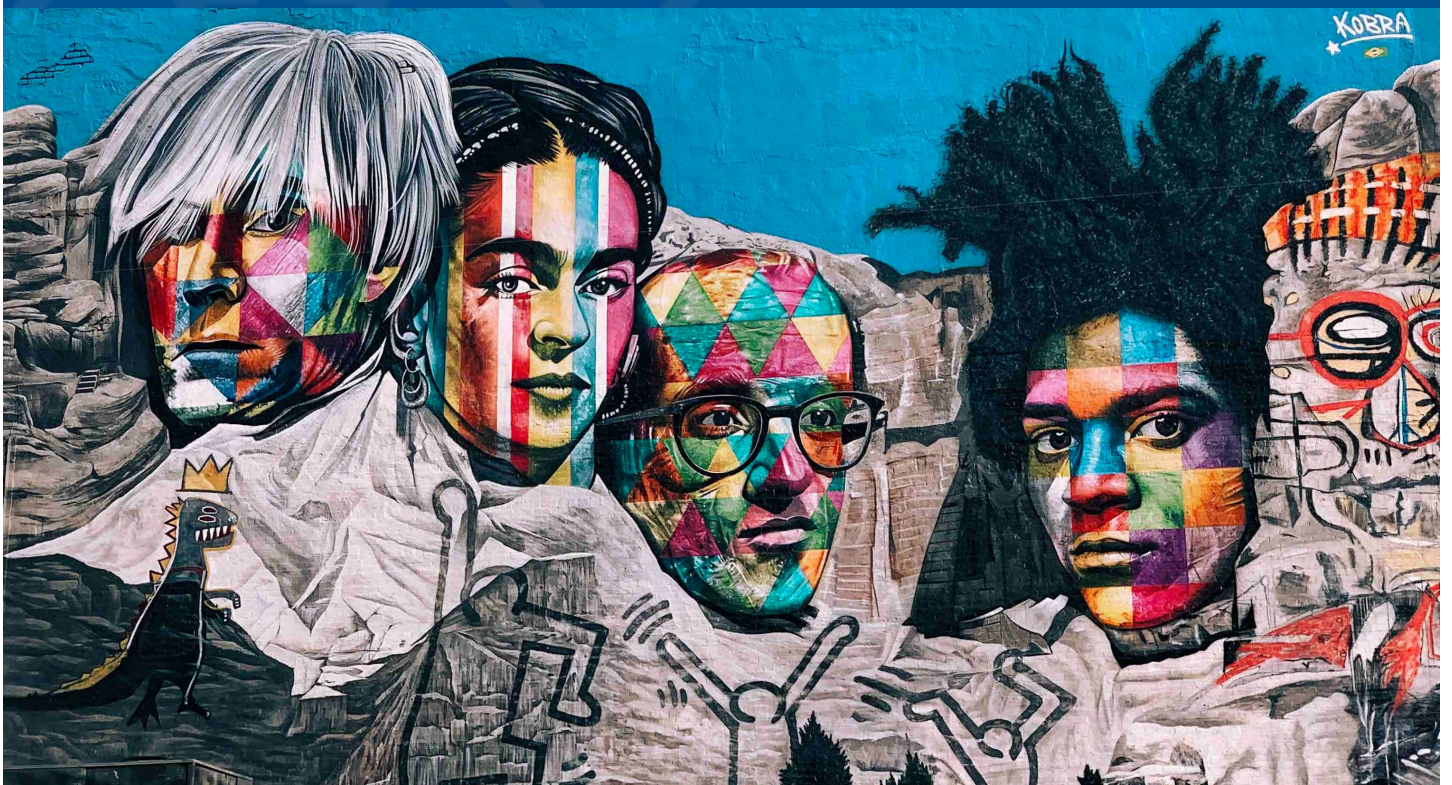


Sociology, Gender Studies and Criminology

Te Taura Takata



Postgraduate Handbook

Table of Contents

About the Department	4
Tēnā Koutou Katoa.....	5
The Postgraduate Committee	6
What do we expect from our postgraduate students?	8
Postgraduate Research Culture and Community.....	9
The Postgraduate Symposium.....	11
What will my degree cost?	12
What resources are available to me?	12
Resources Within the Department	12
Resources Within the Wider University	17
Period of Candidature and Thesis Word Length.....	19
Additional Information for PhD Students	21
Getting settled	21
Welcome and arrival (International students).....	21
PhD department induction	21
PhD university induction	22
Establishing a mutually rewarding relationship with your supervisor/s.....	22
Key points in your thesis journey	23
Divisional support for conference participation	26
Examination and final submission.....	26
What should I do if I have concerns about my PhD study?.....	27
Membership of Professional Associations	28
Sociological Association of Aotearoa New Zealand (SAANZ).....	28
International Sociological Association (ISA).....	28
Tikanga Māori	29
Māori Customs/Values	29
Notes	36

About the Department

The Sociology, Gender Studies and Criminology Department is based in the School of Social Sciences. We work to create a vibrant research culture for our postgraduate students. We are located in the Richardson Building and often collaborate with other Departments within the university in postgraduate co-supervision.

Sociology, Gender Studies and Criminology

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

Information about individual staff members and their research expertise can be found at

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

Tēnā Koutou Katoa

On behalf of our colleagues I am delighted to welcome you to postgraduate study in the Sociology, Gender Studies and Criminology department. As a graduate research student in this department, you will take on a new role in our community. In addition to the opportunities related to your own research, we hope you will forge new links within the disciplines of sociology, gender studies, criminology, and throughout the University. You will also find new challenges related to this role that will stimulate you to grow, to reflect, and to contribute to the knowledge base of our disciplines.

In this handbook you will find valuable information about our department and facilities. It is designed as an introduction, and does not include all the information you will need. You will also need to consult websites, written material, and members of the department to meet your information needs.

The research enterprise is diverse and complex, and ultimately you are the author – not only of your thesis or dissertation – but also of your research career. We take great pride in our graduate research students, and wish you all the best in your studies.



Associate Professor Marcelle Dawson
Head of Department
Sociology, Gender Studies and Criminology

The Postgraduate Committee

The Postgraduate Committee oversees applications, inducts new students, and organises the Postgraduate Symposium and other events each year. The Committee meets monthly and has a combined membership of academic staff and postgraduate representatives. The Committee welcomes your interest, feedback and participation, and is always on the lookout for event, workshop and reading group ideas. If you have a suggestion, query or feedback, please feel free to contact the Chair, another member of the Postgraduate Committee, or a Postgraduate Representative. We look forward to hearing from you!



Professor Anita Gibbs **Committee Chair**

Email: anita.gibbs@otago.ac.nz

Further details:

<https://www.otago.ac.nz/sgc/staff/otago702847.html>



Dr Peyton Bond

Email: peyton.bond@otago.ac.nz

Further details: [TBC](#)



Dr Fairleigh Gilmour

Email: fairleigh.gilmour@otago.ac.nz

Further details:

<https://www.otago.ac.nz/sgc/staff/otago611380.html>



Dr Tui Rakuita

Email: tui.rakuita@otago.ac.nz

Further details:

<https://www.otago.ac.nz/sgc/staff/otago758709.html>



Dr John Wei

Email: john.wei@otago.ac.nz

Further details:

<https://www.otago.ac.nz/sgc/staff/otago758709.html>



Luke Biggs

Postgraduate Administrator

Email: Postgrad-SGSC@otago.ac.nz



Sonja Bohn

PhD candidate & **Postgraduate Representative**

Email: sonja.bohn@postgrad.otago.ac.nz



Jordan Dougherty

MA candidate & **Postgraduate Representative**

Email: doujo151@student.otago.ac.nz

What do we expect from our postgraduate students?

It is expected that you will be progressively able to do the following:

- Undertake original, independent research and collaborative engagement within your discipline (interdisciplinary if applicable) on issues facing New Zealand and other societies.
- Demonstrate the ability to integrate, apply and evaluate theoretical arguments relevant to the research topic.
- Effectively present research results in written and oral form to a wider audience.
- Assemble, critically evaluate and analyse information from the field, practice, library and other sources.
- Competently use electronic media to gather, distribute, process and analyse information.
- Think clearly, logically and methodically in debate and decision-making.
- Demonstrate the ability to engage in ethically sound research practice.
- Appreciate and respect the beliefs, needs and aspirations of people of different cultures, ethnicities, genders and abilities.
- Maintain a sense of social justice and responsibility.

During your tenure, you are expected to participate in the annual Postgraduate Symposium and attend as many department seminars as possible. Details about the symposium and seminars will be made available electronically.



Postgraduate Research Culture and Community



Postgraduate Representative and Sociology PhD candidate Tahere Siisilafalia (fourth from left) leads a Siva Samoa with fellow Otago students at the 2021 Postgraduate Symposium.

Each year approximately 30 students are enrolled in postgraduate courses in the department. Around 20-25 students are completing *research* degrees on a range of interesting topics. Feel free to read the profiles of some of the department's students here:

<https://www.otago.ac.nz/sgc/research/postgraduate-research/index.html>

Although your primary objective is to undertake and complete your research as well and as efficiently as possible, postgraduate life should also offer an opportunity to make friends and develop relationships beyond your home department and the university. Other students can be an important source of support in sustaining your energy and interest while completing an extended piece of research. They will be encountering many of the same challenges for the first time and dealing with the same concerns as you are. Mutual support networks can assist you during your postgraduate years and build the foundation for longer-term friendships and/or career networks.

As a postgraduate student you are invited to contribute to the academic, professional and social life of the department. There will be opportunities to participate in the seminar series, postgraduate symposium and other social events to provide you with the opportunity to broaden your horizons beyond your own research area and engage with department staff other than your supervisor/s. It also allows you to practise the skill of robust, yet courteous, critique of others' work, and develop the kind of wide-ranging curiosity that is a distinguishing characteristic of a good researcher. During your research journey, it is expected that you will offer at least one presentation on your own research to department staff and students. Attending presentations by fellow postgraduates or visitors from other institutions will help you to broaden your knowledge base and develop your expertise with regard to scholarly interaction and critical debate. These capabilities are important life skills that will serve you well beyond the postgraduate degree, regardless of your chosen career path.

In addition to the regular department-facilitated occasions (social and official), you are also encouraged to make your own social arrangements with fellow students within and beyond the

department. If you would like to be added to the Facebook group, please contact one of the postgraduate representatives.

Postgraduate Representatives

Postgraduate representatives are postgraduate students who serve on the Postgraduate Committee, where they represent the interests of the postgraduate community and contribute to organizing formal and informal events. There are up to three representatives, and they usually hold their post for up to two years. When there is a vacancy, the Committee calls for expressions of interest. If you have an idea for an event, reading group, or other postgraduate-focused activity, get in touch with the postgraduate representatives to discuss and find support for your initiative.



The Postgraduate Symposium

Held annually in August, our Postgraduate Symposium is a one-day fully catered event that showcases the research of our postgraduates. The event provides a platform for students at any stage of their research journey to share their ideas and gain feedback from staff and fellow students in a convivial environment. A survey of postgraduate students determines who will be invited to give the Symposium keynote address. In previous years students have elected celebrated researchers including the Dean of the Graduate Research School Professor Rachel Spronken-Smith (2019), University of Victoria Wellington Professor Elizabeth Stanley (2020), University of Canterbury Professor Anne-Marie Brady (2021) and MP and LGBTQ+ activist and scholar Dr Elizabeth Kerekere (2022).

During your candidature you will present at least once at the Symposium. PhD and Masters students give 15 minute research presentations, and Honours students give 3-minute thesis presentations. All postgraduate students are invited and encouraged to attend the event, and have the opportunity to chair the sessions, including introducing the keynote.

Postgraduate Symposium Published Booklet

Prior to the Symposium the keynote and postgraduate presenters submit a short abstract describing their topic. The abstracts are compiled in a published booklet that is collected in the University library and the National Library of New Zealand. The names and research topics of non-presenting students also feature in the published booklet, which is given free to all students and staff on the day.



PhD. candidate Joshua James (left) introduced the 2021 keynote speaker, Professor Anne-Marie Brady (right).

PhD. candidate Romulo Nieva presents remotely via Zoom at the 2021 Postgraduate Symposium.



What will my degree cost?

You can expect an excellent return on your investment in education. The University provides general and degree-specific information about tuition costs on the website. For general information about tuition please visit <https://www.otago.ac.nz/study/fees/> or contact the Revenue Management Office (student.finance@otago.ac.nz).

Most of you will be well aware of the student loan scheme that is currently operating. If you need confirmation of the details, you should consult the University's link to <https://www.studylink.govt.nz>

What resources are available to me?

This section describes the resources available to you with the department and the University more broadly. University webpages are regularly updated, so do follow the links below to gain full and updated information. Resourcing differs according to degree type, with more resourcing for Masters and PhD candidates owing to the research-intensive nature of their degrees.

Resources Within the Department

The Basics

In line with permitted annual budgeting, the department provides the following basic resources for postgraduate students:

Honours students are permitted to make copies of the final version of their dissertations on the department's photocopier at no cost.

Full-time research students (i.e. those at Masters and PhD level) have access to:

- Basic stationery (available from the Department Administrators).
- Black & white printing and limited colour printing.
- Photocopying (black & white and limited colour).
- Local phone calls from department phones.
- Shared tea and coffee making facilities.

Space

The departments central location in the Richardson Building on the Otago campus provides an excellent 'home base' for your daily work on your research. Every effort is made to ensure you are assigned a comfortable and appropriately equipped space that allows for quiet study and focused writing. Access to desk space will depend on the rooms and spaces available at the time.

Our postgraduate spaces are shared facilities. You will have your own space, within a larger space shared with others. These are places of connection, cooperation, and courtesy, where you can become familiar with your postgraduate peers, while also always showing due courtesy to the study needs of your office mates. The space-sharing guidelines are:

- Avoid excessive noise and conduct that is likely to break others' concentration. Long or loud phone calls should take place elsewhere. Use headphones to listen to music and other audio sources.
- The postgraduate spaces are intended for use by postgraduate students in the department only. You are welcome to meet friends and family in the tearoom. Supervision meetings and/or consultation sessions with undergraduates whom you may be tutoring should take place elsewhere.
- Leave the tearoom facilities clean after use.
- Smoking and vaping are not permitted anywhere within the University of Otago precinct.

After-hours access

You are permitted after-hours access to your space and department facilities. To access the Richardson Building after hours you will need your Student ID Card and your PIN. Scan your card over the keypad at the main door, enter your PIN and then press the green tick button. The floor corridors are unlocked on weekdays between 8am and 5.30pm. The rest of the time you will need to scan your ID Card to enter the corridors. You will have a key to your allocated office within the building. It is important that everyone shares in the responsibility for keeping it safe. Unfortunately, personal items, money and equipment are sometimes stolen from rooms across all of the university campus. The department does not take responsibility for the theft or damage of personal items.

Queries or concerns about room allocation or space-sharing can be communicated via email to the postgraduate administrator (Postgrad-SGSC@otago.ac.nz).

Technical Support

Access is provided to appropriate technical resources, including services such as e-mail, appropriate Internet communications, and library facilities (including inter-library loans).

- As a postgraduate at the University of Otago you are entitled to a postgraduate email address, in the format of:
firstname.lastname@postgrad.otago.ac.nz

To apply please visit:

https://otago.custhelp.com/app/answers/detail/a_id/2399/kw/postgraduate%20email

- The department has an IT e-learning Administrator who will arrange to set up your computer for the University's network as soon as possible upon your arrival.
- If you have a personally owned laptop and you would like to have software loaded on to that personal laptop (such as EndNote or SPSS etc.), you will need to complete the relevant software request form found here

<https://www.otago.ac.nz/its/services/software/otago026257.html>.

If the software is not standard supplied software but is related to your postgraduate work then you may apply to the Postgraduate Committee by emailing Postgrad-SGSC@otago.ac.nz for the cost of this software to be taken out of the department's allowance for postgraduate support.

- The department has Wi-Fi access and if you require your laptop to be set up for this contact Student IT on studentit@otago.ac.nz.
- Internet access is provided as a study related resource. The university monitors the internet usage of staff and students, and sites considered to contain inappropriate material are blocked. Inappropriate material is material that could reasonably be described as unsuitable or objectionable. More information on the University's internet usage policy can be found here: <https://www.otago.ac.nz/administration/policies/otago018522.html>

Support for research-related costs

Research students may incur other costs associated with their projects, the scale of which will depend on the nature of research undertaken. To assist with these costs, research students (MA by thesis and PhD candidates) may seek financial support from the department. Around the time of your first progress meeting (usually after 3 months for Masters candidates and 6 months for PhD candidates), you will be asked to submit a budget (along with quotes) to your supervisor/s for consideration by the Postgraduate Committee.

To the extent that department budgets allow, a grant-in-aid will be allocated as a contribution towards the costs associated with your research. Typical costs include, but are not limited to: economy class flights, accommodation, ground transport, airtime/data costs where relevant, and vouchers for participants/koha (within reason). Personal costs will not be considered. Please consult with your supervisor/s about other allowable expenditure. Specific information about budgeting will be provided at the induction, which takes place shortly after your enrolment is completed.

If you are a part-time research student or if your supervision is split across different departments, your request will normally be considered on a pro-rata basis.

In order to be reimbursed, please submit GST receipts for your approved expenses to Postgrad-SGSC@otago.ac.nz within 4 weeks of spending the money.

Please note: Transcribing and proofreading are the candidate's responsibility. The Postgraduate Committee will not consider requests for funding to cover proofreading and will only consider requests to support transcribing in cases where there is a clear and compelling explanation for the candidate's inability to transcribe. Please direct any queries about this to the Postgraduate Coordinator.

Support from outside agencies

Postgraduate research is often of interest to agencies outside of the University (e.g. government departments and voluntary sector agencies). Some of you may seek to establish an association with such agencies for the duration of your research project (even beyond) and they may offer financial and/or logistical support. Such associations typically operate to the benefit of the graduate student and the outside agency. Collaboration with external agencies however, must be undertaken with great care. Without exception, you must first discuss any possible association with your supervisor(s), and then application should be made to the Postgraduate Committee by email to Postgrad-SGSC@otago.ac.nz for final approval.

There are two reasons why care is needed with associations with outside agencies. Firstly, there is the issue of possible liability for incorrect advice or research results provided by an individual employed by or associated with the University. Secondly, the expectations which external agencies may have of research projects to which they are contributing are often quite different from the academic requirements of the research. It is the responsibility of your supervisor and the Postgraduate Committee to provide advice with the aim of ensuring that you are not unduly torn between what can be conflicting objectives.

Supplementing your income

Tutoring

Masters and PhD students are sometimes employed by the department to undertake various tasks associated with the undergraduate teaching programme. These include small group tutoring, marking assignments, giving guest lectures, and providing administrative help to lecturers. Qualities required for this work, in addition to competence in the subject matter, include the ability to relate and communicate well with undergraduate students, and to work cooperatively with the lecturer/s whose teaching you are supporting.

Tutoring can play an important part in developing your command of the discipline, and is a useful addition to your CV.

Research assistance

Department staff may at times employ MA and PhD students to assist in some tasks in their own research. This work can also provide valuable experience, especially if you plan to continue in a research career. Research assistance can cover a wide range of support, including bibliographic and archival searches, interviewing, managing databases, data

analysis, and drafting sections of research reports. Again, please seek permission from your supervisor before accepting a research assistantship.

Please note: You are not obliged to take on tutoring or research assistance as part of your postgraduate study. It is paid work on top of your studies and can be time consuming. Please consider the impact that this work will have on your own study, and discuss the possible implications with your supervisor/s before deciding to take it on. For more information about the Casual Staff Employment Guidelines for student employees please see:

<https://www.otago.ac.nz/administration/policies/otago003106.html>

Tax implications

If you work for the University and that source of income is your greatest, your tax code should be M or MSL if you have student loan in New Zealand. Even if you have more than one job at the University, the University treats all sources of income earned as one income for tax purposes. In addition to this, your stipend is tax free.

If you are working external jobs that are outside of the University and those are your main source of income, then you should list the income that you receive from the University as SB (remember that your stipend is tax free).

For information about **scholarships**, please visit this webpage hosted by the Graduate Research School:

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

University of Otago Academic Employment

Opportunities to join the academic staff at the University of Otago are advertised publicly on the University of Otago website:

<https://www.otago.ac.nz/humanresources/join-otago/index.html>

Supervisors, staff and the Postgraduate Committee do not approach students past or present to advise of positions available. It is the responsibility of students to check the website for positions they may be interested in applying for.

Resources Within the Wider University

The **Division of Humanities** postgraduate webpages provide general and degree-specific information covering a wide array of topics:

<https://www.otago.ac.nz/humanities/study/postgraduate/otago054220.html>

The **Graduate Research School** (GRS) provides a wide range of excellent online and in-person resources for postgraduates, from writing workshops through to wellbeing and productivity coaching. You are encouraged to familiarise yourself with these resources and take them up as needed. For information about every aspect of your postgraduate degree go to:

<https://www.otago.ac.nz/graduate-research/current-students/otago662242.html>

To download the GRS calendar of workshops for postgraduate students go to:

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

Nikki Fahey, the **Graduate Wellbeing Coach**, is available to assist students with wellbeing and research productivity. For information go to:

<https://www.otago.ac.nz/graduate-research/people/otago694370.html>

The University Library

As an Otago student you have a vast collection of physical and online library resources at your disposal. For guidance toward library resources that are particularly relevant to your research project, please consult with our Liaison Librarian Alexander Ritchie (alexander.ritchie@otago.ac.nz). The Library consists of the Central Library (Arts, Humanities, Commerce, Social Sciences, Theology, Physical Education and general reference), the Hocken Library (New Zealand and Pacific collections), the Medical (Health Sciences material, including Pharmacology, Physiotherapy and Medicine) and Dental Libraries, the Sir Robert Stout Law Library, the Science Library and the Bill Robertson Library. Online and interloan services also connect you to library collections across the world. For further information about library services and resources, please see: <https://www.otago.ac.nz/library/index.html>.

The **Information Technology Services (ITS)** Service Desk can offer additional assistance to students with computer related issues. ITS Training also offers a wide range of computing training courses covering everything from a basic introduction to computing through to advanced technical training. The format of the thesis/dissertation is usually agreed upon between student and supervisor/s. However, **research students are advised to attend ITS thesis-formatting workshops BEFORE they embark on the task of compiling a full draft of their thesis/dissertation.** For further information, please visit:

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

The **Higher Education Development Centre** offers a range of support services for postgraduate students. For more information, visit:

<https://www.otago.ac.nz/hedc/students/postgraduate/index.html>

For research students looking to develop their research skills and enhance their thesis writing, please see:

<https://www.otago.ac.nz/hedc/students/research/index.html>

The **Careers Development Centre** provides a wide range of career resources, from information about writing your CV and preparing for a job interview, through to targeted resources for postgraduate students planning toward careers in academia. See their page for postgraduates at:

<https://www.otago.ac.nz/careers/planning/postgraduate/index.html#CDC>

Disability Information and Support provides learning support, advice, advocacy and information to students who have a disability, impairment, injury or medical condition that affects their study for a period of four weeks or more. For further details please see: <https://www.otago.ac.nz/disabilities/index.html>

The **Otago University Students' Association (OUSA)** is a student-run, student-funded organisation that represents the interests of and provides services for its members, including postgraduate students. Upon enrolment, postgraduate students become members of OUSA and have their own representative on the OUSA's Executive. For further information see: <https://www.ousa.org.nz>

The **Otago Postgraduate Association (OPA)** was formed in 2018 as part of the OUSA. The OPA is there to support postgraduates and provide opportunities to meet and socialise with your peers. For further information see: <https://www.ousa.org.nz/executive/otago-postgraduate-association->

To become a member of the OPA, visit:

<https://docs.google.com/forms/d/e/1FAIpQLSci5FPwhLmufQneQvYXS3js7GmRH32Vkw9UzgxmATxHNomRkg/viewform>

Student Health provides a comprehensive, professional, friendly and positive approach to all health matters. For further information see: <https://www.otago.ac.nz/studenthealth/index.html>

Recreation Services are in the serious business of helping students have fun in their spare time. For further information see:

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

For a complete directory of the services and support offered by the University of Otago, please visit: <https://www.otago.ac.nz/services/>

Period of Candidature and Thesis Word Length

BA Honours

A full-time Honours degree runs over one academic year (i.e. February to October). The degree entails coursework and a dissertation. The length of the dissertation is 15,000 to 20,000 words. For more information about the dissertation please consult the 490-course outline on Blackboard.

Master of Arts (Coursework)

The Master of Arts (Coursework) (MA(Coursework)) programme is designed to provide a multi-disciplinary grounding for Humanities students in a range of subjects as preparation for further study or future employment. The programme will take either 12 months or three semesters of full-time study to complete. The programme can also be studied part-time.

The 60-point dissertation is 20,000 words long and is completed over 12 calendar months, starting either in Semester 1 or Semester 2. Students must complete HUMS papers to the value of 60 points and Subject Papers also to the value of 60 points. For more information about the Coursework MA and the papers available, please visit:

[https://www.otago.ac.nz/courses/qualifications/ma\(coursework\).html](https://www.otago.ac.nz/courses/qualifications/ma(coursework).html)

Master of Arts by Thesis

The MA thesis option normally requires at least one year of full-time, or its equivalent in part-time, study and entails completion of a thesis. The normal admission requirement is a Bachelor of Arts with Honours (BA Hons) degree in one of at least 24 subjects, but admission on the basis of alternative qualifications and experience is possible. Some thesis candidates may be required to pass approved postgraduate papers before embarking on the thesis research but will be advised of that before enrolment. The thesis is a major piece of supervised research of up to 40,000 words on a topic of current interest.

The primary aim of the MA by thesis programme is to develop in a candidate the skills needed to identify a significant topic, design and implement an extended piece of research, and present the findings in a form acceptable to an expert readership. For more information about the MA by thesis, please visit:

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

Doctor of Philosophy (PhD)

A Doctor of Philosophy (PhD) requires highly developed academic ability, independence and perseverance. Your thesis must reveal your ability to carry out research. It should also show your originality, independence, and make a significant contribution to knowledge in your chosen field – at least some of your work should be worthy of publication. Most students take between 3-4 years of full-time study to complete their PhD. The length of a PhD thesis is limited to 100,000 words.

Applications for extensions are considered on a case-by-case basis by the Postgraduate Committee, and the Division of Humanities (for a Masters), or the Graduate Research School (for a PhD). For comprehensive and up-to-date information about the PhD programme, please visit:

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

Part-time study is possible and is usually negotiated on a case-by-case basis to ensure that you have access to substantial blocks of time to devote to your studies and sufficient social and intellectual support to complete your studies within a reasonable time- frame. Please contact your supervisor and/or the head of department to find out more about part-time study. **Visa restrictions generally do not allow international students to enrol part-time.**



Additional Information for PhD Students

This section of the handbook offers further guidance specifically related to the needs and expectations of PhD students. It does not replace the information provided by the Graduate Research School and, indeed, should be read in concert with the following information:

The Graduate Research School:

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

The PhD website:

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

Roles and responsibilities:

<https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme/otago403601.html>

Getting settled

Now that you have been formally admitted to the PhD programme, you must enrol within six months of the proposed start date you indicated on your admission form (otherwise your admission will lapse). Applications for an extension of the start date beyond this six-month period may be made to the PhD Office at phd@otago.ac.nz. Tuition fees become payable once you have enrolled and enrolment is required each year until your thesis is submitted for examination.

Welcome and arrival (International students)

Once your signed acceptance has come back the University of Otago International Student Support will assist you with planning your arrival in Dunedin. Further information and contact details can be found at

<https://www.otago.ac.nz/international/studentsupport.html> On your first day please see Luke Biggs (6th Floor, Richardson Building, Room 6C10).

PhD department induction

Soon after your arrival, in addition to meeting with your primary supervisor, you will meet with the Postgraduate Committee Chair for an induction session.

The induction aims to help you settle into our academic community and provides a general overview of how things work in the department, with opportunity to discuss mutual expectations, including financial support available for postgraduate research.

PhD university induction

The University of Otago holds a number of one-day PhD inductions throughout the year, which are compulsory for PhD students. The available dates can be found at this link: <https://corpapp.otago.ac.nz/training/grs/course/9894/search/0/>

Overview: Start your thesis journey equipped with a well-informed set of expectations for your doctorate. This full-day programme is strongly advised for all commencing doctoral researchers. The programme will enable you to: understand the key processes involved in doing a PhD at Otago; reflect on how your skills and experiences can supplement your research; clarify your expectations of supervision and how to get the most from your supervisors; consider your career development during your doctoral study; plan for study-life balance; gain familiarity with various support and service providers for doctoral researchers across the university.

If you cannot find dates available on the website please email the Graduate Research School on gradresearch@otago.ac.nz

Establishing a mutually rewarding relationship with your supervisor/s

The relationship with your supervisor/s is a central platform upon which a successful PhD programme of study is built. As such, it is important that both students and supervisors are clear about their mutual expectations of each other. The university recommends that PhD students and supervisors meet in the early days to discuss and complete a student-supervisor agreement. This offers a prompt for both parties to discuss things like: the frequency of meetings; the possibility of contact between meetings; expectations of written work to be provided by the student; the nature, promptness and limits of feedback on written work; and how issues relating to joint publication of work arising from the student's thesis are to be handled etc.

For further information regarding your Intellectual Property Rights please see <https://www.otago.ac.nz/administration/policies/otago003228.html>

While the composition of your supervisory team may vary, every candidate must have a principal (or primary) supervisor. As the University believes that no PhD student should depend entirely on the advice and guidance of one supervisor only, there must be other suitably qualified people involved. This may take the form of:

- one or more co-supervisors;
- an advisor or advisory committee.

Please note: The primary supervisor rather than the candidate leads the process of composing the supervisory panel.

Key points in your thesis journey

The Graduate Research School hosts a range of workshops throughout the year to assist with the different stages of your PhD journey. Visit this page for more information: <https://www.otago.ac.nz/graduate-research/events/index.html>

Once you have been admitted to the PhD programme (either by direct or interim admission), you will be granted provisional status for a period of 12 months in the first instance. While you are provisionally enrolled in your PhD, you are required to submit six-monthly progress reports (from the date of initial admission).

Reporting on your progress

The Graduate Research School requires your progress through your PhD to be regularly monitored. The primary reasons for this are to a) encourage you to review your achievements to date; b) set your goals for the next time period; and c) provide an opportunity for you, your supervisors and, where necessary, the Convenor of your progress meetings to identify and discuss any areas of concern or problems with your PhD study experience that are seen to be inhibiting your progress.

The timing of all progress reports is calculated from the date of admission to the programme. Progress reports are due at the following intervals: six monthly until confirmation, and then annually thereafter until the submission of the thesis or termination of candidature. At your first six-month progress meeting, you will have an opportunity to discuss research-related expenses with your supervisor/s who will submit your proposed budget to the Postgraduate Committee for consideration. You can expect to hear back from the Committee within a fortnight.

The progress reporting procedure is initiated by eVision reminders that are sent to the primary supervisor and postgraduate administrator several weeks prior to the reporting period. At that stage, you will receive an alert in your eVision portal to complete your section and the self-review. **If it is your first progress report you should also complete the student-supervisor agreement and a skills audit.**

For more information about expectations in the first year, including links to the student-supervisor agreement, skills audit and reporting process, please visit:

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

Confirmation of enrolment

After your enrolment has been confirmed (usually at 12 months if satisfactory progress has been made), you are expected to report on your progress annually until you submit your thesis.

Please note: Confirmation is not an automatic right. In the absence of adequate progress, the University retains the right to extend your provisional status for up to 12 months. If, after a period of extension, admission is not confirmed, you will be required to withdraw or to register for another degree.

Undertaking additional papers

Occasionally it may be beneficial for a PhD candidate to take an undergraduate paper in order for the candidate to be able to undertake their PhD research effectively, e.g. Te Reo Māori. If the candidate has a scholarship the fees for the paper will be covered as long as Supervisors agree the paper is essential.

Expectations of progress

In accordance with University of Otago regulations, full-time PhD students have 3 to 4 years to complete their PhD study.

Please note:

- Otago PhD Scholarships are for a period of three years only.
- There is the capacity to change the status of your admission details (from full- time to part-time, and vice-versa; or even to defer for a period of time for example). For more information about changing admission details, please visit:
<https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme/otago405801.html>

The following timeline should lead to submission within three years:

YEAR 1

The first year is crucial as it sets you up for the work that lies ahead. Progress during the first year can be a useful indicator of whether or not a student is likely to complete within three years.

By the end of **Year 1** you should have met the following objectives:

1. Expand your initial written **research proposal** to include:
 - A competent **review of the relevant literature***, including a clear statement about the **contribution of your research** to the relevant area of scholarship;
 - A clear discussion of the **proposed theoretical framework***;
 - Clearly articulated **research hypotheses or questions** (Remember that while a PhD must offer an original contribution to knowledge, it must also be do-able within the three-year completion period).
 - A logical and sound discussion of an appropriate **methodological approach and proposed methods*** that will be used to gather and analyse data;
 - A clear description of the proposed **empirical field**;
 - A proposed **time-line** that plots specific research and writing aims with associated deadlines through to the proposed date of submission.

*** It is expected that one or more of these aspects of your thesis will be written up by the end of Year 1 in the form of a polished draft chapter (for example two draft chapters of 5,000-6,000 words each or one chapter of 10,000-12,000 words).**

2. **Informal presentation of your research proposal/aspect of your research to members of your department**

When you are ready to present your proposal, please get in touch with your supervisor to

arrange an informal presentation. Proposal sessions may take the form of panel presentations by 3 or 4 students to a limited number of department staff or they may be incorporated into the postgraduate symposium, whichever works with your schedule.

3. Seek **ethical approval** for your proposed research project

The university requires that any research involving human participants be conducted in accordance with the highest ethical standards. There are two categories for university ethics approval. Category A ethics applications must be approved by the university's Human Ethics Committee, while Category B applications may be approved the Head of Department on behalf of the Human Ethics Committee. There are three Human Ethics Committees that review research applications. The committee that is most appropriate to review your application will depend on the type of research you are conducting and how your participants are being recruited. For more information about which committee to submit to, a more detailed distinction between Category A and B applications, and application procedures and deadlines, please visit:

<https://www.otago.ac.nz/council/committees/committees/HumanEthicsCommittees.html>

Note:

- Objectives 1 and 2 must be met in order for your PhD enrolment to be confirmed. Objective 3 is a suggested goal, depending on the timeframe of your fieldwork.
- At some point during the first year it would be prudent to familiarise yourself with the format of the thesis in order to avoid the hassle of reformatting large sections of work when you are nearing the end of your thesis. It is best to consult with your supervisor/s about the preferred format. However, the university also has some resources that may be of use:

<https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme/otago406003.html>

- From time to time, ITS runs sessions on thesis formatting. Visit this page for these and other training sessions:

<https://www.otago.ac.nz/its/services/training/otago030141.html>

YEAR 2

By the end of **Year 2** you should have largely completed your empirical work and data analysis. In addition, you should be revising your methodological framework, ensuring that your theoretical assumptions remain sound and updating your literature review to make sure that it is current. During Year 2 you should aim to give at least one full research presentation at an event of your choosing (e.g. postgraduate symposium, department seminar series, university-wide forum, or at a national/international conference of your choice). It is best to speak to your supervisor/s about which option will be most beneficial to you.

YEAR 3

Most of your third year will be consumed by 'writing up' your findings and analysis chapters. By the middle of Year 3 you should aim to submit the first full draft of your thesis. Be careful not to underestimate the amount of work that may be required to revise your draft to your supervisors' satisfaction. By the end of **Year 3** you should have completed final revisions of earlier chapter drafts. In other words, you should be nearing completion of your thesis and working towards

submission of your thesis for examination.

If you have not already presented your work at an international conference, you may want to consider doing so during your third year. Again, it is worth chatting to your supervisor about which conference is likely to offer the most rewarding experience. If you have not yet offered a research presentation at department level, you will be invited to do so towards the end of your third year.

Divisional support for conference participation

PhD candidates in the Division of Humanities who have been accepted to deliver a paper or present in a poster session at an academic conference in New Zealand or overseas are eligible to apply for financial assistance from a fund administered by the Associate Dean of Graduate Studies. It is expected that the paper or poster will be based on research that the applicant is undertaking or has completed for the current degree. More information and the application form can be found here: <https://www.otago.ac.nz/humanities/about/otago788867.html>

Examination and final submission

Having successfully completed all your PhD milestones, you are ready to submit your thesis to be examined. For more information on the examination process, please visit:

<https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme/otago406402.html>

Once the examination Convener has advised that a candidate has completed all amendments to their thesis, (what is termed the "final sign-off"), the administrators will formally write to the candidate advising them that they can proceed with uploading the final version as below. Candidates are advised not to do this until they receive this letter or have verbal or email confirmation from their Convener to proceed. The final submission involves the deposit of e-Thesis to the University research archive. For more information, please visit <https://www.otago.ac.nz/graduate-research/current-students/otago703531.html>



What should I do if I have concerns about my PhD study?

Sometimes, despite the best intentions by all concerned, problems arise. These can include problems with supervision, or other post-graduate students, or your experience in the department / University of Otago environment more generally. You're encouraged to address the issue promptly rather than letting it linger and grow. The first step is to attempt to resolve the issue informally. There are a number of people whom you can contact (preferably in this order) to discuss your concerns or to seek advice:

- Your supervisor/s
- The Chair of the Postgraduate Committee
- Your Progress Convenor
- The Head of Department
- The Graduate Wellbeing Coach (nikki.fahey@otago.ac.nz)
- The Associate Dean Postgraduate (Humanities) (adgs.humanities@otago.ac.nz)
- The Dean, Graduate Research School (dean.grs@otago.ac.nz)
- The University Mediator (mediation@otago.ac.nz) or phone (03) 479 5679
- A member of the Ethical Behaviour Network (<https://www.otago.ac.nz/mediation/about.html#dunedin>)

If informal methods are ineffective in resolving your concerns, you have the option of:

- Making a formal complaint in accordance with the university's Ethical Behaviour Policy:
<https://www.otago.ac.nz/administration/policies/otago003161.html>
- Making a formal complaint in accordance with the Student Academic Grievance Procedure:
<https://www.otago.ac.nz/administration/policies/otago002982.html>

Membership of Professional Associations

Sociological Association of Aotearoa New Zealand (SAANZ)

SAANZ holds an annual conference, which is a good venue for students to present work towards the end of their study. SAANZ regularly hosts a 'Gender and Sexuality' stream, which is coordinated by the Otago Gender Studies programme. **SAANZ student membership costs only \$10 per year.** You may also wish to publish your work in the association's journal, *New Zealand Sociology*. For more information about this professional association and what it has to offer, please visit <https://www.saanz.net>. There is also a page dedicated specifically to postgraduate students: <https://students.saanz.net>

International Sociological Association (ISA)

The ISA offers a wealth of opportunities for postgraduate students in sociology (and related disciplines) to develop connections with fellow students and scholars around the globe. It hosts the Junior Sociologists Network, which is aimed specifically at postgraduate students and early career sociologists. For more information, please visit:

<https://www.isa-sociology.org/en/junior-sociologists/junior-sociologists-network/>

The ISA regularly posts information about job openings and funding opportunities. Please feel free to visit this page from time to time: <https://www.isa-sociology.org/en/opportunities/job-openings/>

Tikanga Māori

(Māori Customs/Values)

Living in New Zealand means acknowledging Māori as tangata whenua (people of the land) and engaging with Te Reo (the language) and tikanga. Here we will explain some of the history of Aotearoa/New Zealand and culture of the tangata whenua. Specifics are very brief and can differ in certain parts of the country.

Māori arrived in Aotearoa (New Zealand) on 8 or more ancestral Waka from across the Pacific sometime between the 12th and 13th century. They settled across the two main islands of Aotearoa and established several Iwi (nations).

Māori Society and Structures

Iwi (Nation)

‘Iwi’ is a tribal/nation-based structure that incorporates multiple hapū and a multitude of different whānau. It also means ‘bones’ (koiwi), the structures that support and strengthen iwi Māori. Because one is defined by one’s whakapapa (genealogy/ancestry), belonging to an iwi requires commonality of descent from a single ancestor or literally ‘from their bones’. The iwi of Ōtepoti (Dunedin) is Kāi Tahu.

Hapū (Sub-nation)

Hapū, which translates as sub-nation, also means to be pregnant, to generate life. It expresses the idea of birth from common ancestors and incorporates the idea of growth. A hapū includes many whānau; indeed, membership to a hapū is based on familial ties and people may belong to a number of different hapū.

Whānau (Family)

Whānau refers to one’s immediate or extended family, and also means to be born (i.e. the act of childbirth or being born into one’s whānau). One is born into a whānau, which constitutes larger collectives known as hapū. Whānau also refers to descent from a common ancestor and it is within this smaller familial unit that certain responsibilities and obligations are both expected and upheld.

Whenua (Land)

Whenua, the land that nourishes iwi, is also the name for the placenta, the organ that nourishes the unborn child. After childbirth, the placenta is often buried in a piece of tribal land, a process iwi Māori often refer to as, ‘whenua ki te whenua’, placenta returning to the land. This place has

significance as the child grows, as it signifies a birthright, their tūrangawaewae.

Marae

The term 'marae' refers to the entire complex made up of a Wharenuī (meeting house, which may also be called a Whare Tīpuna, ancestral house, or Whare Rūnanga, communal meeting house), the Whare Kai (kitchen and dining hall) and Whare Paku (ablutions). Like Otākou Marae, on the Otago Peninsula, it may also include a Whare Karakia (Church) and urupā (burial ground, outside the marae grounds but associated with it).

The marae ātea is the open meeting area in front of the wharenuī, which in contemporary times, is a place where tikanga Māori (customs and protocols) are accorded their ultimate expression. This space – the marae ātea – is the domain of Tūmataunga (the Atua/Deity of 'mankind' and war), for this tends to be where the welcome ceremony, or pōwhiri, takes place. In traditional times, this was a time when the intentions of manuhiri (visitors) were tested, to ensure they came in peace rather than coming to confront, cause trouble or incite conflict; hence it being the realm of Tūmatuaenga (place to stand).

Te Reo Māori (The Māori language)

The Māori language is known as te reo Māori or simply te reo (the language). It is the language of the Māori people of New Zealand. Te reo Māori is an official language in New Zealand, along with New Zealand Sign Language. It was made official in 1987.

Te Tiriti o Waitangi/Treaty of Waitangi

In 1840, a large number of Māori chiefs signed a treaty with the British Crown. There were two versions of this treaty, Te Tiriti o Waitangi in te Reo Māori (the Māori language) and The Treaty of Waitangi in English. There are discrepancies between the two versions and so, today we honour Te Tiriti o Waitangi as the true treaty.

Article 1

Te Tiriti: Māori chiefs gave the Queen te kawanatanga katoa, the complete government over their land.

The Treaty: They gave the Queen all the rights and powers of sovereignty over their land.

Article 2

Te Tiriti: Māori chiefs were guaranteed te tino rangatiratanga, the unqualified chieftainship over their lands, villages, and all their taonga, treasures (everything of value).

The Treaty: Māori chiefs and people, collectively and individually, were confirmed in and guaranteed full exclusive and undisturbed possession of their lands and estates, forests, fisheries, and other properties.

Article 3

Te Tiriti & The Treaty: Māori chiefs were guaranteed that all Māori people would have all rights and protections given to British subjects.
(Source: University of Waikato)

Today Te Tiriti is widely accepted to be a constitutional document that establishes and guides the relationship between the Crown in New Zealand (embodied by the government) and Māori.

Mihi whakatau

Mihi whakatau is the Māori term used to describe a formal speech of welcome. At the University of Otago, for formal occasions, this is undertaken by a Māori representative of the University. Mihi whakatau is traditionally used for welcoming, introductions, openings and general purpose which take place of the marae. The Annual Postgraduate Symposium of our programme is opened with a mihi whakatau welcoming all attendees and particularly the Keynote speaker.

Waiata

The mihi whakatau is traditionally followed by a waiata, or song. Our department uses Purea Nei as our chosen waiata, and this will be sung at our Annual Postgraduate Symposium. It is useful to learn the lyrics (below) and this video on YouTube provides the music

<https://www.youtube.com/watch?v=wRWwrdRjkDA>

Purea Nei

Purea nei e te hau	Scattered by the wind
Horoia e te ua	Washed by the rain
Whitiwhitia e te rā	And transformed by the sun
Mahea ake ngā pōraruraru	All doubts are swept away
Makere ana ngā here	And all restraints are cast down
E rere, wairua, e rere	Fly, o free spirit, fly
Ki ngā ao o te rangi	To the clouds in the heavens
Whitiwhitia e te rā	Transformed by the sun
Mahea ake ngā pōraruraru	With all doubts swept away
Makere ana ngā here	And all restraints cast down

Karakia

Karakia are prayers, chants or incantations often included in Māori ritual and ceremony. They are also used in more informal ways within whānau (family) or by individuals to give thanks or ask for support or direction. There are many types of karakia. They may be recited to bless or give acknowledgment for kai (food), to keep tamariki (children) and whānau (family) safe or to bring a group together with a shared focus.

A karakia will be said to bless the food at most University events, including the Annual Postgraduate Symposium.

Cultural Do's and Don'ts in New Zealand

Sitting on Tables // Tapu & Noa

One thing to keep in mind, for example, would be that (not only in New Zealand though) it is considered very impolite to sit on a table/surface where you eat. You should also not put any hats on any surface that you would also put food on.

These important practises are due to the Māori concept of Tapu and Noa.

Tapu can be interpreted as “sacred” but also “not ordinary”, “special” or even forbidden. It is one of the strongest forces in Māori culture. People, places, events and objects can be Tapu and will have restrictions around them. Also, everything associated with the human body is considered tapu in Māori belief.

The Tapu can be removed and turned into Noa through a ceremony. The Powhiri, a Māori welcoming ceremony, is an example for such a ceremony; it takes the Tapu off the visitors, who are strangers at first, and which makes them Noa, so “ordinary” or “known”.

Noa is the opposite of Tapu and refers to ordinary, everyday things such as food or alcohol.

Heads

Avoid touching another person's head, unless invited. Māori people regard the head as very tapu (sacred).

Pillows

Avoid sitting directly on pillows or cushions. They can however be used to prop up your back.

Hats

Avoid putting hats on food tables. Why? This is linked to the idea that heads are tapu so anything that relates to heads, like pillows or hats, should also be treated carefully. (see 'Food' below). Some people include sunglasses and mobile phones.

Food

Avoid passing food over anybody's head. Why? There are many Māori rituals and practices relating to food. In a teaching and learning context, it is common for Māori to share food as a means of welcoming people, celebrating success, or building rapport. However, another important function of food is to remove tapu so it needs to be handled carefully around things that are considered to be tapu.

Tables and bags

Avoid sitting on tables, particularly tables with food on them or those likely to have food on them at any point. Avoid putting bags on tables. Instead place them on the floor or a chair. Why? Putting your bottom or carry bag on the table is perceived to be unhygienic. Not sitting on tables is also linked to Māori beliefs about the tapu nature of bodily wastes and the need to keep them separate from food.

Speaking

Avoid entering and crossing a room while someone in authority is addressing an audience. To avoid offence, either wait quietly by the door until there is a break in the dialogue or, when that is not appropriate, enter as discretely as possible. It is also considered rude walking between two people who are talking. If it is unavoidable you lower your head to them and maintain eye contact.

Stepping

Avoid stepping over people, even in crowded teaching spaces when you are over people trying to find a suitable seat. Ask the person to draw their legs in first, or find another route. Why? From a Māori cultural perspective, it can be considered offensive or sexually suggestive for a woman to step over a man.

Useful Resources

The Māori Dictionary <https://maoridictionary.co.nz/>

Māori ki Te Whare Wānanga o Ōtākou – The Office of Māori Development at the University of Otago <https://www.otago.ac.nz/maori/index.html>

Māori Language Courses at Te Tumu – the School of Māori, Pacific and Indigenous Studies at the University of Otago <https://www.otago.ac.nz/te-tumu/study/maori-studies/papers/index.html>

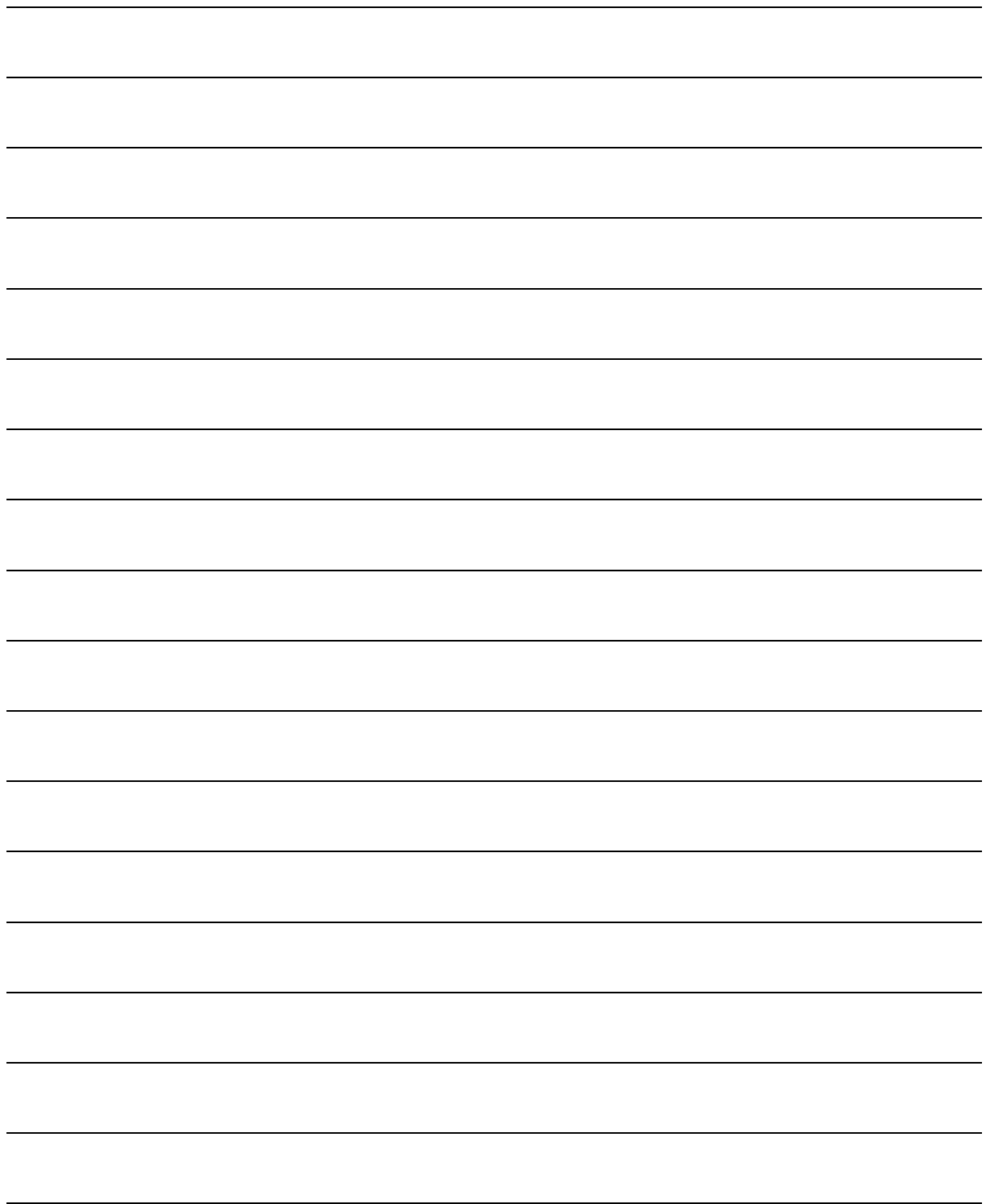
Other options to learn te reo Māori <https://www.otago.ac.nz/maori/world/te-reo-maori/learn-te-reo/>

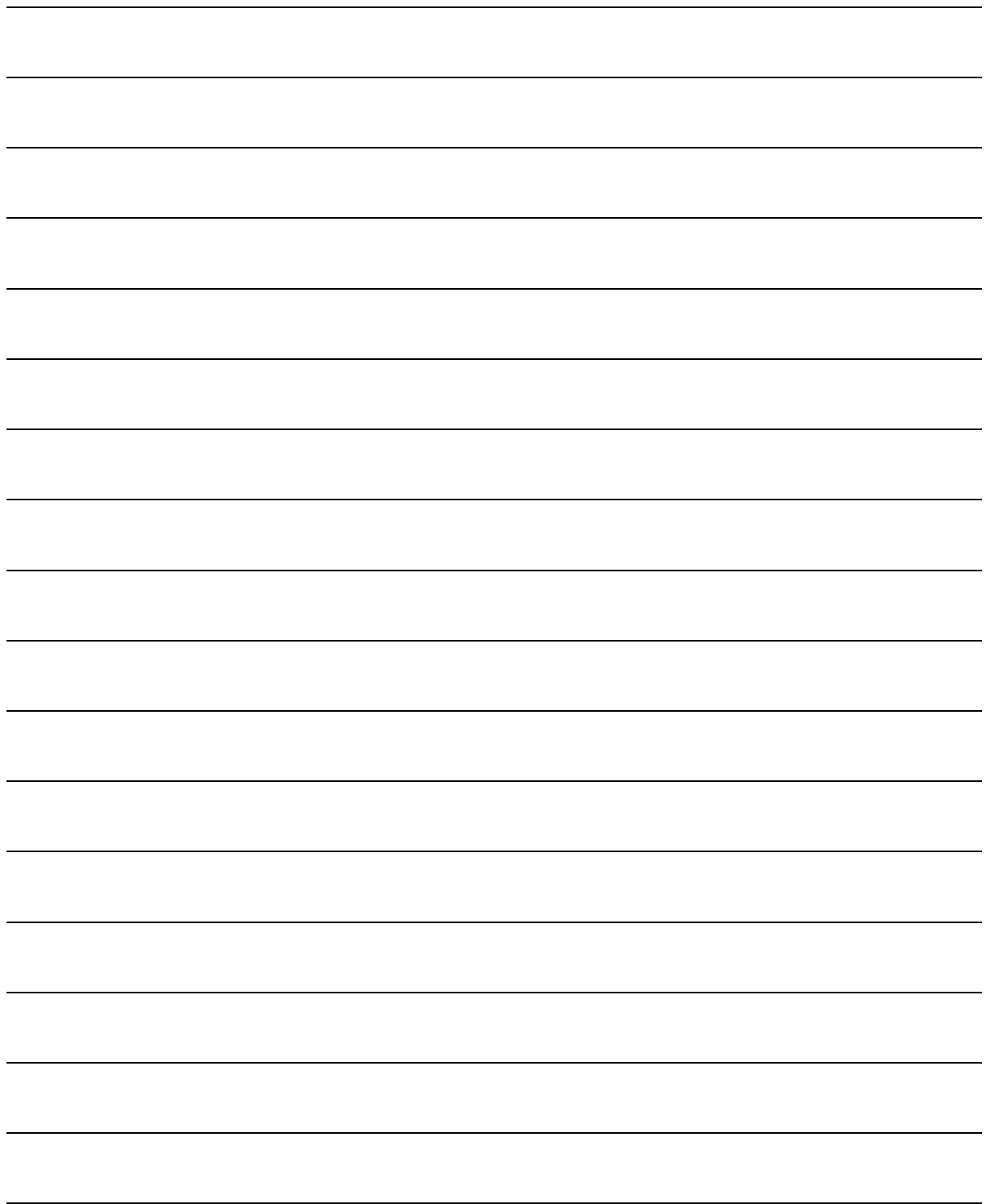
The Māori Strategic Framework at the University of Otago
<https://www.otago.ac.nz/humanities/maori-at-humanities/strategic-framework/>

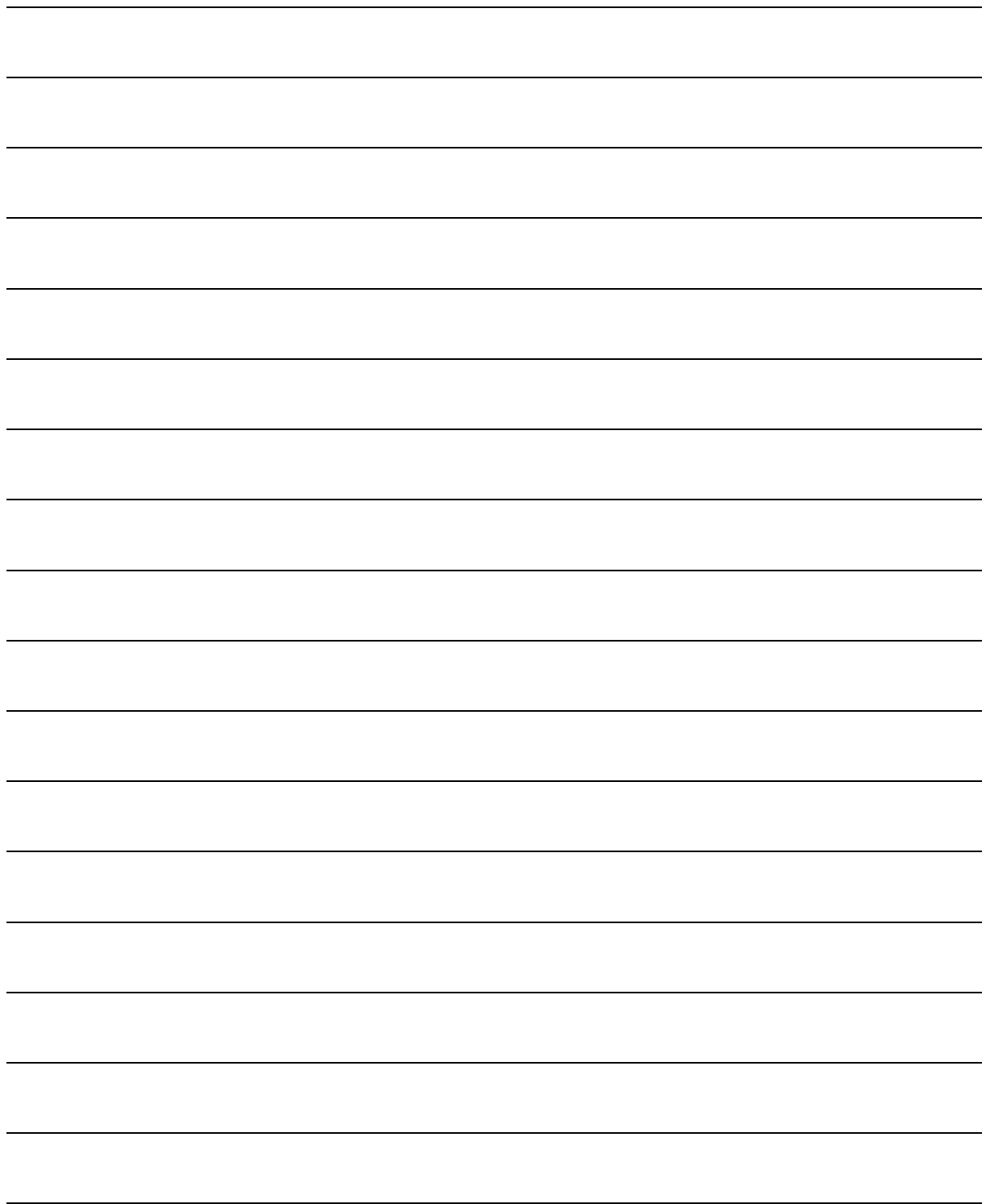
We look forward to supporting you as you embark on this next step in your academic journey, and hope your experience is rewarding and enjoyable!

[illegible]

[illegible]







Sociology, Gender Studies and Criminology

University of Otago
Floors 5 & 6 Richardson Building
85 Albany Street, Dunedin

