



# School of Geography

## Te Iho Whenua

Postgraduate Information  
2023



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# 1 Kia ora and Welcome to Postgraduate Studies in the School of Geography

On behalf of the School of Geography, the Postgraduate Committee warmly welcomes you to the School and to another academic year. We are pleased that you have chosen to continue your study with us and to contribute to the vibrant community of Geographers at Otago. The School is committed to achieving excellence in teaching, research, and service to the community in a broad range of sub-disciplines and we value to contributions to research and the connections and networks developed with people and organisations in the University community and beyond.

Some of you have been in the School for a number of years and will be familiar with procedures from an undergraduate perspective, but your role in the School changes as a postgraduate student. You are now responsible for shaping your particular programme and taking ownership of your research and learning.

Should any problems arise during your course of study, please consult this handbook in the first instance. It will give you some idea of the people and support available to you as a postgraduate student in the School of Geography as well as our policies related to resourcing and governance.

This handbook complements the University of Otago handbooks for Research Master's Degrees or PhD study to which you should turn to for details of relevant regulations and requirements.

<https://www.otago.ac.nz/graduate-research/study/researchmaster/index.html> - Masters

<https://www.otago.ac.nz/graduate-research/study/phddoctoral/index.html> - PhD

Best wishes as you begin, continue or complete your graduate career with us. Staff and postgrads in the school are a community of people with shared interests and passions and we're sure you will enjoy getting involved in and contributing to both the academic and social activities of the school.

Dr Sarah Mager & Dr Ralf Ohlemüller

Chairs – Geography Postgraduate Committee (PGC)

School of Geography



## 2 The Postgraduate Community in the School of Geography

Each year approximately 80–100 students are enrolled in a wide range of postgraduate programmes (18 in all). These programmes span Human and Physical Geography, Environmental Management, Planning, and include students in the Centre for Sustainability. There are options and pathways to suit most interests. Students are supported and supervised by staff who are international experts in their field. Their breadth and depth of knowledge, as well as strong external professional connections, means they are well placed to help students plan their future careers and offer advice based on genuine experience.

We have a large, vibrant and friendly postgraduate community. We provide an environment where students receive one-on-one and group support, attention and training through directed reading, mentorship, coursework and seminars that foster creative, intellectual and personal development. Our School culture emphasises the accessibility of academic and general staff to postgraduate students, encouraging them to view themselves as peers in the research community.

### 2.1 Your Fellow Students

Your fellow postgraduate students are a fabulous resource to draw on for support and advice. Your peers in the postgraduate community will share many of your experiences as you navigate postgraduate life. They may have solutions to the hurdle you are negotiating, have insights into literature you're working with, or see things from a different angle and provide a way forward. They may provide a sounding board for your concerns or uncertainties. In addition, there are leadership opportunities for postgraduate students. Discussing ideas and debating issues is part of academic life, and can be enormously rewarding, fun, build confidence and help you develop important skills for the future. You can create opportunities within the postgraduate community, such as initiating reading groups, discussion groups, writing groups that help to create a community of scholars that provides the support and collegiality that makes postgraduate life fun and rewarding. We encourage you to contribute to and facilitate such activities.

## 2.2 Your Research Supervisor

Your research supervisor will provide academic guidance and practical support throughout your postgraduate studies. Supervisors have many responsibilities beyond supervising your dissertation. Postgraduate research requires independence and initiative. A good supervision relationship is one where both supervisee and supervisor are clear about roles, responsibilities and expectations. It is important to negotiate the nature of your supervisory relationship and mutual expectations at the commencement of your studies. All supervisors and students are required to fill out a postgraduate supervisory agreement. For PhD students, a copy of this supervisory agreement is required as a part of the Progress Reporting through eVision, so PhD students must retain an electronic copy of the agreement.

The supervisory agreement provides a framework for students and supervisors to discuss how they will work together and provides a record of that agreement for the staff member, the student, and the Postgraduate Committee. Issues to discuss include ways of communicating, frequency and duration of meetings, expectations on student/supervisor feedback, co-authorship, etc. The Supervisory agreement is negotiated annually. There are specific supervisory agreements for the different programmes available via Blackboard and the School website.

Supervisors have many other teaching and research demands. You can help in the 'management' of your supervision. Have regular time slots but be flexible if other things come up. Have an agenda for your meetings and send it to your supervisor before the meeting. Bring paper/pen, notebook, or device to keep records of what was discussed and agreed as to your respective tasks and ensure you are clear on these before you leave the meeting or agree to an alternate way to make sure you're on the same page. You should expect it to take at least two weeks for your supervisor to give you feedback on work you have submitted (check your supervisory agreement for the details you have agreed on). Emailing your supervisor a second time as a reminder or in case the email was lost is, however, a useful strategy. Make sure you work with your supervisor on a manageable time-line for the summer; to account for periods of holiday leave and the time needed to read drafts.

Occasionally, supervision relationships run into trouble and either party to the relationship may need to use the problem solving mechanisms in the School or the wider University. These mechanisms exist to support students and to address any concerns that may arise. In the first instance, if you feel comfortable to do so, please raise your concerns with a member of the School of Geography Postgraduate Committee (PGC) (including its student reps), or the Head of School. The Graduate Research School (GRS) also provides policy advice for doctoral and research Masters' degrees, has oversight of all administrative matters related to the PhD programme, provides targeted support for Māori postgraduates, has a Graduate Wellbeing Coach to support postgraduate study, and works with the University community to enhance the graduate research culture. For further information and advice please refer to the GRS website. There are also a range of support services provided by the University and OUSA, which, includes mediation and conflict resolution resources, which can be accessed through their websites.

<https://www.otago.ac.nz/graduate-research/about/index.html>

<https://www.otago.ac.nz/services/>

<https://www.ousa.org.nz/support>

## 2.3 Postgraduate Committee (PGC)

The Geography Postgraduate Committee administers key matters associated with postgraduate studies in Geography. The Committee has a responsibility to ensure that you have appropriate supervision, and that you progress efficiently through your research. The Committee plays a key role in facilitating an active and supportive postgraduate environment through hosting events, seminars, and administration of Postgraduate



matters and is open to new ideas and initiatives. Student participation in the formal Committee occurs through student representatives (PhD, Masters, MPlan and Centre for Sustainability students) that will meet with the Committee as needed throughout the academic year. The Committee will address suggestions and issues raised by the postgraduate students in general usually conveyed via the student representative(s), who contribute to shaping the direction and atmosphere of our graduate cohort through suggestions and useful feedback to PGC, but individual concerns can be raised with the Chairs at any time.

## 2.4 Postgraduate Student Representative for Staff Meetings

Two individuals are nominated by students at the beginning of each year to represent postgraduate students' interests at staff meetings. These two individuals represent the wider group (PhD, Masters, Diploma and Honours students). Student representatives are invited to attend, and suggest agenda items for regular staff meetings and are encouraged to fully participate in the deliberations. They are also encouraged to develop ways to report back to the postgraduate community so that representation is fully two-way.

Postgraduate representatives are also sought for other School committees (Postgraduate, Research, Teaching and Learning, and Health and Safety). These roles provide valuable input into the functioning of the School and can provide the postgraduate representative with useful insight into how organisations and committees work.

Regular meetings are also held between staff and students within the MPlan programme to discuss issues that arise with respect to that programme.

## 2.5 Postgraduate Academic Development Seminars

The School of Geography often runs a series of academic development seminars for all postgraduate students. These cover research and career development related topics, and will be advertised via email lists.

In addition, the university's Graduate Research School offers a series of workshops, seminars and events that may be of interest to postgraduate students. The professional and researcher development portal gives you access to workshops and training around the University, and we encourage you to look out for these and search for them through the University website. Access the Graduate Research School (GRS) Blackboard site for workshop materials from all GRS doctoral and research masters' sessions. Log in using your student username and password.

<https://www.otago.ac.nz/graduate-research/study/otago694888.html>

## 2.6 Geography Seminar Series

The School of Geography runs a monthly Seminar Series aimed at stimulating discussion and debate on current issues in Geography, as well as providing a platform for observing the range of theoretical and methodological approaches and approaches to research techniques. We encourage all staff and postgraduate students to attend. These seminars celebrate the diversity and interdisciplinarity of Geography. The Centre for Sustainability runs a parallel Seminar Series on varied topics related to sustainability which all Geography postgraduates are also welcome to. Upcoming seminars are notified via email, and are also available at:

<https://www.otago.ac.nz/centre-sustainability/seminars/>

<https://www.otago.ac.nz/geography/news/seminars/>



## 2.7 Centre for Sustainability

The Centre for Sustainability is a multi-disciplinary research centre within the School of Geography. Staff and students research a wide range of topics focussed on local and global sustainability challenges. Academic staff supervise research Masters and PhD students.

The Centre is situated at 563 Castle Street. It has its own Director, Associate Professor Caroline Orchiston, several senior academic research staff, an administrative team and students housed on site. Student information and practices differ slightly to the School of Geography so the Centre has its own Orientation Booklet for students.

The Centre encourages students across the School of Geography to take part in the seminar series and student talks, and to take part in other opportunities being hosted at various times throughout the year. The Centre welcomes School of Geography students to visit the Centre anytime, particularly around 10.45am for a cuppa and the morning tea quiz.

## 2.8 The Postgraduate Research Symposium

The Postgraduate Symposium is an annual event within the school that showcases the diversity of our graduate research activities. During the one-day symposium our research students are given the opportunity to talk about their research in a supportive and collaborative environment. It is expected that all students will present their research at least once at the postgraduate symposium during their studies. The symposium offers an opportunity to contribute to our research environment and the co-creation of a vibrant postgraduate culture, where we can discuss our research journeys in meaningful and supportive ways.

Students who are studying by distance are also encouraged to get involved – either travelling to Dunedin for the event (great for that face-to-face catch up and supervisor meeting). Alternatively students can connect in real time to give their presentation using Zoom or other teleconference platforms, or pre-record their talk and be available for questions in real time after it.

This year, the symposium will be held on the 4 August 2023 hosted within the School of Geography. There is a poster session for dissertation students (Geog490, Geog470, Geog495, Geog590, and Apps597), and verbal presentations for thesis-year only Master's, Plan590 and PhD students. Note that MA(coursework) students are required to present in a Humanities wide symposium presentation as part of their programme. They can present the same talk for both, or discuss it with their supervisor and the MA(coursework) convenor.

All postgraduate students and staff are expected to attend the symposium. This is the School's celebration of the quality of postgraduate research in and an important opportunity to share this within the postgraduate community. Given the breadth and depth of our postgraduate research we often run this day in parallel streams, and also produce a book of abstracts in advance of the event.

## 2.9 Emails & Channels of Communication

Postgraduate students can apply for a 'postgrad' email address to use for research work at the University of Otago. Any email sent to the 'postgrad' address will be redirected to your existing student email account.

See: <https://www.otago.ac.nz/its/services/messaging/otago028846.html>

Your student email address is the most effective way to make contact with staff and fellow postgrads, and you are expected to maintain regular contact with your University issued email address. You can use eVision to forward email sent to your student email address to another email address of your choice; but the expectation remains that you regularly check these emails for important messages from the University.

There will be times when you need to discuss your concerns or problems with other people. Those concerns or problems might arise from your studies, or your other activities in the School, or they might be caused by outside factors, but may affect your work and your general well being as a student. In either case, you are welcome to talk to whomever in the School that can provide you with support and assistance. A number of possible channels exist:

- Your research supervisor  
Your research supervisor is often your first port of call with issues related to your course of study, and can direct you to relevant support networks.
- The Postgraduate Committee (PGC)  
You should feel free to approach the Chairs or individual members of the Postgraduate Committee if you have any particular issues or concerns that cannot be addressed through your supervisor. You may also approach any staff member with whom you feel comfortable to discuss any problems that you might have.
- Head of School  
The Head of School (HoS) is available if other channels of communications are not practical or effective. Make an appointment either through the main office or by emailing [geography.hos@otago.ac.nz](mailto:geography.hos@otago.ac.nz).
- Graduate Research School  
The Otago Graduate Research School (GRS) is the key point of contact for administrative questions regarding your Master's or PhD studies. For more info see:  
<https://www.otago.ac.nz/graduate-research/index.html>
- OUSA Otago Postgraduate Association  
The Otago Postgraduate Association is a great point of contact for advice and support for all day-to-day matters of your postgrad life. For more info see:  
<https://www.ousa.org.nz/executive/otago-postgraduate-association->

The School of Geography also maintains a social media presence with a Facebook page, and Twitter account (@GeographyOtago). Upcoming events and updates on research and other School activities are frequently posted to both of these platforms. A brief profile of current PhD and research Masters students are posted on the School's website. These profiles are updated annually, so please get in contact with Reception if you would like to be added (or removed) from this page.

See: <https://www.otago.ac.nz/geography/staff/postgraduate/index.html>



### 3 Academic and Professional Interest Groups

#### 3.1 NZ Geographical Society (NZGS) – Otago Branch

The NZGS is an association open to everyone with an interest in Geography and members include students, teachers, academics, other practising geographers, retired geographers, and those who simply have an interest in the discipline. Students are encouraged to become members, and to participate in the affairs of the Branch by volunteering to serve on the Branch Committee. Student membership is available at a reduced fee. The Otago Branch organises regular events, which are open to everyone such as talks, slide shows, teacher-academic contact, meetings and field trips. The Branch also sponsors prizes (including an award for the best third year student in Geography). For more information about the Branch and how to apply talk to anyone of the following Branch Committee members: Dr Ralf Ohlemüller (Chair), Associate Professor Sophie Bond (current president of the NZGS), Professor Etienne Nel, or Dr Ash Alam.

#### 3.2 NZ Planning Institute (NZPI) and NZPI – Otago)

Planning students are encouraged to apply, through the Master of Planning programme coordinator, for student membership of the New Zealand Planning Institute (NZPI). Student members receive many of the benefits of full membership including regular newsletters, planning publications and conference privileges. Students should endeavour to attend one NZPI conference during their course of study if possible. There are also regular events organised by the NZPI local branch – check with the student representative in your class for updates.





## 4 Sources of Funding

Postgraduate research incurs some costs associated with your project or thesis, the scale of which will depend on the nature of research undertaken. Please ensure you discuss research-related costs before you finalise your research design to ensure that your plans are achievable within existing resources.

### 4.1 School of Geography Research Support Funds

The School of Geography includes in its budget a small allowance for each student involved in postgraduate research and writing to help cover some of the routine costs involved. However, the level of funding is modest and you will need to develop a budget with your supervisor as a part of the supervision agreement. Only funding that is detailed in the supervision agreement can be sought, and is capped relative to funding availability across the School. PGC will review the budget requests each calendar year. Un-spent funds for PhD students cannot be carried forward to the next year, so ensure you plan when you need the funds. In some instances, your supervisor may have additional research funds and some of these may be available to support your own research.

Research-related costs that are set out in your budget, approved by your supervisor and PGC and allocated to you (as above) may be reimbursed from private expenditure with receipts so long as they meet the University guidelines for approved research related costs. Please make enquires in advance to ensure that your costs meet the stringent financial rules of the University to be eligible for reimbursement. The scope of items permitted to be reimbursed related to research costs is *very* narrow, and a few guiding principles include:

- Stationery costs will not be eligible for reimbursement but may be purchased, subject to approval, through the School's preferred supplier;
- Clothing costs will not be eligible for reimbursement. If specialised clothing is required for Health & Safety purposes, it must be pre-approved and purchased through University preferred suppliers;
- All IT and computer costs will not be eligible for reimbursement. These are centrally purchased and must be preapproved within the School;
- Mileage will not be covered for the use of private vehicles for student-related research;
- Air travel, or car hire is not eligible for reimbursement under most circumstances.

Research-related costs that are permitted include:

- Fuel for private vehicles, with evidence of legible GST receipts. The School has fuel fleet cards that can be requested from the Head Technician for field trips; and these are now are preferred method of paying for fuel.
- Accommodation bookings should be made in advance using the University's Preferred Suppliers and payment arranged by the School Client Services Administrator.
- Air travel (if permitted) *must* be booked through the University preferred supplier: please arrange this with the School Administrator, with 4-weeks advance notice, when possible.
- Car rental (if permitted) *must* be booked through the University preferred supplier: please arrange this with the School administrator, with 4-weeks advance notice, when possible.

#### 4.1.1 Ron Lister Research Grant

New Zealand citizens and residents of New Zealand who are students in the School of Geography are able to apply for Ron Lister Research Grants for fieldwork in Asia. The grant is an initiative of the Ron Lister Trust, which is named after the first Professor of Geography at the University of Otago. They provide financial assistance of up to \$2,000 to carry out thesis fieldwork in Asia. The application form is available from the School's website. Dissertation, Masters' and PhD students are eligible to apply. Up to 2 of these Grants will be allocated each year. Applications must be emailed to the Ron Lister Trust, to [geography@otago.ac.nz](mailto:geography@otago.ac.nz) by 18 November.

See: <https://www.otago.ac.nz/geography/study/otago091045.html>

#### 4.1.2 Hugh Kidd Research Grant

These Field Research Grants are named after Mr Hugh Kidd who is a geography graduate and for many years was employed as a Technician in our School. These grants provide financial assistance of up to \$1000 for research students to carry out thesis fieldwork for geographical research in southern New Zealand. Up to 4 of these Grants may be allocated each year. Applications should be addressed to: The Hugh Kidd Field Research Grant, to [geography@otago.ac.nz](mailto:geography@otago.ac.nz) by 18 November.

<https://www.otago.ac.nz/geography/study/otago091055.html>

## 4.2 Planning Related Scholarships

New Zealand Planning Institute offers a range of scholarship to students enrolled in NZPI accredited planning degrees. Final year MPlan students are eligible for the Reginald Hammond Scholarship (a value of \$4000). The NZPI and WSP jointly support the Papa Pounamu Whakatutukitanga Scholarship annually to a student planner for excellence in planning and environmental framework that relate the Māori.

MPlan students may also apply for the Resource Management Law Association Graduate Scholarship (up to \$5,000). For details regarding eligibility criteria, application deadline and procedures, See:

<https://www.rmla.org.nz/community/scholarships-awards/scholarships/>

[https://www.planning.org.nz/Category?Action=View&Category\\_id=630](https://www.planning.org.nz/Category?Action=View&Category_id=630)

### 4.3 Scholarships and Awards

For those of you embarking upon the thesis year of a Masters' degree, or thinking of a PhD, and who have achieved grades in the A range at 400-level, there are several scholarships that you should consider applying for. For further details you should contact the University Scholarship Office

*Note: scholarships for Masters' and Doctoral-level study at the University of Otago can be applied for at any time during the year prior to your enrolment.*

The University administers a wide range of scholarships, some of which cover living costs ('stipend'), others covering field trip costs, and some helping with conference costs. There is a list of scholarships on the University website at:

<https://www.otago.ac.nz/graduate-research/scholarships/index.html>

### 4.4 Tutoring/Demonstrating

Many Postgraduate students are employed by the School to undertake various tasks associated with the undergraduate teaching programme. The types of tasks include the provision of logistical help to staff in lecturing programmes, supervision of lab exercises, small group tutoring, assisting with field trips, and marking assignments. Qualities required for being a successful tutor/demonstrator are competence in the subject matter, and the ability to empathise with and communicate well with undergraduate students. To be able to state you have operated successfully as a tutor and or demonstrator is a useful addition to your CV. Interest in teaching opportunities should be directed to the relevant academic staff members.

Applications for tutoring and demonstrating positions are made biennially, usually December/January and June each year so that positions can be confirmed prior to each teaching semester. Casual positions are advertised via email on postgraduate email lists. Please contact Ben Varkalis ([ben.varkalis@otago.ac.nz](mailto:ben.varkalis@otago.ac.nz)) if you are interested in tutoring or demonstrating positions.

When you apply you should include a summary of your academic record, work experience, interests, a brief outline of your proposed study/research commitments for the year and a brief statement of your reasons for applying for such a role.

Appointments to casual tutoring and demonstrating positions are allocated according to the needs of the paper and the particular skills of the student. Teaching staff in consultation with the Client Services Administrator carries this out allocation, usually 4-weeks before the teaching semesters begin. Human Resources specify the terms and conditions of employment including pay rates. For further information see:

<https://www.otago.ac.nz/humanresources/working-at-otago/salaries-and-payments/pay-scales/#tutors>

### 4.5 Research Support from Outside Agencies

The research of postgraduate students is frequently of interest to agencies outside of the University (e.g., Regional and District Councils, Crown Research Institutes, Government Schools, SOE's consultancy firms and other private companies). On occasion, such agencies may seek to establish an association for the duration of the research project (even beyond) and may offer financial and/or logistical support. Such associations



typically operate to the benefit of the student and the outside agency. However, collaboration with external agencies must be undertaken with great care. Without exception, you must first discuss any possible association with your supervisor. There are two reasons why care is needed regarding associations with outside agencies. First, the expectations those external agencies may have of the research project to which they are contributing are often quite different from the academic requirements of the research. Second, there is a risk of liability for incorrect advice or research results provided by an individual employed by or associated with the University. Any formal associations with outside agencies should be negotiated in consultation with the Research and Enterprise Office of the University of Otago, who can advise on contractual arrangements, as well as memorandums of understanding (MOUs) related to intellectual property and data sharing.

Individual staff members may be funded by outside agencies, and this can provide postgraduate students with opportunities to work on particular topics as part of a larger research programme, supported in part by research funds.



## 5 School of Geography – Resources Available

In accordance with the University's 'Resources for Graduate Research Candidates' policy the School of Geography endeavours to provide the best possible facilities to support teaching and research at the graduate level. These facilities include access to a workspace within the School, limited financial support for routine research activities (see above), and in some cases, support for field and laboratory based work. However, resources are limited and some restrictions apply.

### 5.1 Study Space

Where possible, postgraduate students are offered office space within the School to use while they are enrolled at the University. Office space is limited, and each student is permitted a limited period of office occupancy:

- PhD students are, where possible, given office space for 3 years.
- Masters' students undertaking their thesis (90 or 120 points) are, where possible, given office space for 1 year.
- Dissertation (490, 590) and 400-level students are, where possible, allocated a study carrel in Te Kahui Taiwhaka Ako (R4CN1). Note that dissertations are 50 or 60 points and usually 20,000 words.

The School provides PhD students with a desk in a shared office. The PGC allocates desk space to new students (i.e., students do not get to choose a desk or office). In consideration of your office colleagues, students in a relationship are not assigned to shared offices.

### 5.1.1 Office Furnishing

Offices are shared amongst students and come equipped with desks, chairs, filing cabinets, and/or shelving. All furnishings are the property of the University of Otago and may not be removed offsite, without permission from the Head Technician. In the event of working from home restrictions, the Head Technician will keep an asset inventory of all furnishings and assets that have been moved to private premises for the duration of a work-from-home Government mandate. Desks, chairs, cabinets and shelves are allocated to each office as resourcing permits. Bookshelves are communally shared within offices.

Furniture and wall furnishings (e.g., pin boards, whiteboards, shelving) are pre-allocated to offices, and not all offices are furnished with the same items. The layout of the rooms should not be altered. These offices are shared study spaces and the footprint of each occupant should be equitably shared.

Property Services provides a recycling service for used furniture for the University, so if office furnishings need to be replaced, please contact the Head Technician.

### 5.1.2 Study Space Allocation

Office and desk space is allocated at the discretion of the School of Geography based on logistical and personnel considerations. The allocation is final and requests for a desk change are only considered in exceptional circumstances, and only if evidence of medical (physical or mental) hardship is provided.

Office space is a professional, work environment, and *all* students are expected to treat their peers respectfully and in a collegial manner. Please be mindful that study spaces and offices occur in and around teaching spaces, and academic offices, and sound easily travels between adjacent spaces.

All of our postgraduate study spaces are shared, and we ask that you show due courtesy to your office mates. If you are going to make or receive long, or loud, phone calls, please show your office mates the courtesy of leaving the room. These rooms are only for use by postgraduate students currently enrolled in the School of Geography. If possible please schedule consultation sessions with undergraduates whom you may be tutoring in small meeting rooms.

Students who study from distance will not be allocated a study space within the School. We, will, however, endeavour to provide 'hot desks' (temporary workspaces) for distance students when they are on campus, subject to availability. In these circumstances, hot desks may only be available for short visits (e.g., days). If longer periods (e.g., a few weeks) are required, then, requests should be directed to the School administrators.

If you go away on fieldwork or defer your studies for more than 2 months, you are requested to clear your belongings, leaving the space available for other students. When vacating your office please return your office keys to reception so spaces can be reallocated as needed. Staff in the School's Office can provide storage space for confidential or non-confidential office and study materials. The School has limited storage space, and storage of items is at the discretion of the Head Technician and contingent on available space. Confidential material (e.g., materials requiring secure storage for ethics purposes must be clearly marked as 'Confidential' and include the applicants name) and will be stored in a secure location within the School as mandated by the ethics application guidelines. Any other boxes approved for storage may be moved offsite to the School Field Store, subject to the approval of the Head Technician. Storage of your belongings within the School is at your own risk, and the School is not liable for any damages or losses incurred. It is not appropriate to store private household belongings in your office, nor within the field store. If you require storage of personal and household items, there are numerous commercial storage companies that provide this service in Dunedin.

Vacated office spaces are reallocated at the discretion of the School. Given the high demand for study space it is unlikely that you will be reallocated to the same office space after an absence of more than 2 months. Please let the School administrators and PGC know when you will return to assist in allocating office space.



At the end of the year, when vacating your office space, all rubbish and personal items must be removed. Any items left in the room will be disposed of. Under no circumstances are offices to be converted to makeshift sleeping spaces. Any mattresses discovered in offices will be destroyed, and anyone found to inhabiting an office will forfeit their office, and any after-hours access to the School.

Office and study spaces must be vacated at the conclusion of your studies (e.g., time of final submission), unless you are awaiting the outcome of your thesis examination (for PhD only), and/or undertaking a publishing bursary; and you may retain your existing study space for the duration of the bursary.

## 5.2 Access and Security

Access to rooms and offices within the School of Geography is a mixture of key-access and swipe-card access. Most small offices and classrooms are locked with a security cut key, which cannot be duplicated. The Schools' Administrators maintain a database of key allocations, and all keys must be returned at the conclusion of your studies. The School's corridors are open during work hours (8:00 am to 5:30 pm) on weekdays, and then automatically lock over night. If you require access to the building or the corridors after hours (or in weekends), you will need to get security access loaded onto your RFID swipe card. If you require a key for any reason (room access etc.), please see the School administrators.

While the School seeks to create a welcoming and open working environment for all, it is important that everyone share in the responsibility for keep it safe. Unfortunately, personal items, money and equipment are sometimes stolen from rooms in all University buildings, including the Richardson building. There are several things that everyone can do to help make the Geography workspace more secure:

- Make sure that doors are kept locked at appropriate times, and do not leave valuables unattended in non-secured areas.
- If you see anyone behaving suspiciously in the building, especially in the evening and at weekends, or you discover a theft or identify some other emergency after hours contact the Security Office immediately by phoning extension 5000. (03 479 5000 if using a mobile phone).
- If working after-hours, please do not prop open any door for others coming later – this defeats the purpose of having secure access areas.

## 5.3 Communal Study Rooms and Meeting Spaces

### 5.3.1 Te Kahui Taiwhaka Ako (Room 4CN1)

Te Kahui Taiwhaka Ako is furnished with study carrels, which are allocated to dissertation students as a dedicated study space within the School. Because there are many users of this space it is essential that you respect the rights of others. Conversations should be kept to a minimum and conducted quietly. Aromatic food and drink must not be consumed. Note: non-spill water bottles and unobtrusive snacks are permitted.

The School maintains a collection of maps in Chris Garden's office. You are free to consult maps from the extensive collection held in room 4N7, please knock before entering Chris' office. You should not remove maps from room 4N7 without express permission from your supervisor and Chris Garden. Aerial photos are also available via Chris's assistance. Chris Garden will also be able to direct you to the digital collection of resources that are available within the School, as well as other external sources.

### 5.3.2 Planning Studio (Room 5C22)

The Planning Studio (Room 5C22) is a dedicated teaching room, and study space for first year MPlan students. Plans, Regional Policy statements, Conservation Management Strategies and other planning literature are available in the Planning Studio. It is a shared multi-use room, that first year MPlan student's can use for

coursework preparation. Second year MPlan students are allocated to study spaces within the School of Geography. These spaces are an integral part of the second year, providing opportunities for sharing information (re jobs, etc.), peer-discussions and socialisation.

### 5.3.3 Teleconference/Zoom Suite (Room R4N5)

Within Te Kahui Taiwhaka Ako is a dedicated small meeting room that can be booked for meetings, and used for internet-based teleconferencing. The room comfortably seats 6 participants around tables, and is fitted with a large LED screen and teleconferencing microphone, camera, and speaker set up. To book this room for meetings, or to schedule internet-based interviews/meetings, please see Reception.

### 5.3.4 Classrooms (R3N4, R4N6, R5N4, R5S2, R5S3)

There are several teaching spaces within the School of Geography that are allocated to a variety of teaching activities. These spaces range in size, from small classes (R4N6), up to large practical-based classrooms (R3N4, R5N4). The use of these rooms is set by timetables, but outside of classes they are available for meetings, seminars, etc. If you wish to use one of these rooms, please see Reception. All classrooms are fitted with projectors, Mac and PC dual boot computers, and webcams for remote-learning classes.

## 5.4 Kitchen and Tearooms

Small kitchens with a sink, hot and cold tap water, and recycling and waste bins are available in the foyer (near the lifts) of most floors in the Richardson Building. The main tearoom for the School of Geography is the Garnier Room on the central portion of the 4<sup>th</sup> floor. All postgraduate students are welcome to use this communal space to access tea and coffee making facilities. The Garnier Room has a modest amount of seating for meal and rest breaks (e.g., 'morning tea' and 'afternoon tea' following the British vernacular) and has a sink, toaster, microwave, fridge freezer and dishwasher. There is also a small supply of crockery and utensils. We encourage postgraduate students to make use of the Garnier Room, however, note that it is adjacent to staff offices – please be mindful of travelling cooking aromas and noises along the corridor.

Postgraduate offices allocated to offices on the 2<sup>nd</sup> and 5<sup>th</sup> floors of the Richardson Building are expected to use the Garnier Room for their meal and rest breaks. A small kitchenette is available on the 5<sup>th</sup> floor foyer with a microwave and refrigerator for use by Postgraduate Students. Geography students are NOT permitted to use tea rooms designated for other units (e.g., School of Social Sciences).

Traditionally, morning tea is 11:00 to 11:30, and from time to time the School of Geography will host events to welcome new students, or visiting scholars, or other special occasions (like the need to have cake). We encourage all of the PhD students to come to these morning teas.

## 5.5 The Thesis Collection

Copies of theses and dissertations produced in the School of Geography since its foundation are housed within the School. Theses from 1990 are in the corridor outside R4N1. Older theses are in storage in R5N3, and are available upon request. These theses are available to be viewed in your work space BUT cannot be removed from the School. A database of all dissertations and theses within the School is available at:

<https://ourarchive.otago.ac.nz/handle/10523/302>

Theses and dissertations from 2021 onwards are retained electronically, with Masters' and PhD theses stored centrally on the University of Otago, [Our Archive](#).

## 5.6 Telephones & Postage Services

Students cannot be contacted through the School's office phone. Messages will be taken for students in emergencies only.

Private mail should not be sent to the School. The only exception is mail for international students in their first few months when they may not have a permanent local address. The postgraduate student mailbox is located in the School's office.

The University of Otago has an internal mail service, which collects and delivers mail between University departments within the Dunedin campus. Morning mail is sorted in the mailroom and delivered the next day. An internal and external mail drop off box is located in foyer of the ground floor of the Richardson Building. All external mail must be in appropriate pre-paid envelope/packaging, or have the correct stamp value attached. Non-paid external mail will not be delivered.

If you need to courier parcels as a part of your research requirements (e.g., shipping samples to another facility; shipping equipment to remote field sites), the University liaises directly with several different courier suppliers. All postage costs will need to be pre-approved by your supervisor, however, the mailroom can also arrange private-paid shipping of items, e.g., shipping belongings overseas.

see: <https://www.otago.ac.nz/propertyservices/services/mail/>

## 5.7 Photocopying, Printing & Stationery

The University of Otago uses Canon multifunction devices, known as UniPrint Stations, for all printing (black and white, and colour) as well as photocopying and scanning. These UniPrint Stations are dispersed across the campus, and are also located on the 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors of the School of Geography. If you are using the student desktop the default printer is set to 'Black and White' printer. You can also print from your personal device to a UniPrint printer by using @Print. @Print is a way of emailing your documents to the UniPrint system. It works by emailing your printing job from your @student.otago.ac.nz email address to either: [printmeblack@otago.ac.nz](mailto:printmeblack@otago.ac.nz) (for black and white printing), and [printmecolour@otago.ac.nz](mailto:printmecolour@otago.ac.nz) (for colour printing). You can then navigate to the nearest UniPrint station, and login to the machine using your StudentID swipe card. Your student printing account balance shows on the touchscreen of the printer once you have logged in. Printing funds can be added to your student card using the Credit card gateway payment, over the counter at the Uniprintshop, and from funds added to your account from your research funds allocation (for the latter, please see Reception). All printing and photocopying incurs a per page charge, however, scanning is free.

See: <https://www.otago.ac.nz/uniprint/for-students/index.html>

Letterhead paper is for official University use only. Research-related letters to members of the public should be on letterhead paper and must be approved and co-signed by your supervisor before being sent out. Photocopied letterhead paper should be used for large mail-outs, such as in association with questionnaires, but only with approval of the supervisor and only if the letter is co-signed. In principle, all correspondence with courses are research; and should be vetted by a member of staff, whether the letter is on letterhead paper or not.

Stationery costs cannot be purchased privately and reimbursed from research accounts. No stationery can be purchased independently, and any stationery requests must be pre-approved and purchased through University preferred suppliers.



## 5.8 Computing

Information Technology Services (ITS) supports the delivery of computing services across the University, and maintains communal computing facilities. ITS computer resource rooms may be used free of charge, except for printing. These spaces can be booked for classes, but are available for you to study in when there are no booked classes. The closest of these rooms is Central CAL, on the ground floor of the Richardson Building; and in the Law Library in the Richardson Building. If you have your own device, you can access the Wi-Fi across campus and study in many of the Study Spaces across campus – check out the Marsh Centre for away-from-office study spaces, and café convenience to keep you going.

The delivery of software onto University computers, or private devices, is through the Student Desktop. The Student Desktop gives you access to a range of general and course-specific software. It is available to all students, both in the student computing labs, and running on your own computer anytime and anywhere via the internet. If you need specialised software delivered via the student desktop, please discuss your needs in the first instance with your supervisor. Typical software includes applications for word processing, statistical analysis, mathematical modelling, spread sheets, databases, email, internet access, and graphical and spatial information.

See: <https://blogs.otago.ac.nz/studentit/student-desktop/>

It is the supervisor's and student's responsibility to discuss required computing resources *prior* to acceptance/enrolment. The School does not provide sole-use computers to postgraduate students. The supervisor can use their own research funds to purchase computing equipment for their PhD students, however, this equipment remains with the supervisor after completion. PhD research funds cannot be used for purchasing a desktop or a laptop.

Six high end computers that use the student desktop and are intended for modelling are available within the School in R5N3. We also have a small pool of computer accessories (e.g., monitors, keyboards, and mouse) that can be provided to PhD students to augment their personal device set-up in offices. However, these are allocated on a first-in basis until supply is fully allocated. It may not be possible in all instances to provide these, and multiple screens per user will be reallocated if demand arises, at the discretion of the Head Technician.

Guidelines for the use of computing facilities

- Computer equipment is to be used for coursework and thesis research purposes only. The facilities are not for personal use.
- Students are not permitted to access staff computer accounts.
- Software installed on University systems must not be copied for personal use. For more information please refer to:  
<http://www.otago.ac.nz/its/services/software/otago025546.html>  
<https://www.otago.ac.nz/its/services/software/otago029193.html>

## 5.9 Cartography/Illustrative Software

**GIS:** All postgraduate Geography students have access to ESRI ArcGIS on the student desktop. The School also has extensive databases of GIS resources. See Chris Garden for access to these databases or for any help with GIS. GIS licences for personal computers for educational purposes are also available, please discuss with Chris Garden. Please note that complex spatial processing may not be suitable for the student-desktop based delivery of ArcGIS. However, if this is an important element for your research, we have dedicated modelling computers in the Computer Modelling Lab (R5N3). Please discuss your needs with your supervisor, and with

the technical staff about setting up access to the Modelling computers. Note: these modelling computers can also be accessed remotely.

QGIS is a freeware GIS package that you can also access on personal computing devices that is widely used and provides similar functionality to ArcGIS.

**Graphics:** The illustration programme Inkscape is available to all students on the student desktop.



## 6 Duration and Scope of Study

The School of Geography offers many different courses of study that provide the opportunity to engage in self-directed research. The different programmes, and the duration of courses, and what you are expected to produce are described below. In particular, the research components vary considerably in length and scope.

### 6.1 Honours (Hons)

A full-time Honours degree is a 36-week course, running over two semesters, normally February to October, although non-standard enrolments from July to June are also permitted. The programme of study involves a 60 point dissertation (GEOG490) and three papers at 400 level. In Geography, the length of the dissertation *must* be less than 20,000 words; and would normally be greater than 12,000 words and your academic supervisor will provide advice on the appropriate scope and length relevant to your topic. In general a dissertation is usually 40–70 pages long.

We offer Honours qualifications in the BA, BSc, and BAppSc programmes. The admission requirement to the Honours programmes is a B+ average or higher in the 300 level papers of the major subject in your undergraduate degree.

The degree may be awarded as first class (mean grade > 80%), or second class (mean grade > 70%).

*For further information about the dissertation (Geog490), consult the Geog490 course outline.*

### 6.2 Postgraduate Diploma (PGDip)

The School of Geography offers three Postgraduate Diploma qualifications, a PGDipArts (endorsed in Geography), PGDipSci (endorsed in Geography), PGDipAppSc (endorsed in Environmental Management). The Postgraduate diploma is a one-year programme that builds on the relevant undergraduate degree. It encompasses both papers can include a research topic (required for PGDipSci and PGDipAppSc), and can be taken full-time or part-time. The Postgraduate Diploma can provide entry into the Masters (by thesis) degrees if appropriate preparatory papers have been taken, or as an exit qualification for an incomplete Masters or PhD enrolment if sufficient credits have been obtained, at the discretion of the Dean of the Graduate Research School.

Entry to the degree is a graduate qualification (e.g., Bachelors) majoring in the subject of study proposed or cognate disciplines. The Postgraduate Diploma in Science (in Geography) and the Postgraduate Diploma in Applied Science (in Environmental Management) are 120-point courses, which requires Geog470 (A Research Topic in Geography) and 80 points (four 20-point papers\*) from an approved selection of elective 400-level Geog papers. *\*Note that the PGDipAppSc requires Geog472 (Developments in Environmental Management) and an approved paper in lieu of Geog471 (which may not be available), and a further 40 points from an approved selection of elective 400-level papers.*

Geog470 is a research paper, which is supervised within the School of Geography and normally involves a desktop-based research project on a topic of environmental management interest. In most instances it does not involve primary data gathering, and produces a final report *no more* than 7500 words in length. The research report should be an informative, evidence-based analysis of the chosen topic and critically reflective.

*For further information about the research project (Geog470), consult the Geog470 course outline.*

The Postgraduate Diploma in Arts in Geography is a flexible programme that that can be developed to meet students needs. It entails an approved programme of study comprising 120 points. Providing sufficient undergraduate grades are obtained, students in the PGDipArts can enrol in the 60 point dissertation paper

(GEOG490 – see BA Honours above), or can put together a programme of study that is entirely coursework, with a mix of papers from both Geography and elsewhere.

### 6.3 Masters (Coursework)

The School of Geography offers three coursework Masters: Master of Arts by Coursework; Master of International Development and Planning (MIDP); and the Master of Applied Science (MAppSc). A coursework Masters, is a level 9 qualification of 180 points from an approved selection of elective papers (six 20-point papers or a combination of 30 and 20 point papers making up 120 points, some of which may be prescribed and/or selected from a list), plus a research component (usually 60 points). The duration of study is typically 3 semesters, although there is some flexibility for enrolling in research components during non-standard enrolment periods, so that the course of study may be completed in 12-months. Discuss the programme with the relevant co-ordinator. Undertaking 180 points, including a dissertation over 12 months is an intense workload, and if you have work, family or community commitments, you might be better spreading the degree over three semesters. In Geography, the length of the Geog590 dissertation *must* be less than 20,000 words; and would normally be greater than 12,000 words and your academic supervisor will provide advice on the appropriate scope and length relevant to your topic. In general a dissertation is usually 40–70 pages long.

#### 6.3.1 MA (Coursework) Humanities

The Master of Arts (coursework) (MA(coursework)) provides an exciting opportunity to combine specific subject knowledge with broad-based transferrable skills, while obtaining a highly sought-after postgraduate qualification at the same time. The MA(coursework) is designed to give you analytical, research and communication skills that are in high-demand by employers around the globe. The qualification also serves as a foundation qualification for graduates interested in advancing to a PhD. The MA (Coursework) is a 180-point coursework postgraduate degree. Entry to the degree is a graduate qualification (e.g., Bachelors) with an average grade of at least B in the papers at the highest level in the programme. Students are required to complete a curriculum comprising 2 core Humanities papers (HUMS501 (Writing and Revision for Graduate Research), HUMS502 (Research Methods in the Humanities) or HUMS503 (Key debates in the humanities)), and three elective 400-level Geog or Devs papers totalling 120 points, and a 60-point research dissertation of 20,000 words (Geog590 (Dissertation)). Geog590 is a supervised research dissertation up to 20,000 words on an approved topic. The purpose of the dissertation is to provide you with the opportunity to carry out an individual piece of Master's research under the supervision of a staff member who is an expert in a related part of the discipline. Enrolment in Geog590 can be from Feb-Feb each year (non standard period, N1); or from Jul-Jun (non standard period, N2).

*For further information about the dissertation (Geog590), consult the MA(Coursework) course outline, and direct queries to the MA(Coursework) coordinator, Nicola Cummins.*

#### 6.3.2 Master of International Development and Planning (MIDP)

The MIDP is a 180-point coursework postgraduate degree. Entry to the degree is a completed bachelors degree requiring three years of full-time study. Normally an *average minimum grade* of B+ is required for entry to the programme, although applicants with alternative qualifications and satisfactory training and experience will be considered. The MIDP combines an enhanced understanding of development issues and needs, with the professional skills and competencies that professional planning education provides.

The course of study requires: Geog401 (Theories of Development), Geog402 (Development Planning and Practice), Plan411 (Planning Theory), Geog590 (Dissertation), and 60 points from a specified list of papers (e.g., 3 papers). Geog590 is a supervised research dissertation up to 20,000 words on an approved topic. The purpose of the dissertation is to provide you with the opportunity to carry out an individual piece of Master's research under the supervision of a staff member who is an expert in a related part of the discipline.



Enrolment in Geog590 can be from Feb-Feb each year (non standard period, N1); or from Jul-Jun (non standard period, N2).

*For further information about the dissertation (Geog590), consult the MIDP course outline, and direct queries to the MIDP coordinator: Assoc. Prof. Douglas Hill.*

### 6.3.3 MAppSc in Environmental Management

The MAppSc is a 180-point coursework postgraduate degree. Entry to the degree is normally as a graduate of the subject (e.g., BSc in Geography, or BAppSc in Environmental Management), with an average grade of *at least* a B in the subject-relevant 300-level papers; but is open to those with other relevant qualifications at the discretion of the programme director. The Master of Applied Science is designed for students who wish to pursue an interdisciplinary programme of study underpinned by science that delivers versatile skills relevant to the work force. It includes optional paths and papers that include work place-based projects, or independent study.

The course of study requires: Geog471 (Impact Assessment and Sustainability)\*, Geog472 (Developments in Environmental Management), Apps597 (Supervised Independent Study), and 100-points of approved 400-level papers (e.g., 5 elective papers). Apps597 is a supervised independent study resulting in a piece of original work on a specific research question, or advanced critical analysis of existing, area-specific, literature and knowledge. The study requires the completion of a report, no more than 10,000 words, executed to a standard of a level-9 qualification. Students are expected to commit 480 hours to the course (the equivalent of 12 weeks full-time employment).

*For further information about the project (Apps597), consult the Apps597 course outline, and direct queries to the Environmental Management coordinator, Assoc. Prof. Mike Hilton.*

*\*Geog471 is currently on hiatus and must be replaced with an approved course.*

## 6.4 Masters (MA, MSc)

A Masters qualification normally requires two years of full-time study, and *no more than* three years of full-time study (or its equivalent in part-time study) and entails the completion of 120-points by papers, and 120-points by a thesis. The thesis is a major piece of supervised research of up to 40,000 words. The Masters qualification develops skills in identifying areas of knowledge gaps, design and implementation of an extended piece of research, and presenting the findings in a form acceptable to expert readership.

The usual path to a Masters research degree (either MA or MSc) with a thesis component is a two-year course of study, where the first year comprises of an approved course of 4 elective papers at 400-level; plus Geog495, which is a thesis preparation paper; and the second-year as a thesis-only research year (e.g., Geog5F) (see below). Entry into the 2-year Masters programme is usually a graduate qualification in the subject area (e.g., a Bachelors in Geography), with an average grade of *at least* B for the appropriate subject-specific 300-level papers.

The School offers Masters qualifications as Masters of Arts (endorsed in Geography), Masters of Science (endorsed in Geography; or endorsed in Environmental Management).

The degree may be awarded with distinction (mean grade > 80%), or credit (mean grade > 70%).

### 6.4.1 Masters (by thesis-only)

The Masters (by thesis) option normally requires one year of full-time study, and *no more than* two years of full-time study (or its equivalent in part-time study) and entails the completion of a thesis. The thesis is a major piece of supervised research of up to 40,000 words. A Masters thesis develops skills in identifying areas of

knowledge gaps, design and implementation of an extended piece of research, and presenting the findings in a form acceptable to expert readership. The length of the Masters thesis *must* be less than 40,000 words; and would normally be greater than 20,000 words and your academic supervisor will provide advice on the appropriate scope and length relevant to your topic. In general a thesis is usually 80–120 pages long.

The admission requirement to the Masters by thesis only (e.g., Geog5F, Env5F) is a Bachelor with Honours degree or a Postgraduate Diploma (or equivalent) in Geography with a grade of *at least* B+ for the research report, thesis preparation, or dissertation requirement of the qualification.

The School offers Masters qualifications as Masters of Arts (endorsed in Geography), Masters of Science (endorsed in Geography; or endorsed in Environmental Management).

The degree may be awarded with distinction (mean grade > 80%), or credit (mean grade > 70%).

## 6.5 Master of Planning (MPLAN)

The Master of Planning degree requires two years of full-time study (or its equivalent in part-time study) and entails postgraduate coursework, as well as a significant piece of supervised research. There are two streams: one involving a thesis, and the other a research project. The thesis is a major piece of supervised research of up to 40,000 words; and the Project (Plan590) is a piece of supervised research up to 25,000 words. Refer to the Planning Handbook for further detail on the course structure, and accreditation. The length of the Masters thesis is usually 80–120 pages.

The admission requirement to MPLAN is a Bachelors qualification, or an alternative qualification/experience acceptable to the PVC (Humanities). Admission is restricted, and applications are due for first enrolment in the programme by 20 November of the year prior to admission. In special circumstances, late applications may be considered.

The degree may be awarded with distinction (mean grade > 80%), or credit (mean grade > 70%).

*For further information in MPLAN, please contact Dr Ashraf Alam.*

## 6.6 Doctor of Philosophy

A Doctor of Philosophy (PhD) requires highly developed academic ability, perseverance, and independent study. The PhD thesis undertakes original and independent research that contributes to the development of knowledge in your chosen field, and is executed to the standard worthy of publication in international-level journals. It is the highest degree offered at the University of Otago and is awarded on the submission of a thesis, which must meet rigorous standards. Most students take between 3 to 4 years of full time study to complete their PhD, and must be enrolled for at least 3 years of full time study, and no more than 4 full time years.

Admission to the PhD requires either: a Bachelor's (with Honours) degree with an average grade equivalent to at least a B+ at the University of Otago and includes a research component equivalent; or a Master's degree with an average grade equivalent to *at least a* B+ at the University of Otago that includes a research component worth at least 0.25 EFT (at least 30 points). Admission into a PhD is provisional for the first 12-months, whereby the candidate shall be considered for confirmation into the programme with evidence of satisfactory progress reporting.

The PhD thesis may not exceed 100,000 words of text excluding appendices, footnotes and bibliographies.

## 6.7 Progress Reporting and Milestones for Research

### 6.7.1 Milestones for Masters (thesis-only year)

There are four milestones for Masters students in their thesis year.

1. Memorandum of Understanding / Supervision Agreement: to be completed within 4-weeks of the official start of thesis date. This should be discussed with your supervisor, and submitted to PGC.
2. Six-month Progress Report: due at 0.5 EFT. This is conducted using online forms through eVision.
3. Postgraduate Symposium Oral Presentation: August each year
4. Annual Review: due at 1.0 EFT. As with 2. Above, it is an online form through eVision.

The University requires that all Masters thesis-only students report on the progress after six months of study. An automated email is generated from eVision that will prompt each candidate to answer a few simple resourcing questions, and to initiate a review meeting. A brief progress report form will be completed by each candidate in collaboration with their supervisor(s) and sent to the School of Geography's Postgraduate Committee (PGC) for approval or to initiate additional support mechanisms. The progress report is then sent to the relevant divisional Associate Dean for review.

Masters students enrolled for more than 12-months (or 1 EFT equivalent) will be required to undergo an annual review meeting with their supervisor and the Postgraduate Coordinator to discuss goals and timelines for completing. As a part of this annual review, the candidate will be required to submit a self-review document to the Postgraduate Coordinator prior to the meeting. The Postgraduate Coordinators are:

- MA: Dr Christina Ergler (S1) and Associate Professor Sophie Bond,
- MSc: Dr Ralf Ohlemüller (S1) and Dr Teresa Konlechner (S2),
- MPlan: Dr Ashraful Alam

If any of these coordinators are the candidate's supervisor(s), then the task will be delegated to the most appropriate PGC chair (either Dr Ralf Ohlemüller, or Dr Sarah Mager).

The maximum enrolment period for a Masters thesis-only component is the equivalent to two years full time study (2 EFT), any enrolment after this period is by PVC approval or delegated authority. In circumstances where the candidate is not able to complete the thesis, an exit qualification may be considered if the enrolment in the thesis is terminated.

### 6.7.2 Milestones for PhD

The PhD is largely administered through processes governed by the Graduate Research School, although the School of Geography is responsible for ensuring appropriate processes are followed. Key milestones are:

1. Memorandum of Understanding / Supervision Agreement: to be completed within 4-weeks of official start of thesis date. Objectives for the first year should be clearly set out (called confirmation objectives – see below).
2. First Progress Report: due at 0.5 EFT, includes evidence of making progress toward the development of a full research proposal and theoretical or methodological developments as appropriate to the topic (see below).
3. Postgraduate Symposium Oral Presentation: August each year
4. School of Geography 20-minute Research Proposal Seminar (within first 12-months)
5. Second Progress Report and PhD Confirmation Review: due at 1.0 EFT (see below).
6. Third Progress Report: due 12 months after confirmation: normally due at 2.0 EFT
7. Further Progress Reports: due every 12-months until submission.

Information about 'confirmation' and the role of the progress reporting, as well as a suggested template for the self-review document can be found online at the following links:

<https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme/otago404201.html>

<https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme/otago404401.html>

A doctoral candidate is initially enrolled in the PhD programme 'provisionally'. If the student has shown the appropriate aptitude and wishes to continue, their enrolment is 'confirmed' at the 12 month mark. When the student and supervision team are developing their supervision agreement, 'confirmation' objectives should be set out. Confirmation targets that are expected in the School of Geography by the 12-month period typically entail:

1. Completion of a **research proposal** (this expands on the initial proposal used for enrolment) and includes specific research aims and target dates; and outlines an intended method/methodology for addressing the research focus;
2. Completion of a **theoretical review** or **literature review** (to show evidence of undertaking extensive review of relevant theory at a standard appropriate to the doctoral programme, with evidence of critical reflection);
3. Evidence of initiation of appropriate consents (Maori, Ethics, Health and Safety if undertaken field work etc.);
4. Confirmation that the student has undertaken regular supervisory meetings (may be evidenced by Supervisory Agreement) and that monitoring of student progress is occurring;
5. A **formal presentation** of the research proposal to a larger audience that outlines to scope of the work and its contribution to the discipline (\*note that the Postgraduate Symposium does not meet this requirement, as it is too limited in scope).

Progress meetings not only provide the mechanism for ensuring you're on track and are not experiencing any major issues, but also provides the mechanism for deciding on confirmation, and checking in on progress every year following confirmation. As such, it is a formal process that is undertaken through eVision. The steps for this are:

1. A prompt to complete an online resources declaration (via eVision)
2. Preparation of a self-review document
3. Meeting with student and supervisory panel, chaired by an independent academic within the School
4. Completion of the eVision process with endorsements

Note on page 4 there is some text about whether the PhD can be confirmed at the 6 month Progress Meeting meeting. Within the School of Geography it is not our practice to consider confirmation at the 6-month meeting, and it would be **normal** practice in the School for confirmation to occur at 12-months. The expectations and requirements of confirmation, for your reference, are described on the University website (below).

It is advantageous to develop the self-review in consultation with your supervisor. During the meeting, you go through an eVision-generated template, and discuss a series of questions. Section B of this formal process requires you to complete some resourcing questions via eVision prior to the meeting.

Progress Reports are collated by a Chair, who is an academic from the School of Geography and appointed by the PGC in consultation with the supervisory panel. The Progress Meeting Chair is available in advance of these meetings to discuss any matters arising in confidence, with the candidate or supervisors, or that need to be



raised during the meeting. At the progress meeting, the candidate's progress will be discussed, particularly to assess whether the project is 'on track' for the planned completion date. These meetings are valuable for identifying any problems inhibiting the progress of the PhD, and to notify of any changes to the project or supervision arrangements. If progress is deemed to be unsatisfactory, intervention strategies may be implemented to help achieve the targets, but in the instances of sustained unsatisfactory progress the candidacy in the PhD programme may be terminated.

If confirmation targets are not satisfactorily met by the 12-month period, there is the option of exploring an extension period (nominally 3-months), where specific targets will be outlined as a part of a Memorandum of Understanding. A further progress meeting will be held to reassess whether confirmation of the PhD candidacy is appropriate, and if not, an independent auditor will be appointed by PGC to assess the viability of an exit qualification for the work completed to date. Such exit qualifications are at the discretion of the Dean of the Graduate Research School and could include a Masters thesis if sufficient body of work can be completed to meet the degree requirements, or a Postgraduate Diploma (or similar) qualification.

In most circumstances Candidates move successfully through the PhD and are confirmed at their 12-month meeting. During the tenure of the PhD the School of Geography encourages all its candidates to actively engage in our research environment, attend relevant seminars and School events, as well as pursue attendance at National or International Conferences, subject to funding availability. At the conclusion of the PhD we encourage our students to apply for a Postgraduate Publishing Bursary while the thesis is being examined, prior to the oral examination. We also encourage our completing PhD candidates to present a final 50-minute seminar to the School to celebrate the success of their work.

#### Examination Process for PhD

See: <https://www.otago.ac.nz/graduate-research/current-students/otago662999.html>

#### Postgraduate Publishing Bursary

See: <https://www.otago.ac.nz/graduate-research/scholarships/bursaries/index.html>



## 7 Research-Related Activities Compliance & Field Work

Geography as a discipline offers a variety of different methods and approaches to understanding the human and physical world. For some, a component of your studies will require field-based activities; either as course-related activities, or self-directed research. When we are working 'off-campus' we need to be mindful about how we interact with others, other places, the reputation of the University, as well as ensuring a safe, and enjoyable learning environment. The health, safety and wellbeing of ourselves, our collaborators and people we interact with during the research process, and the environments we work in is our priority. There are several processes that support the aim of 'doing no harm' in the research process.

### 7.1 Māori Consultation

The Policy for Research Consultation with Māori provides the framework for an appropriate and mandated consultation process with Māori for research. It forms part of our obligations as a Treaty partner, and respect for Ngāi Tahu as mana whenua. It ensures an effective and efficient mechanism for managing the consultation process while acknowledging the needs and aspirations of Ngāi Tahu for Māori development as set out in Ngāi Tahu Vision 2025.

Please note:

- Appropriate consultation is required BEFORE you begin work on research proposals, or very early in the process, with the openness to change research plans accordingly.
- Consultation is required for all areas of research (unless you plan to work overseas - although the Māori research committee will still be interested if there is any related impact or interest to Māori)
- Consultation may take time - so start well in advance of preparing your proposal

The consultation process asks researchers to submit a 'Research Consultation with Māori Form' with information on your research proposition, which is then assessed by the Ngāi Tahu Research Consultation Committee for consultation requirements. Please discuss your submission first with your supervisor.

Details of the Māori consultation process and the application form are available at:

<http://www.otago.ac.nz/research/maoriconsultation/>

This is a minimum requirement. If you know there are other mana whenua groups, Māori organisations, or iwi and/or hapū you should be discussing your research, then you should discuss this with your supervisor begin discussions early.

## 7.2 Ethics

Students, in consultation with their supervisors, need to consider carefully the potential ethical implications of their research in accordance with the University guidelines. If the intended research involves human participants then a research proposal will need to be made on the appropriate ethics application form. This does not apply to simple consultation with academics and other experts. However, ethical approval must be sought for all surveys, interviews and focus groups involving politicians, public officials, the media and members of the community etc. where the information will be employed as part of a student's research data. It is recommended to record interviews using audio or visual equipment, as hand-written notes are too unreliable.

There are two types of ethics applications (Category A and Category B). Category B can be approved at the School level, but must be submitted to the ethics committee to be audited by them. A proposal can only be classified as category B if NONE of the following is involved:

- Personal information - any information about an individual who may be identifiable from the data once it has been recorded in some lasting and usable format, or from any completed research (Note: this does not include information such as names, addresses, telephone numbers, or other contact details needed for a limited time for practical purposes but which is unlinked to research data and destroyed once the details are no longer needed). Please also note that Category B applications can be used where you are interviewing a public figure (s) about their work/profession (e.g. a writer, artist, musician, politician, and government official). Public figures can expect to be interviewed and quoted about their professional practice, so this is considered minimal risk. However the public figure needs to be offered the opportunity to give informed consent to be interviewed, named and quoted.
- The taking or handling of any form of tissue or fluid sample from humans or cadavers (refer to University of Otago Human Ethics Committee (Health))
- Any form of physical or psychological stress
- Situations which might place the safety of either participants or researchers at any risk
- The administration or restriction of food, fluid or a drug to a participant
- A potential conflict between the applicant's activities as a researcher, clinician or teacher and their interests as a professional or private individual
- The participation of minors (children and young people)
- The participation of any other vulnerable individuals, in particular patients (refer to UOHEC (Health))
- Any form of deception
- The research is being undertaken overseas by students.

If your research is health research and involves patients, patient information, an audit of patient data, and/or access to any health information/data obtained from the Ministry of Health, District Health Boards, or Pharmac etc., please seek advice from your supervisor or the Academic Committees and Services Office. Health research requires an application to be made to the University of Otago Human Ethics Committee (Health).

If you are not sure whether you require Category A or B approval, please consult your supervisor

You should also prepare your application in consultation with your supervisor. You should take responsibility for drafting the application but ultimately the responsibility for the ethics of the research lies with your supervisor and the application must be made in the name of your supervisor and signed by the Head of School. In Geography, this role is delegated to an Ethics Officer, Associate Professor Doug Hill. It is important to create a thorough and well-honed application as the process serves as useful impetus to refine your research plan. Please note that you must seek approval prior to conducting any research. Under no circumstances will the Ethics Committee consider retrospective applications. Please check with your supervisor the submission deadlines for our School's approval process and use the Category B Reporting Sheet

Category A application forms, which are reviewed by the University Ethics Committee. The University Ethics Committee meets monthly to consider applications that are submitted approximately a fortnight beforehand. All due dates are available at the above address. Category A applications require more detailed information in comparison to Category B applications and you can often be asked to make revisions so you should leave plenty of time to complete this process.

Please ensure you follow the submission process for Category A and B approvals.

- 1) For *all* Ethics applications, please consult your supervisor for advice on completing and submitting the application form. Students need to first get their supervisor to check-over the application *before* submitting it to Ash Alam and Doug Hill (delegated Ethics Officers).
- 2) For Ethics B applications, the application needs to be submitted with enough time for Ash or Doug to review it, and for you to respond to feedback. You need to submit your application at least two weeks before the research is scheduled to begin.
- 3) For Ethics A applications, the application needs to be submitted to Ash and Doug at least two weeks before the internal deadline of the ethics committee (not the meeting date). Applications submitted after the internal geography deadline cannot be guaranteed to be ready for the next Ethics Committee meeting. In those cases, applicants will have to submit their Ethics to the following month's meeting.
- 4) The applications have to be sent to Doug Hill ([dph@geography.otago.ac.nz](mailto:dph@geography.otago.ac.nz)) or Ash Alam ([ash.alam@otago.ac.nz](mailto:ash.alam@otago.ac.nz))
- 5) Once your Category A or Category B applications are completed and signed, your supervisor should submit a pdf version of your application to [HECapplications@otago.ac.nz](mailto:HECapplications@otago.ac.nz). For both ethics A and B, when submitting to [HECapplications@otago.ac.nz](mailto:HECapplications@otago.ac.nz), the final copy should be also cc'd to [geography@otago.ac.nz](mailto:geography@otago.ac.nz).

Also see:

POLICY: <http://www.otago.ac.nz/administration/academiccommittees/otago015522.html>.

CATEGORY A: <http://www.otago.ac.nz/acadcomm/categorya.html>.

CATEGORY B:  
[https://www.otago.ac.nz/council/committees/committees/HumanEthicsCommittees.html#cat\\_b](https://www.otago.ac.nz/council/committees/committees/HumanEthicsCommittees.html#cat_b).



For Ethics A, in 2023, these are the Geography internal deadlines:

Submission to Geography ethics committee	Submission to Central ethics committee	Human ethics committee meeting
20 February	13 March	24 March
27 March	17 April	28 April
17 April	8 May	19 May
22 May	12 June	23 June
26 June	17 July	28 July
24 July	14 August	25 August
21 August	11 September	22 September
18 September	9 October	20 October
16 October	6 November	17 November
6 November	27 November	8 December

### 7.3 Health and Safety for Research

All research-related activities that occur off-campus **require** a Health & Safety plan: this includes (usually) low risk activities like interviewing key informants, but in general, excludes trips to attend workshops and conferences. High-risk activities, particularly those related to overseas work or work in remote backcountry areas require higher levels of approval, so sufficient time should be allowed to secure such permission.

Health and Safety plans should be submitted in electronic form to [HandS@geography.otago.ac.nz](mailto:HandS@geography.otago.ac.nz) well before (*at least 2 weeks*) embarking on fieldwork (details below). Fieldwork **must not** be embarked on before the Health and Safety plan has been approved in writing via an email confirmation.

If you need to go to the same location at short notice (e.g. storm chasing) please come and talk to the School's Health and Safety Officer, Dr Douglas Fraser about having a pre-approved Health and Safety plan.

#### 7.3.1 Health and Safety Plan

The following is a quick overview of what goes into constructing a Health and Safety Plan. This need not be a lengthy document but the aim is to get *all* researchers (students and staff) to consider what risks exist while carrying out fieldwork and how these risks might be managed. To do this we need to know:

- The time frame within which the fieldwork is to take place.
- Where the fieldwork is to take place.
- Contacts: names and phone numbers of those who will be associated with your research, including your accommodation, your cell phone number, etc.
- A list identifying any potential risks to health and safety.
- An assessment the significance of identified risks (risk analysis). All risks have a different likelihood of presenting a hazard, and resulting hazards have various degrees of harm associated with them. The use of 'common sense' should minimise any risk.

However, for those hazards that are identified as significant (i.e. having a high risk) a strategy is required stating how such hazards might be eliminated, isolated or at least minimised. Note that all potential hazards should be considered in the first instance irrespective of the perceived level of risk.

Templates can be downloaded from:

<https://www.otago.ac.nz/geography/study/health/otago079285.html>

Once complete please submit to [hands@geography.otago.ac.nz](mailto:hands@geography.otago.ac.nz) approval can take up to 3 working days.

All Health and Safety plans need to detail a course of action in the event of an accident. This is not just using your mobile phone to call for help, as this may not be possible. In all fieldwork, notification of planned work and routes must be given to a suitable person each day, and that person notified when the day's work is completed. During any work in remote areas where daily contact with others is difficult, a daily plan must be left at a base or in a vehicle, and some form of communication such as a personal locator beacon or mountain radio carried. Where fieldwork is in remote areas, a field assistant must be taken.

In all fieldwork, good practice is to leave details of your trip and location with someone, detailing when to expect you back and what to do in the circumstance that you have not returned (e.g. contact Campus Security or emergency services).

Geography use the Get Home Safe app for use with all domestic field work. The app is monitored by Campus Watch (03-479-5000) and can be used as a check out/in and to monitor you in the field.

### **University Health and Safety Documentation**

University procedures/documents for Health and Safety can be found at

<https://www.otago.ac.nz/health-safety/a-to-z/index.html>

Geography Health and Safety Documents can be found on the School Wiki

<https://geography.wiki.otago.ac.nz/index.php/>

### **If you have Health and Safety any enquiries or concerns please contact:**

Dr Douglas Fraser

Office: Richardson 3C14

Telephone: 03 479 4224

Email: [douglas.fraser@otago.ac.nz](mailto:douglas.fraser@otago.ac.nz)

#### **7.3.2 Things to think about when planning a research trip in remote areas or overseas**

Staff and students **must** make sure they and their companions have the necessary skills to handle the expected conditions. As part of the Postgraduate Supervision Agreements, please also complete the necessary induction declarations to ensure appropriate training has been provided for the research activities.

All researchers must make sure they carry adequate equipment and clothing for the fieldwork they are undertaking, and not put themselves into risky situations beyond their level of skill. In some instances where work in a particular area is essential and funding is available, extra training or the provision of an experienced field assistant may be available.

Graduate students and staff may use the School vehicle or hired vehicles for fieldwork. They must have a valid current driver's licence and sufficient experience for the conditions, and satisfy their supervisor and the School Health and Safety Officer (DHSO) of this. They should sign a form provided by the DHSO providing details of their licence, etc., and accept the conditions for the use of University vehicles. If they choose to use their own vehicle, they must indicate this in their Health and Safety plan, accepting responsibility for its suitability and operation. All trips off campus related to research-activities require an approved Health & Safety Plan.

## 7.4 School of Geography Vehicle and Driving

It is recommended that when undertaking field work that you use a vehicle that is fit for purpose, road legal, and preferably meets the University of Otago's vehicle guidelines. Private vehicles may be used if they have a current registration and warrant of fitness, but it is the preference that University fleet cars, or rental vehicles are used to ensure the highest safety standard vehicle. All rental cars must be booked through the University's preferred suppliers, if being paid for from a research account.

All vehicle use must comply with the University of Otago's Vehicle and Safe Driving Policy

See: <https://www.otago.ac.nz/administration/policies/otago047383.html>

The School of Geography has a 4WD vehicle for use when undertaking research in areas where access requires it. The use of the School's vehicle is via an online booking sheet, with priority given to field schools and field trips that require a specialist vehicle. The vehicle has a daily hire at a fixed rate, plus mileage, so its use will be contingent on access to research funds to cover its cost. If you are likely to require such transport during your research programme you should discuss this with your supervisor and Douglas Fraser. In addition to confirming that you have an up to date, clean driving licence, you must undertake a driving assessment to either carry passengers or for off-road driving, as approved by the Schools Health and Safety officer.

All staff, or students employed in driving other passengers, will have completed road driver assessments, as appropriate. If you are employed by the University and required to drive a vehicle as a part of that employment, please contact the Head Technician to arrange a driver assessment. These only need to be done once during the tenure of your studies.

To be able to drive the Geography vehicle or a vehicle rented by the Geography you will need to complete a driver's assessment. Talk to you supervisor if you need this and get them to contact the DHSO (Dr Douglas Fraser) to arrange a test with a driving instructor.

## 7.5 Equipment

The School owns and maintains a comprehensive range of technical equipment for Human and Physical geography field research. Your equipment needs should be discussed with, and approved by, your supervisor and our technician, Nigel McDonald email: [equipment@geography.otago.ac.nz](mailto:equipment@geography.otago.ac.nz). Please email two weeks before the item is required. In your email please include your name, your office or study space room number, what you require, how many items of each item, and when you will need the items.

## 7.6 International/Overseas Research

International Research requires considerably more planning and there are several compliance steps that need to be considered:

1. Why fieldwork is essential to the course of study?
2. How will the costs associated with the work be secured?
3. What are the Visa implications, permissions required and regulations of doing work overseas?
4. Ethics A application
5. Health & Safety Plan

Working internationally carries additional risks that need to be assessed and mitigated. Please consult your supervisor as well as the relevant University policies and documentation. You **must** have travel insurance if undertaking research overseas.

Once a health and safety plan has been made it should be submitted to the Geography Health and Safety Officer via email ([HandS@geography.otago.ac.nz](mailto:HandS@geography.otago.ac.nz)) for initial approval. All overseas travel requires Head of School approval, so allow *at least 4 weeks* from submission; the earlier you can get it in the better.

<https://www.otago.ac.nz/administration/policies/otago625880.html>

The University uses Healix to assess risks associated with travel in different regions globally, and it is worth assessing the risks associated with your proposed destination.

- *a high risk country*: it needs to be approved by DHSO, Head of School and Pro-Vice-Chancellor (PVC). The application should include the security advice recommended by Healix, together with an explanation of how those risks will be mitigated. Allow **at least 3 weeks** for approval from the PVC. The sooner you get it in, the better.
- *an extreme risk country*: the approval it needs to be approved by DHSO, Head of School, Pro-Vice-Chancellor and the Vice-Chancellor is required, allow **at least a month** for approval by the VC. Again the sooner you get it in, the better.

See: <https://travelriskmap.com/> as a starting point to assess risk.

## 7.7 Laboratory Use

If your research entails laboratory analysis, you should first discuss the implications with your supervisor. You will be required to demonstrate that you are aware of the strict laboratory procedures employed in the School of Geography, undergo a laboratory induction led by the Laboratory Technician, and affirm in writing that you will abide by these procedures at all times. You will do this by demonstrating your understanding of the University's policy on laboratory safety and the School's laboratory policy. Our laboratories are Physical Containment (PC1) laboratories that meet New Zealand regulations for the management of a hazardous workplace, with potential biological and chemical hazards. Access to these facilities is arranged through the Laboratory Technician, and is by swipe-card only access.

The School of Geography has a range of analytical instruments, sample preparation spaces, and transitional facilities for the importation of plant, soil, water, and ice samples from overseas, subject to Government biosecurity approval.

You will need the specific approval of your supervisor and Julie Clark (Laboratory Manager) before you may use the Geography Laboratories for research purposes, and you must give at least FOUR WEEKS NOTICE of your intention to undertake laboratory research-related work. It may be prudent to give longer notice as some non-stocked consumables may take 6 weeks or longer to arrive. A Laboratory Booking Sheet must be completed detailing the nature and timing of the work, methods to be followed and consumables required. For Health and Safety reasons, laboratories cannot be used outside normal working hours unless with approval from the Laboratory Manager. For clarification and other matters relating to laboratory use you should, in the first instance, contact Julie Clark ([julie.clark@otago.ac.nz](mailto:julie.clark@otago.ac.nz)).

### Geography Chemistry Lab

To use the Geography Chemistry lab please contact Julie Clark for an induction and advice on laboratory use policies.



## 7.8 Fire and Evacuation Procedures

- 1) Remove anyone from immediate danger.
- 2) Activate the nearest Fire Alarm, call 111 (1-111 from university phone), state location of the fire and the type of fire.
- 3) Contain the fire by closing the doors.
- 4) Extinguish the fire but only if it is safe to do so. **DO NOT put yourself at risk.** If the fire is uncontrollable EVACUATE IMMEDIATELY.

On the sounding of the fire alarm

- Leave the building immediately by the nearest escape route (stairs).
- Report to your designated assembly area (**Union Lawn**).
- Remain until the “All Clear” is given by either the Building Fire Warden (Julie Clark) or the Fire Service.



## 8 Research Project, Dissertation, and Thesis Submission

As of 2020 the University of Otago no longer produces hardbound copies of research dissertations or theses. All research-related projects, dissertations, and theses are now submitted electronically. If you wish to retain a bound, or paper copy of your project/dissertation/thesis this can be ordered through the University printing and binding services for a fee.

### 8.1 Academic Integrity and Academic Misconduct

Academic integrity requires that all ideas, concepts and knowledge drawn from others is acknowledged appropriately. Dishonest practice in relation to work submitted for assessment (including all course work, tests and examinations) is taken very seriously at the University of Otago. All students have an obligation to understand the requirements applying to particular assessments and also to understand and follow acceptable academic practice. Any breach of established requirements or acceptable practice – whether intentional or arising through a failure to take reasonable care – will result in action being taken against those involved.

Plagiarism is one form of dishonest practice. Plagiarism is defined as copying or paraphrasing another person's work and presenting it as one's own – whether intentionally or through a failure to take proper care. Being party to someone else's plagiarism (by allowing them to copy your work or by otherwise helping them plagiarise work for an assessment) is also dishonest practice.

All students have a responsibility to be aware of acceptable academic practice in relation to the use of material prepared by others, and for taking all steps reasonably necessary to ensure that no breach of acceptable practice occurs. Part of your study at university is about developing your own thoughts and ideas. Where you use other people's words or ideas in your work it is vital that you reference these correctly. The Student Learning Development Centre (which is located in the Information Services Building) offers a course to assist you with this if you are unsure (see <https://www.otago.ac.nz/hedc/students/index.html> for more details).

Any student involved in dishonest practice is liable to face disciplinary action under the University's regulations. A range of penalties is established by those regulations, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases exclusion from the University. All students are expected to understand fully the rules on plagiarism at the University of Otago and detected cases will be pursued fully. Further details on plagiarism are available at

<https://www.otago.ac.nz/study/academicintegrity/otago006307.html>

<https://www.otago.ac.nz/study/academicintegrity/index.html>

You should check your own research project/dissertation/thesis using the University's Turnitin software to insure you're paraphrasing and acknowledgement of others' work is appropriate. If you do not, your work may be checked as it goes through the examination process. Turnitin is:

*Turnitin is a plagiarism detection tool that can report matches between sections of students' work submitted to it and material on a comprehensive database to which Turnitin has access. This includes material on the internet and other students' assignments which have previously been submitted to Turnitin.*

## 8.2 Submitting Your Research

The requirements for your research component vary between the different qualifications, but all submissions are now electronic, that is, you are required to prepare your research submission in a typeset form, that can be rendered into a PDF for examination. Seek advice from your academic supervisor on preparing a document of suitable quality for submission, including disciplinary standards on typesetting, graphics, and layout. The University of Otago Library website also has many different courses on formatting theses, and guides. See: <http://otago.libguide.com/pgworkshop>. The GRS website has formatting guidelines for master's and doctoral theses.

### 8.2.1 Submitting Research Projects (Geog470, Apps597)

The final copy of your research project **must be emailed** (or, if too large, delivered on USB drive to reception) to the Administrator ([geography@otago.ac.nz](mailto:geography@otago.ac.nz)) in the main office of the School of Geography, and clearly identifies the course and your name and student ID within the email. For example, the subject of your email should read: Your Name Submission of Paper Code for Examination (Student ID). This makes it much easier for our administrative staff to keep a record of submissions. The Course Coordinators will appoint examiners for the research project. For Geog470, the final report is marked by your topic supervisor, and moderated by the Geog470 Course Coordinator and by an external moderator at the end of each academic year. For Apps597, the final report is marked by two internal examiners, selected by your topic supervisor, and by an external moderator appointed by the Apps597 Course Coordinator.

### 8.2.2 Submitting Dissertations (Geog490, Geog590)

The final copy of your dissertation **must be emailed** (or, if too large, delivered on USB drive to reception) to the Administrator ([geography@otago.ac.nz](mailto:geography@otago.ac.nz)) in the main office of the School of Geography, and clearly identifies the course (Geog490 or Geog590) and your name and student ID within the email. For example, the subject of your email should read: Your Name Submission of Paper Code for Examination (Student ID). This makes it much easier for our administrative staff to keep a record of submissions. PGC will appoint examiners for the dissertation in consultation with your topic supervisor. Geog490 dissertations are marked by two internal examiners, and subject to an external moderator at the end of each academic year. Geog590 dissertations have two examiners, one must be internal, and the other can be either internal to the University or external.

### 8.2.3 Submitting Masters Theses (MA, MSc, MAppSc)

The final copy of your thesis **must be emailed** (or, if too large, delivered on USB drive to reception) to the Administrator ([geography@otago.ac.nz](mailto:geography@otago.ac.nz)) in the main office of the School of Geography with your name and student ID within the email. The Associate Dean will appoint examiners for the thesis, as recommended by your topic supervisor and approved by the Head of School. One internal examiner and one external examiner mark theses. If the recommended grade cannot be reconciled by the Convenor (the Head of School or delegated to PGC), then an external moderator will be invited to review the thesis, the examination reports and recommend a final grade. You will be notified via email once the examination process has concluded and are required to submit the final PDF version of your thesis to [Our Archive](#) before the final grade will be released.

### 8.2.4 Submitting Planning Theses and Projects (MPLAN)

The final copy of your thesis or MPlan project **must be emailed** as a PDF (or, if too large, delivered on USB drive to reception) to the MPLAN Administrator at: [mplan@otago.ac.nz](mailto:mplan@otago.ac.nz) by 5pm, 1 November of the second year of the Planning degree. Planning theses and projects are marked by an internal examiner (within the University) and an external examiner (from another institution or organisation). If the recommended grade

cannot be reconciled by the Convenor (the Head of School or delegated to PGC), then an external moderator will be invited to review the thesis, examination reports and recommend a final grade. You will be notified via email once the examination process has concluded and are required to submit the final PDF version of your thesis to [Our Archive](#) before the final grade will be released.

#### 8.2.5 Submitting a PhD

Candidates for a PhD are requested to advise their supervisors of their intent to submit the thesis, *at least* two months prior to submission, to allow for the timely nomination and appointment of examiners. PhD theses are normally examined by three examiners: one from outside New Zealand, one from within New Zealand but external to the University of Otago, and one internal to the University. An independent Convenor of Examinations is appointed who is a key point of contact for you and the examiners as the preparations are made for the oral examination. The convenor facilitates the oral and administers the final recommendation from the examiners. An oral examination is a compulsory part of the examination of the PhD and provides the opportunity to discuss the research with three people who have engaged deeply with it, defend the thesis as appropriate (that is, respond to criticism), meet the examiners, clarify amendments or if needed, any revisions.

To submit your thesis, a digital PDF file of the thesis, along with a signed thesis submission declaration form must be **emailed** to [phd@otago.ac.nz](mailto:phd@otago.ac.nz). The submission of the thesis is acknowledged by return email from Student Administration (doctoral). PhD enrolment formally ceases on processing of submission, but candidates retain access to resources until the completion of the examination process and the digital submission of the final thesis to [Our Archive](#).

To celebrate the thesis submission the Graduate Research School has a tradition of gifting doctoral candidates a chocolate fish when they submit their thesis. For candidates in Dunedin, call by the Graduate Research School to collect your chocolate fish, and then go to the Clocktower reception to collect a mallet that you then use to ring the bell located between the Quad lecture theatres and the Clocktower. For candidates submitting off-campus or overseas, you can email [gradresearch@otago.ac.nz](mailto:gradresearch@otago.ac.nz) to request your fish is mailed to you.

See: <https://www.otago.ac.nz/graduate-research/current-students/otago662999.html>





## 9 University Library Services

As a PhD or Masters' student you automatically receive extended privileges from the University Library. You are also able to inter-loan material from other libraries in New Zealand, subject to some constraints. Please obtain an order number from Office staff before you apply for an inter-loan.

**How to survive the information jungle:** Library skills are vital to your postgraduate studies including knowing the location of, how to access, search, retrieve, evaluate, store and manage information found in print and/or electronic resources (e.g. catalogues, databases, e-journals, exam papers, subject guides, citation style guides, thesis preparation, and other web tutorials and resources).

Library information desk staff are available to help you with improving your research skills and your daily research enquiries, so do call in.

Specialised free workshops are tailored to assist you with effective database search, through to checking the national catalogue (Te Puna) before placing a document delivery request for material that is not held locally.

The following library guides offer good starting points.

- [https://otago.libguides.com/geography\\_human](https://otago.libguides.com/geography_human)
- <https://otago.libguides.com/physicalgeography>
- <https://otago.libguides.com/planning>

## 10 General Student and Study Support

Pacific Islands Centre

<https://www.otago.ac.nz/pacific/index.html>

Māori Centre Te Huka Mātauraka

<https://www.otago.ac.nz/maoricentre/index.html>

ITS – IT Training Courses for Students

<https://www.otago.ac.nz/its/services/training/>

Student Learning Centre

Ground Floor, Information Services Building

<http://www.otago.ac.nz/SLC>

Accommodation

The Accommodation Office has lists of colleges, flats and short-term accommodation options

<https://www.otago.ac.nz/future-students/accommodation/>

Student Health

GP/Nursing Services – Counselling Services

Corner Walsh and Albany Street

Telephone: 479 8212

<https://www.otago.ac.nz/studenthealth/index.html>

Emergency Medical Care

Dunedin Urgent Doctors and Accident Centre

18 Filleul Street, Dunedin

Telephone: 474 0999 (24 hours)

Student Support

OUSA Student Support Centre

Telephone: 479 5448

[help@OUSA.org.nz](mailto:help@OUSA.org.nz)/ <http://www.ousa.org.nz/>

Student wellbeing, advocacy, flatting issues, gay support, food bank, thrive workshops

Disability Information and Support

Telephone: 479 8245

<http://www.otago.ac.nz/disabilities/>

Chaplaincy Office

Telephone: 479 8497

<https://www.otago.ac.nz/chaplain/contact/>

Unipol: Sports Facilities and Recreation Services

Provides sport classes, showers and changing rooms, cardio room, space for ball games, aerobic classes, arts, crafts and leisure, physiotherapy. They also organise courses, outings (skiing and tramping) and hire out equipment.

<https://www.otago.ac.nz/recreation/index.html>