic advice at any time, contact the relevant Graduate Adviser within English, Drama and Writing Studies. For contact details see www.arts.auckland.ac.nz/english-contacts

Master of Indigenous Studies – MIndigSt

You can find general information about the MIndigSt on the Faculty of Arts website at www.arts.auckland.ac.nz/indigenous-studies

MIndigSt regulations

There are University regulations for the MIndigSt that apply to admission, duration, structure and content, and the dissertation. Refer to the masters degree regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

Contact a Graduate Adviser if you intend to enrol or need academic advice at any time. See the information about contacts on pg. 15.

Master of Literature – MLitt

The MLitt is only available to students with a completed Masters degree.

You can find general information about the MLitt on the Faculty of Arts website at www.arts.auckland.ac.nz/mlitt

MLitt regulations

There are University regulations that apply to matters such as admission, duration and the thesis. Refer to the MLitt regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing masters degrees – see pg. 7.

Structuring your study

You will enrol in a 120-point thesis. To find the thesis course code for enrolment, go to your subject's web page on the Faculty of Arts website and follow the link to "Postgraduate courses." See pg. 5-6 for subject web addresses.

Contact a Graduate Adviser

Contact a Graduate Adviser if you intend to enrol or need academic advice at any time. See the information about contacts on pg. 15.

Master of Professional Studies – MProfStuds

You can find general information about the MProfStuds on the Faculty of Arts website at www.arts.auckland.ac.nz/mprofstuds

MProfStuds regulations

There are University regulations for the MProfStuds that apply to admission, duration, structure and content, and the dissertation. Refer to the MProfStuds regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-interfaculty-programmes/mprofstuds.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing masters degrees – see pg. 7.

Structuring your study

The MProfStuds schedule sets out the courses that you can or must take for each subject. Consult the MProfStuds schedule at www.calendar.auckland.ac.nz/en/progprog/regulations-interfaculty-programmes/mprofstuds.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

Contact a Graduate Adviser if you intend to enrol or need academic advice at any time. See the information about contacts on pg. 15.

Master of Public Policy – MPP

General information about the MPP is on the Faculty of Arts website at www.arts.auckland.ac.nz/policy

MPP regulations

There are University regulations for the MPP that apply to such matters as admission, duration and structure and content. Refer to the MPP regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.) There are different requirements for the 120-point and 180-point options.

You also need to be aware of the University requirements governing masters degrees – see pg. 7.

Structuring your study

The MPP schedule sets out the courses that you can and must take. Consult the schedule at www.calendar.auckland.ac.nz/regulations/arts/MPP.html (check the 2017 University Calendar updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

If you intend to enrol or need academic advice at any time, contact the relevant Graduate Adviser within Politics and International Relations. For contact details see www.arts.auckland.ac.nz/politics-contacts

Master of Teaching English to Speakers of Other Languages – MTESOL

You can find general information about the MTESOL on the Faculty of Arts website at www.arts.auckland.ac.nz/tesol

MTESOL regulations

There are University regulations for the MTESOL that apply to admission, duration, structure and content, and the dissertation. Refer to the MTESOL regulations at www.calendar.auckland.ac.nz/en/progreg/regulations-arts.html (check the 2017 University Calendar updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing masters degrees – see pg. 7.

Structuring your study

The MTESOL schedule sets out the courses that you can and must take. Consult the MTESOL schedule at www.calendar.auckland.ac.nz/en/progreg/regulations-arts/mtesol.html (check the 2017 University Calendar updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

If you intend to enrol or need academic advice at any time, contact the relevant Graduate Adviser within Applied Language Studies and Linguistics. Contact details are at www.arts.auckland.ac.nz/dalsl-contacts

Master of Theology – MTheol

General information about the MTheol is on the Faculty of Arts website at www.arts.auckland.ac.nz/mtheol

MTheol regulations

There are University regulations for the MTheol that apply to such matters as admission, duration, structure and content, and the thesis. Refer to the MTheol regulations at www.calendar.auckland.ac.nz/en/progreg/regulations-arts.html (check the 2017 University Calendar updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing masters degrees – see pg. 7.

Structuring your study

You will complete a 120-point thesis in Theology, with the course code THEOLOGY 796 A and B.

Contact a Graduate Adviser

Contact the Graduate Adviser for Theology if you intend to enrol or need academic advice at any time. For contact details see www.arts.auckland.ac.nz/theology-contacts

Diplomas and certificates

University requirements for all diplomas and certificates at postgraduate level

Postgraduate study is different from undergraduate study. As well as the regulations for your diploma or certificate, you are expected to comply with general regulations governing all postgraduate diplomas or postgraduate certificates. It is important that you are aware of these. They apply to matters such as:

- duration of enrolment
- completion of requirements
- dissertations and research projects
- Distinction or Merit (including failed and withdrawn courses)
- suspension.

Refer to the University's General Postgraduate Regulations, accessible at www.calendar.auckland.ac.nz/en/genregs/gen-postgrad.html

Note that these regulations do not apply to the GradDipArts as this is a graduate (and not postgraduate) diploma.

Graduate Diploma in Arts – GradDipArts

You can find general information about the GradDipArts on the Faculty of Arts website at www.arts.auckland.ac.nz/grad-dip-arts

GradDipArts regulations

There are University regulations for the GradDipArts that apply to matters such as admission, structure and content. Refer to the GradDipArts regulations at www.calendar.auckland.ac.nz/en/progreg/regulations-arts.html (check the 2017 University Calendar updates if indicated on this web page for any subsequent changes that may apply.)

Structuring your study

The courses you take must meet the requirements for structure and content as specified under "Structure and Content" in the GradDipArts regulations.

You can take courses listed in the following schedules:

- The BA schedule. You can consult this at www.calendar.auckland.ac.nz/en/progreg/regulations-arts/ba.html
- The BA(Hons) schedule. You can consult this at www.calendar.auckland.ac.nz/en/progreg/regulations-arts/bahons.html

Check the 2017 University Calendar updates if indicated on these web pages for any subsequent changes that may apply.

You must plan your course of study in consultation with the Graduate Adviser of the principal subject which you will be studying.

Contact a Graduate Adviser

Contact a Graduate Adviser if you intend to enrol or need academic advice at any time. See the information about contacts on pg. 15.

Please note that you cannot use Student Services Online to enrol in courses. See "How to enrol" on pg. 3.



Postgraduate Diploma in Arts – PGDipArts

You can find general information about the PGDipArts on the Faculty of Arts website at www.arts.auckland.ac.nz/pg-dip-arts

PGDipArts regulations

There are University regulations for the PGDipArts that apply to matters such as admission, duration, structure and content, and the dissertation. Refer to the PGDipArts regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing all postgraduate diplomas – see pg. 9.

Structuring your study

The courses you take must meet the requirements for structure and content as specified under “Structure and Content” in the PGDipArts regulations.

You can take courses listed in the BA(Hons) schedule. Consult the schedule at www.calendar.auckland.ac.nz/en/progprog/regulations-arts/bahons.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You must plan your course of study in consultation with the Graduate Adviser for your subject.

Contact a Graduate Adviser

Contact a Graduate Adviser if you intend to enrol or need academic advice at any time. See the information about contacts on pg. 15.

Postgraduate Diploma in Language Teaching – PGDipLT

General information about the PGDipLT is on the Faculty of Arts website at www.arts.auckland.ac.nz/pg-dip-language-teaching

PGDipLT regulations

There are University regulations for the PGDipLT that apply to matters such as admission, duration, structure and content. Refer to the PGDipLT regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing postgraduate diplomas – see pg. 9.

Structuring your study

The PGDipLT schedule sets out the courses you can and must take. Consult the PGDipLT schedule at www.calendar.auckland.ac.nz/en/progprog/regulations-arts/pgdipl.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

If you intend to enrol or need academic advice at any time, contact the relevant Graduate Adviser within Applied Language Studies and Linguistics. For contact details see www.arts.auckland.ac.nz/dalsl-contacts

Postgraduate Diploma in Translation Studies – PGDipTranslationStud

You can find general information about the PGDipTranslationStud on the Faculty of Arts website at www.arts.auckland.ac.nz/translation

PGDipTranslationStud regulations

There are University regulations for the PGDipTranslationStud that apply to such matters as admission, duration and total points, structure and content. Refer to the PGDipTranslationStud regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing postgraduate diplomas – see pg. 9.

Structuring your study

The PGDipTranslationStud schedule sets out the courses you can and must take. Consult the schedule at www.calendar.auckland.ac.nz/en/progprog/regulations-arts/pgdiptranslationstud.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

If you intend to enrol or need academic advice at any time, contact the Graduate Adviser for Translation and Interpreting. For contact details see www.arts.auckland.ac.nz/translation-contacts

Postgraduate Certificate in Advanced Interpreting – PGCertAdvInterp

General information about the PGCertAdvInterp is on the Faculty of Arts website at www.arts.auckland.ac.nz/interpreting

PGCertAdvInterp regulations

There are University regulations for the PGCertAdvInterp that apply to admission, duration and total points, structure and content. Refer to the PGCertAdvInterp regulations at www.calendar.auckland.ac.nz/en/progprog/regulations-arts.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

You also need to be aware of the University requirements governing postgraduate certificates – see pg. 9.

Structuring your study

The PGCertAdvInterp schedule sets out the courses you can and must take. Consult the schedule at www.calendar.auckland.ac.nz/en/progprog/regulations-arts/pgcertadinterp.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

Contact a Graduate Adviser

If you intend to enrol or need academic advice at any time, contact the Graduate Adviser for Translation and Interpreting. For contact details see www.arts.auckland.ac.nz/translation-contacts

The PhD

Information relating to the PhD is on the Faculty of Arts website at www.arts.auckland.ac.nz/phd

PhD regulations and policies

Refer to the Statute for the Doctor of Philosophy in the University of Auckland *Calendar* at www.calendar.auckland.ac.nz/en/progprog/regulations-doctor-of-philosophy/phd.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

For information about matters such as examinations, registration, absence and working part-time, refer to the University’s policies, guidelines and forms at www.postgrad.auckland.ac.nz

Contact an academic adviser

If you need academic advice at any time, contact the PhD Adviser or Graduate Adviser for your disciplinary area. See the information about contacts on pg. 15.

Postgraduate research: general information

Here are links to some useful resources and information relevant to postgraduate research.

The Faculty of Arts website provides general information about postgraduate research at www.arts.auckland.ac.nz/pg-research

There are links to useful resources as well as information about:

- Choosing a topic.
- Preparing for enrolment.
- Research proposals.
- Ethics approvals.
- Academic integrity (including third party editing and proof reading).
- Supervision.

Forms

Forms applying to research include those for extensions and suspensions, as well as doctoral forms. Refer to “Doctoral” and “Postgraduate” in our forms section on pg. 14.

Library and other resources

For information about University of Auckland Libraries and Learning Services, visit www.library.auckland.ac.nz

Information about Subject Librarians is at www.library.auckland.ac.nz/contacts/subject-librarian

Information about resources for specific disciplinary areas (eg. specialist libraries and archives) can be found on our school websites, which you can access at www.arts.auckland.ac.nz/schools

The Centre for Learning and Research in Higher Education (CLear) is dedicated to helping staff and postgraduate students at the University of Auckland succeed in their academic careers. Visit www.clear.auckland.ac.nz

Policies and regulations

Non-doctoral postgraduate students

For policies, guidelines and forms visit www.postgrad.auckland.ac.nz

The University’s General Postgraduate Regulations govern matters such as completion of requirements, theses, research portfolios, dissertations and research projects. Refer to the General Postgraduate Regulations at www.calendar.auckland.ac.nz/en/genregs/gen-postgrad.html

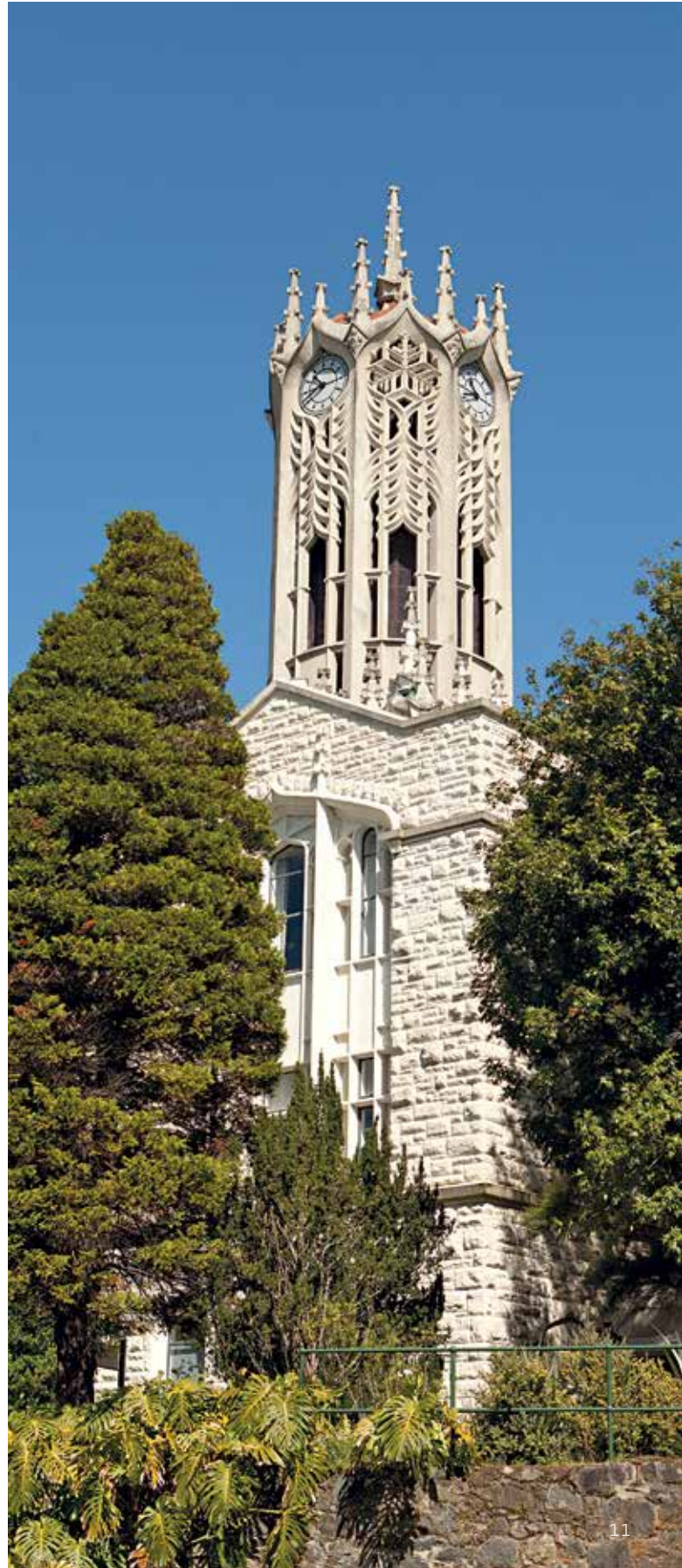
PhD students

Refer to the Statute for the Doctor of Philosophy in the University of Auckland *Calendar* at www.calendar.auckland.ac.nz/en/progref/regulations-doctor-of-philosophy/phd.html (check the 2017 University *Calendar* updates if indicated on this web page for any subsequent changes that may apply.)

For information about matters such as examinations, registration, absence and working part-time, refer to the University’s policies, guidelines and forms at www.postgrad.auckland.ac.nz

Theses and dissertations

You can find information on the University website at www.auckland.ac.nz/uoa/cs-pg-masters-theses-and-dissertations



Postgraduate research: what you need to know about your research project

Inform yourself about the expectations that apply to your research project. You must meet University requirements governing deadlines for completion, continuous enrolment and more.

The information on this page does not apply to the PhD thesis. Visit www.arts.auckland.ac.nz/phd

Essential resources

For information about theses and dissertations visit www.auckland.ac.nz/uoa/cs-pg-masters-theses-and-dissertations

For University policies, guidelines and forms visit www.postgrad.auckland.ac.nz

The University's general postgraduate regulations govern matters concerning theses, research portfolios, dissertations and research projects. Refer to the postgraduate regulations in the University of Auckland *Calendar* at www.calendar.auckland.ac.nz/en/genregs/gen-postgrad.html

The thesis

A thesis is completed for a research masters and can be 120 or 90 points, depending on your programme and subject.

For more information about the topics below, visit the Faculty of Arts thesis web page at www.arts.auckland.ac.nz/thesis

Academic expectations

The thesis involves independent scholarly research under the guidance of a supervisor. You should be aware of the academic expectations for a thesis.

Continuous enrolment

Enrolment in a thesis is expected to be continuous. Refer to suspensions below.

Enrolment

Enrolment possibilities include part-time study and a Semester Two start. Please contact the Graduate Adviser in your subject for more information.

Extensions

If you cannot submit by the specified deadline, you must apply for an extension of time. You should apply well in advance of your deadline.

To apply for an extension, visit www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html

Formatting and binding

Your thesis must meet University standards for formatting and presentation. Refer to the *Guide to Theses and Dissertations* at www.auckland.ac.nz/uoa/cs-pg-masters-theses-and-dissertations

Length

A 120-point thesis is one piece of work of around 40,000 words.
A 90-point thesis is one piece of work of around 30,000 words.

Previous theses

The University Library holds a copy of every thesis. You can search at www.library.auckland.ac.nz/theses

Submission

When: Students get 12 months in which to submit their thesis. Submission usually falls on 28 February, 14 July or 30 November.

To find out your specific date, please contact the Arts Students' Centre.

Where: The Arts Assignment Centre. Screen Production, Education, Psychology, Geography, Statistics and Mathematics have different requirements – see www.arts.auckland.ac.nz/thesis

You must submit one spiral bound copy of your thesis and a digital copy to arts-thesis@auckland.ac.nz

Suspensions

You are expected to be enrolled over consecutive semesters unless you have had a request for suspension approved. It is important to be aware of the policies governing suspensions.

To apply for a suspension, visit www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html



The research portfolio

The 120-point research portfolio is an alternative way of completing an MA research masters in some subjects. It usually consists of a coherent package of different projects on a central theme.

For more information about the topics below, visit the Faculty of Arts research portfolio web page at www.arts.auckland.ac.nz/research-portfolio

Academic expectations

The research portfolio involves independent scholarly research under the guidance of a supervisor. You should be aware of the academic expectations for a research portfolio.

Continuous enrolment

Enrolment in a research portfolio is expected to be continuous.

Enrolment

You must enrol in the correct research portfolio course code. Part-time study and a Semester Two start are possible. Please contact the Graduate Adviser in your area for more information.

Extensions

If you cannot submit by the specified deadline, you must apply for an extension of time. You should apply well in advance of your deadline. There are strict policies governing extensions.

To apply for an extension, visit www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html

Formatting and binding

Requirements will be specified by your supervisor or Graduate Adviser.

Length

A research portfolio is usually the same length as a 120-point thesis (approximately 40,000 words). However, it usually consists of two to four research projects or essays instead of a single project.

Submission

When: Students get 12 months in which to submit their portfolio. Submission usually falls on 28 February, 14 July or 30 November.

To find out your specific date, please contact the Arts Students' Centre.

Where: The Arts Assignment Centre. Screen Production, Education, Psychology, Geography, Statistics and Mathematics have different requirements – see www.arts.auckland.ac.nz/thesis

You must submit one spiral bound copy and a digital copy to arts-thesis@auckland.ac.nz

Suspensions

You are expected to be enrolled over consecutive semesters unless you have had a request for suspension approved. It is important to be aware of the policies governing suspensions.

To apply for a suspension, visit www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html

The dissertation

A 30, 45 or 60-point dissertation may form part of the BA (Hons), taught masters and some diplomas.

For more information about the topics below, visit the Faculty of Arts dissertation web page at www.arts.auckland.ac.nz/dissertation

Academic expectations

Although much shorter than a thesis, you are still expected to demonstrate your ability to define and carry out a research project. You should be aware of the academic expectations of a dissertation.

Continuous enrolment

Enrolment in a dissertation is expected to be continuous. Refer to suspensions below.

Enrolment

You may be able to enrol over a single semester or a full year, and you may be able to begin in Semester Two. Please contact the Graduate Adviser in your subject for more information.

Extensions of time

You may be permitted a limited extension of time if exceptional circumstances beyond your control prevent you from completing on time. You should apply well in advance of your deadline. There are strict policies governing extensions for dissertations.

Formatting and binding

Your supervisor or Graduate Adviser will specify how your dissertation should be presented. Refer to the Guide to Theses and Dissertations at www.auckland.ac.nz/uoa/cs-pg-masters-theses-and-dissertations

Length

- A 30-point dissertation is approximately 10,000-12,000 words.
- A 45-point dissertation is approximately 15,000 words.
- A 60-point dissertation is approximately 20,000 words.

Submission

When: Submission dates will vary depending on your Disciplinary Area.

Where: Most (but not all) students will submit to the Arts Assignment Centre. Please check with your Graduate Adviser for the process you should follow.

Suspensions

You are expected to be enrolled over consecutive semesters unless you have had a request for suspension approved. It is important to be aware of the policies governing suspensions.

To apply for a suspension, visit www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html

Research projects/essays and directed study

Students complete these under supervision either individually or, in some cases, alongside other students.

For more information about the topics below, visit the Faculty of Arts research projects page at www.arts.auckland.ac.nz/research-projects

Academic expectations

Academic expectations are the same as those for dissertations. You should be aware of the academic expectations for your work.

Extensions

You may be permitted a limited extension of time if exceptional circumstances beyond your control prevent you from completing on time. You should apply well in advance of your deadline. There are strict policies governing extensions.

To apply for an extension, visit www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html

Submission

When: Submission dates will vary depending on your Disciplinary Area.

Where: Most students will submit to the Arts Assignment Centre. Please check with your Graduate Adviser for the process you should follow.

Forms

Find out where to access some commonly used forms.

Access cards

You will need access to use the Arts Graduate Study Centre. The Access Card Request form is at www.arts.auckland.ac.nz/agsc

School/disciplinary area forms

There may be specific forms for your area of study relating to coursework, research proposals and Graduate Teaching Assistant positions. See “Forms for students” on your disciplinary area or school website, accessible from www.arts.auckland.ac.nz/schools

Doctoral

Forms relating to PhD study are at www.auckland.ac.nz/uoa/cs-pg-doctoral-forms

Enrolment

The Faculty of Arts Postgraduate Enrolment Form is at www.artsfaculty.auckland.ac.nz/forms/sa70

Postgraduate students do not use SSO to enrol.

Exams

Examination forms are at www.auckland.ac.nz/forms

Extensions

To apply for an extension, visit www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html

Fees

See www.auckland.ac.nz/forms

Graduation

For graduation forms, go to www.auckland.ac.nz/forms

Postgraduate

University forms relating to postgraduate study are at www.postgrad.auckland.ac.nz

Records

See www.auckland.ac.nz/forms

Replacement ID card

See www.auckland.ac.nz/forms

Suspensions

To apply for a suspension, visit www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html



Useful information

This section directs you to a variety of information you'll find useful for postgraduate study and University life.

Campus maps

For campus maps go to www.auckland.ac.nz/maps

Dates

For application closing dates, submission dates for research and academic dates for the year, go to "important dates" at www.arts.auckland.ac.nz/currentpostgraduates

Disciplinary area and schools: contacts and websites

You can access websites for Faculty of Arts disciplinary areas or schools from www.arts.auckland.ac.nz/schools (the "Key contacts" pages provide contact details for Graduate Advisers and PhD advisers).

Not sure which disciplinary area or school to contact? Go to your subject's web page (see pg. 5-6) and you'll see a link to the relevant disciplinary area or school.

Policies

For University policies affecting masters students (eg, research, supervision, off-campus study) visit www.auckland.ac.nz/uoa/cs-pg-masters-policies-guidelines

For PhD policies (eg, absence, examinations, registration, working part-time) visit www.auckland.ac.nz/uoa/cs-pg-doctoral-policies-guidelines

Regulations

All University of Auckland regulations are in the *Calendar*. Visit www.calendar.auckland.ac.nz

The online *Calendar* is published annually on 1 November for the following year. Consult the *Calendar* for your year of study, as schedules and regulations may be updated from year to year.

A printed version is also available. However, we recommend that you consult the online *Calendar*, as it includes updates. If updates apply, "2017 University Calendar updates" will be indicated near the top of the relevant web page.

Scholarships

University information about scholarships is at www.auckland.ac.nz/scholarships

Information about major scholarships and the Faculty of Arts Graduate Scholarships Adviser is under "Scholarships and awards" at www.arts.auckland.ac.nz/currentpostgraduates

Security

Report any suspicious behaviour on campus to Unisafe, regardless of how minor it may appear. If you need help or advice, phone +64 9 373 7599 ext 85000, or dial 85000 from an internal telephone.

Summary of useful web addresses

Arts Graduate Study Centre

www.arts.auckland.ac.nz/agsc

Arts Labs

www.arts.auckland.ac.nz/artslabs

Arts Students' Centre

www.arts.auckland.ac.nz/asc

Career Development and Employment Services

www.cdes.auckland.ac.nz

Centre for Learning and Research in Higher Education (CLear)

www.clear.auckland.ac.nz

Current students

www.arts.auckland.ac.nz/currentpostgraduates

www.auckland.ac.nz/currentstudents

Dates

www.auckland.ac.nz/dates

English Language Enrichment

www.library.auckland.ac.nz

Ethics applications

www.auckland.ac.nz/uoa/cs-pg-ethics-applications

Exams

www.auckland.ac.nz/exams

Fees

www.auckland.ac.nz/fees

Frequently asked questions

www.askauckland.ac.nz

Glossary

www.calendar.auckland.ac.nz/en/info/glossary.html

International students

www.auckland.ac.nz/international

IT essentials

www.auckland.ac.nz/it-essentials

Libraries and Learning Services

www.library.auckland.ac.nz

www.library.auckland.ac.nz/contacts/subject-librarian

Māori and Pacific students

www.arts.auckland.ac.nz/tuakana
www.auckland.ac.nz/maoristudents
www.auckland.ac.nz/pacificstudents

Personal support

www.auckland.ac.nz/personalsupport

PhD students

www.arts.auckland.ac.nz/phd
www.postgrad.auckland.ac.nz

Postgraduate students

www.arts.auckland.ac.nz/currentpostgraduates
www.postgrad.auckland.ac.nz

PReSS accounts

www.auckland.ac.nz/uoa/cs-press-accounts

Scholarships

www.auckland.ac.nz/scholarships

School of Graduate Studies

www.auckland.ac.nz/school-of-graduate-studies

Student loans and allowances

www.auckland.ac.nz/studentloansandallowances

Student Services Online

www.studentservices.auckland.ac.nz

StudyLink

www.studylink.govt.nz

Subject Librarians

www.library.auckland.ac.nz/contacts/subject-librarian

Subjects and courses

www.arts.auckland.ac.nz/subjects-courses

The Faculty of Arts

www.arts.auckland.ac.nz

The University of Auckland

www.auckland.ac.nz

The University of Auckland Calendar

www.auckland.ac.nz/calendar

To see a list of all Faculty of Arts postgraduate courses, go to
www.artsfaculty.auckland.ac.nz/pg-courses



Help and advice

Don't hesitate to ask for help and advice. Problems can often be avoided or solved if you seek assistance promptly.

Arts Students' Centre

The ASC is here to give you advice and assistance not only with your study and enrolments, but also with general university life. If you have any questions or aren't sure who to talk to, contact the Arts Students' Centre first and we can help – www.arts.auckland.ac.nz/asc

Academic advice

Talk to the relevant Graduate Adviser first. There is at least one Graduate Adviser for each subject and also a dedicated PhD Adviser in many cases. See the information about disciplinary areas and schools on pg. 15.

Admission and enrolment

For help with admission and enrolment, contact the Arts Students' Centre – www.arts.auckland.ac.nz/asc

PhD students should contact the School of Graduate Studies – www.auckland.ac.nz/school-of-graduate-studies

Frequently asked questions

Visit www.askauckland.ac.nz

General enquiries

- For general questions about Faculty of Arts programmes and study, contact the Arts Students' Centre – www.arts.auckland.ac.nz/asc
- For PhD enquiries, including PReSS account enquiries, contact the School of Graduate Studies – www.auckland.ac.nz/school-of-graduate-studies
- For general University questions, contact the University of Auckland.

Email: postgradinfo@auckland.ac.nz

Phone: 923 5060 (within Auckland)

0800 61 62 65 (outside Auckland)

+64 9 373 7513 (overseas)

International students

Visit www.auckland.ac.nz/international

Māori and Pacific students

Find out how the Faculty of Arts Student Engagement team can help you at www.arts.auckland.ac.nz/tuakana

Personal support

Visit the University website at www.auckland.ac.nz/personal-support

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 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 *Calendar of the University of Auckland*, to ensure that they are aware of and comply with all regulations, requirements and policies.



The Arts Students' Centre

The University of Auckland
Room 416-418 (street level)
Human Sciences Building
10 Symonds Street, Auckland
Phone: 0800 61 62 63

Questions: www.askauckland.ac.nz

Email: asc@auckland.ac.nz

Web: www.arts.auckland.ac.nz

International Office

The University of Auckland
Private Bag 92019
Old Choral Hall
7 Symonds Street
Auckland 1142
New Zealand

Questions: www.askauckland.ac.nz

Email: int-questions@auckland.ac.nz

Web: www.international.auckland.ac.nz