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# WELCOME

“Ko koe ki teenaa, ko au ki teenei, kiiwai o te kete”

“You take that handle of the kit, I take this handle, and together we will advance”

Welcome to the School of Psychology. This Graduate Guide is intended to provide answers to the most commonly requested information for graduate students. It has been compiled with the help of graduate students and staff in the School.

Postgraduate study requires a dynamic, self-motivated approach and your success, to a great extent, depends on your active participation in your courses, your research and interaction with staff and your fellow students.

To develop a sense of a postgraduate community, we encourage our students to be become involved in the research and social life of the various research groupings and school as a whole. To this end, there will be numerous seminars, forums, workshops and social events, arranged by staff and postgraduate students, which you can attend during the year.

We hope you have an enjoyable and positive experience in Psychology this year.

Good luck with your studies.



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## DISCLAIMER

**This guide is for internal school use only**, and should be read in conjunction with other University publications such as the University of Auckland Calendar and the Psychology School Handbook. The information contained in this document is subject to change; please check the Graduate Guide on the school website ([www.psych.auckland.ac.nz](http://www.psych.auckland.ac.nz)) for updated information.

## ACADEMIC CONTACTS

### **Head of School**

Suzanne Purdy

Room 302-243

[sc.purdy@auckland.ac.nz](mailto:sc.purdy@auckland.ac.nz)

*For Appointments contact*

***Cara Crichton***

### **Deputy HoS (Academic)**

Michael Hautus

Room 302-375

Ext 85924

[m.hautus@auckland.ac.nz](mailto:m.hautus@auckland.ac.nz)

### **Deputy HoS (Research)**

Ian Kirk

Room 301-321B

Ext 88524

[i.kirk@auckland.ac.nz](mailto:i.kirk@auckland.ac.nz)

### **Chair, PG Research Committee**

Michael Hautus

Room 302-375

Ext 85924

[m.hautus@auckland.ac.nz](mailto:m.hautus@auckland.ac.nz)

### **International Student Support (For currently enrolled international students)**

Barry Hughes

Room 302-363

Ext 85265

[b.hughes@auckland.ac.nz](mailto:b.hughes@auckland.ac.nz)

### **PhD Advisor**

Karen Waldie

Room 301-335A

Ext 88521

### **Masters Advisor**

Shiloh Groot

Room 301-217B

Ext 88555

[s.groot@auckland.ac.nz](mailto:s.groot@auckland.ac.nz)

### **PGDip/Honours Advisor**

Danny Osborne

Room 301-238B

Ext 82287

[d.osborne@auckland.ac.nz](mailto:d.osborne@auckland.ac.nz)

## ADMINISTRATIVE CONTACTS

### CITY CAMPUS

#### **Group Services Administrator**

Odette Groom  
Room 302-236  
Ext 88413  
[o.groom@auckland.ac.nz](mailto:o.groom@auckland.ac.nz)

#### **Group Services Coordinator**

Cara Crichton  
Room 302-236  
Ext 86897  
[cara.crichton@auckland.ac.nz](mailto:cara.crichton@auckland.ac.nz)

#### **Academic Services Coordinator**

Sheryl Robertson  
Room 302-256  
Ext 88554  
[s.robertson@auckland.ac.nz](mailto:s.robertson@auckland.ac.nz)

#### **Academic Services Coordinator**

Nadia Kennington  
Room 302-236  
Ext 81014  
[n.kennington@auckland.ac.nz](mailto:n.kennington@auckland.ac.nz)

#### **Financial Administrator**

Kamalini Gnaniah  
Room 302-640  
Ext 87987  
[k.gnaniah@auckland.ac.nz](mailto:k.gnaniah@auckland.ac.nz)

### TAMAKI CAMPUS

#### **Group Services Administrator**

Adeline Fung  
Room 321  
Ext 86886  
[a.fung@auckland.ac.nz](mailto:a.fung@auckland.ac.nz)

# CITY CAMPUS FACILITIES

## SCHOOL OFFICE

**Science Centre Building 302, 23 Symonds Street, Room 236, Level 2,**

Cara Crichton  
Group Services Coordinator  
Ext 86897  
[cara.crichton@auckland.ac.nz](mailto:cara.crichton@auckland.ac.nz)

Odette Groom  
Group Services Administrator  
Ext 88413  
[o.groom@auckland.ac.nz](mailto:o.groom@auckland.ac.nz)

Fax: (09) 373 7450 (internal 85450)

## BREAK-OUT SPACES

The School of Psychology has three break-out spaces.

Building 302: Level 2- room 255; Level 3 – room 355 (shared with Marine Science)  
Building 301: Level 2 – room 224

- There are communal crockery cupboards and fridges allocated for staff and graduate students to use. Please ensure these are kept clean and food etc. is not left for long periods of time.
- If you use dishes please clean up afterwards, rinse your dishes and put them in the dishwasher. As these are shared facilities both students and staff are responsible for loading and unloading the dishwashers.
- Please rinse and recycle glass, aluminium and plastic milk & juice bottles in the recycling bins. There are compost bins in all the shared break-out spaces. Paper is recycled via yellow wheelie bins located in the print room (302.250) and next to the printers in both buildings (302 and 301).

## MEETING ROOMS

Both Rooms in building 302 Room 230 and Room 303 are available for meetings. Please see staff in reception to book the meeting rooms or they may be booked via the WebRoom Booking system on the Uniwebsite.

The following information will be required:

- date and time and length of booking
- number of attendees
- name of event
- contact name and number
- catering requirements
- if alcohol is to be provided

## MAILBOXES

PGDipArts, PGDipSci, Masters, Honours Students and PhD Students:

- These are located in the corridor on level 2 (next to Room 238).

Mail delivered to the school will be placed in the appropriate-mailbox in accordance with student's surname.

## **NOTICEBOARDS**

General **noticeboards** - these contain general information and are located on each level in building 302.

**Tearoom noticeboards** - for staff and Postgrad students, are located in the break-out spaces

## **POSTGRADUATE COMPUTER LAB**

The postgraduate computer lab is located in Room 340, Level 3 in Building 302. Computers are available from 7.30am to 6.30pm weekdays.

## **STATIONERY RESOURCES**

Printers are located:

2<sup>nd</sup> Floor: Building 302 Room 250

2<sup>nd</sup> Floor: Building 301 Room 217 and Room 231

3<sup>rd</sup> Floor: Building 302-338

3<sup>rd</sup> Floor: Building 301 outside Room 316 and Room 338

All printers have photocopying and scanning capabilities.

If any of the machines require a new toner cartridge please email Odette [o.groom@auckland.ac.nz](mailto:o.groom@auckland.ac.nz) with the printer model and toner number.

A laminating and binding machine are available for use in the Print Room (Room 302-250).

Paper is available in the Print Room 302-250.



## QUICK REFERENCE FOR CONTACTS

What?	Who?	Contact
Conference bookings and travel for PhD students	Odette Groom	<a href="mailto:o.groom@auckland.ac.nz">o.groom@auckland.ac.nz</a> Ext: 88413
Conference posters (printing)	Odette Groom	<a href="mailto:o.groom@auckland.ac.nz">o.groom@auckland.ac.nz</a> Ext: 88413
CANVAS access	Odette Groom	<a href="mailto:o.groom@auckland.ac.nz">o.groom@auckland.ac.nz</a> Ext: 88413
Contracts	Cara Crichton	<a href="mailto:cara.crichton@auckland.ac.nz">cara.crichton@auckland.ac.nz</a> Ext: 86897
Key and access cards	Odette Groom	<a href="mailto:o.groom@auckland.ac.nz">o.groom@auckland.ac.nz</a> Ext: 88413
Email lists	Odette Groom	<a href="mailto:o.groom@auckland.ac.nz">o.groom@auckland.ac.nz</a> Ext: 88413
Mailboxes	Odette Groom	<a href="mailto:o.groom@auckland.ac.nz">o.groom@auckland.ac.nz</a> Ext: 88413
Purchasing	Kamalini Gnaniah	<a href="mailto:k.gnaniah@auckland.ac.nz">k.gnaniah@auckland.ac.nz</a> Ext: 88557
Room bookings	Odette Groom and Cara Crichton	<a href="mailto:o.groom@auckland.ac.nz">o.groom@auckland.ac.nz</a> Ext: 88413  <a href="mailto:cara.crichton@auckland.ac.nz">cara.crichton@auckland.ac.nz</a> Ext: 86897
Test Library	Odette Groom	<a href="mailto:o.groom@auckland.ac.nz">o.groom@auckland.ac.nz</a> Ext: 88413
Travel and Conference bookings for Staff	Cara Crichton	<a href="mailto:cara.crichton@auckland.ac.nz">cara.crichton@auckland.ac.nz</a> Ext: 86897

# **TAMAKI CAMPUS FACILITIES**

## **SCHOOL OFFICE - RECEPTION**

**Room 321, Building 721, Tamaki Campus, Corner Merton & Morrin Roads, Glen Innes**

Adeline Fung  
Group Services Administrator  
Ext 86886  
[a.fung@auckland.ac.nz](mailto:a.fung@auckland.ac.nz)

Fax: (09) 373 7902 (internal 83202)

## **COMMON ROOMS**

The staff common room, located on the third floor of 721, is for the use of Staff and PhD students only.

The resource room 721.230 is for MSLTPrac, Masters students.

There are a few lockers available in the grad rooms and keys can be arranged via the Group Services Administrator Adeline Fung.

## **MEETING ROOMS**

Please see Group Services Administrator Adeline Fung.

## **MAILBOXES**

A mailbox is allocated for MSLTPrac, Masters Students, in building 721, room 301.

## **POSTGRADUATE COMPUTER LABORATORIES/RESOURCES**

A computer lab for Masters Thesis students is located in Building 721, Room 221. Speech Language Therapy students have a Study Room (222) and computer Room (223) in Building 721. Students with access cards can use these facilities until 10.00pm.

PGDip and Honours students can use the computer lab located in the student info commons area in Building 730. There are also break out rooms available for quiet study alongside Café Aurora in Building 730. Net Account printers and photocopiers are available in the library.

A photocopier, printer and scanner available for students in these rooms is located in the resource Room 721.230. See the Group Services Administrator Adeline Fung for key and access forms.

## **GENERAL INFORMATION**

### **KEYS/ACCESS CARDS CITY CAMPUS**

The Science Centre Building 301 and 302 is open 7.30am until 6.30pm Monday to Friday. For access outside of these hours a key and/or an access card is required. To apply, see reception for forms. Please note that the forms must be signed by a student's supervisor.

### **KEYS/ACCESS CARDS TAMAKI CAMPUS**

Tamaki Campus is open 7.30 until 6.15pm Monday to Friday. For access outside of these hours a key and/or an access card is required. To apply, see reception for forms. Please note that the forms must be signed by a student's supervisor.

### **HOW TO REPORT A STOLEN OR LOST ACCESS CARD**

If you lose your card, or it is stolen immediately notify Security on 85000. Please also inform your department. To have a new card issued, please ask for an Access Request form from the Psychology reception. You may need to pay a replacement fee before a new card is issued.

### **MAIL OUTS**

If you have University ethics approval for a mail out, University letterhead and envelopes can be provided. Please liaise with your supervisor regarding this requirement.

### **MAIL LISTS**

There are several School e-mail lists for the purpose of contacting staff and students. Please see reception if you require these.

### **TUTORS AND GTA EMPLOYMENT**

The Psychology Graduate Employment Pool (PGE) is an opportunity for current and enrolling graduate students to register their interest in the possibility of working within the school (like a "seeking job" column). This creates a resource that academic staff can choose to access when they seek to employ students. Possible employment may involve graduate teaching assistant (GTA) work, limited term research assistant work, typing transcripts, administering questionnaires, entering data or other positions within the school.

Application forms are sent out in early October. The GTA expression form be accessed on below link.  
<https://www.forms.auckland.ac.nz/en/public/science/psych-GTA-expression-of-interest.html>

If you have any questions about employment as a Tutor / GTA in the school then please contact Andrea Mead, [a.mead@auckland.ac.nz](mailto:a.mead@auckland.ac.nz).

## **CLASS REPS**

The Graduate class reps are voluntary positions coordinated through the AUSA (Auckland University Students' Association). The purpose of these reps is to take up the concerns and issues of other graduate students, provide support for students who have problems and act as a liaison between students, staff and HoS, attend the Student Staff Consultative Committee meetings (SSCC), and report on any new developments that may affect Psychology research students. Election of class reps will take place in the first week of classes.

## **TRAVEL**

Travel for university approved business must be booked through the company Orbit Travel Management. All bookings need to be requested via a Booking form. If using Orbit for the first time, a Traveller Profile form also needs to be completed via their website <https://www.orbit.co.nz/>

Complete a Travel Leave Form, which must be signed by a supervisor. Return this form to the Group Services Administrator and include a copy of your press account and Final Itinerary for processing.

These forms are available on the Psychology website:  
<http://www.psych.auckland.ac.nz/en/for/staff.html>

For further information please read the University Travel Policy:

<https://cdn.auckland.ac.nz/assets/central/about/the-university/how-the-university-works/policy-and-administration/Finance/Approved%20travel%20policy.pdf>

## **PROPERTY MAINTENANCE**

For any building or furniture problems please email Ruth Owen, Facilities Coordinator:  
[r.owen@auckland.ac.nz](mailto:r.owen@auckland.ac.nz)

For problems in labs please contact the relevant technician.

## **SCHOOL OF PSYCHOLOGY TEST LIBRARY**

The School of Psychology Test Library is located in the City Campus.

Access to the test library is limited to:

- (a) Staff members of the School of Psychology;
- (b) Students of the School of Psychology who are conducting research under the supervision of a staff member of the school;
- (c) Students currently engaged in Clinical Placements or Internships as part of their training within the School of Psychology.

For security and auditing reasons, no other staff within the school has access to the test library. All items must be signed in and out and timeframes apply.

Note that while manuals and test forms may be lent out, it is the expectation of the school that any consumables (e.g., test booklets) are paid for through research grants or through monies allocated to teaching purposes for a particular paper.

City campus access: [o.groom@auckland.ac.nz](mailto:o.groom@auckland.ac.nz) please advise Odette well in advance should you wish to lend equipment, test forms, manuals etc.

## **CANVAS**

CANVAS is the University's official learning management system. Further information about CANVAS can be found at <https://canvas.auckland.ac.nz/>

To obtain access to a course on CANVAS, please contact Odette Groom [o.groom@auckland.ac.nz](mailto:o.groom@auckland.ac.nz).

## **ACADEMIC INTEGRITY COURSE**

The Academic Integrity Course is an online course designed to increase student knowledge of academic integrity, university rules relating to academic conduct, and the identification and consequences of academic misconduct. Failure to complete the course will result in a Did Not Complete (DNC) recorded on your academic record and automatic re-enrolment in the course. A DNC will be recorded on your transcript for each semester/quarter you fail to complete the course. Completion of the course is a requirement in order for any degree, diploma or certificate to be conferred or awarded (Course ACADINT.A01 in CANVAS).

<https://www.auckland.ac.nz/en/about/learning-and-teaching/policies-guidelines-and-procedures/academic-integrity-info-for-students.html>

## **TREATY OF WAITANGI COURSE**

It is a mandatory requirement of the professional programmes to attend an approved Treaty of Waitangi Course. These are run by the School once a year. Students in a professional programme should see their programme director for further details.

## **USE OF UNIVERSITY COMPUTERS/SOFTWARE AND COMPUTING SERVICES**

The University provides information technology (IT) resources to large and varied groups of people. All members of the University community are responsible for using these resources effectively, efficiently and in an ethical manner. The University's statutes, policies, procedures and associated documents relating to IT can be viewed here:

<https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/computing/use.html>

For information on Internet Access/Wireless, Printing, Email, File Storage etc. please visit:

<http://www.library.auckland.ac.nz/services/it-essentials>

Contact information for Science-IT:

Tel ext 86000

## **HEALTH AND SAFETY**

The Health & Safety in Employment Act 1992 places responsibility on both employer and employee to work together to ensure that staff work in a safe and healthy environment. Therefore, it is the responsibility of every staff member and student to be aware of basic Health & Safety information.

<https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety.html>

## **SCHOOL SEMINAR SERIES/COLLOQUIUM**

This is a research meeting of staff and graduate students. It is designed to provide an opportunity for all to become informed about a variety of research issues in this school, other related departments within the university and psychology departments in other New Zealand and overseas universities.

The school considers attendance at this seminar series to be a very important and valuable part of its graduate education programme. All staff and students are strongly encouraged to attend. PhD students will be asked to present material from their thesis research at least once in their period of enrolment.

Seminars are held at least every second Wednesday from 12-1pm and are advertised via email, the school website and notices on the school noticeboards.

## **TRANSCRIBING**

Before any transcribing work is undertaken, you need to get approval from the School of Graduate Studies, you need to provide them with details of what needs to be done, plus justifiable reason as to why you need this work completed.

Approximate number of hours involved, details on who you intend to use (as this person has to be University approved), and also provide a statement of approval from your Supervisor.

This needs to be sent to [postgraduateinfo@auckland.ac.nz](mailto:postgraduateinfo@auckland.ac.nz). Only once you have Dean of Graduate Studies approval for this can you go ahead and arrange for this work to be undertaken.

## MĀORI AND PACIFIC ISLAND STUDENT RESOURCES

### Te Kohanga Ako (Tuakana Space)

There is a shared space for Maori and Pacific Island Psychology students in building 301, room 198. Within this space, there are resources including computers for individual study, tables and whiteboards for individual/ group study and a library stocked with course textbooks and additional Psychology books.

This space also includes facilities such as a shared kitchenette, a fridge, toaster, microwave, cups, cutlery, plates and hot water. Through arrangements with coordinators, there is also available printing.

A korero space (shared couches) is included in the Te Kohanga Ako for students to relax and meet with Tuakana mentors for academic and social assistance. Students are also invited to partake in Tuakana events such as Welcome Kai, End of Semester Kai and Tuakana get together functions.

In addition, the School offers Māori and Pacific student lab streams, revision sessions, and one-on-one time with dedicated Māori and Pacific mentors. Te Fale Pouawhina a branch of the Student Learning Centre that is based on kaupapa Māori and Pacific principles, is available to Māori students ([www.library.auckland.ac.nz/services/student-learning/tfp](http://www.library.auckland.ac.nz/services/student-learning/tfp)).

### MĀORI AND PACIFIC PSYCHOLOGY RESEARCH GROUP

The Māori and Pacific Psychology Research Group is a postgraduate research group. This group includes Māori and Pacific post graduate students and also pupils working with Māori, Pacific and indigenous populations or perspectives. This group meets regularly throughout the year and has workshops aimed at supporting students while they are studying at a postgraduate level. These include informal get-togethers, peer presentations as well as guest researcher presentations.

Contact Sonia Pope to become part of the mailing list or for more information: [spop728@aucklanduni.ac.nz](mailto:spop728@aucklanduni.ac.nz)

### TUAKANA COORDINATORS

#### **Sonia Pope**

Building 303- Room 165

Ext 87198

[spop728@aucklanduni.ac.nz](mailto:spop728@aucklanduni.ac.nz)

#### **Hineatua Parkinson**

Building 303-Room 165

Ext 87198

[hpar038@aucklanduni.ac.nz](mailto:hpar038@aucklanduni.ac.nz)



## **UNIVERSITY-WIDE POSTGRADUATE SERVICES**

### **STRATA – POSTGRADUATE COMMONS**

Strata is the area on Level 4 of the Kate Edger Information Commons designated for postgraduate students. The Strata has a Cafe, a balcony and a large quiet study area. This area is managed by PGSA on behalf of the University of Auckland. The large quiet study room is under access card restrictions to ensure a quality quiet area for postgraduate students only.

<http://pgsa.org.nz/about/post-graduate-commons/>

### **THE GRADUATE CENTRE**

The Graduate Centre is the administrative arm of the School of Graduate Studies providing information and administrative services to prospective and current postgraduates including Doctoral candidates and Master's students.

<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/cs-current-pg-aboutsgs.html>

### **STUDENT LEARNING SERVICES**

Student Learning Services provides opportunities for all postgraduate students to improve their academic performance and research skills.

<http://www.library.auckland.ac.nz/services/student-learning>

### **CAREER DEVELOPMENT AND EMPLOYMENT SERVICES (CDES)**

Career Development and Employment Services assist current University of Auckland students (as well as graduates up to three years after graduation) with all aspects of career development.

<https://www.auckland.ac.nz/en/for/current-students/career-development-and-employment-services.html>

### **UNIVERSITY HEALTH SERVICE**

The University of Auckland provides students with a professional primary health care service ensuring the health and well-being of the student community.

<https://www.auckland.ac.nz/en/for/current-students/cs-student-support-and-services/cs-personal-support/health-and-counselling-service/cs-health-services/cs-primary-health-services.html>

# **THE UNIVERSITY OF AUCKLAND LIBRARIES AND LEARNING SERVICES**

It is important that graduate students utilise fully the resources and services offered by the University of Auckland Library system. Psychology related books and journals are held mainly within the General Library, Tamaki Library and the Philson Library, although many resources are now held electronically, which means that students can access them from any University of Auckland library, laboratory, office or home PC. Students can borrow up to 50 books for a period of 60 days.

## **LIBRARIES AND LEARNING SERVICES WEB SITE**

Library resources may be accessed via the Libraries and Learning Services home page: [www.library.auckland.ac.nz](http://www.library.auckland.ac.nz). These include the Library Catalogue, and databases, e.g. PsycINFO and Medline, as well as many electronic books and journals. A number of workshops are offered on using the resources, which can be booked directly from the home page.

## **INTERLIBRARY LOANS & INTER-CAMPUS DELIVERY SERVICE**

Students can request material via the Inter-Campus Delivery Service (ICLDS) and Interlibrary Loan. ICLDS allows students based on one Campus to request books and articles from another Campus within the University of Auckland Library system without having to travel there. Interlibrary Loan allows students to request items which are not held in the University of Auckland Library system.

## **SUBJECT LIBRARIAN SERVICE**

Students are encouraged to book an individual consultation with their Subject Librarian, Liz Hardley, on using the Library resources to their best advantage. Staff can also request sessions for groups. Information about Psychology resources can be found on the Library Psychology Subject Guide.

<http://www.library.auckland.ac.nz/guides/science/psychology>

Liz is based in the General Library, City Campus Tel: 373 7599

Ext. 87587

Email: [l.hardley@auckland.ac.nz](mailto:l.hardley@auckland.ac.nz)

Although students are welcome to drop-in to Liz's Library office, it is advisable to arrange longer consultations in advance.

## **BORROWING A THESIS**

Many theses are directly available online from the Library Catalogue. Printed copies are held in Off-Campus storage and will need to be requested via the Catalogue (you will need to be logged in to Library Search to do this).

If you have any problems then contact the Psychology Subject Librarian - Liz Hardley, Email: [l.hardley@auckland.ac.nz](mailto:l.hardley@auckland.ac.nz)

## INTENDING RESEARCH MASTERS AND PHD CANDIDATES

Candidates who are applying for admission into Research Masters and Doctoral Degrees at The University of Auckland are able to obtain full access to Library services including Interlibrary loan and the University's NetAccount for a minimum of 6 months. The application form can be found here:

[https://cdn.auckland.ac.nz/assets/central/for/current-students/postgraduate-students/documents/policies-guidelines-forms/doctoral-forms/doc-8-temp-lib-access\\_inc\\_masters.pdf](https://cdn.auckland.ac.nz/assets/central/for/current-students/postgraduate-students/documents/policies-guidelines-forms/doctoral-forms/doc-8-temp-lib-access_inc_masters.pdf)

## USEFUL CONTACTS

<b>Staff Service Centre</b>	Ext 86000 or +64 9 923 6000 Monday - Friday 7.30am - 6pm All queries are to be sent through the Staff Service Centre Portal: <a href="https://superuoa.custhelp.com/app/ask">https://superuoa.custhelp.com/app/ask</a>
<b>University Security/Unisafe (This is a 24 hour service)</b>	Ext: 85000 (for routine dial) Phone: 0800 373 7550 (external) or ext 966 (internal) for emergencies Email: <a href="mailto:security@auckland.ac.nz">security@auckland.ac.nz</a>
<b>Library</b>	Enquiry Services Level G, General Library Ext: 88044 Email: <a href="mailto:askalibrarian@auckland.ac.nz">askalibrarian@auckland.ac.nz</a>
<b>Recreation Centre</b>	17 Symonds Street, City Campus Ext: 84788 Email: <a href="mailto:campusrecreation@auckland.ac.nz">campusrecreation@auckland.ac.nz</a> Website: <a href="http://www.recreation.auckland.ac.nz">www.recreation.auckland.ac.nz</a>

## BA (HONOURS) & BSC (HONOURS)

### HONOURS ADVISOR

Dr Danny Osborne  
 Building 301- Room 238B,, Ext 82287  
[d.osborne@auckland.ac.nz](mailto:d.osborne@auckland.ac.nz)

### SEMINAR SERIES AND ASSESSMENT DEADLINES

This seminar series is for students enrolled in an Honours degree in the School of Psychology. It is designed to introduce you to the research process and help you to complete each element of your dissertation project - a research rationale, brief oral presentation, conference poster and final research report. It will also give you an opportunity to interact with fellow Honours students, supervisors and staff from the School of Psychology.

<b>28 February (4:00-6:00pm)</b>  <b>Psych Reception, Level 2, Building 302</b>	<b>Postgraduate Welcome Function—Meet at Psychology Reception (Level 2, Building 302)</b>  The postgraduate welcome function will provide you with information about being a postgraduate student in the School of Psychology. You will also have the opportunity to meet fellow postgraduate students and staff in a friendly atmosphere.
<b>7 March (4:00-6:00pm)</b>  <b>Building 302, Room G40 (Science Centre)</b>	<b>Research issues (Part 1)—Research as a group effort</b>  <i>Working with a supervisor and research team.</i> The aim of this session is to orientate students to the relationships involved in doing research. From this session, you will get a clear idea of what to expect from your supervisor, what your supervisor may expect from you, and how to work with a team. Danny will facilitate this session and provide general information about the Honours programme, so please come prepared.
<b>14 March (4:00-6:00pm)</b>  <b>Building 302, Room G40 (Science Centre)</b>	<b>Research issues (Part 2)—Rationales and Timelines</b>  <i>Developing a research rationale.</i> This session will help you construct a rationale for your research project and will include important information for your research rationale assignment, which is due 21 May (by 4:00pm).  <i>Developing a timeline for your project.</i> Students will work in groups to develop a timeline for their project.
<b>21 March (4:00-6:00pm)</b>  <b>Building 302, Room G40 (Science Centre)</b>	<b>Research issues (Part 3)—Ethics in Research</b>  <i>Ethical considerations in research.</i> In this session, you will hear about the ethical dilemmas that researchers face and ways of approaching these issues. The underlying principles followed by the University of Auckland Human Participants Ethics Committee will be presented. The ethics of communicating your results will also be discussed, including how to present other people's ideas and findings. Dr Barry Hughes will present this session.

<b>21 May</b>	<p align="center"><b>RESEARCH RATIONALE ASSIGNMENT DUE by 4pm</b></p> <p><b>Hand in at the Science Resource Centre, 301-G40 (City Campus)</b></p> <p><b>Please also submit a copy to Turnitn.com by 4pm on the due date</b></p>
<b>23 May*</b> <b>(4:00-6:00pm)</b>  <b>Locations TBA</b>	<p><b>Presentation of research rationale—Location TBA</b></p> <p>Students will be divided into groups and will give presentations to each other briefly covering the background to their research project, including the key theories and previous studies on the topic and their research questions or hypotheses. This session will be an opportunity for you to think critically about your own research and give constructive feedback to others. If you participate actively, you will learn a great deal from thinking about the core of your project and listening to what other people are doing.</p>
<b>30 May*</b> <b>(4:00-6:00pm)</b>  <b>Locations TBA</b>	<p><b>YOU SHOULD ARRIVE 5 MINUTES EARLY ON THE DAY OF YOUR PRESENTATION TO SORT OUT ORDER OF PRESENTING AND TO LOAD YOUR PRESENTATION ON TO THE COMPUTER.</b></p>
<b>25 June</b>	<b>END OF SEMESTER 1!!!</b>

**\*Attendance Required**

## Timetable – Sessions and Deadlines for Semester 2

	<b>START OF SEMESTER 2!!!</b>
<b>20 July</b> <b>(2-4pm)</b>  <b>Building 302,</b> <b>Room G40</b> <b>(Science Centre)</b>	<b>Semester 2 Postgraduate Welcome Function – Psychology Reception, Level 2</b>  A social function to welcome postgraduate students starting in Semester 2, and to welcome back returning students.
<b>27 July</b> <b>(2-4pm)</b>  <b>Building 302,</b> <b>Room G40</b> <b>(Science Centre)</b>	<b>Masters and PhD study in the School of Psychology</b>  Meeting with a selection of current Masters and PhD students talking about their research and life as an advanced research student in the School of Psychology. All first year postgraduate students are invited to attend this session. The session is designed for students who are interested in going on to further
<b>10 August*</b> <b>(2-4pm)</b>  <b>Building 302,</b> <b>Room G40</b> <b>(Science Centre)</b>	<b>Preparing a Research Poster presentation</b>  Tips on how to prepare your poster will be given at this session. We will also revisit your timelines again.
<b>TBA*</b>	<b>POSTER PRESENTATIONS AND COMPETITION</b> <b>Location to be advised</b>  Poster presentations, competition and end-of-year social function with staff and all postgraduate students. All School of Psychology staff and all postgraduate students are invited to attend this event.
<b>15 October</b>	<b>RESEARCH REPORT DUE by 4pm</b>  <b>Hand in to the Science Student Resource Centre, 301-G40 (City Campus).</b>  <b>Please also submit a copy to Turnitn.com by 4pm on the due date</b>
<b>12 November</b>	<b>END OF SEMESTER 2!!!</b>

\*Attendance Required

**NOTE: If you are unable to attend a session, please let Danny Osborne know in advance.**

### COVER SHEETS

Postgraduate students are required to fill out a coversheet when handing in any postgraduate assignments. Coversheets can be printed from the School of Psychology's webpage at: <http://www.psych.auckland.ac.nz/uoa/home/for/current-students/cs-facilities-and-resources/forms-and-guides>.

**NOTE: If you are unable to attend a session, please let Danny Osborne know in advance.**

## PGDIPSCI/PGDIPARTS

The School of Psychology organises a number of events for postgraduate students throughout the year. These include several social functions, an information sessions for students interested in pursuing masters or PhD study in the School, and an Honours poster competition. All postgraduate students are welcome to attend these events. In addition, postgraduate students are encouraged to attend the colloquium series which is held in the Science Centre Building throughout the year. The dates and times of colloquia will be advertised well in advance.

### PGDIP ADVISOR

Danny Osborne  
Building 301-Room 238B, Ext 82287  
[d.osborne@auckland.ac.nz](mailto:d.osborne@auckland.ac.nz)

### TIMETABLE – SESSIONS AND DEADLINES

<b>28 February (4:00-6:00pm)</b>  <b>Psych Reception, Level 2, Building 302</b>	<b>Postgraduate Welcome Function—Meet at Psychology Reception (Level 2, Building 302)</b>  The postgraduate welcome function will provide you with information about being a postgraduate student in the School of Psychology. You will also have the opportunity to meet fellow postgraduate students and staff in a friendly atmosphere.
<b>25 June</b>	<b>END OF SEMESTER 1!!!</b>
<b>20 July (2-4pm)</b>  <b>Building 302, Room G40 (Science Centre)</b>	<b>Semester 2 Postgraduate Welcome Function – Psychology Reception, Level 2</b>  A social function to welcome postgraduate students starting in Semester 2, and to welcome back returning students.
<b>12 November</b>	<b>END OF SEMESTER 2!!!</b>

**NOTE: If you are unable to attend a session, please let Danny Osborne know in advance.**

### COVER SHEETS

Postgraduate students are required to fill out a coversheet when handing in any postgraduate assignments. Coversheets can be printed from the School of Psychology's webpage at: <http://www.psych.auckland.ac.nz/uoa/home/for/current-students/cs-facilities-and-resources/forms-and-guides>

## MASTER OF ARTS & SCIENCE

### MASTERS ADVISOR

Shiloh Groot  
Building 301: Room-217B , Ext 82521  
[s.groot@auckland.ac.nz](mailto:s.groot@auckland.ac.nz)

### FUNDING FOR MASTERS STUDENTS

Funding is provided to all students in the Masters programme to help cover some of the costs associated with their research and printing/binding of the thesis. The allocation for research costs is \$345 (incl. GST) and printing and binding is \$230 (incl. GST).

- Prior to making any purchases/travel please discuss with a Supervisor and Financial Administrator (for purchases) / Group Services Administrator (for travel).
- All expenditure MUST be approved by the Supervisor.  
Use the Expense Reimbursement form for all reimbursements and mileage claims  
<http://www.psych.auckland.ac.nz/en/for/staff.html>
- All requests for reimbursement must include an original GST receipt/tax invoice attached to the claim form.
- Please attach a copy of the bank statement or deposit slip to the reimbursement form.

### GRADUATE SCHOLARSHIPS

For information on available scholarships and the application process:

<http://www.auckland.ac.nz/uoa/home/for/current-students/cs-scholarships-and-awards>

### ETHICS APPROVAL

All research involving human subjects and/or animals must be approved by an appropriate ethics committee before the research commences. The guidelines for ethics approval and upcoming submission dates are available on the University web site:  
<https://www.auckland.ac.nz/en/about/research/re-ethics/re-uahpec.html>

It is recommended that applications be reviewed by one of the school's ethics advisors:

Angela Arnold-Saritepe  
Claire Cartwright  
Clare McCann  
Barry Hughes  
Karen Waldie  
Kerry Gibso



## **SUPERVISION**

For information on the responsibilities of the supervisor and the student:

<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/cs-current-pg-policies/cs-pg-supervision-tools.html>

## **MID YEAR PROGRESS REPORT**

In June the School will request that supervisors provide information about master students' progress to completion. Students will also have the opportunity to provide confidential feedback and suggestions regarding supervision.

## **SUBMISSION DEADLINES**

The hand in date is 12 months after initial enrolment. For example, students who begin March 1, must submit Feb 28<sup>th</sup> the following year at the latest. Students can apply for short term extensions in two month blocks, these cost 10 points per two months. The supervisor will need to endorse the request. In exceptional cases (both MA and MSc) the Senate may approve a longer period of time.

To request an extension complete a University Extension form (AS 503) and attach a letter/document outlining the reasons for the extension and an expected timeline to completion and return to the Admin office.

<https://cdn.auckland.ac.nz/assets/central/for/current-students/academic-information/forms-for-students/documents/as-503.pdf>

*\* Please consult the General regulations of the Calendar for confirmation of extension times.*

## **THESIS PRESENTATION**

Please refer to the University of Auckland *Guide to Theses and Dissertations*. This is a general guide to the presentation of theses, including information about style and format, copyright issues and plagiarism. It is available in hard copy from at the Graduate Centre and online:

<https://cdn.auckland.ac.nz/assets/central/for/current-students/postgraduate-students/documents/policies-guidelines-forms/guide-to-theses-and-dissertations.pdf>

A useful resource for students who plan on embarking on thesis writing is: Manalo, E. & Trafford, J., *Thinking to Thesis: A Guide to Graduate Success at all Levels*. This is available from the university bookshop and is recommended by the Faculty of Science Graduate Studies committee.

Other useful information, including APA referencing guidelines can be found on the library website: <http://www.library.auckland.ac.nz/guides/science/psychology>

## THESIS SUBMISSION PROCEDURE

The Science Faculty (MSc) and the Arts Faculty (MA) is responsible for managing the examination process for Masters Theses and research portfolios. Students will need to submit one soft-bound copy of their work and a digital copy to their Faculty Student Centre on or before their submission due date. After examination, any corrections are made before a final hard copy and final digital copy are submitted.

Students must submit the following to the Faculty of Science Student Resource Centre (301-G402) or Faculty of Arts Centre (416-418) for examination purposes:

- One soft-bound (spiral) copy of your thesis
- An electronic PDF copy of your thesis (this may be submitted via USB device, CD or emailed to [sciencemasters@auckland.ac.nz](mailto:sciencemasters@auckland.ac.nz))

The following must be submitted to the Faculty of Science Student Resource Centre (301-G402) Faculty of Arts Centre (416-418) or at the completion of the examination of your thesis and you will be informed by email when you need to do this:

- 1 hard bound final copy of your thesis
- Printed email receipt from thesis submission to ResearchSpace  
<https://researchspace.auckland.ac.nz>)

Please refer to the University of Auckland *Guide to Theses and Dissertations* for further information. See page 33 for a submission checklist.

<http://cdn.auckland.ac.nz/assets/central/for/current-students/postgraduate-students/documents/policies-guidelines-forms/guide-to-theses-and-dissertations.pdf>

## BINDING OF THE THESIS

The preferred type of temporary binding is 'limp bound' (lumbecked, flexible cover, spine covered with binding cloth), but other temporary binding, such as spiral, may be acceptable. For the final hard copy, the thesis must be hardbound in full library buckram (a stiff cloth used to cover and protect books) with the candidate's name and the thesis title on the spine.

For further information see: <http://www.library.auckland.ac.nz/bindery>

## THESIS EXAMINATION

Once the thesis has been submitted the supervisor will be notified. The supervisor will nominate two examiners, at least one of whom must be external to the University. Approval from the Postgraduate Dean in the relevant Faculty is required before the thesis can be dispatched for marking. The thesis is then sent to the examiners, who mark the thesis independently of each other. Once the thesis grade and overall degree grades are finalised the student will be notified by the Faculty Student Centre of their marks and eligibility for graduation.

In cases where there is a dispute over the final grade and the examiners cannot come to an agreement, guidelines as set out in the *Guide to Examiners and Assessors* are followed.

## PHD INFORMATION

## POSTGRADUATE RESEARCH STUDENT SUPPORT (PRESS)

Doctoral candidates are provided an annual research fund and account to assist with their study. The stipend is intended to help cover direct research costs and the amount is dependent on the doctoral subject area. For further details see:

<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/cs-press-accounts.html>

## GRADUATE SCHOLARSHIPS

For information on available scholarships and the application process:

<http://www.auckland.ac.nz/uoa/home/for/current-students/cs-scholarships-and-awards>

## ETHICS APPROVAL

All research involving human subjects and/or animals must be approved by an appropriate ethics committee before the research commences. The guidelines for ethics approval and upcoming submission dates are available on the University web site:

<https://www.auckland.ac.nz/en/about/research/re-ethics/re-uahpec.html>

It is recommended that applications be reviewed by one of the school's ethics advisors:

Associate Professor Claire Cartwright

Dr Clare McCann

Dr Barry Hughes

Associate Professor Karen Waldie

## AUDIO VISUAL SERVICE AND ELECTRONICS SUPPORT

Peter Johnson designs, builds and maintains electronic equipment for the research and teaching resources within the school. He is available to help with technical advice and assist with audio visual projects associated with research projects.

To request assistance, complete an AV Job request form:

<http://www.psych.auckland.ac.nz/en/for/staff.html>. This will need to be signed by your Supervisor. Please email the form to: [psy-av@list.auckland.ac.nz](mailto:psy-av@list.auckland.ac.nz).

## RESEARCH INSTITUTES AND CENTRES

For information on University Research institutes and centres:

<https://www.auckland.ac.nz/en/about/research/re-research-units-institutes-and-centres.html>

## **PHD MEETING**

A meeting is generally held once a semester for PhD students to discuss issues with the Head of School. Students will be notified by email.

## **PHD INDUCTION**

As part of the PhD Provisional Goals, candidates must participate in one Faculty of Science PhD Induction Workshops towards the end of their first year. These three-hour events will be conducted twice yearly in the School.

## **THE ANNUAL IN-HOUSE CONVENTION**

In mid to late February the school holds an "In-House Convention" where PhD and Clinical Doctorate students give brief presentations (10 minutes, with 5 minutes for questions) related to their research. Talks range in their format from presentations of empirical data to purely theoretical discussions. This is a great opportunity to share ideas and to find out what others are doing in the school. Lunch is provided and there are breaks throughout the day to allow for socialising and discussions to develop. It is organised by Jeff Hamm [j.hamm@auckland.ac.nz](mailto:j.hamm@auckland.ac.nz), ext.88519

## **SUPERVISION**

For information on the responsibilities of the supervisor and the student:  
<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/cs-current-pg-policies/cs-pg-supervision-tools.html>

## **PROVISIONAL YEAR REVIEW (PYR)**

For their first enrolled year in the PhD Programme, PhD candidates hold provisional status. At the end of the first year there is a formal process which results either in full registration as a PhD candidate, continuation of the provisional status for a fixed period after which the candidate can undergo a further PYR, or the candidate leaving the PhD Programme.

Towards the end of the PYR, the candidate must complete a PhD Provisional-Year Report and Full Research Proposal and submit it to the Group Services Administrator three weeks prior to the PYR meeting. The form, further details and a checklist are available via these links:

<http://www.psych.auckland.ac.nz/en/for/current-students/cs-facilities-and-resources/forms-and-guides.html>

<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/cs-current-pg-policies/cs-pg-doctoral-forms.html>

At the PYR meeting the PhD candidate will present a seminar to attendees, who include all supervisors, another academic from Psychology, and one academic member of Postgraduate Committee. Discussion at the meeting will include, but not be limited to: (1) the degree to which PY Goals have been satisfactorily met or exceeded, (2) how well the proposed research falls within the requirements for a PhD, (3) issues of scientific process, merit, and fact related to the project, (4) the quality of planned future work including issues related to feasibility, (5) adequacy of resources and budget for the completion of the programme, and (6) plans for outputs (such as papers) from the programme.

## **DOCTORAL ANNUAL REPORT (DAR)**

PhD students and their supervisors will be required to complete a Doctoral Annual Report for all years subsequent to the provisional year review. Students will be sent a reminder email from the School of Graduate Studies before the date of the annual report is due.

<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/cs-current-pg-policies/cs-pg-doctoral-forms.html>

## **MAKING CHANGES**

The Graduate Centre must be advised of changes made to a Doctoral thesis. This includes change of titles, change of supervisor, change of full-time/part-time status, suspension of PhD and extension of time to complete a thesis. To do this complete the DOC 6 form:

<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/cs-current-pg-policies/cs-pg-doctoral-forms.html>

## **THESIS PRESENTATION**

Please refer to the University of Auckland *Guide to Theses and Dissertations*. This is a general guide to the presentation of theses, including information about style and format, copyright issues and plagiarism. It is available in hard copy from at the Graduate Centre and online:

<https://cdn.auckland.ac.nz/assets/central/for/current-students/postgraduate-students/documents/policies-guidelines-forms/guide-to-theses-and-dissertations.pdf>

*Please note: The first page of the examination copies requires the following statement to the examiners: "This thesis is for examination purposes only and is confidential to the examination process."*

## **THESIS SUBMISSION PROCEDURE**

The School of Graduate Studies is responsible for managing the examination process for Doctoral theses. The Graduate Centre requires notification three months in advance of submission and for the student to make an appointment time to begin the submission process. Students are required to submit three hard copies of their thesis in temporary binding to the Graduate Centre.

Please refer to the University of Auckland *Guide to Theses and Dissertations* for further information. See page 33 for a submission checklist.

<http://cdn.auckland.ac.nz/assets/central/for/current-students/postgraduate-students/documents/policies-guidelines-forms/guide-to-theses-and-dissertations.pdf>

## **BINDING OF THE PHD**

PhD students can use an amount up to \$500 on printing and binding of the thesis. It is suggested that students factor this in to ensure they have sufficient funds set aside at the end of their programme to cover their printing and binding of their thesis work.

The preferred type of temporary binding is 'limp bound' (lumbecked, flexible cover, spine covered with binding cloth), but other temporary binding, such as spiral, may be acceptable. For the final hard copy, the thesis must be hardbound in full library buckram (a stiff cloth used to cover and protect books) with the author's name and the thesis title on the spine.

*Please note: A signed Library Thesis Consent Form must be bound into each copy of the hardbound thesis. This form can be obtained from <http://researchspace.auckland.ac.nz/docs/uoaa-docs/thesisconsent.pdf> or from the Graduate Centre.*

For further information see: <http://www.library.auckland.ac.nz/bindery>

## **THESIS EXAMINATION**

The supervisor will nominate two examiners, at least one of whom must be from outside New Zealand. Approval from the Postgraduate Dean in the relevant Faculty is required before the thesis can be dispatched for marking. The thesis is then sent to the examiners, who mark the thesis independently of each other. Their written report is due within two months of receiving the thesis. The reports are then reviewed by an Examination Committee. If no corrections are required, then the decision is made to proceed to the oral examination.

The oral examination is arranged by the School of Graduate Studies. The student's supervisor may only attend if invited by the student.

On completion of the oral examination, the Chair will provide a written report and recommendation, endorsed by the Head of School Nominee and the Oral Examiner, to the Board of Graduate Studies.

On advice from the Graduate Centre of the successful completion of an oral examination, the student must deposit either three hardbound copies of their thesis with the Graduate Centre, or two hardbound copies with the Graduate Centre and a digital copy to ResearchSpace before a conferment of degree form will be issued.

For further information see: <https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/cs-current-pg-policies/cs-pg-doctoral-policies-guidelines/cs-pg-doc-exams.html>

