

The School of Biological Sciences Postgraduate Welcome Guide



2016



SCIENCE
SCHOOL OF BIOLOGICAL SCIENCES

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WELCOME

Dear Graduate Student,

The School is ranked in the world Top 100 departments of Biological Sciences and is a vibrant and exciting environment to work, offering a wide range of multidisciplinary research opportunities in Plant, Marine and Animal Biology, Bioinformatics, Biotechnology and Biomedical Science. Our staff are recipients of both national and international research funding and awards, and feature regularly in scientific communique and social media.

We offer real world research experience in the Institute for Innovation in Biotechnology (IIB) with industry co-locators or with our Joint Graduate Schools with Crown Research Institutes, the Department of Conservation, the Auckland Museum and Auckland Zoo. Our facilities are equipped to global standards enabling students to acquire internationally competitive skills. Post graduate professional training which also contributes directly to the New Zealand economy is available through Diploma and Master Degrees in Bioscience Enterprise.

The School also provides excellent support for both study and networking – we look forward to welcoming you to the next exciting and fun stage of your career.

Professor Eileen McLaughlin
Head of School
School of Biological Sciences

SCHOOL OF BIOLOGICAL SCIENCES OFFICE CONTACTS

There are many administrative staff able to assist you with problems you might have. Feel free to approach any of these staff. If they know of someone more appropriate to help you they will put you on the right track of who to go to. The team at the School of Biological Sciences also assists students within the Bioinformatics, and Biosecurity programmes.

Cathy Comber	Group Services Manager	c.comber@auckland.ac.nz	ext. 88345
Odette Groom	Receptionist	sbs-reception@auckland.ac.nz	ext. 87279
Laurel Walker	Group Services Administrator	l.walker@auckland.ac.nz	ext. 87221
Liza O'Donnell	Group Services Administrator	l.odonnell@auckland.ac.nz	ext. 82864
Marlene Pillay	Group Services Coordinator	s.pillay@auckland.ac.nz	ext. 86642
Yet Tan	Group Services Coordinator	y.tan@auckland.ac.nz hod.biologicalsciences@auckland.ac.nz	ext. 84072
Karen Jennings	Academic Services Team Leader	k.jennings@auckland.ac.nz	ext. 87215
Patricia Rodriguez	Academic Services Coordinator	p.rodriquez@auckland.ac.nz	ext. 83097
Elinora Iversen	Academic Services Coordinator	e.iversen@auckland.ac.nz	ext. 85720
Sandra Anderson	Terrestrial Safety Plans	sh.anderson@auckland.ac.nz	ext. 85290
Bhakti Patel	Marine Field Research Safety Advice	b.patel@auckland.ac.nz	ext. 83988
Arthur Cozens	Leigh Marine Lab	Acoz001@uoa.auckland.ac.nz	ext. 83602
Charlie Chen	Facilities Coordinator	charlie.chen@auckland.ac.nz	ext. 85954

SBS POSTGRADUATE ADVICE

Prof Philip Harris	Doctoral Advisor	p.harris@auckland.ac.nz	ext. 88366
AP Shaun Lott	Postgraduate Sub-Doctoral Advisor	s.lott@auckland.ac.nz	ext. 87074
Dr John Taylor	Deputy Director Academic	ja.taylor@auckland.ac.nz	ext. 82854
Dr Margaret Stanley	Postgraduate Advisor (Biosecurity and Conservation) - Tamaki	mc.stanley@auckland.ac.nz	ext. 86819
Dr Diana Gash	Bioscience Enterprise programme Advisor	d.gash@auckland.ac.nz	ext. 85240
AP Kerry Loomes	Director Bioscience Enterprise Programme	k.loomes@auckland.ac.nz	ext. 88372

For course planning and enrolment see the School website: [University home>Faculty of Science>School of Biological Sciences>FOR>Current students>Course planning and enrolment>Postgraduate](#)

For subject-specific course advice, contact the Faculty of Science [Postgraduate Coordinators](#).

SBS MENTORS FOR GRADUATE STUDENTS

AP Debbie Hay	Postgraduate Mentor	dl.hay@auckland.ac.nz	ext. 88229
Dr Shane D Lavery	Postgraduate Mentor	s.lavery@auckland.ac.nz	ext. 83764
AP Tony Hickey	Postgraduate Mentor		

Mentors provide assistance and advice to students about non-research related processes and procedures and supervision issues.

KEY HEALTH & SAFETY CONTACTS

For general queries please go to your supervisor and/or a technical staff member. Any urgent matters should be directed to Peter Mayne, or anyone of the technical staff. Ian O'Keefe assists us at the University level.

Peter Mayne	Technical Manager	p.mayne@auckland.ac.nz	ext. 87913
Ian O'Keefe	UoA Health, Safety and Wellness Manager	i.okeefe@auckland.ac.nz	ext. 89645

CANVAS

Canvas is the new Learning Management System of the University of Auckland. If you need help navigating through Canvas, you can find assistance at [University home>ABOUT>Learning and teaching>Canvas @ the University of Auckland](#).

HEALTH AND SAFETY

The School of Biological Sciences (City Campus) is a Containment Facility. Before receiving swipe card access to the Building you will need to complete the **Canvas Containment Course**. Completion of the reading and quiz is a Compliance requirement before you can start work. This is within your Canvas Course at canvas.auckland.ac.nz. Any questions around the Containment Course please ask Peter Mayne, Technical Manager, ext. 87913, Room 110-254.

Please read the University's Health and Safety Policy. This should also be available to you in your local area office or laboratory. The student section is currently on page 14. Your supervisor or laboratory manager should also provide you with the School of Biological Sciences Safety Manual and After Hours Access Guidelines. Please read this thoroughly. We expect all staff and students to be collectively responsible for the health, safety and well-being of ourselves and each other; so please don't turn a blind eye where you can help improve our practices.

Fire/Emergency Evacuation Procedures – please read from page 11 of your Safety Manual. Please familiarise yourself with the location of your local fire extinguisher and blanket equipment and learn your local Evacuation Procedure in case of a Fire from your Fire Warden. We encourage everyone to be in the building for any planned fire drills.

[Accident/Incident Report forms](#) are available from your supervisor or on the SBS Share Point. It is your responsibility to report these to the Technical Manager. Additionally there is a Near Miss Register at the same link. It is encouraged to report any Near Misses to the Technical Manager using the Near Miss Register form as these will reduce the number of Accidents. Your supervisor or HSNO laboratory manager should be providing a copy of both these forms.

If you will be going on Field Trips, please carefully read the Field Trip Section of this Guide.

If working in Laboratories the following information will be useful to you:

Risk Assessments are Safe Methods of Use located at:

[University home>Staff Intranet Home>Human Resources>Health, safety, and wellbeing, health and Safety Risk management>Chemical Safety> Safe methods of use – essential protocols](#)

Chemical Disposal information is available at:

[University home>Staff Intranet Home>Human Resources>Health, safety, and wellbeing, health and Safety Risk management>Chemical Safety> Storage and Disposal of chemicals](#)

If you want to know the Material Safety Data Sheet information for any Chemicals then these are available on the Gold FFX Database for any chemical you are unsure of its use at:

<https://jr-chemwatch-net.ezproxy.auckland.ac.nz:9443/chemwatch.web/home> or

[University home>Staff Intranet Home>Human Resources>Health, safety, and wellbeing, health and Safety Risk management>Chemical Safety>Chemical Safety Databases](#)

Security - 24 hour security is at ext. 85000

If you have any concerns please refer to your Safety Manual and ask the advice of your supervisor.

FIELD TRIP SAFETY

If your work involves Field Trips please discuss the requirements of these with your academic supervisor. Field Trip information is available currently from page 52 of the SBS Health and Safety Manual. Peter Mayne, Technical Manager approves all field trips submitted by academic supervisors

There needs to be at least one field trip participant for every 20 Field Trip who is first aid qualified. For Field Trips, this qualification will generally be Outdoor First Aid certification. Most Academic and Technical staff hold this certification. Ideally you will be accompanied on your Field Trip however if you have to conduct this yourself you must gain first aid certification first. Any questions regarding this can be directed to your Field Trip Supervisor or the Technical Manager.

There is a [Field Trip Flow Chart](#) in the Field Trip Document Folder within the Health and Safety Section of Share Point which explains the process of preparing for your Field Trip.

Please read the [SBS Field Trip Guidelines](#) – a document which should be provided to you by your supervisor.

A [Risk Assessment Form \(RAM Form\)](#) and [Field Trip Intentions Form \(FTIF\)](#) are also available as documents to complete in the Field Trip Documents section of Share Point.

All Field Trip documents to be approved must be signed off by the Field Trip Leader and the Academic Field Trip Supervisor before submitting to the Technical Manager for approval.

RAM Forms must be received and approved at least 2 weeks before departure and Field Trip Intention Forms ideally the day before departure. Any additional questions regarding Field

Trips and required gear please direct to Technical Team Leader Bhakti Patel, b.patel@auckland.ac.nz.

FIELD WORK

Technicians are available to assist you with field work and offer technical advice. A range of field equipment is also available for loan. Staff and graduate students undertaking research fieldwork must fill out a safety schedule which takes into account the possible hazards, their management and emergency procedures for the particular work involved.

Terrestrial Research technicians:

Kelly Booth k.booth@auckland.ac.nz (Tamaki)

Sandra Anderson sh.anderson@auckland.ac.nz (City/Tamaki)

Marine field technicians:

Bhakti Patel b.patel@auckland.ac.nz

Lucy van Oostrom l.vanoosterom@auckland.ac.nz

The field trip guidelines and safety template can be found on the SBS SharePoint under [SBS2>Health and Safety, Compliance, Biosecurity Field Trips](#).

EMERGENCY NUMBERS

Unisafe staff are on site 24 hours and will respond immediately to assist any emergency or medical assistance required.

Emergency Services	Ambulance, Fire, Police	Dial 111
On Campus Emergency	Unisafe Security (internal) (external)	Dial 966 internal phone 0800 373 7550
Poison Information Centre		0800 POISONS 0800 764 766

Sick rooms are located in the following areas:

- Thomas Building (bldg. 110) Level 2 Room 209C at the Symonds Street end of the Thomas Bldg. The key is available from the SBS Reception.
- Thomas Building (bldg. 110) Level 2 Room 209C
- Biology Building (bldg. 106) Level 3 Room 3.04. The key is available at the Science Resource Centre.

For more information, please visit [Personal safety and emergency contacts](#).

ACCESS CARD AND KEY INFORMATION

Security is a major concern for the School and access to the **Thomas Building** is restricted to staff and graduate students who are allowed to enter relevant areas of the School during approved working hours by a swipe card access system.

City Campus

For Thomas Building requests, speak with your supervisor and **complete the Canvas Containment course**. Once the course has been completed, obtain a request form from Odette Groom (SBS Reception), fill out the form along with your supervisor's signature and submit to Odette Groom at reception (ext. 87279) or sbs-reception@auckland.ac.nz.

Tāmaki Campus

For swipe card and key access to SBS at Tāmaki Campus (Building 733), please contact your academic supervisor (in the first instance) for the appropriate forms and induction, or contact Kelly Booth (k.booth@auckland.ac.nz) or Margaret Stanley (mc.stanley@auckland.ac.nz).

You are encouraged to carry your University ID with you at all times. You are required to have it to access particular areas, and to show to security or any staff member at any time.

DO NOT, under any circumstances, lend your keys and access card to anyone, or allow anyone to enter the building via your access.

If your access card are lost or stolen, please contact security immediately on ext. 85000 or (09) 923-5000 to cancel. A new form would need to be completed and a replacement fee may be required for a card replacement.

KEYS TO ROOMS

Authorisation to obtain keys to rooms you will frequently use require the signature from the lab manager or supervisor in charge of the space. Keys for other rooms, e.g. labs and offices, require the permission of the occupier, or person responsible for the area. You are only permitted to have one copy of your requested key.

To request an office key, obtain a Key request form from the reception area. Fill out and submit to Odette Groom at reception (ext. 87279) or sbs-reception@auckland.ac.nz.

If your keys are lost or stolen, immediately contact Odette Groom at reception (ext. 87279). Outside of normal working hours and weekends, please contact Security on ext. 85000 or (09) 923-5000.

WORK SPACE

Quality space in some areas of the School is at a premium as graduate student numbers grow. Students are generally allocated space in one of the various shared graduate student rooms or in one of the research laboratories. Sharing space with others require some patience, understanding and consideration of your room-mates' views and values. Respect other people's privacy; do not bring pets into the building, play radios, gossip loudly with friends, or pin up pictures or posters that may offend. We prefer you to eat in our common rooms, especially as some people are sensitive to strong smelling food.

The supervisor has primary responsibility for allocating space for his/her student in the research lab. Under exceptional circumstances and where no space appears to be available, the supervisor will liaise with the technical manager, Peter Mayne.

ACCESS TO EQUIPMENT

If you need a particular instrument or piece of equipment, seek guidance from your supervisor to make an arrangement with the appropriate person in charge. Please be careful with equipment and return it in good condition. Report any damage promptly so that it can be repaired quickly. There is a comprehensive equipment database found on the [SBS SharePoint site](#).

COMMON ROOM – THOMAS BUILDING 110 ROOM 263

The Common Room (also known as the reception area) is available for all SBS staff and graduate students to use. Coffee and tea is provided free by the School. The purpose of providing this is to encourage staff and students to mix and mingle on a regular basis in a relaxed setting. Therefore supplies (including milk, which is for beverages only) should not be removed from the Common Room. We'd like you to make a point of visiting the Common Room regularly so that you can meet people with skills and ideas that may be valuable in your future work. Please tidy up after yourself; cleaning dishes, waste, spills, the microwave, fridge and tables that you have used.

ROOM BOOKINGS

[University home](#)>[Staff Intranet Home](#)>[Teaching and students](#)>[Timetabling and room bookings](#)> [room booking](#)

For room bookings, click on the link provided above. It provides all the information needed to book a room. For room booking issues, please contact Odette Groom at ext. 87279 or sbs-reception@auckland.ac.nz.

Please ensure to **book a room far in advance of the meeting date** to allow for access and facility requirements to be met. Some bookings will take more than 48 hours to respond.

COMPUTER FACILITIES

[University home](#)>[Faculty of Science](#)>[School of Biological Sciences](#)>[FOR](#)>[Future postgraduates](#)>[Facilities and resources](#)>[Computer labs and software](#)

SBS has computers and photocopiers available in the Undergraduate Computer Laboratory (UCL), Room B014, Biology Building, for undergraduate students to use. During semesters, the laboratory is typically open from 9-5 pm weekdays. You will need your ID card to swipe access the copiers for use.

The Kate Edgar Information Commons is a student-centred facility that provides a variety of study spaces, 500+ computers, easy access to information resources and technologies together with multi-skilled staff that support different learning and research needs in one physical location.

SHAREPOINT

SBS SharePoint: <http://share.auckland.ac.nz/sites/science/sbs/default.aspx>

To gain access to the SBS SharePoint, send an email request to the Staff Services Centre.

NETACCOUNT

[University home](#)>[Library](#)>[Services](#)>[IT essentials](#)>[Internet and wireless](#)

The University operates Internet access, email and on campus printing services for all students. These services provide access to the Internet from within the University; access to University resources from outside the University; printing and photocopying.

To use NetAccount you need to login using your username and password (this usually happens automatically in many locations when you log in to the computer). Your username identifies you as a student of the University of Auckland.

TELEPHONE

Please consult with your supervisor for research related phone usage and the costs.

EMAIL

[University home](#)>[Library](#)>[Services](#)>[IT essentials](#)>[Student email](#)

All students are provided a free student email account. Any official messages to students are communicated to their University email address. Students should ensure that this address is connected to any other personal email address which they may also use.

FILE SAVING AND SHARING

[University home](#)>[Library](#)>[Services](#)>[IT essentials](#)>[File saving and sharing](#)

Libraries, information commons and most faculty computer labs will provide easy access to **cloud storage** as a network drive in Windows Explorer from shared University computers, from 24 February 2016. After an initial setup at first log in on a University computer, you will have access to your Google Drives. These [Kumo instructions](#) will guide you through the initial setup process.

We strongly recommend you always have a second copy of your work and save your files regularly.

MAIL

[University home](#)>[Faculty of Science](#)>[School of Biological Sciences](#)>[ABOUT](#)>[Our school](#)>[Contact us](#)

Postgraduate students share the Research Lab mailbox of their supervisors, located in the corridor joining the Thomas Building and Extension on level 2. The outgoing mail facility is only for official and research-related correspondence.

VEHICLE BOOKINGS

The School has three vans (the blue van is based at Tamaki) and one 4WD vehicle that may be booked for official University business. Official business covers use by members of a University department or school (staff or graduate students) for teaching or research purposes. **The vehicles may not, under any circumstances, be used for private purposes. They are not insured for this.**

It is School policy that, because of high insurance excesses, vehicles must only be driven by persons aged 21 and over. Prospective drivers of the vehicles must have signed the School's "Declaration to be Completed by All Users of the School's Vehicles", and produce their driving licence before they may drive.

Before using a vehicle, ensure that you know the account to charge. You can ask your supervisor for this. You will need to make a note of the odometer mileage before you set out, and again on your return. You must give a note of the mileage to Reception when you return the keys.

For vehicle bookings, please contact Odette Groom at reception (ext. 87279) or sbs-reception@auckland.ac.nz

TRAVEL

[University home](#)>[FOR](#)>[Current students](#)>[Student life](#)>[Travelling overseas for University activities](#)

If you get an opportunity to travel overseas to an activity related to your study, you will need to understand the University travel policy and guidelines.

Travel and Expense Claims

Some expenses may be reimbursed through your supervisor's account (see PRESS Account below).

If your supervisor has advised you to put in a claim, consult the School's Finance team. You must provide a GST receipt for audit purposes, and your student ID number. A mileage allowance for travel by car may be claimed. If you make a claim for mileage, petrol expenses may not be claimed as well. Allow at least two weeks before initiating enquiries about the whereabouts of your reimbursement – it takes about that length of time to process claims.

AUCKLAND SCIENCE ANALYTICAL SERVICES

[University home](#)>[Faculty of Science](#)>[FOR](#)> [Business, employers and community](#)>[Analytical Services](#)

The Genomics Centre within ASAS is part of the Centre for Genomics, Proteomics and Metabolomics (CGPM), and is a service provider for New Zealand Genomics Ltd (NZGL).

All of our services and instruments are able to be booked online using ASAS' iLab Solutions website; this is at <http://asas-centres.ilabsolutions.com>. Please note that your PI's approval is required for initial setup of your iLab access within their lab group, and may be required for approval of costs charged.

POSTGRADUATE RESEARCH STUDENT SUPPORT (PRESS) ACCOUNT

[University home](#)>[FOR](#)>[Current students](#)>[Postgraduate students](#)>[Postgraduate Research Student Support \(PRESS\)](#)

The University provides research support funding for doctoral students to support their research and complete in a timely manner. Funds will be lodged in accounts held at Research Office. Doctoral students with an active PReSS account can now view their balances and transactions online through a link from their [Students Services Online](#) homepage. **All expenditure from a PreSS account is subject to approval from your supervisor.**

If you have any queries about your PReSS account, contact your supervisor. If your supervisor cannot answer your question, contact the School's Group Services Coordinators.

POSTGRADUATE CLUBS AND ASSOCIATIONS

[University home](#)>[FOR](#)>[Current Students](#)>[Postgraduate students](#)>[Postgraduate clubs and associations](#)

PGSA (Postgraduate Students' Association) <http://pgsa.org.nz/>

FMHS PGSA (Faculty of Medical and Health Sciences Postgraduate Students' Association) <https://www.fmhs.auckland.ac.nz/en/faculty/pgsa.html>

Chiasma Club <https://flexiblelearning.auckland.ac.nz/medsci205/24.html>

Information on application closing dates for all Semesters and Late Year can be found at <https://www.auckland.ac.nz/en/for/future-postgraduates/fp-important-dates.html>

POSTGRADUATE RESOURCES AND WORKSHOPS

[University home](#)>[Library](#)>[Services](#)>[Student learning Services](#)>[Postgraduate resources and workshops](#)

University of Auckland's Library Student Learning Services offers Postgraduates information on where to find resources and workshops.

POSTGRADUATE SEMINAR INFORMATION

Most courses in the School of Biological Sciences are run as a series of seminars. During these seminars, you will probably spend a good deal of time discussing the reading you've done on an assigned topic and will be asked to present at a seminar.

For resources and workshops for presentation skills, please visit <http://www.library.auckland.ac.nz/services/student-learning/postgraduate>

PDF FOR INTELLECTUAL PROPERTY: KEY INFORMATION FOR THESIS WRITERS:

<http://www.library.auckland.ac.nz/sites/public/files/study-skills/documents/IPThesis.pdf>

Research process: [University home](#)>[Library](#)>[Study skills](#)>[Searching for information](#)>[Research process](#)

WHERE CAN I FIND SOME GENERAL GUIDELINES ON THE PRESENTATION OF MY THESIS?

The "Guide to Theses and Dissertations" is available at the Graduate Centre. The booklet is also available on the web. Click [here](#).

[Guide to masters research at the University of Auckland](#)

MSc theses are handed in to the Science Student Resource Centre on the due date.

Start date of thesis or research portfolio	Final semester of enrolment ¹	Due date for thesis or research portfolio ²
1 December	Semester One	31 May ³
	Semester Two	30 November ⁴
1 March	Semester One	31 August ⁴
	Semester Two	28 February ⁵
15 July	Semester One	14 July ⁴
	Semester Two	14 January ⁵

For general regulations on Masters, BSc(Hons), and PGDipSci degrees, please visit the University Calendar and go to: [Academic and general statutes and regulations>General Postgraduate Regulations](#).

COPYING

You may use your supervisor printing allocation to print and bind one soft copy of your MSc thesis for examining. A digital copy is also required.

The school will reimburse MSc students for the cost of binding two (2) copies of their final thesis. One for the library and one for the student to keep. The maximum reimbursement will be up to \$200.

BINDING

For binding, most of the information you will want is on page 18 and in the booklet "**A Guide to Theses and Dissertations**" (see above). You can have your thesis bound at the University Bindery (leave your thesis for binding at the Serials Unit, General Library, between 8.30am and 5pm, Monday to Friday). You may wish to use the website: <http://www.library.auckland.ac.nz/bindery> or the Yellow Pages to obtain quotes from other binderies. University Bindery charges and the bindery authorisation template are detailed on the following page and on their website.

SBS STAFF/STUDENT CONSULTATIVE COMMITTEE

This committee will meet every 2 months and have representation from PGDipSci, MSc, and PhD programmes. Elections will take place in early March and meetings will be chaired by the Postgraduate Advisor.

SUPERVISION

[University home>FOR>Current students>Postgraduate policies, guidelines and forms>Supervision](#)

The student/supervisor relationship will be different for each student, but you do have common rights and expectations. Your supervisor is there to give you direction and to help you with problems. He or she has been doing research for some time and is a valuable source of information for someone who is starting out. You should have a clear and mutual understanding of the areas of the research in which the supervisor will undertake responsibility.

MAKING THE MOST OF A SUPERVISION MEETING

Before the Meeting

- Submit any work you want feedback about to your supervisor so she/he has plenty of time to read it.
- Review your notes and records from your last meeting which will help you evaluate the progress you have made.
- Identify any problems/difficulties you are having.
- Decide what you want from the meeting and prepare an agenda with your questions and concerns.

Agenda Setting:

Let your supervisor know what you want from the meeting; your supervisor may have other things to add to the list. Know the things that are the most important for you to clarify (the matters that will hold you up if you leave without answers).

The agenda might include:

- Progress since last meeting (a must!).
- Current problems: e.g. lab work; location of resources; feedback received or needed; general problems and difficulties; renegotiation of working arrangements.
- Ideas you want to explore.
- Goal setting: what you want to achieve by the next meeting (a must!).
- Evaluation of overall progress.
- A date for the next meeting (a must!).

Work through the Agenda:

- Say when you don't understand.
- Don't be afraid to ask questions.
- Explore alternatives; use problem-solving strategies.
- References suggested; new understandings etc.
- Keep a copy for yourself; send a copy to your supervisor(s).
- Making the Most of a Supervision Meeting.

Getting Feedback

At different times, you will need critical feedback about your work, such as:

- Ideas
- Methods
- Interpretation of the literature
- Experimental / field work
- Written work
- Overall progress

Supervisors have a responsibility for providing you with constructive criticism. If you are not getting helpful feedback there are three basic questions you should be asking of your supervisor:

- What are the strengths in my work?
- What are the weaknesses?
- What do I need to do to improve my work?

Other suggestions:

When you hand in written work, attach a cover-sheet cueing the supervisor to the "state" of the work and also ask for any particular feedback you require (e.g. this is first draft. Is the argument logical? Does the introductory paragraph work?)

- Have I explained x clearly enough? Have I covered the field?
- Give your supervisor time to read your work.
- Develop skills of self-assessment.
- Ask your peers for feedback.
- Be open-minded to criticism.

UPON FINAL TURN IN OF YOUR THESIS OR DISSERTATION

After handing in your thesis students should tidy all work areas (labs and desk spaces). Make sure your supervisor can locate important samples and reagents that you may have generated. Clean your refrigerator/freezer space, return any equipment in clean condition to the appropriate technician unless you have made other arrangements with the Section leader or the Group Services Manager.

Obtain a Key Return Form from Odette Groom or Charlie Chen and return your keys to the University Key Controller Building 409 (24 Symonds Street). Return your access card to Odette Groom or Charlie Chen.