Supervising a PhD: Supervisor’s Calendar

Pre-enrolment

- 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 supervisor¹
Set up overall timeframe for thesis with student:
Min 3yrs (full-time) / 6yrs (part-time)
Max 4yrs (full-time) / 8yrs (part-time)
Negotiate authorship and IP issues

Start

Ethics Approvals: assist student and sign off application
Discuss Doctoral Supervision Development Guide with student by 6 months¹
Receive full research proposal and forward to Departmental Committee
Give feedback on draft chapters

The Early Phase: Provisional Registration

- Keep your work on track by setting yourself achievable tasks and goals

Notes

2. PhD Development Guide is sent by the Graduate Centre to students and supervisors at time of registration.
3. Doctoral Provisional Year Review Form may be downloaded from http://www.auckland.ac.nz/uoa/cs-doctoral-forms.
5. Under PBRF, most of the funding for research students is dependent on successful completion.

The Mid Phase

Maintain regular contact, monitor progress

- Study leave for supervisor pending? Make arrangements for supervision cover

End of 1st year

The Final Phase

Maintain regular contact, monitor progress

Read penultimate draft – give full feedback on thesis as a whole (ensure supervisor and/or co-supervisor are available at this time)
Advise student on readiness of thesis for submission
Advise student of protocol for submission³

Submission

- Fill out every year from now on
- Review goals/set goals
- Continue registration with/without conditions

- Give feedback on draft chapters
- Apply for extension if needed.
  Use DOC6 Change of Conditions form⁴
- Nominate examiners using DOC3 Nomination Form³
- Advise student of upcoming conferences and sign off PReSS account request¹
- Changes to registration needed?
  Use DOC6 Change of Conditions form - supervisors, suspensions, absence, part-time/full-time registration

- Give feedback on draft chapters
- Advise student of upcoming conferences and sign off PReSS account request¹
- End of 1st year

End of 1st year

Approved by Board of Graduate Studies October 2010
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