Welcome to the Doctoral Induction
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am</td>
<td>Welcome and Zoom guidelines</td>
</tr>
<tr>
<td>10.05am</td>
<td>Introduction from the School of Graduate Studies</td>
</tr>
<tr>
<td>10.15am</td>
<td>Doing a PhD at the University of Auckland: timelines, policies and procedures</td>
</tr>
<tr>
<td>11am</td>
<td>Comfort break</td>
</tr>
<tr>
<td>11.10am</td>
<td>Libraries and Learning Services: Research Services</td>
</tr>
<tr>
<td>11.25</td>
<td>Working with your supervisor and provisional year goals</td>
</tr>
<tr>
<td>11.55</td>
<td>Wrap up and finish</td>
</tr>
</tbody>
</table>

Find out more at [auckland.ac.nz/doctoralinduction](auckland.ac.nz/doctoralinduction)
MEETING GUIDELINES

Got a question?

• Please have chat function open all the time
• Use chat function to ask Heidi Collins (not ‘everyone’)

Other

• Technical issues? – Send Chat message to Jongin Chae
• Video off for less lagg
• Please engage eg polls
• Screen setting – Speaker view
Welcome

School of Graduate Studies
Dr Helen Ross, Director School of Graduate Studies
DOCTORAL RESEARCH DEGREES

PhD
- Doctor of Philosophy

NAMED DOC
- Doctor of Clinical Psychology
- Doctor of Fine Arts
- Doctor of Musical Arts
- Doctor of Music
- Doctor of Education
- Doctor of Medicine
What is a PhD?

... a formal and systematic exposition of a coherent programme of advanced research work
The PhD ...

- is an original contribution to knowledge or understanding in its field
- meets internationally recognised standards for such work
- demonstrates knowledge of the literature relevant to the subject and the field(s) to which the subject belongs, and the ability to exercise critical and analytical judgement of it.
- is satisfactory in its methodology, in the quality and coherence of its written expression, and in its scholarly presentation and format.
All doctorates are administered centrally
Your Community

C.3200
PhD + NAMED DOCTORATE CANDIDATES

648
NEW DOCTORAL CANDIDATES ENROLLED IN 2019

58% International
42% New Zealand
GOOD LUCK
School of Graduate Studies

Introduction to doctoral processes

Sean Maguire
Doctoral Candidate Manager, School of Graduate Studies
Outline

1. Information
2. Provisional period
3. Theses with publication
4. Changes to registration
5. International students
6. Money
7. Paid work
8. Examinations
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.
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
There is no requirement to add publications to a thesis.

UoA regulations allow for inclusion of publications as part of their theses.
“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%.
Key Contacts

Doctoral Candidate Advisers:
- Matt Hicks
- Jonathan Albright
- Silvia Perin
- Shelby Lang

Science & Law
Engineering, Business & ABI
Arts & Education and Social Work
FMHS, CAI & Liggins

Check out our online resource: Information for new doctoral candidates

Email: postgradinfo@auckland.ac.nz
4. Changes to Registration
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.
- We will accept an email trail of approval during lockdown period.
# Registration Changes

**HOW TO APPLY**

Use the DOC6 form:

**DOC 6**

Changes within lockdown period can be via email trail

## Change to Doctoral Candidate’s Registration

<table>
<thead>
<tr>
<th>1. Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate name:</td>
</tr>
<tr>
<td>ID number:</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>2. Change of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed supervision</td>
</tr>
<tr>
<td>(please include department/location)</td>
</tr>
<tr>
<td>UoA ID</td>
</tr>
<tr>
<td>Workload %</td>
</tr>
<tr>
<td>(this is not an EFTS apportionment form which can be found on the staff intranet)</td>
</tr>
</tbody>
</table>

| Main supervisor:         |
| (this will be the administrative point of contact for the School of Graduate Studies) |
| Joint main supervisor (if applicable): |
| Co-supervisor/s:         |
| Adviser/s:               |
| (If external to UoA, please provide email address also) |
CHANGE OF SUPERVISOR

There may be times where supervision changes are required e.g. retirement.
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
- If affected by current COVID 19 situation = minimum of 1 month permitted
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.

Current restrictions are in place due to COVID 19 and lockdown.
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.
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.
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
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)

Current lockdown and COVID 19 may have other impacts

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, once arrived in NZ

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 2020 to February 2021.
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.
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
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.
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
Doctoral Examination

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

Questions and Answers
Te Tumu Herenga | Libraries and Learning Services

Partners in your journey as a Doctoral Candidate

Research Services
Jo Simons, Team Leader, Research Services
Theses and dissertations

Finding theses and dissertations

Find local, national and international theses and dissertations.

Search for University of Auckland theses

Search the Catalogue for the University of Auckland PhD, masters, and honours theses and dissertations

Search

Thesis Type

Sort by

As Keywords

▸ Theses from other universities
▸ Theses databases and websites
▸ Theses in progress

www.library.auckland.ac.nz/services/research-support/finding-theses-and-dissertations
Subject guides

Guides

Browse subject guides to find databases, websites, research tools and strategies to assist your research.

www.library.auckland.ac.nz/guides

Or go directly to our database list
www.library.auckland.ac.nz/databases/
Cultural Collections

Four research-level repositories housing rare and unique material spanning the arts, humanities and sciences. Specialist staff preserve and make the material accessible and provide tailored support services for research, teaching and learning.

University of Auckland Art Collection
- More than 1200 paintings, prints, photographs, sculptures and video primarily by New Zealand artists on permanent display.
- Invaluable resource for teaching and research.

Special Collections
- 1000+ archival collections, with a strong New Zealand and Pacific focus. Strengths include literary, architectural, political, trade union and University-related material.
- Extensive rare books and published collections covering most disciplines, from the 15th century onwards.

Archive of Māori and Pacific Sound
- Internationally-significant collection of audio-visual recordings of vocal and instrumental music, oral histories, stories and language resources from Aotearoa and the Pacific.
- The material dates from 1919 to the present.

Media Services
- More than 150,000 hours of archived TV and Radio broadcasts, and streaming content.
- Highlights include Chapman Archive of NZ news and current affairs from the mid-1960s onwards and Māori television programming since the 1980s.

See: https://www.library.auckland.ac.nz/about-us/collections/special-collections
What if the item I want isn’t held by University of Auckland libraries?

Request it using the **Interloan service** see: [www.library.auckland.ac.nz/services/borrowing-and-requesting/requesting/interlibrary](http://www.library.auckland.ac.nz/services/borrowing-and-requesting/requesting/interlibrary)
Research Services

Research advisers have **faculty/discipline** knowledge and can help you with:

- Conducting a literature review and using library resources
- Setting up your researcher profile and identifiers
- Promoting your research and exploring publishing options

Book an appointment with a research adviser: [www.library.auckland.ac.nz/ask-us/](http://www.library.auckland.ac.nz/ask-us/)
English Language Enrichment (ELE)

- Writing in English workshops
- Speaking groups – Let’s Talk to Aucklanders
- Online resources

Find out more: [www.library.auckland.ac.nz/services/student-learning/ele](http://www.library.auckland.ac.nz/services/student-learning/ele)
Te Fale Pouāwhina
(Māori and Pacific students)

- Service based on kaupapa Māori and Pacific principles
- Advisers work with a range of Māori and Pacific services across the University
- Workshops, wānanga and advisory sessions
- Programmes: Te Wheke and Leadership Through Learning (LTL)

Find out more: [www.library.auckland.ac.nz/services/student-learning/tp](http://www.library.auckland.ac.nz/services/student-learning/tp)
Career Development and Employability

- Events
- Workshops
- Consultations
- Internships

Find out more: 
Copyright

Are you including other people’s work in your thesis (e.g. figures, images, poems)?

Are you including your own published work in your thesis?

Check your permissions!

See: Copyright for researchers and publications
Dr Jo Simons
MSc (LIBS, ARCRI), BSc, BSc (Hons 1), PhD, Auck.

Team Leader - Research Services

In Research Services + Research and Collections + Libraries and Learning Services

Biography
Jo graduated with a MSc (Hons 1) in Plant Science from the University of Auckland in 2000. She worked as a Research Technician at the PestWatch Division of HortResearch for three years before starting her PhD in Plant Molecular Biology at the University of Auckland in collaboration with PostResearch. Her research project investigated genetic and hormonal controls of repetitive branching in petunia. After completing her PhD she took up a post-doctoral position in Forensic Biology at the Institute of Environmental Science and Research (ESR) Ltd. in 2007. Jo joined Libraries and Learning Services at the University of Auckland in 2014 and took up a position as Subject Librarian for the School of Environment in September 2015. Her current role as Team Leader Research Services, and Research Adviser for the Faculty of Science started in October 2018.

Her research project for her Master of Information Studies investigated the barriers to sharing research data in tertiary institutions and how the perspectives of researchers and information professionals differ.

Selected publications and creative works (Research Outputs)

Contact details
- +64 9 323 8552
- jsimons@auckland.ac.nz

Primary office location
GENERAL LIBRARY - Block 100
Level 3 Room 128
5 ALFRED ST
AUCKLAND CENTRAL
AUCKLAND 1010
New Zealand

Identifiers
- ORCID: https://orcid.org/0000-0003-2292-2420

List of Publications

Create your researcher profile: https://directory.auckland.ac.nz/search
Upload your publications to Research Outputs. Find out more at www.staff.auckland.ac.nz/en/academic-profile/research-outputs.html
ORCiD

- Persistent digital identifier (e.g. change names/institutions)
- Distinguishes you from other researchers (e.g. common names)
- Links your research outputs

Find out more about ORCiD at the University of Auckland
For more information see: www.library.auckland.ac.nz

Book a consultation with a Research Adviser:
- Conducting a literature review and using library resources
- Research profiles and identifiers
- Promoting your research

www.library.auckland.ac.nz/ask-us/
Links

1. Collections
   - Theses and dissertations
   - Subject guides
   - Databases
   - TV and Radio
   - Special collections
   - Statistics and numerical databases
   - NZ data

2. People and Services
   - Research Services - request a consultation via Ask us
   - Learning and Teaching Development
   - Te Fale Pouāwhina (Māori and Pacific students)
   - English Language Enrichment
   - Career Development and Employability Services

3. Copyright
   - Copyright at Auckland

4. Research visibility
   - University directory
   - Research Outputs (University log in required)
   - ORCiD at the University Auckland
Your provisional year
Working well with your supervisors and achieving your provisional goals
Supervision

What’s your supervisor’s style? What’s your preferred style?
Supervision can change

Early phase

Often more intense until thesis is scoped

Mid phase

Main input in reading, commenting, encouragement

Completion

Preparation for submission; supervisor’s input is crucial

Beyond the doctorate
Provisional Year Review

- Frequency and means of contact with your supervisor
- What kind of assistance have you found helpful?
- Is there anything your supervisor does that is not helpful?

Provisional year review / research proposal
Tips for working effectively with your supervisory team

1. Clarify roles and responsibilities
   See: Postgraduate Supervision Guidelines

1. Remember your priorities are different

1. Take care of meetings/admin

2. Ask for specific feedback

3. Bring solutions as well as problems

4. Maintain good communication

Provisional year goals

1. Attendance at one of the DSP Induction Days ✓
2. Completion of online Diagnostic English Language Needs Assessment (DELNA)
3. Completion of the online Academic Integrity Module
4. Completion of health and safety risk assessment
5. Approval of a full thesis proposal (Tools see: Idea Puzzle)
6. Presentation of proposal at a departmental seminar
7. Completion of one substantial piece of writing within 12 months
8. Ethics approvals/permissions (if required)
9. Completion of a needs analysis
Needs analysis

**Doctoral Candidate Needs Analysis**

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Supervisor: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID: ____________________________</td>
<td>Supervisor: ____________________________</td>
</tr>
<tr>
<td>Department/School: ____________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>Date of registration: ____________________________</td>
<td>____________________________</td>
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</table>

Completing a doctorate means that you will be making a significant contribution to knowledge, but also developing your personal and professional capabilities. This needs analysis will help you and your supervisor decide in the early stages of your doctorate which of the many facets of being a researcher you want and need to improve and develop. Some of these needs may be developed through participation with the Doctoral Skills Programme and other central University of Auckland services. However, other aspects could be arranged in conjunction with your supervisory team during your candidacy.

To help you determine your overarching research development needs, consult the Vitae Researcher Development Framework (below). The four domains of the framework will allow you to select the knowledge, behaviours and attributes required to enhance your doctorate at the University of Auckland.

1. Identify your research development needs

Choose the knowledge, behaviours and attributes that you think would enhance your doctor's experience/capabilities and enter them in the box below.

Enterprising Researcher Module

Welcome

Introduction

The Enterprising Researcher module will help you to assess your current enterprising skills and identify ways to develop them. Hopefully you will be inspired by the stories of doctoral students and alumni who seized opportunities to develop their enterprising skills and benefited by becoming better researchers, increasing the impact of their research, and pursuing alternative career paths.

Find out more:
Enterprising Researcher Module
Doctoral Workshops

- Provisional year essentials
- Academic writing
- Managing research data
- Communicating your research
- Thesis formatting

Book a workshop at
www.library.auckland.ac.nz/workshops/
or contact us at
www.library.auckland.ac.nz/ask-us
Shut up and Write!

Struggling with writing?

Work on your thesis in a social environment with other doctoral candidates.

Book your place: auckland.ac.nz/write-your-thesis
- **Digital skills workshops**
  - e.g. LaTeX, Programming with R and Python, Research Data Management and more
- **ResearchHub**
- **Hacky Hour**
- **ResBaz (Research Bazaar) November, 2020**
  - 3-day festival promoting digital research skills
Doctoral Workshops

Provisional Year Essentials
1. Working effectively with your supervisor
2. Thesis proposals and planning
3. Getting started with writing
4. Presenting your research

Literature reviews
1. Finding and managing information
2. Writing and organising

Research data
1. Managing research data

Book a workshop at www.library.auckland.ac.nz/workshops/
Doctoral Workshops

Communicating your research
- Publishing your research
- Twitter for researchers
- Designing academic posters

Thesis formatting
- Formatting your thesis with Word
- LaTeX thesis formatting

Book a workshop at www.library.auckland.ac.nz/workshops/
The End
Look out for the email with slides & survey

Thank you