School of Graduate Studies

Introduction to doctoral processes
Outline

1. Information
2. Provisional period
3. Theses with publication
4. Changes to registration
5. International students
6. Money
7. Paid work
8. Examinations
1. 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 – 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
UOA regulations allow for inclusion of publications as part of their theses.

There is no requirement to add publications to 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
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.
HOW TO APPLY

Use the DOC6 form:

<table>
<thead>
<tr>
<th>1. Personal Details</th>
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<tr>
<td>Candidate name:</td>
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<td>ID number:</td>
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<th>2. Change of Supervision</th>
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<tr>
<td>Proposed supervision</td>
</tr>
<tr>
<td>(please include department/location)</td>
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<tr>
<td>UoA ID</td>
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<tr>
<td>Workload %</td>
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<tr>
<td>(this is not an EFTS apportionment form which can be found on the staff intranet)</td>
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<td>Main supervisor:</td>
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<td>(this will be the administrative point of contact for the School of Graduate Studies)</td>
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<td>Joint main supervisor (if applicable):</td>
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<tr>
<td>Co-supervisor/s:</td>
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<tr>
<td>Adviser/s:</td>
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<td>(If external to UoA, please provide email address also)</td>
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CHANGE OF SUPERVISOR

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

International fees will be charged for a full doctoral term (12 months).
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
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.
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.
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.
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
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:

Karen Driessen  
Arts & Education  
FMHS, CAI, ABI & Liggins

Neil Jennings  
Engineering & Business

Anya Vai  
Science & Law

James Weston

Check out our online resource: Information for new doctoral candidates

Email: postgradinfo@auckland.ac.nz
Thank you

Questions and Answers