

# The School of Biological Sciences

## Postgraduate Welcome Guide

### Faculty of Science





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## Welcome

Dear 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  
Director of the School of Biological Sciences

## School of Biological Sciences Office Contacts

Dr John Taylor	Deputy Director Academic	<a href="mailto:ja.taylor@auckland.ac.nz">ja.taylor@auckland.ac.nz</a>	Ext. 82854
Julie Davis	Group Services Manager	<a href="mailto:j.davis@auckland.ac.nz">j.davis@auckland.ac.nz</a>	Ext. 83494
Karen Jennings	Academic Services Team Leader	<a href="mailto:k.jennings@auckland.ac.nz">k.jennings@auckland.ac.nz</a>	Ext. 87215
Boyd Taylor	Leigh Marine Lab	<a href="mailto:boyd.taylor@auckland.ac.nz">boyd.taylor@auckland.ac.nz</a>	Ext. 83602
Marlene Pillay Yet Tan	Group Services Coordinator	<a href="mailto:hod.biologicalsciences@auckland.ac.nz">hod.biologicalsciences@auckland.ac.nz</a>	Ext. 86642 Ext. 84072
Patricia Rodriguez	Academic Services Coordinator	<a href="mailto:p.rodriguez@auckland.ac.nz">p.rodriguez@auckland.ac.nz</a>	Ext. 83097
Evgeniya Kruglova	Academic Services Coordinator	<a href="mailto:e.kruglova@auckland.ac.nz">e.kruglova@auckland.ac.nz</a>	Ext. 85720
Laurel Walker	Group Services Administrator	<a href="mailto:l.walker@auckland.ac.nz">l.walker@auckland.ac.nz</a>	Ext. 87221
Liza O'Donnell	Group Services Administrator	<a href="mailto:l.odonnell@auckland.ac.nz">l.odonnell@auckland.ac.nz</a>	Ext. 82864
Temo Talie	Faculty Assistant /Receptionist	<a href="mailto:sbs-reception@auckland.ac.nz">sbs-reception@auckland.ac.nz</a>	Ext. 87279
Kanupriya Diwan	Technical Administrator	<a href="mailto:k.diwan@auckland.ac.nz">k.diwan@auckland.ac.nz</a>	Ext. 82490
Alice Moran	Facilities Coordinator	<a href="mailto:a.moran@auckland.ac.nz">a.moran@auckland.ac.nz</a>	Ext. 87413

## SBS Postgraduate Advice

Prof Philip Harris	Doctoral Advisor	<a href="mailto:p.harris@auckland.ac.nz">p.harris@auckland.ac.nz</a>	Ext. 88366
AP Shaun Lott	Postgraduate Sub-Doctoral Advisor	<a href="mailto:s.lott@auckland.ac.nz">s.lott@auckland.ac.nz</a>	Ext. 87074
Dr Margaret Stanley	Postgraduate Advisor (Biosecurity and Conservation) - Tāmaki	<a href="mailto:mc.stanley@auckland.ac.nz">mc.stanley@auckland.ac.nz</a>	Ext. 86819
AP Kerry Loomes	Bioscience Enterprise programme Advisor and Biotechnology programme coordinator	<a href="mailto:k.loomes@auckland.ac.nz">k.loomes@auckland.ac.nz</a>	Ext. 85240

## SBS Mentors for Graduate Students

AP Debbie Hay	Postgraduate Mentor	<a href="mailto:dl.hay@auckland.ac.nz">dl.hay@auckland.ac.nz</a>	Ext. 88229
Dr Shane D Lavery	Postgraduate Mentor	<a href="mailto:s.lavery@auckland.ac.nz">s.lavery@auckland.ac.nz</a>	Ext. 83764
AP Tony Hickey	Postgraduate Mentor	<a href="mailto:a.hickey@auckland.ac.nz">a.hickey@auckland.ac.nz</a>	Ext. 82615
Dr Karine David	Postgraduate Mentor	<a href="mailto:k.david@auckland.ac.nz">k.david@auckland.ac.nz</a>	Ext. 83793

## 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	<a href="mailto:p.mayne@auckland.ac.nz">p.mayne@auckland.ac.nz</a>	Ext. 87913
Ian O’Keefe	Health, Safety and Wellness Manager	<a href="mailto:i.okeefe@auckland.ac.nz">i.okeefe@auckland.ac.nz</a>	Ext. 89645
Sandra Anderson	Terrestrial Safety Plans	<a href="mailto:sh.anderson@auckland.ac.nz">sh.anderson@auckland.ac.nz</a>	Ext. 85290
Kelly Booth	Terrestrial Safety Plans	<a href="mailto:k.booth@auckland.ac.nz">k.booth@auckland.ac.nz</a>	Ext. 83988
Peter Schlegel	Marine Field Research Safety Advice	<a href="mailto:p.schlegel@auckland.ac.nz">p.schlegel@auckland.ac.nz</a>	Ext. 83988
Lucy Van Oosterom	Marine Field Research Safety Advice	<a href="mailto:l.vanoosterom@auckland.ac.nz">l.vanoosterom@auckland.ac.nz</a>	Ext. 83602

## Emergency numbers

Unisafe staff are on site 24 hours and will respond immediately to assist any emergency or medical assistance required. [Personal safety and emergency contacts](#).

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:**

- Biology Building (bldg. 106) Level 3 Room 3.04. The key is available at the Science Resource Centre.

**Emergency Defibrillator and EpiPen locations:**

- Thomas North Atrium Level 2 by lift (Defibrillator and EpiPen)
- Thomas North Atrium Level 4 by lift (Defibrillator and EpiPen)
- Thomas (110) Level 5 Room 538 in the First Aid Kit (EpiPen)
- Biology Building Level 1 corner near MAC 1 (Defibrillator and EpiPen)

## 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](http://canvas.auckland.ac.nz). Any questions around the Containment Course please ask Peter Mayne, Technical Manager, Ext. 87913, Thomas Building North, room 4008.

**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 and Near Miss Register are available from your supervisor or on the SBS Share Point. 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 HSN0 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.

**The following information will be useful to you when working in the laboratories:****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. The technical manager approves all field trips submitted by academic supervisors

On low risk field trips, every 20 participants need one field trip participant who is first aid qualified. The qualification for field trips will generally be the Outdoor First Aid certification which most academic and technical staff have certification in. Ideally you will be accompanied on your field trip. However, if you have to conduct this yourself you must first gain first aid certification. 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 information on field trips and required gear please contact Kelly Booth.

### Field Work

Anyone undertaking extensive fieldwork should obtain outdoor first aid qualifications. A course in terrestrial outdoor safety is available to postgraduate students in their first year. Send enquiries to Peter Mayne. Fieldworkers are responsible for adhering to the safety and contingency plans they have drawn up in their schedule.

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.



## Access Card and Key Information

Security is a major concern for the School and access to the Thomas Building North Extension 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.

Please visit the School of Biological Sciences Reception in Commerce A (building 114) for access card and key information to the Thomas Building North Extension.

**Thomas Building (Building 110) is restricted during its remediation. For more information, please contact Peter Mayne.**

### City Campus

For Thomas North access, speak with your supervisor and **complete the Canvas Containment course**. Once the course has been completed, obtain a request form from SBS reception and fill out the form along with your supervisor's signature and submit to [sbs-reception@auckland.ac.nz](mailto: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 for appropriate forms and induction, or contact Kelly Booth ([k.booth@auckland.ac.nz](mailto:k.booth@auckland.ac.nz)) or Margaret Stanley ([mc.stanley@auckland.ac.nz](mailto: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.

### Access Card

#### SBS access card process for New Graduate Students:

1. Check that you are currently enrolled with the University.
2. Read through the [SBS Safety Manual](#) and obtain a copy of the [SBS access card appendix 1&2 forms](#) and Containment Canvas test instructions from the SBS reception.
3. **Note:** Copies of SBS Safety guide can be collected from SBS reception or pdf version is available on [SBS SharePoint](#).
4. Complete SBS access card and appendix 1&2 forms. Please note: your supervisor must sign off on your request and an access start & end date is clearly indicated.
5. Drop off or send the completed forms to SBS reception. Enrolment into the Canvas Containment test will be actioned by reception once the requisite forms have been received.
6. Complete your online containment Canvas test. **100% pass rate** is required before your card is issued to you.
7. Email notification will be sent out by SBS reception once access has been loaded and activated.
8. Pick up your access card from SBS reception.
9. Allow 2-3 days for your card to be activated.

### **SBS Access card process for Graduate students with a current Access card:**

1. Check that you are enrolled with the university.
2. Read through the [SBS Safety Manual](#) and obtain a copy of the [access card appendix 1&2 forms](#) and Containment Canvas test instructions from SBS reception.
3. Complete access card and appendix 1&2 forms. Make sure your supervisor signs off on your request for access to SBS.
4. Also ensure your current card number and access end date is clearly indicated on the form.
5. Send or drop off these forms to SBS reception for processing & enrolment into the Canvas Containment course.
6. SBS containment course invitations are sent out once forms have been received by SBS reception.
7. Complete your online containment Canvas test.
8. **100% pass rate** is required before your card is updated with SBS access.
9. Please allow 2-3 days for your SBS access to be activated

### **Temporary Access cards**

1. Should you require immediate access to SBS, temporary access cards are available from SBS reception.
2. SBS reception has temporary access cards that may be signed out for <12 hrs.
3. Please have your ID card ready and contact number before going to reception for a temporary card.
4. Temporary access cards issued must be returned to reception by 4pm on the day issued.

### **Instructions for SBS Canvas Containment Course:**

1. Go to the University Home page & click on Canvas under 'Quick links' on the top right hand side.
1. Log into Canvas using your UPI & Password on the top right hand side.
2. Expand 'Current - Studying' on left hand side. Click on 'SBS.CONTAIN17XTDK 2017.
3. Click on 'Activities and Marks' at bottom left hand side.
4. Expand 'Readings'. Click on 'Readings' and read the 'SBS Containment Facility Reading' pdf. (The same reading can also be found in 'Resources')
5. Once read, expand 'Test' and take test by clicking button 'Start/Resume Test'.
6. The time allotted for the test is limited, so participants should set aside 15 minutes to complete the test.
7. After completing all 10 questions press the 'Submit' button and you will be advised of your score.
8. To pass, you must achieve a mark of 100%.
9. You are allowed multiple attempts until you achieve the 100% pass mark.
10. **Please note:** There is an incompatibility between Cecil and Internet Explorer v9 and some glitches have also been noted by users of older versions of Internet Explorer.
11. If you continue to have issues with Internet Explorer please try a different browser such as Firefox.

## Key Contacts for Queries regarding Access cards

### SBS Reception

- Located in Commerce A (114-132)
- Main point of contact to acquire access card forms, temporary access cards.
- Access & Key request forms to be sent or dropped off to reception either in person or via email.
- All enquiries regarding access to be directed to reception
- Contact info: [sbs-reception@auckland.ac.nz](mailto:sbs-reception@auckland.ac.nz) Extension: 87279

SBS Facilities Coordinator Alice Moran [a.moran@auckland.ac.nz](mailto:a.moran@auckland.ac.nz) Ext.

### Keys

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 and submit a Key request form from SBS reception (Ext. 87279) or [sbs-reception@auckland.ac.nz](mailto:sbs-reception@auckland.ac.nz).

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

## Access to Equipment and Vehicles

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](#).

### Short loan Laptops & Projectors

[SBS SharePoint>Equipment Bookings>Laptops & Projectors>Calendar](#)

SBS reception holds 4 laptops & 3 projectors for short loan (<24hr) bookings by staff & graduate students. These laptops are not be taken off campus.

Bookings are made via the SBS SharePoint site or to SBS reception directly on Ext. 87279 or [sbs-reception@auckland.ac.nz](mailto:sbs-reception@auckland.ac.nz).

### Vehicle Bookings

The School has three vans (the blue van is based at Tāmaki) 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 SBS reception (Ext. 87279) or

[sbs-reception@auckland.ac.nz](mailto:sbs-reception@auckland.ac.nz)

### **Meeting Room Bookings**

For room bookings, please contact SBS reception Ext. 87279, [sbs-reception@auckland.ac.nz](mailto: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. SBS has four meeting rooms available for staff & graduate students to book. These rooms are booked through SBS reception by email or via phone. For SBS meeting room bookings, please contact SBS Reception at Ext. 87279 or [sbs-reception@auckland.ac.nz](mailto:sbs-reception@auckland.ac.nz).

### **Available SBS Meeting rooms**

- Kistler VC room – 110N-2004 – used primarily for video-conferencing (e.g. Skype & Zoom meetings).
- IIB L2 Meeting room – 110N-2012
- IIB L3 Meeting room – 110N-3012
- Commerce A, Building 114 meeting room – 114-123A

## **Workspaces**

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 requires 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 room, Commerce A (building 114) especially as some people are sensitive to strong smelling food.

The supervisor has primary responsibility for allocating space for their students 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.

### **Common Room – Commerce A, Building 114 Level 1 Room 118**

The Common Room (tea room) 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, 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 including cleaning your dishes, waste, spills, the microwave, fridge and tables that you have used.

### **Computer Facilities – Kate Edger Information Commons**

The Kate Edger 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.

### **Research Team Shared Mailbox and Telephone Usage**

Postgraduate students share the Research Lab mailbox of their supervisors located in the Thomas Building North Atrium. The outgoing mail facility is only for official and research-related correspondence. For telephone usage, please consult with your supervisor for research related phone usage and costs.

## **Stationery**

General office and lab stationery items are available for staff and postgraduate purchase from Reception located in Commerce A 114-133. A project code or Jam jar number is required for purchasing stationery. Graduate students are to contact their supervisors for the appropriate project codes for purchasing stationery.

### **Stationery room opening hours:**

8:00am – 12:30pm

1:30pm- 4:30pm

Please contact SBS reception at ext. 87279 or [sbs-reception@auckland.ac.nz](mailto:sbs-reception@auckland.ac.nz) for any assistance regarding purchasing items from the SBS Stationery room 114-133.

## **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

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.

## SBS Seminar Series

The School of Biological Sciences hosts a dynamic weekly research seminar program, with seminars generally every Monday from 1-2pm in the MAC1 seminar room, Biology Building 106. Seminars cover a wide range of research topics across (and sometimes beyond!) ecology, evolution and behaviour, cellular, molecular and organismal biology, and biomedical and applied biology, as well as presenting research innovation in higher education learning and teaching. We host speakers from across New Zealand and Eastern Australia, and welcome suggestions for excellent speakers who can present broadly applicable research findings suitable for a diverse audience of biologists.

For any further information, or to suggest a speaker, please contact one of the seminar coordinators: Dr Anna Santure [a.santure@auckland.ac.nz](mailto:a.santure@auckland.ac.nz), AP Mike Taylor [mw.taylor@auckland.ac.nz](mailto:mw.taylor@auckland.ac.nz), or Dr Kristal Cain [k.cain@auckland.ac.nz](mailto:k.cain@auckland.ac.nz).

## Postgraduate course structure

Most postgraduate 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 a seminar.

A seminar on presentation skills will be held for SBS students on the second Wednesday of semester. In 2017 this will be at 5-6pm Wednesday 15 March in 106-112.

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

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

## A brief guide to giving a great seminar about your research

### Seminar structure

Give the structure of your seminar careful consideration. It must be a compelling narrative. Start with a brief introduction to the topic that gets everyone in the audience primed. The introduction also has to establish relevance and generate excitement. Explain the aims of your research by clearly presenting the questions you are trying to answer. Then talk briefly about the key elements of your experimental approach, explaining the rationales for your strategy. Present the key results in a concise manner. Give the punch lines and stay away

from technical details. Finally, discuss your results with a wider perspective, point out their importance, and how this research could be developed further.

### **Content**

You must adhere to the time allocated. The chairperson has the right to cut you off when your time is up. Hence, you must consider very carefully how much you pack into your talk. The key is to select what is really important and essential to drive your message home.

### **Visuals**

Graphics support your seminar in more than one way. Seeing is believing. If you can visualise biological phenomena with schemes and pictures, the audience will understand faster and are more likely to believe you. Pictures show graphically what you would otherwise have to describe using lots of words. Furthermore, they give you as the speaker a very helpful guide through the sequence of your talk. However, carefully consider this: the best visuals are the punchy ones i.e. they have a single clear message. Hence, keep slides simple, do not overload them. Any text should be read easily from the back of the room. PowerPoint runs on both Mac and PC and is easy to use. PCs are used on seminar days so check for any changes if you have prepared your presentation on a Mac computer.

### **Speech**

Do not read your talk from notes. Have eye contact with the audience, and try to move around a bit. Radiate enthusiasm. At all times evaluate whether the audience is with you. If you seem to have lost them, you can repeat a few key points to bring them up to speed again.

### **Question Time**

Leave some time for questions at the end of your talk. Try to answer the questions yourself and don't look to your supervisor for help. You can safely assume that you are the expert in the room, therefore answer or speculate with confidence.

### **Trial Run**

Have at least one trial run with your supervisor or members of your research lab.

### **Feedback**

Expect to receive feedback.

## **Programme Information**

### **Supervision Approval Form**

Final approval from PG advisor for admission to BSc(Hons), MSc in the School of Biological Sciences requires completion of the form for supervisors. Students wishing to enrol in BIOSCI 761 for PGDipSci must also complete the form for supervision of their thesis proposal. The form is available at the following link:

[University home>Faculty of Science>School of Biological Sciences>FOR>Future postgraduates>Postgraduate study options>Planning a postgraduate programme>Planning a PGDipSci or GradDipSci](#)

### **PGDipSci**

For the PGDipSci, students must take courses worth 120 points, at least 90 points of which must be from BIOINF 701, BIOSCI 724-746, 749-761. Up to 30 points may be taken from 600 or 700 level courses in a related subject. The total enrolment for the PGDipSci must not exceed 160 points. Class-size limits have been imposed on some courses (BIOSCI 724, 725,

727, 731, 735, 736, 739, 741, 747, 748, 749, 755, 757, 758 and 759). Students who wish to enrol in these courses may be placed on a waiting list.

Students who know that they wish to proceed to the MSc programme on completion of their PGDipSci, must enrol in the Thesis Proposal course (BIOSCI 761) as part of their PGDipSci programme. They must have achieved the required grades\* and identified a thesis research topic in consultation with a member of the academic staff who has agreed to supervise the MSc project.

### **BIOSCI 761 Thesis Proposal**

Because BIOSCI 761 is offered in both Semester One and Semester Two, confirmation of the research topic and supervision may be deferred until the start of the second Semester of the student's PGDipSci. Enrolments in this course require completion of "The Form" at <http://www.sbs.auckland.ac.nz/en/for/future-postgraduates/postgraduate-study-options/planning-a-postgraduate-programme-1.html>

\*Grades averaging B- or better in at least 90 points in the 700-level courses taken for the PGDipSci.

### **BSc(Hons)**

[University home](#)>[University calendar](#)>[Programme regulations](#)>[Science](#)>[The Degree of Bachelor of Science \(Honours\) – BSc \(Hons\)](#)

To be eligible for the Bachelor of Science (Hons) you must submit your dissertation by your deadline. Application closing date is 8 December. For more information, please visit

<http://www.science.auckland.ac.nz/en/about/our-programmes/op-bsc-honours.html>

As a prerequisite, you need to have at least 90 points at Stage III including at least 60 points from Stage III Biological Sciences. With the permission of the Director, up to 15 points at Stage III in related courses may be substituted. Completion of the supervisor form is also required (see above).

The requirements are as follows:

- 15 points: BIOSCI 762
  - 45 points: BIOSCI 788 Dissertation
- and
- 60 Points from BIOINF 701, BIOSCI 724-746, 749-759
- or
- 45 points from BIOINF 701, BIOSCI 724-746, 749-759 and a further 15 points, subject to approval by the head of the department, from 700 level courses in a related subject.

[University home](#)>[Faculty of Science](#)>[School of Biological Sciences](#)>[FOR](#)>[Future postgraduates](#)>[Postgraduate study options](#)>[Planning a postgraduate programme](#)>[Bachelors \(Honours\) postgraduate degrees](#)



Students should commence their dissertation project at the start of Semester 1. Supervisors should make every effort to ensure that the project is organised and defined at the end of Semester II of the previous year.

For **laboratory-based work**, supervisors should have carried out preliminary work on the topic to ensure that it is feasible to complete the project within the time available.

For **field-based projects** it may be essential for the student to initiate some preliminary work as soon as their Stage III examinations are completed, or over the summer vacation period.

It may also be possible for students to acquire a knowledge of the experimental techniques to be used in their projects by working in the laboratory over the summer vacation.

## **MSc**

[University home](#)>[Faculty of Science](#)>[School of Biological Sciences](#)>[FOR](#)>[Future postgraduates](#)>[Postgraduates study options](#)>[Planning a postgraduate programme](#)>[Planning an MSc](#)

The MSc Thesis Proposal (BIOSCI 761) gives you an opportunity to prepare for your research in a structured way and is a prerequisite for MSc in addition to obtaining supervisor sign off on an agreed project.

<https://www.auckland.ac.nz/study-options/programmes/postgraduate/7075/master-of-science-msc>

Enrolment in the 120 point MSc must commence on 1 December, 1 March or 15 July and may be a mixture of part-time and full-time enrolment. (See form for supervision approval on pg14.)

## **Mid-Year Progress Report**

It is University policy that each MSc student enrolled in a thesis must provide an annual progress report. The report must be approved by the student's main supervisor before hand-in and will be reviewed by the SBS PG Advisor. Students will receive notification and a template to use approximately 6 weeks before the mid-term report is due.

## **Supervision**

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

### **Finding a Supervisor**

Before your enrolment can be approved, you will be required to have identified a thesis/dissertation research topic and to have come to an agreement with an academic staff member about supervision of your thesis/dissertation research. In areas where there is a wider choice of courses or where field work is involved, the advice of potential supervisors should be sought at an early stage. Students are encouraged to consider as wide a range of options as possible, and to consult a number of staff before reaching a final decision.

**Postgraduate research topics are listed on the SBS website:**

<http://www.sbs.auckland.ac.nz/en/about/our-research.html>

**SBS staff research interests and contacts:**

<http://www.sbs.auckland.ac.nz/en/about/our-research/research-sections.html>

**Staff at the Joint Graduate Schools:**

<http://www.plantandfood.auckland.ac.nz/en.html>

<http://www.coastalandmarine.auckland.ac.nz/en.html>

<http://www.biodiversity-biosecurity.auckland.ac.nz/en.html>

<http://www.dairy.auckland.ac.nz/en.html>

You are welcome to initiate discussion with potential supervisors on possible research projects in your area of interest, by emailing or phoning them to set up an initial appointment.

If you would like to have a preliminary discussion with the Postgraduate Coordinator, Associate Professor Shaun Lott, please telephone him to make an appointment (Phone 373 7599, ext. 87074).

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 to provide you with constructive feedback. There are three basic questions you should be asking 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.

Submission date for theses will depend on actual enrolment date and whether you are in full time, part time or a mix of full and part time study. If you are granted an extension of time to submit your thesis you will not necessarily be granted continued eligibility for the award of Honours. Each request is considered by the SBS Postgraduate Coordinator and the Associate Dean of Science (Postgraduate) on a case-by-case basis.

## **Extension**

If, in exceptional circumstances beyond a student's control, a thesis has not been able to be completed by the due date, a limited extension, not normally exceeding 4 months may be granted to allow the work to be completed. An extension requires payment of additional testing fees at the rate of 10 points for each 2 month period, or part thereof and completion of. Extension documentation (AS-503) supporting documentation and sign off by the

supervisor and student. Please see your supervisor in the first instance. The AS-503 will be processed by the administrative staff in Commerce A, building 114 room 104.

## Thesis Submission

### Submission of Masters Thesis

Students who are completing a Research Masters (90 point or 120 point) are required to submit their thesis for examination:

- Start date 1 March – submit by 4pm 28 February following year
- Start date 15 July – submit by 4pm 14 July following year
- Start date 1 December – submit by 4pm 30 November following year

For students who are studying part time for the entire period of study, due date is 24 months after the start date. For students who are mixed full time part time students, please contact Department or Faculty for your due date if unsure of due date.

For students who have already had an extension or suspension, submission date will be specific to the length of the extension or suspension, and they will have been notified at the time of the extension or suspension being granted. Student should contact the Department or Faculty if unsure of due date.

If due date falls on the weekend, then the student has until the following Monday 4pm to submit their thesis. Students must submit the following to the Faculty of Science Student Resource Centre (301-G402) 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) 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>)

**ALL** Tuition Fees must be cleared prior to submitting and your thesis will not be examined until these have been paid in full. If the student will not be able to make the above deadlines, please discuss the option of applying for an extension either with your supervisor, your department or the Faculty. [AS-503 Extension of Time for Masters, Bachelors \(Honours\) and Postgraduate diplomas Form](#)

### Thesis Examination Process

Once you have submitted your thesis to the Faculty of Science Student Resource Centre, the examination process will likely take two to three months. Every endeavour will be made to ensure that the examination is completed in time for the next graduation but, due to factors outside our control, the examination process can extend this timeframe.

## **Master of Science/Master of Bioscience Enterprise Grading System**

If you have any queries about the examination process, please contact your Faculty Student Centre email: [sciencemasters@auckland.ac.nz](mailto:sciencemasters@auckland.ac.nz) with the subject heading: MSC EXAM PROCESS, including your ID number. For general guidelines on the presentation of your thesis, please refer to the [Guide to Thesis and Dissertations](#) for information on how to format your thesis correctly.

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

## **Copying/Binding reimbursement**

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. For binding, most of the information you require will be found in the booklet "A Guide to Theses and Dissertations". 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).

Please use the website: <http://www.library.auckland.ac.nz/bindery>.

The University bindery charges and the bindery authorisation form are detailed on their website and a copy of the authorisation form is below.

Please complete the bindery authorisation form and obtain the supervisors signature. You may obtain the account number to charge from Kennedy Manikam (SBS Finance, B114-R106) [k.manikam@auckland.ac.nz](mailto:k.manikam@auckland.ac.nz). If you choose to use a different bindery then please see SBS Finance as above for a claim form.

## **Final turn in of your thesis or dissertation**

Upon successful completion of defence or submission of thesis, students should tidy their lab and desk space. Make sure your supervisor can locate important samples and reagents that you may have generated. Clean your refrigerator or freezer space and return any equipment in clean condition to the appropriate technician. Return your access card to Reception and obtain a Key Return Form to turn in your keys to the University Key Controller 24 Symonds Street, Building 409.



## DEPARTMENT PAYMENT OF THESIS BINDING

If your department has agreed to pay for the binding of your thesis, you and your Supervisor or Head of Department (HOD) must complete the following sections.

To the University Bindery:

The ..... department agrees to pay the binding costs for  
.....copy/copies of the thesis

.....  
.....  
..... (title),  
by .....(Author).

---

### HOD/Supervisor to complete this section

**Failure to complete this section will result in delays in binding the thesis**

*Please charge:*

*Account code number: .....*

*Activity Centre number (4 digit dept. ID code): .....*

*Project code number (if required) .....*

*PRESS Account code number (if required) .....*

#### **HOD/Supervisor**

*Signed: ..... Contact phone number.....*

*Printed name: ..... Email address.....@auckland.ac.nz*

*Department/Faculty.....*





## 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>
- Faculty of Science Postgraduate Society email: [fos-res-fellows@auckland.ac.nz](mailto:fos-res-fellows@auckland.ac.nz)
- 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>
- The Postgraduate Staff Student Consultative Committee Meetings are held twice a semester and consists of representation postgraduate programmes. Request for volunteers will be done during the first 3 weeks of each semester.

## More Information

### Staff Service Centre

The Staff Service Centre is the point of contacts for assistance with various University questions. Contact the Staff Service Centre at extension 86000 or submit an online ticket through the Staff Intranet Home Page.

### SharePoint

The SBS SharePoint is the School of Biological Sciences repository of information and forms. To gain access to the SBS SharePoint, send an email request to the Staff Services Centre.

### Postgraduate Research Student Support (PRESS) Account

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 accountant.

### 3 Minute Thesis Competition

The 3 Minute Thesis Competition gives you three minutes to explain your thesis with the help of one single static PowerPoint slide as a visual aid.