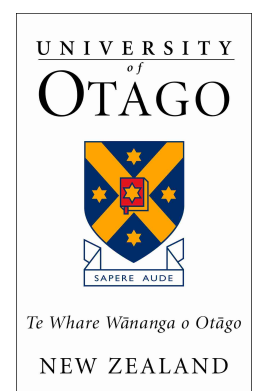




DEPARTMENT OF HISTORY AND ART HISTORY

UNIVERSITY OF OTAGO

GUIDE TO POSTGRADUATE STUDY



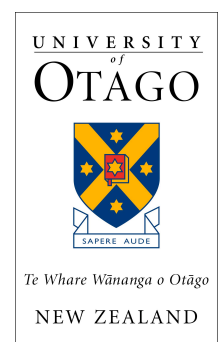


DEPARTMENT OF HISTORY AND ART HISTORY

UNIVERSITY OF OTAGO

GUIDE TO POSTGRADUATE STUDY

This Guide is intended for anyone who wishes to join the Department of History and Art History as a Masters or PhD student. Information for students wishing to undertake a Diploma for Graduates is contained in a separate booklet. This Guide sets out what the Department of History and Art History expects of its MA and PhD students, but also explains what the Department does to help students to benefit from the unique learning experience that postgraduate study presents.





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# INTRODUCTION

## *Why should I come to Otago?*

The Department of History and Art History at the University of Otago has an outstanding reputation for research both nationally and internationally. In the two recent Performance Based Research Funding (PBRF) exercises the Department was ranked first in New Zealand for such combined units. The research culture is well established with over 50 PhDs and 70 MAs being awarded in History alone over the last 40 years.

Our research strengths include: social history; medical history; women's and gender history; environmental history; history of science, ideas and religion; the First World War; race relations history; Maori history; Scottish and Irish history; migration to New Zealand; the history of photography; the history of New Zealand painting and sculpture; medieval and modern art history; and the aesthetics of art.

Access is available to research materials of the highest quality at the Hocken Collections, the Otago Settlers Museum, Knox College and the Dunedin Public Library. In addition, the web and central library resources make it possible to study areas beyond New Zealand including: medieval and modern European history; Australian and Pacific history; Imperial British history; and some American and Asian history. Grants are available to assist students to travel for research and to attend academic conferences as explained in more detail later in this booklet.

The Department has a friendly and open atmosphere, with a lively postgraduate community. Weekly research seminars enable regular interaction with a steady stream of overseas and local visitors. A student centred postgraduate workshop is currently being set up which will provide a forum for students to develop their ideas, share their work, and acquire new skills. Staff and students also socialise regularly.

## *Which Degree shall I do?*

The Department is frequently asked what distinguishes the PhD from the MA. The simple answer is that a PhD is a much longer and more demanding exercise, usually taking three years of full time study. A PhD topic is larger in conception and is expected to make an original contribution to scholarship. An MA, which is expected to be completed in one year of full time study, is a more limited exercise and does not require the same degree of originality. The MA entry requirements are substantially less than those for a PhD, as outlined below. If in

doubt contact the Chair of the Graduate Studies Committee or discuss the matter with a staff member of the Department.

### *How Do I Apply?*

There are many steps involved in applying for a postgraduate programme. It is important that you complete all the steps.

- Decide on whether you want to do a PhD or an MA.
- Postgraduate study at Otago consists of a programme of independent research on a chosen topic. You need to decide on a topic by discussing options with a staff member who you have identified as a potential supervisor. Staff profiles are available on the Departmental website at <http://www.otago.ac.nz/history/staff/index.html> If you are not sure whom to contact, approach the Chair of the Graduate Studies Committee for advice.
- Once you have identified a potential supervisor, and they have confirmed their interest in your topic and availability to supervise your project, the next step is to write a proposal.
- From this point, the application process is different for an MA and PhD:
  - Prospective MA students can access the application form from the Division of Humanities: <http://www.otago.ac.nz/humanities>
  - Prospective PhD students should submit their proposal to the Graduate Studies Committee for approval before applying for admission to the degree. This is explained in more detail below.

### *Further information*

If you require further information contact:

- The Chair of the Postgraduate Committee: Professor Tom Brooking, [tom.brooking@otago.ac.nz](mailto:tom.brooking@otago.ac.nz).
- Or the Associate Dean of Postgraduate Studies for the Humanities: Associate Professor Judith Bennett, [judy.bennett@otago.ac.nz](mailto:judy.bennett@otago.ac.nz).
- Or a staff member with expertise in the area you wish to investigate.
- Or the Head of Department.

# MASTER OF ARTS (MA)

## *Entry requirements*

An MA student should have graduated with a four-year Arts degree with History or Art History as a major, and have achieved at least a B average (or equivalent) overall for their degree. Otago students will normally have completed either the Honours course or the Post Graduate Diploma in Arts with a B average or better and at least a B+ for their long research essay. Students who have taken their first degree outside New Zealand will have their cases scrutinised individually by the departmental Graduate Studies Committee. Acceptance as a candidate for the degree depends upon the University being able to provide adequate expert supervision in the intended area of research.

## *Admission*

Applications for admission should be made to the Humanities Divisional Office (application form on <http://www.otago.ac.nz/humanities>) and should be accompanied by an outline of the proposed research and up-to-date academic curriculum vitae. The outline should be at least 2-3 pages long and include:

- Working title.
- Outline of project.
- Relevant historiography.
- Possible sources.
- Possible methodology.
- Mention of any Departmental staff consultation.

The proposal will be considered by the Graduate Studies Committee. On approval, the student will be notified by the Humanities Divisional Office, and supervisors will be appointed by the Graduate Studies Committee.

## *Supervision*

A supervisor and co-supervisor from the Department's staff are appointed for every MA student by the Graduate Studies Committee. Students are invited to discuss with the Head of Department or Chair of the Graduate Studies Committee the staff members who might be appointed for this task. Candidates will be informed of their supervisors after the Committee has considered their proposals.

### *Memorandum of Understanding*

Students are expected to have regular meetings with their supervisors and complete a 'Memorandum of Understanding'.

### *Progress reports*

Regular six monthly progress reports on research will be required from the student.

### *The thesis*

The completed thesis will be limited to 40,000 words in length (excluding appendices, footnotes and bibliography) and will embody a closely-defined study of an art history or history topic subject to the availability of supervision. The MA thesis should demonstrate the candidate's ability to carry out research and report the results clearly, accurately and succinctly, while revealing an understanding of broader contexts and historiography relating to the topic under examination.

### *The examination*

The thesis will be assessed by two examiners, at least one of whom will be external to the University. The candidate's supervisor will not be an examiner, but may make a report on the work of the candidate for the examiners to consider. If the thesis is assessed as unsatisfactory, the examiners may recommend to the Head of the Department that it be revised and resubmitted by a specified date. Where examiners cannot agree on a result the Head of the Department will report to the Associate Dean of Graduate Studies, who will arrive at a decision, if necessary calling in a referee examiner.

### *Level of award of the degree*

The degree may be awarded with distinction or credit.

### *Duration of course*

Candidates will normally be expected to complete the thesis in not less than twelve months of full-time study or its part-time equivalent.

### *Fees*

Advice on the fee structure for post-graduate students may be obtained from the Registry.

### *Scholarships*

The University of Otago provides a number of competitive scholarships for MA students as outlined later in this booklet. See also: [http://www.otago.ac.nz/study/scholarships/postgraduate\\_scholarships.html](http://www.otago.ac.nz/study/scholarships/postgraduate_scholarships.html).

### *Further Information*

For detailed general information on the Masters degree at Otago University, please consult the website: <http://www.otago.ac.nz/study/masters/>.

## DOCTOR OF PHILOSOPHY (PHD)

The PhD is a demanding but rewarding undertaking, requiring three years of full time research on a specialist topic. The PhD is the crowning achievement in a student's academic career and is recognised as a degree of in-depth and innovative scholarship. Following the award of their doctorate, an Otago PhD will be recognised as a world leader in their chosen topic, and be a candidate for work in any domain that requires excellence in research, writing and analytical skills.

### *Entry requirements*

A prospective PhD student should have graduated with a four-year Arts degree, earning at least an upper second class of honours, or Masters of Arts degree. Otago students will normally have completed either the Honours course or the Post Graduate Diploma in Arts. Normally they will be required, in the first instance, to be only provisionally enrolled for a PhD. They will be confirmed after they have handed in at least two chapters of the thesis and satisfied the Graduate Studies Committee that they have the necessary abilities for the higher degree. Students who have been provisionally enrolled for the PhD, but who do not give satisfactory evidence of research and writing ability will be required to re-enrol for an MA if they wish to continue.

The abilities needed to complete a PhD successfully do not always depend on good results at the undergraduate level. The Graduate Studies Committee will also need to be convinced that the student has the time available for the greater commitment, the necessary financial support, and the all-important qualities of diligence, persistence and endurance.

Students who have taken their first degree outside New Zealand will have their cases scrutinised by the Graduate Studies Committee. Other special cases will also be considered individually by the Graduate Studies Committee.

### *Language requirement*

The Department normally requires a PhD candidate in Art History or History to possess a demonstrated reading knowledge of a language other than English. Normally this means a minimum of a first-year university pass in the specific language. For most students this will be Māori, a language which is necessary for many students researching a New Zealand topic. Where the students are working on a subject other than a New Zealand one, they will be urged to qualify in the language other than English which most closely relates to their topic.

There are three reasons for learning Māori:

1. Many students will be working on subjects in which a knowledge of Māori is a distinct benefit.
2. Students will normally be intending to use their degrees as a career qualification and for many of them the career will involve teaching or research in New Zealand topics. Regardless of the thesis subject, a knowledge of Māori is highly advantageous for any teacher of New Zealand art history or history. Those who proceed to a career other than teaching (for example, government service) will also find a knowledge of Māori a considerable advantage.
3. If Otago degrees are to retain parity with overseas PhDs, a reading knowledge of at least one language other than English is essential.

### *Other prerequisites*

Other prerequisites may also be required, depending on the topic which has been selected. A topic in economic history, for example, may require papers in economics and statistics. These prerequisite requirements should be considered by students in their undergraduate careers. If the student has not taken a prerequisite paper as a part of their undergraduate degree it must be taken during the first year of enrolment as an MA student or a provisional PhD.

### *Admission*

Prospective PhD students should contact a potential supervisor in the Department and develop a detailed proposal which should be submitted to the Departmental Graduate Studies Committee. The proposal should be 3-4 pages in length and include:

- Working title.
- Outline of project.
- Relevant historiography.
- Possible sources.
- Possible methodology.
- Mention of any Departmental staff consultation.

An up-to-date academic curriculum vitae, including the student's academic record, should accompany the proposal. An application for admission to the degree should also be completed. These forms are available from <http://www.otago.ac.nz/study/phd/>.

In normal circumstances, once the proposal is approved by the Graduate Studies Committee, the application will be forwarded to the University for approval. Occasionally, the Graduate Studies Committee will require further information in the form of a fuller proposal.

Initial registration for a PhD is on a provisional basis for one year only, unless the student is transferring from an MA and has been granted backdating of the registration. PhD students are required to enrol and pay the prescribed fees for each year until the thesis is submitted.

Final admission to the PhD programme shall be subject to the approval of the Senate.

### *Supervision*

A supervisor and a co-supervisor are appointed for every PhD student. Candidates will be informed of their principal supervisor soon after admission to the degree. Prospective students are invited to discuss with the Head of Department the staff members who might be appointed for these tasks. Normally these staff members will belong to the History and Art History Department, but in some cases it may prove advantageous to choose one from a different discipline.

If the student feels that any staff member would be difficult to work with, it is important that they make this known to the Head of Department or the Chair of the Graduate Studies Committee before the appointment is actually made. If difficulties emerge after the appointments have been made, the student should approach the Head of Department, Chair of the Graduate Studies Committee, the Associate Dean of Postgraduate Studies for the Humanities, or the Postgraduate Representative.

When the student is enrolled and the two supervisors are appointed it is vital that regular meetings should be held between the student and at least the principal supervisor. At these meetings (normally once a month) the student will report on research undertaken since the last meeting, and any problems which have arisen.

If the principal supervisor goes on leave, the task of supervision will fall to the second supervisor. Where appropriate, a new supervisor will be appointed by the Graduate Studies Committee.

The PhD thesis should embody an original contribution to knowledge, develop an argument and demonstrate a capacity to analyse problems. For this reason the Department will not normally enrol candidates unless it can provide them with specialist supervision or co-supervision.

### *Memorandum of Understanding*

The expectations and responsibilities of student and supervisor will be clarified in the 'Memorandum of Understanding' which should be completed soon after the student's enrolment.

### *Residence*

Candidates for the PhD will usually be expected to be in residence at the University of Otago for at least eighteen months. For any lengthy period which they may spend outside Dunedin (anything more than two months) they are expected to be in regular contact with their supervisor and to meet him/her in person at least twice a year.

Students are sometimes permitted to defer or to interrupt their PhD study. This is permitted for a variety of reasons. Students who wish to either defer or interrupt their enrolment should get the written endorsement of their principal supervisor, inform the Head of Department, and apply in writing to the Deputy Academic Registrar for temporary withdrawal. Students may, with the approval of the Graduate Studies Committee, and Graduate Research Services, spend a portion of their time overseas.

### *Progress Report*

Regular, six-monthly progress reports will be required from PhD students. These include a self-review statement and a meeting between candidates, supervisors, and the Head of Department. These meetings provide an opportunity to discuss any issues arising with the Head of Department and the supervisors.

### *Duration*

The thesis may be submitted after at least two and a half years of full-time study or five years of part-time study. Normally at least eighteen months of study shall be carried out at the University. The study may not exceed 8 calendar years from the date of first admission.

### *The Thesis*

The completed thesis should not be more than 100,000 words in length (excluding appendices, footnotes and bibliography) and must comprise a thorough, comprehensive and original study of a major topic or issue. In preparing it, the research is expected to be exhaustive in all the primary and significant secondary sources which are extant. Students working on New Zealand topics are also expected to be familiar with the relevant international

literature. Upon completion, students should be well placed to evaluate work in their special area and to contribute to the academic community through, for example, the presentation of conference papers, writing book or exhibition reviews, and assessing research proposals.

### *Submission and examination of the thesis*

When the thesis is nearing completion, the principal supervisor will approach suitable examiners. Neither of the candidate's supervisors can be an examiner but their support can be counted on in the examining process. One of the three examiners will usually be a member of the Otago History Department. The remaining two examiners are both external, one of whom should be from another New Zealand university and the other will normally be from a university overseas.

Four copies of the thesis must be submitted to Graduate Research Services (PhD Office), Registration Building. The thesis is then sent to the three examiners. In their reports they are required to comment on the thesis and answer the following questions:

- Does the thesis give evidence of the candidate's ability to carry out research?
- Is there evidence that the candidate has shown originality?
- Has the candidate demonstrated the capacity to analyse problems and relate findings to wider contexts and historiography?
- Do you consider that some of the work in the thesis is worthy of publication?

The Department regards the oral examination of the candidate as an important part of the PhD process. Indeed, examiners often request an oral examination. A meeting is arranged by an independent convener at which they, and at least one of the external examiners act as a panel. At the oral (or viva) the New Zealand external examiner usually takes responsibility for asking most of the questions, both on their own behalf, and for the other external examiner. The HoD and the supervisors may also be present at the oral examination, which is chaired by the convener from outside the Department.

At the conclusion of the oral examination the panel of examiners has the following choices:

- The thesis should be sustained and the PhD awarded.
- The thesis should be sustained after minor amendments have been made to it.
- The thesis should be referred back to the candidate for revision and resubmission.

- The thesis should be accepted for an MA.
- The thesis should be summarily failed with no right of resubmission.

The oral examination may sound formidable, but in practice the student has nothing to fear. In most cases it proves to the candidates that they have a much greater mastery of their material than they had suspected, a mastery which normally outdistances anything that their examiners may bring to it. Moreover, they have the supportive presence of their supervisors at the examination. A successful defence often results in a vastly increased sense of confidence and secures advice on publication whether in book or article form.

### *Fees*

Advice on the fee structure for post-graduate students may be obtained from the Registry.

### *Scholarships*

The University of Otago provides a number of competitive scholarships for PhD students as outlined later in this booklet. See also:

[http://www.otago.ac.nz/study/scholarships/postgraduate\\_scholarships.html](http://www.otago.ac.nz/study/scholarships/postgraduate_scholarships.html).

### *Further Information*

Detailed general information can be found at:

<http://www.otago.ac.nz/study/phd/>

See also the *Handbook for PhD Study*:

<http://www.otago.ac.nz/study/phd/handbook/>.

## GENERAL INFORMATION AND ADVICE

### *Choosing a research area*

In choosing a topic, students should keep in mind the research interests and expertise of the staff in the Department. Wherever possible the Department tries to accommodate student interests, so long as these are consistent with available staff expertise.

Students should also bear in mind the location of major source materials for a proposed thesis. The Hocken Library Collections provide Otago students with an excellent range of New Zealand and Pacific sources but it does not cover all areas.

Some source material may be located outside Dunedin. Any travel which may be necessary in order to gain access to relevant sources will normally have to be covered by students, though they can ask the principal supervisor to apply for funds on their behalf. (See Scholarships and Grants below.)

Finally, students should define a topic which can be completed realistically within the time appropriate for the chosen degree. Students often conceive of a topic which is too broad in scope and needs to be whittled down. This should be done in close consultation with the supervisor.

### *Supervision arrangements*

Initially students' ideas for a topic should be discussed informally with any staff member competent to advise, but ultimately they must be written in the form of a proposal and submitted with application for admission to the MA or PhD. Advice on writing the preliminary proposal is provided above. Based on this proposal, the Graduate Studies Committee will suggest appropriate supervisors. Students may have supervisors in mind from the start, but must be aware that in the interest of load-sharing and leave plans that final matching is done by the Department with the mutual consent of both the supervisor and the student.

In considering accepting a student, a potential supervisor assesses the following:

- Student's background and level of performance.
- Student's motivation.
- Appropriateness of the topic.
- Available resources for the topic.

- Level of commitment the supervisor can make, eg: Do leave plans interfere? What are the supervisor's existing supervisory commitments?

In considering accepting a particular supervisor, a student should:

- Seek information from other research students and the proposed supervisor about the expectations of the supervisor and support given.
- Ask the proposed supervisor about financial and other resources required and about anything which might affect continuity of supervision until completion of the project.
- Discuss the relationship between the student's and the supervisor's research interests in order to assess if the topic is appropriate to the supervisor's areas of research. A list of Departmental staff and their research interests is available on the Departmental website.

### *Postgraduate Seminar*

Postgraduate students are expected to attend the research seminar which meets weekly during semesters. They will normally be required to present one such seminar a year (an MA student will usually present one seminar paper; a PhD student will usually present three seminar papers over the course of their candidature). The seminar provides students with a chance to speak before an audience and respond to questions. The seminar also provides an opportunity for the cross-fertilisation of ideas.

Exposure to historical enquiry outside a scholar's own particular specialty often engenders a fresh perspective on their own work. The analytical and critical skills honed in pursuit of a higher degree should not be confined to a narrow field since few practising scholars have the luxury of working in a single area. In addition, the seminar provides a regular social occasion and lessens the feeling of isolation which a research student can experience.

### *Support networks*

Postgraduate study is very different from undergraduate study. Students are working much more on their own, setting their own goals and timeframes in consultation with their supervisor. This can be a rewarding experience, but at times students may also find it isolating. If students need help, they should ask for it. Never leave small problems to grow into larger ones. Processes are in place to deal with any problems and there are a range of people who can help including:

- Other postgraduate students.

- Supervisor(s).
- The Chair of the Graduate Studies Committee (currently Professor Tom Brooking).
- The Student and Academic Support Administrator (currently Frances Couch) or the Departmental Administrator (currently Sue Lang).
- The Associate Dean of Graduate Studies, Division of Humanities (currently Associate-Professor Judy Bennett).
- Director, Graduate Research Student Liaison (currently Dr Charles Tustin).

### *Scholarships and grants*

The following sources of financial aid are provided by the University:

- Postgraduate scholarships. Contact the University Scholarships Officer for information. For most post-graduate awards the closing date is 1 November. Prospective students should enquire at the Registry for information concerning these awards.
- The Department of History and Art History Research Committee may have funds to assist postgraduate students with travel to archives, galleries, and other primary sources. Your supervisor should apply for this on your behalf in advance of any expenditure.
- Services such as access to email and appropriate internet communications, access to library facilities including interloans and database searching, access to a telephone and a facsimile machine, and printing, photocopying, and binding costs to the value of \$500 per annum are available for 1 year's equivalent full time study for a MA candidate and 3 years' equivalent full-time study for a PhD candidate. The Departmental Administrator will assist in overseeing this expenditure.
- The Associate Dean of Graduate Studies has some funding to enable attendance at conferences. This applies to PhD students who are giving a paper at the conference. All PhD students are expected to do this. Please note you are only eligible to apply once for funding during the time that you are enrolled for the PhD. Application forms are available from the Division of Humanities website.
- In addition to Division of Humanities funding, grants for both conference and research travel can be (and have been) secured from:
  - The New Zealand Education Foundation.
  - The Claude McCarthy Trust.

- The Ministry of Foreign Affairs and Trade.

The Associate Dean and the PhD Office can supply further information on such sources of funding and all postgraduates will be informed of any additional funding by email as it becomes available.

On completion of their degree MA and PhD candidates may be eligible for a Publishing Bursary for a maximum of three months. There can be no guarantee that such an application will be successful, but if students believe they have reason for a grant it is always worth applying. The application goes to the University of Otago Research Committee.

See also the Handbook for PhD Study and Information for Masters' Degree Candidates available on the University Website.

### *The Postgraduate Room*

Working space and computers are provided for the use of full-time postgraduate students. This room is usually locked and requires a key to open it.

Computers are available for postgraduate use in the postgraduate room. The computers are linked to the network, and permit students to use the internet. Postgraduate students also have access to printing and photocopying in the Department.

ITS Training holds numerous courses throughout the year and postgraduate students may attend these.

Please note that students who defer their enrolment lose their Departmental privileges regarding study space and associated costs, i.e. computing, fax, and photocopying.

### *Mail and messages*

A mail-box for postgraduate students is available in the mail room. Please check it regularly.

### *Postgraduate representation*

Postgraduate students are represented throughout the university with regard to both educational and welfare issues by an annually elected OUSA Postgraduate Representative. Any concerns or ideas, no matter the scope, can be presented to this person, who will lobby actively on your behalf. Some of the key elements of the Postgraduate Representative's job are to represent postgraduate students on various university committees, and arrange research-related and social events. For more information visit <http://www.ousa.org.nz/>.

History and Art History postgraduate students are also represented in the Department by a fellow student elected by themselves. This person attends both Departmental and Graduate Studies Committee meetings to raise any issues that might come up.

### *Writing the Thesis*

The best advice any supervisor can give their student is to ‘write early and write often’. This can seem very difficult to do. There is *always* more research to be done and, as a result, beginning the actual writing can be endlessly put off. Do not succumb to this temptation. Writing the thesis does not mean an end to research. After students have conducted some research the two should proceed in tandem, and often students will discover that the writing directs their research towards ideas or material which otherwise might not have occurred to them.

Begin the bibliography as soon as possible and up-date it throughout your candidature. Make footnotes as you go. This will save much time and trouble later on. Remember to use the Chicago system of citation as set out in all History Department course books and on the Department’s website (see ‘Study Skills’).

A thesis template is available on the University website and if you set up your styles at the beginning you can apply them to new documents as you word process them which will save valuable editing time later. Here are some important reminders:

- ALWAYS BACK-UP YOUR WORK. Make at least two back-ups and keep them in separate locations. This protects you if the computer malfunctions, your flat is burgled, or your bag is stolen. Do not forget to regularly update the back-ups.
- Keep chapters/sections as separate documents.

For guidance on preparation of theses and style students should consult:

- ‘Notes on the Preparation of Otago Theses’, prepared by the University of Otago Library and available from the Library website.
- *Chicago Manual of Style* (this is the preferred guide for the Department of History and Art History).
- Judith Butcher’s *The Cambridge Handbook of Copy-Editing*, and Beth Lucy’s *Handbook for Academic Authors* are invaluable on matters of editorial style.
- Their supervisor.

The thesis must be word-processed. Consult with your supervisor for Departmental styles for quotations, footnotes and bibliography if unsure.

The final copy should be laser quality. One copy can be laser printed from your computer files and the two others reproduced by photocopying.

The cheapest way of reproducing photographs is through the Department's photocopier which offers both black and white and colour scanning and printing. If using these services, allow time to discuss your requirements with the staff. Consult about the presentation of photographs with your supervisor.

The University requires that multiple copies of the thesis be submitted (three for MA and four for PhDs), two of which it will retain. It is wise to initially submit soft bound copies, as revisions can then be made easily. The two final copies which are retained by the University must, however, be hard-bound. The University Bindery is located in Leith Street. The cost of binding varies, depending on the number of copies and the time taken to complete the job. The bindery endeavours to complete bound copies within five working days but will provide a faster service for an extra fee.

Consult the Departmental administrator, and the University of Otago handbook relevant to your degree, before beginning the submission process.

### *Graduation*

If you wish to have your degree conferred at the next graduation ceremony you will need to complete and submit an application form available from the Student Records Office, Registry, by the closing date for that ceremony as listed in the Calendar. You may do this in anticipation of a successful result.

### *Further reading*

Further general advice is provided by such works as Estelle M. Phillips and D. S. Pugh, *How to get a PhD* (Open University, Milton Keynes, 1987). There is a copy in the Public Library. Regular seminars are held by the University, especially by the Higher Education Development Centre to help with progressing your thesis. Information on such occasions will be notified by email.

### *Students with disabilities*

If you have a disability or condition which may adversely affect your studies please let your supervisor know. They are reliant on you to make your needs known, and will try to meet these needs wherever possible.

The Department of History and Art History has a staff member, Frances Couch, whose responsibility it is to advise and advocate on behalf of students with disabilities and provide additional support in conjunction with the Disabilities Office. You can contact Frances by telephone 479 8606, fax 479 8429 or email frances.couch@otago.ac.nz.

### *Responsibilities of Students*

- To be familiar with the regulations of the specific degree as printed in the University Calendar.
- To consider any ethical issues which may need to be taken into account in the research project.
- To inform the Graduate Studies Committee if you are not happy with the supervision of your thesis.
- To attend regularly the research seminar.
- To present seminars on work in progress.
- To provide regular written reports on your progress.
- To follow the principles of the Supervision Agreement.

### *Responsibilities of Supervisors*

- To arrange regular meetings.
- To help formulate a timeframe for the project.
- To provide feedback on written work within a reasonable time.
- To attend the research seminar.
- To follow the principles of the Supervision Agreement which is mandatory for all candidates.
- To present an annual report on the student's progress, assessing it as good/satisfactory/unsatisfactory.
- To communicate concerns about the progress of the student to the Graduate Studies Committee.
- To be well informed about any necessary ethical clearance for the research.

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*THE INFORMATION IN THIS BOOKLET IS CORRECT AT THE TIME OF PRINTING.*