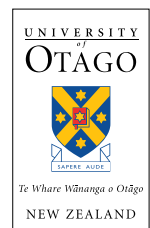




POSTGRADUATE STUDY

LANGUAGES AND CULTURES

POSTGRADUATE INFORMATION



Languages and Cultures

POSTGRADUATE INFORMATION

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WELCOME! 歓迎! WILLKOMMEN! ¡BIENVENIDOS! ようこそ! BIENVENUS! BEM-VINDOS!

As the Postgraduate Coordinator for the Department of Languages and Cultures, I would like to welcome you to the University of Otago and wish you every success in your postgraduate studies.

This booklet provides you with information concerning departmental guidelines, available facilities, resources, and activities. I hope that this will help you familiarize yourself with what support is available to Masters and PhD students within the Department of Languages and Cultures.

Please note that this booklet neither substitutes nor replicates the University of Otago's postgraduate studies guide (www.otago.ac.nz/study/postgraduate_study.html), which contains the most comprehensive and detailed information regarding postgraduate studies regulations, guidelines, and resources.

MA students may also wish to consult: www.otago.ac.nz/study/masters/index.html

PhD students may also wish consult: www.otago.ac.nz/study/phd/index.html

In this booklet, I will also refer to some of the postgraduate websites and handbook sections that are particularly useful.

My role as the Postgraduate Coordinator does not include direct involvement in your specific research, which is a responsibility shared between you and your supervisor(s). Rather, my role is to offer support and assistance on any questions or problems that you may have at any stage of your studies.

Our postgraduate group has an e-mail list through which relevant information is circulated as well as an open-meeting every other week (currently on Wednesday at 4pm, but this time might be subject to changes), in the Humanities Divisional Common Room, on the first floor of the Burns Building. You are welcome to attend these informal gatherings whenever possible. I am also available to meet you privately and discuss any issues which may arise. Feel free to contact me by phone or e-mail, or to drop by my office.

Dr Paola Voci

Office: Burns 3S1 (Third Floor of the Burns Building, a.k.a. Arts Building)

Tel: 03 479 5994

Email: paola.voci@otago.ac.nz

A. ADMISSION TO POSTGRADUATE STUDIES

The Department of Languages and Cultures welcomes students with good academic records in their subject area and strong research proposals, provided that appropriate supervision is available within the department.

More specifically,

MA students should have:

- ~ Completed a BA (Hons), or a Postgraduate Diploma, or equivalent. For candidates coming from abroad, the department will look at the specific qualifications, evaluate them, and decide on a case-by-case basis.

PhD students should have:

- ~ Completed an MA; the Department will also consider applications from students holding a BA (Hons) or a Postgraduate Diploma, if the student shows sufficient evidence of academic excellence and preparation in the chosen research area

The following procedure is generally followed:

1. First check whether the Department can offer appropriate supervision in the field you wish to work. For information on staff research areas, visit the Department website www.otago.ac.nz/languagescultures.
2. It is appropriate and in fact advisable for you to contact your potential supervisor, send him/her your draft proposal and verify whether or not s/he is able to provide supervision or not. Keep in mind that such provisional availability **is not** in any way a guarantee of acceptance into the programme.
3. Submit (email is acceptable) to the Postgraduate Coordinator (Paola Voci) the following items:
 - ~ A research proposal with a preliminary bibliography (1000-2000 words for an MA and 3500-5000 words for a PhD),
 - ~ Your curriculum vitae,
 - ~ A letter of support from your prospective supervisor,
 - ~ A writing sample. This may be a substantial research essay, or a chapter of your Honours or Postgraduate Diploma dissertation (for MA applicants); or a chapter of their MA thesis (for PhD applicants)
4. You must also apply for **admission** to the University of Otago*

5. If you are applying for a scholarship, you will also need to submit the required information to the Department. For more information on available scholarships and guidelines for application, visit www.otago.ac.nz/study/scholarships/postgraduate_scholarships.html
6. Once the department receives all the required documents, your application will be evaluated by the Departmental Postgraduate Committee and you will be notified of the result.

*In order to apply for **admission**, you need to download and fill in these forms:

for Masters: www.otago.ac.nz/humanities/policies/appln_forms/masters_deg.pdf

for PhD: www.otago.ac.nz/study/phd/docs/Direct_Admission.pdf

Note: If you are an International student enrolling for the first time at the University of Otago, you must apply to the International Office for admission. For more information see www.otago.ac.nz/international/postgraduate/index.html and www.otago.ac.nz/international/postgraduate/application_process

B. HUMAN RESOURCES

Before you arrive, please feel free to contact me if you have any questions. Once you arrive and have settled in, please let me know when you plan to come to the Department and I will be happy to meet with you and introduce you to the HoD, staff and other fellow graduate students.

Besides your supervisor(s) and the Postgraduate Coordinator, these are some people who will be more directly involved in supporting you and offer you troubleshooting assistance during your degree.

Professor Tim Mehigan, HoD

Office: Burns 3C16

Tel: 479 8697

Email: tim.mehigan@otago.ac.nz

Tim would like to meet all new postgraduate students. In particular, should you have any problem that cannot be resolved with your supervisor and/or the Postgraduate Coordinator, you should contact him.

Karin Hansen, Administrative Assistant

Office: Burns 3C8

Tel: 479 9032

Email: karin.hansen@otago.ac.nz

Karin is your first reference point for administrative matters. She can provide information about the Postgraduate Suite, departmental allowances, reimbursement, etc. She also administers our postgraduate database and filing system and keeps records of all important documentation (admission forms, confirmation reports, etc.).

Linda Brown, Department Administrator

Office: Burns 3C15

Phone: 479 5472

Email: linda.brown@otago.ac.nz

Linda supervises all expenditures. She can help you if you have specific problems with your scholarship or conference funding.

At the **Divisional level**, the Associate Dean for Graduate Studies, **Professor Judy Bennett**, is happy to meet with you and answer questions. More specifically, you can contact her to discuss any issue that cannot be resolved at the Departmental level.

Professor Bennett's office is located across from the Humanities Divisional Common Room on the First Floor of Burns.

Tel: 479 8631
Office: Burns 1W2
Office Hours: 9-12 Mon-Thurs
Email: adgs.humanities@stonebow.otago.ac.nz

At the **University administration level**, your first point-of-contact is **Graduate Research Services**. The Director of Graduate Research Services, **Dr Charles Tustin** and his assistant **Susan Craig** are available to assist you with any issue that cannot be resolved at the Departmental or Divisional levels.

Dr Charles Tustin
Office: Clocktower, Research Division
Tel: 479 5655
Email: charles.tustin@otago.ac.nz

Susan Craig
Office: Clocktower, Research Division
Tel: 479 5737
Email: susan.craig@otago.ac.nz

In addition:

- ~ The PhD Office in Student Administration (www.otago.ac.nz/administration/student_administration.html#phd) administers all aspects of the University's PhD programmes.
- ~ The Scholarships Office in Student Administration ([/www.otago.ac.nz/administration/student_administration.html#scholarships](http://www.otago.ac.nz/administration/student_administration.html#scholarships)) administers all undergraduate and postgraduate scholarships, international scholarships, awards and prizes.

C. STARTING YOUR DEGREE

The following steps should take place in the first days after you have officially enrolled in a degree programme:

1. Resources

You will be given access to several available resources. Karin or I will assist you through this process.

- ~ Each full-time postgraduate student is assigned a desk space, secure storage, computer, and Internet access, in a quiet study/writing space. In addition, postgraduate students have after-hours access to Departmental facilities and access to library facilities including interlibrary loans and database searching. Postgraduate students in the Department of Languages and Cultures have allocated study space in the **Humanities Postgraduate Suite** (see Appendix 1).
- ~ You will need to speak with Karin to be assigned a computer (either a Departmental or Divisional one), and then see Donna Jackson (5th Floor, Burns Building) to arrange access to the Postgraduate Suite.
- ~ You will also be given access to the Postgraduate Lounge (located beside the Suite). In order to get access to the Lounge, you will need to contact the Graduate Research Services (susan.craig@otago.ac.nz).

2. Meeting with your Supervisor(s)

You should meet your supervisor(s) and work out a plan for your degree soon after arriving. Below are some guidelines on what postgraduate students should cover in their first meetings (but you and your supervisor(s) could have slightly different priorities and strategies):

- ~ You can discuss with your supervisor(s) what are the **supervision expectations (form can be downloaded from www.otago.ac.nz/study/phd/#supervision)**
- ~ Determine whether ethical approval is needed for your research project
- ~ Make a working plan for your thesis research and writing
- ~ Agree on a timeline
- ~ You and your supervisor(s) may also decide to sign a **Memorandum of Understanding (MoU)**. Masters students can download this document from: www.otago.ac.nz/study/masters/index.html#3; PhD students can download it from: www.otago.ac.nz/study/phd/#supervision

For PhD Students ONLY: If you are a PhD student you need to pay particular attention to your first year **confirmation requirements** (Please refer to www.otago.ac.nz/study/phd/handbook/firstyear.html). You and your supervisor(s) may find it very useful to draft a plan for your first 6-12 months (**confirmation** period). For more specific guidelines on the Department of Languages and Cultures' confirmation guidelines, see section "D. Progressing through your Degree".

3. Take advantage of the available courses for Postgraduate Students

The Student Learning Centre offers several workshops for postgraduate students (<http://hedc.otago.ac.nz/hedc/sld/Postgraduate-Students.html>). These workshops are repeated throughout the year and cover the following topics:

- ~ Preparing a research proposal
- ~ Preparing a literature review
- ~ Preparing a thesis
- ~ Writing the thesis
- ~ Publishing for postgrads
- ~ Making supervision work for you

The Department strongly recommends that you enrol in the Student Learning Centre's "Cracking the Start-up Code Workshop" (To register see: <http://hedc.otago.ac.nz/workshops/slcWorkshopList.do>)

In addition to these free courses, the Student Learning Centre offers additional support to postgraduate students. If you would like assistance with writing and grammar, or need advice about other study issues, you are welcome to make an appointment with a Learning Adviser. To do so, you either visit the Centre, **or** contact them by phone or email.

Tel: 479 5786

Email: student-learning-centre@otago.ac.nz

Location: The SLC is situated in the central library (Information Services Building) on the Dunedin Campus next to Student Administration and the Summer School Office. (<http://hedc.otago.ac.nz/hedc/sld/About-us/Where-to-find-us.html>)

4. Familiarize yourself with Library Resources

A session with the Departmental reference service librarian, Ms Thelma Fisher, will be arranged for you at the very early stage of your study (you can ask me or your supervisor to help you with that). Depending on your specific needs, Ms Fisher may arrange other follow-up sessions with you.

Thelma Fisher

Office: Central Library, Reference Department, Ground Floor

Tel: 479 9020

Email: thelma.fisher@otago.ac.nz

5. Familiarize yourself with available funding

- ~ In addition to University scholarships, the Department allocates all postgraduate students a budget of 400 dollars per year (for a maximum of one year in the case of MA students, and renewable for 3 years in the case of PhD students).
- ~ There is a great deal of flexibility with the Departmental allowance as the amount is intended to support research and writing of the thesis. Students generally use these funds for photocopying, printing, or purchasing small equipment (e.g. a tape recorder for interviews), software, books etc. The Department will reimburse anything reasonable (within the limits of the allowance) that helps students complete their degree. (Refer to University regulations: <http://oupolicy.otago.ac.nz/policies/FMPro?-db=policies.fm&-format=viewpolicyhtml&-lay=viewpolicy&recid=33090&-find>)
- ~ **For PhD students ONLY:** PhD students are also entitled to receive full support to present a paper at one major international conference. The Division of Humanities will cover the cost of your travel and registration. Beyond this entitlement, additional, limited, funding is available on a discretionary basis at the Divisional level. Students can apply directly to the Humanities Divisional Office for any conference-related costs: www.otago.ac.nz/humanities/postgraduate/
- ~ Finally, you might be able to receive supplementary support from the Department to attend other conferences where appropriate and feasible (the support will necessarily be very limited and will depend on equity consideration).

D. PROGRESSING THROUGH YOUR DEGREE

The following are some recommended steps as you progress through your degree:

- ~ **Thesis writing and style:** Once you have completed your field work, main data collection, or preliminary literary review you will probably begin to write the first draft chapters. All students are encouraged to familiarize themselves with the University regulation on thesis writing available at www.library.otago.ac.nz/research/theses.html
You can download the 'Notes on preparation of theses' from www.library.otago.ac.nz/pdf/preparation_of_theses.pdf
- ~ **Oral presentation:** All our postgraduate students are encouraged to present their work in Departmental seminar series. Your supervisor may advise you on when and how to share your work with fellow postgrads, the Department faculty, and other scholars who attend our seminars.
- ~ **Participating in Departmental research activities:** We also strongly recommend that all students regularly attend the presentations of other candidates and/or Departmental seminars

For PhD students ONLY: During the course of your PhD, your supervisor and the HoD will monitor your progress and complete several (every 6 months) progress reports (see: www.otago.ac.nz/study/phd/handbook/reportingprogress.html). The most important of these progress reports is the one which is attached to the **confirmation process**. Your first year is considered a provisional time, in which you need to show enough progress to be officially confirmed as PhD candidate. While University regulations allows you and your supervisor to apply for early confirmation after 6 months (in the case of exceptional progress), the deadline for your confirmation is one year after your enrolment.

According to University regulation, the purposes of confirmation are to:

- ~ Assess progress to date and the academic preparedness of the candidate to complete,
- ~ Determine whether the candidate has developed a clearly defined, coherent and feasible research project and contribute suggestions for its successful completion,
- ~ Determine that any specific requirements for confirmation of candidature have been met,
- ~ Provide an opportunity for the candidate to demonstrate written and oral presentation skills appropriate to PhD-level study, and
- ~ Publicly acknowledge a major milestone in the project and inform others about the research project.

The Division of Humanities has outlined a series of suggestions specifically designed to help our students to achieve confirmation and thus enable them to progress in the completion of their PhD.

Our Department has adopted and adapted these guidelines.

For confirmation, we recommend that PhD candidates:

Within first six months:

1. Attend one or more of the appropriate HEDC workshop/seminars for postgraduate students
2. Submit a written proposal (based on initial application, revised and expanded)
Guidelines for Written Proposal (3,000 - 10,000 words)

The proposal should include:

- ~ A concise statement of the research question(s)
- ~ A critical summary and analysis of relevant literature (literature review),
- ~ An explanation of the conceptual framework to be used and/or a summary of methods and equipment requirements,
- ~ A summary of progress to date including preliminary data, resources developed, etc.,
- ~ An argument for the relevance and importance of the study,
- ~ Proposed schedule and timeline for the phases of the study, based on date of submission,
- ~ A brief bibliography.

Within first twelve months:

3. Submit a substantial portion of her/his thesis writing (indicatively: a fourth of the final thesis; for instance: literature review and at least one chapter)
4. Complete a brief Self-Review as part of the Progress Report. Unlike the Research Proposal, this is meant to be a more reflective statement within the formal structure outlined below. The candidates should consider where they are at in terms of their research project. The candidates must address the following issues, which clearly also relate to the Proposal:
 - ~ Statement of research topic,
 - ~ How does this topic meet the PhD requirements for originality and a contribution to knowledge?

- ~ What are your research questions?
 - ~ What methodology/methodologies will you use to address your research questions and investigate your topic?
 - ~ Outline of thesis (i.e. provisional table of contents, with a brief outline of proposed content of each chapter)
 - ~ Thesis timetable (approximate dates for completion of draft chapters)
 - ~ A note on supervision (reflecting your perceptions of the supervision process so far)
5. Verbally present the proposed research project to the Confirmation Committee.* During the presentation, the Confirmation Committee will assess the feasibility and resource requirements of the proposed project and offer suggestions towards its successful completion.

Additionally the Department also **requires** that each PhD student makes at least one oral presentation of the project of 20 - 30 minutes duration (allowing time for questions) in a Departmental postgraduate seminar or similar forum, before s/he completes the degree. (Note: This presentation is in addition to your presentation at an international conference, funded by the division of Humanities; see guidelines and requirements at: www.otago.ac.nz/humanities/policies/#postgrad)

*The membership of the Confirmation Committee shall consist of the Departmental Postgraduate Committee and the candidate's supervisors together with any additional membership co-opted for the purposes of assessment of the written and oral presentation associated with the confirmation process. The Head of Department will advise probationary candidates of the composition of their Confirmation Committee.

E. COMPLETING YOUR DEGREE

As you get close to finishing your thesis, remember that you will need to give your supervisor notice of a formal intent to submit several weeks prior submission so that your supervisor has sufficient time to give the Postgraduate Office the necessary documents. Make sure that your supervisor has contacted the examiners to whom your thesis will be submitted and received confirmation of availability from them to read and evaluate your work.

More useful information related to the final stages of your degree is available online.

For Masters students:

www.otago.ac.nz/study/masters/index.html#4

For PhD students:

www.otago.ac.nz/study/phd/handbook/thesissubmission.html

And about the examination process at:

www.otago.ac.nz/study/phd/handbook/examinationprocess.html

APPENDIX I

HUMANITIES POSTGRADUATE SUITE

The following is a summary of useful information supplied by the Divisional Office (Donna Jackson).

The Humanities Postgraduate Suite is situated in the Union Building on the First Floor and has 24-hour access. After-hours access is available through the After-Hours Entrance Door accessed via the external stairs (by Radio One) and along the balcony.

Entry to the Suite is given by swiping your Student ID card. Authorisation of your card requires 24-hour notice.

A set of lockable drawers is provided at each workspace. A key to the drawers will be provided on payment of a refundable deposit of \$30.

Lockers are also available for a \$30 refundable deposit.

Networked printers are available and these use the same system as the Library. You are charged per page (as in the Library). Printing costs can be reimbursed through your Postgraduate Allowance.

If there are any computing problems, please write them in the logbook supplied. Teaching facilities staff visit the Suite every morning to check the logbook and restock paper supplies.

If you find you require your desk for only 2 or 3 days per week please let me know as a 'sharing' arrangement can be organized to maximize the use of the Postgraduate Suite.

Please inform the Divisional Office if you will be off campus for a period of more than 6 weeks.

Please respect the need for a quiet work environment - you are encouraged to use the adjoining Common Room for discussions and informal chatting. This is your space - please keep it in a clean & hygienic state.

I hope you enjoy using the Humanities Postgraduate Suite!

Any queries or concerns, please contact:

Donna Jackson
Humanities Divisional Office
Fifth Floor Arts Building
Tel: 479 8671
Email: donna.jackson@otago.ac.nz

APPENDIX 2

USEFUL LINKS

RESOURCES

Departmental Website

www.otago.ac.nz/languagescultures

Postgraduate Studies Information (main gate)

www.otago.ac.nz/study/postgraduate_study.html

MA at Otago

www.otago.ac.nz/study/masters/index.html

PhD at Otago

www.otago.ac.nz/study/phd/index.html

International Admission Information

www.otago.ac.nz/international/postgraduate/index.html

Scholarship Information

www.otago.ac.nz/study/scholarships/postgraduate_scholarships.html

Ethical Approval

www.otago.ac.nz/study/phd/handbook/ethicalconsent.html

Student Learning Centre

hedc.otago.ac.nz/hedc/sld/Postgraduate-Students.html

PhD Progress report

www.otago.ac.nz/study/phd/handbook/reportingprogress.html

Conference Application (PhD students only)

www.otago.ac.nz/humanities/policies/index.html#postgrad

Notes on preparation of theses

www.library.otago.ac.nz/pdf/preparation_of_theses.pdf

FORMS

MA Admission Form

www.otago.ac.nz/humanities/policies/appln_forms/masters_deg.pdf

PhD Admission Form

www.otago.ac.nz/study/phd/docs/Direct_Admission.pdf

International Students Admission Form

www.otago.ac.nz/international/postgraduate/application_process

MoU (Masters)

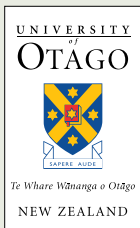
www.otago.ac.nz/study/masters/index.html#3

MoU (PhD)

www.otago.ac.nz/study/phd/#supervision

OTHER RESOURCES:

- ~ Graduate School Council of the USA site (www.cgsnet.org): contains a comprehensive collection of resources for graduates and supervisors
- ~ For Fun: www.phdcomics.com/comics/archive_list.php



FOR MORE INFORMATION CONTACT:

Department of Languages and Cultures
University of Otago
PO Box 56
Dunedin 9054
New Zealand
Tel +64 3 479 9032
Fax +64 3 479 8689
Email languages@otago.ac.nz

www.otago.ac.nz/departments/humanities/languagescultures