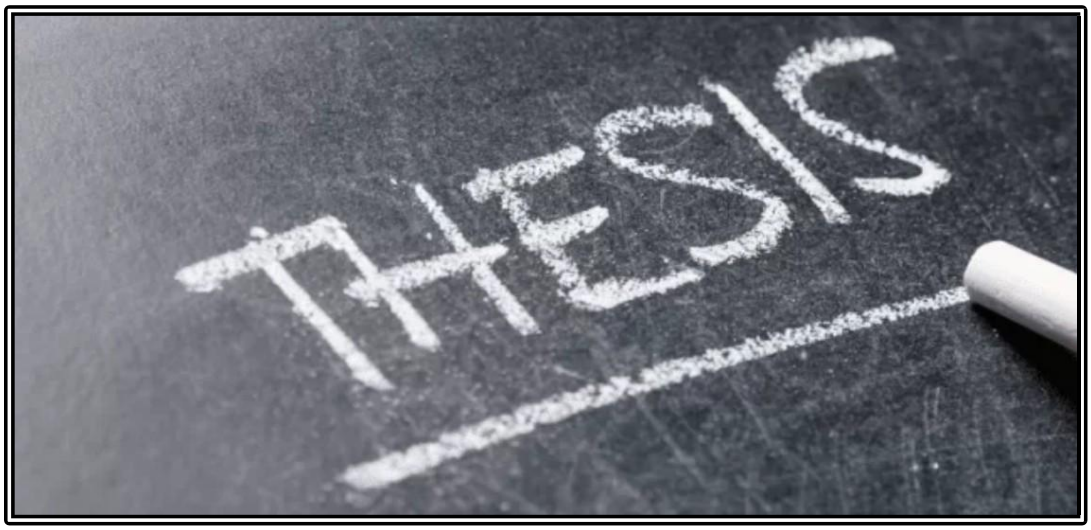
Postgraduate Information Booklet



English and Linguistics Programme

University of Otago

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Revised November 2026

Introduction

Welcome (or welcome back) to the English and Linguistics Programme at the University of Otago. The advice in this booklet was originally compiled for English students and not all the procedures outlined here apply to Linguistics students, though most of the advice will be sound for students in either discipline. Students with questions about postgraduate matters in Linguistics should contact Dr Simon Overall (simon.overall@otago.ac.nz).

This booklet provides information specific to the English Programme on the requirements, facilities, and activities for postgraduates in our programme. It supplements the University regulations for research Master's degrees or PhD study to which you should turn for further details of relevant regulations and requirements.

If you are considering postgraduate study in the English Programme, page 4 contains information you need to know before applying for admission to a postgraduate degree.

As the Postgraduate Coordinator for the English Programme, I am available to answer your questions or discuss any concerns that may arise. Please feel free to contact me by email or drop by my office (BURNS 1S8).

On behalf of the programme, I would like to wish you every success with your studies.

Dr Simone Drichel
Office: BURNS 1S8
Email: simone.drichel@otago.ac.nz

Admission to postgraduate study in the English Programme

Students who have completed a BA Honours, a Postgraduate Diploma, or equivalent in English at a satisfactory level (usually A- or above) are welcome to apply for MA study. Students who currently hold an MA are welcome to apply for PhD study.

We strongly encourage prospective students to look carefully at the specialities of our academic staff in order to determine if one or more of the staff can supervise your research. If a staff member looks like an appropriate supervisor, you may wish to contact them directly. If you are uncertain, feel free to contact the Postgraduate Coordinator for advice.

The next step is to fill out the online **MA or PhD Study Query** form on the programme's postgraduate pages:
https://www.otago.ac.nz/english-linguistics/english/postgraduate/ma and
https://www.otago.ac.nz/english-linguistics/english/postgraduate/phd

The online form asks for contact details, educational background, a topic title and abstract, and your plans for research funding. We may then ask for further information, including a writing sample and letters of support.

Once the Postgraduate Coordinator has reviewed your submission and you have obtained the support of a supervisor, you will then need to complete University enrolment procedures and, if desired, a scholarship application, via the eVision enrolment system. International students will also have to complete further documentation involving certification of their transcripts and assessment of language ability, managed through the International Office.

For complete information regarding the application process, please see the programme's postgraduate pages. The remainder of this booklet concerns students who have been formally accepted into postgraduate study.

Milestones in your MA

1. Supervisory Agreement
Your supervisor/s will have a copy of this form, which you will complete together at the beginning of your candidacy and update at the start of each subsequent year of your enrolment (if applicable). You should be given a copy of the completed MOU, and a copy should also be sent to the Postgraduate Coordinator by your supervisor/s **within one month of commencing study**. This form ensures that you and your supervisors have a clear understanding of your respective responsibilities and obligations, and share similar expectations of the supervisory relationship. A copy of this form appears at the end of this booklet (pp. 19–24).

2. Thesis proposal
A thesis proposal of no more than 3,000 words is **due within 3 months** of your start date. The template for this proposal can be found on p. 8. Please submit a hard copy of your proposal to your supervisor/s and the Postgraduate Coordinator, ensuring that it addresses each of the sections outlined. The Postgraduate Committee will review your proposal and convey feedback via your supervisor.

3. Literature review
A literature review of 3,000 words is **due within 4 months** of commencing study. You should submit a hard copy to your supervisor/s and to the Postgraduate Coordinator. A literature review needs to be written and structured in formal essay style and include full and accurate citation of all sources. Further information and guidelines on writing a successful literature review may be found on pages 10–12 of this booklet.

4. Seminar presentation
Each new MA candidate is required to make a presentation outlining their thesis topic to a programme seminar, and to respond to questions and feedback arising in the seminar. These presentations will normally be scheduled during your first semester of candidacy and will take place in the weekly programme seminars on Wednesdays at 1pm or Fridays at 4pm.

5. Six-month progress report
The Division of Humanities requires a report on the progress of MA candidates after six months of study. This progress report form, available on the Humanities website, is completed in a meeting with the candidate, supervisor/s and the Postgraduate Coordinator.

6. Annual review
MA students enrolled for more than one year will normally be required to undergo an annual review, meeting with supervisor/s and the Postgraduate Coordinator to discuss progress and set goals for completion. A self-review document (see p. 13) needs to be submitted to the Postgraduate Coordinator prior to the meeting.

Further information on the MA is available on the University website at:
https://www.otago.ac.nz/study/masters

MA thesis proposal

Note: While a Master's thesis need not make an original contribution to knowledge and practice in the discipline, it must demonstrate the author's ability to identify and evaluate the relevant literature, to design a well-structured and integrated investigation, to collect and interpret useful information, and to reach mature judgements in light of the literature and the student's own enquiries. It should also be clearly and succinctly presented for examination.

Name:

Thesis title:

Supervisor(s):

Please attach a proposal that includes the following elements:

I. Introduction
What is the scope of the thesis? What is its context? Provide any essential background information here. You should include an explicit statement of purpose (i.e. "The purpose of this thesis is…").

II. Research questions
What are the major research questions you plan to investigate? These should be listed individually rather than discussed in a paragraph.

III. Methodology
What methodology, approach, conceptual framework or key critical terms will the thesis adopt in order to investigate the research questions?

IV. Chapter outline
Provide a one-paragraph summary of each chapter and projected dates for submission of draft chapters to your supervisor.

IV. Bibliography (in Chicago Author-Date format)

Signatures
Supervisor/s: _____

Student: _____

Received by Postgraduate Coordinator on: _____

Milestones in your first year of PhD study

1. Memorandum of understanding for supervision
Your supervisors will have a copy of this form, which you will complete together at the beginning of your candidacy and update at the start of each subsequent year of your enrolment. You should be given a copy of the completed MOU, and a copy should also be sent to the Postgraduate Coordinator by your supervisors **within one month of commencing study**. This form ensures that you and your supervisors have a clear understanding of your respective responsibilities and obligations, and share similar expectations of the supervisory relationship. A copy of this form appears at the end of this booklet (pp. 19–24).

2. Thesis proposal
A thesis proposal of no more than 3,000 words is due **within 3 months of your start date**. The template for this proposal can be found on p. 9. Please submit a hard copy of your proposal to the Postgraduate Coordinator, ensuring that it addresses each of the sections outlined. The Postgraduate Coordinator will review your proposal and convey feedback through your supervisor, consulting with other academics in the English Programme when possible.

3. Literature review
A literature review of 5,000 words is **due within 5 months** of commencing study. You should submit a hard copy to your supervisors and to the Postgraduate Coordinator. A literature review needs to be written and structured in formal essay style and include full and accurate citation of all sources. Your supervisors should provide guidance on the best way to approach and structure your literature review in the light of your specific topic. Further information and guidelines on writing a successful literature review may be found on pages 10–12 of this booklet.

4. Seminar presentation
Each new PhD candidate is required to make a presentation outlining their thesis topic to a programme seminar, and to respond to questions and feedback arising in the seminar. These presentations will typically be scheduled within the first year of candidacy and will take place during the programme seminars scheduled on Wednesdays at 1pm and Fridays at 4pm.

5. Six-month progress report
After 6 months of enrolment, the University requires the progress of PhD candidates to be assessed and their eligibility for confirmation (see following section) to be determined by their Programme. You, your supervisors, and the Postgraduate Coordinator attend this meeting. One week prior to this meeting, you will need to submit a self-review document (see p. 13 of this booklet) to eVision and you should email all of your review materials to the Postgraduate Coordinator at this time. At your progress report meeting, you may be asked questions arising from your thesis proposal and self-review document. The conveners will offer feedback, set goals for your next progress report, and consider confirmation of your candidacy, though confirmation is more common after one year.

6. Twelve-month progress report
The 12-month progress report meeting will follow the same format as above in order to assess progress and, unless you were confirmed early (which is unusual), to decide whether confirmation is now appropriate. The student will submit an updated self-review document, and meet with supervisors and the Postgraduate Coordinator to discuss progress and any issues arising from the 6-month report.

Milestones beyond your first year of PhD study

Annual report
Confirmed PhD candidates meet annually with supervisors and the Postgraduate Coordinator to complete the annual report sent by the PhD Office. Prior to these meetings, the candidate needs to submit a self-review document (see p. 13) to the supervisors and Postgraduate Coordinator.

PhD thesis proposal

Note: A PhD thesis should give evidence of a student's ability to carry out research, show originality and independence, and make a significant contribution to knowledge in the field. It is expected that some of the work in the thesis should be worthy of publication.

Name:

Thesis title:

Supervisors:

Please attach a proposal that includes the following elements:

I. Introduction
What is the scope of the thesis? What is its context? Provide any essential background information here. You should include an explicit statement of purpose (i.e. "The purpose of this thesis is…").

II. Contribution to the field
How does the proposed thesis make an original contribution to the field? What is the relevance and significance of the study?

III. Research questions
What are the major research questions you plan to investigate? These should be listed individually.

IV. Methodology
What methodology, approach, conceptual framework or key critical terms will the thesis adopt in order to investigate the research questions?

V. Chapter outline
Provide a one-paragraph summary of each chapter and projected dates for submission of draft chapters.

VI. Bibliography (in Chicago Author-Date format)

Signatures
Supervisors: _____

Student: _____

Received by Postgraduate Coordinator on: _____

Literature Review

The purpose of a literature review is to ensure that students have familiarised themselves with the current scholarship in their field and have begun to think through this material in the light of the research questions posed in their thesis proposal:

> A successful literature review engages students in a dialogue with writing and arguments in their field and helps to set the pattern of critical thinking and good writing…. Students need to 'read themselves' into the field of study in order to gauge where their own ideas fit, what can inform them, what others think and have discovered, and in what ways their area of questioning and research could contribute to existing knowledge. (Wisker 2005: 92–3)

By writing a literature review (**3,000 words for MA students, up to 5,000 words for PhDs**), students are also encouraged to begin the writing process early in their candidature and supervisors are thus better able to provide informed and constructive feedback based on a piece of formal writing of reasonable length.

A literature review is ***not*** a series of summaries of everything you have read. It should, however, indicate a thorough knowledge of the most recent publications in the area of your thesis. It may be a good idea to focus more attention on the secondary readings that have been most influential in the development of your argument or approach. You may find it useful to think of your literature review as a draft or a section of your introductory chapter.

A literature review needs to be structured and presented in formal essay style and include full and accurate citation of all sources. So, a good literature review should:

- be more than a list of reading or a series of reading notes;
- establish background and context for your topic;
- adopt a critical, analytical approach;
- be relevant and focused (don't include everything ever written on the topic!);
- show evidence of being abreast of current work in the field;
- frame your overview of the field specifically in relation to your topic and/or approach.

Extract from Jacqueline Rowarth & Graeme Fraser

The purpose and importance of the literature review

"In postgraduate studies the purpose of a literature review is to set the scene for the research that follows. Essentially, it provides the justification and rationale for why the research topic has been chosen. It makes it clear why the research needs to be done, which may be to fill a gap in knowledge, provide a fresh approach or apply a new technology to an old problem, reveal a flaw in previous thinking, or disprove a previously held belief. It also justifies why the approach taken is appropriate. By the end of the literature review, the reader should be able to identify what the hypothesis or research question will be, and what methodology will be used….

Overall, the way the literature review is written will reassure (or not) the thesis examiner, peers and other researchers that due diligence on the topic has been done. This provides the reassurance that the candidate knows what he or she is doing in terms of the research. The alternative leaves the candidate wide open to criticism as well as wasted energy in terms of pursuing a line of research that has already been done, or with a flawed methodology […].

Researchers are by nature critical. They read a literature review for justification of the research that follows. They also read it with a view to understanding the attention to depth and detail of the author. The latter is particularly the case when the literature review is part of a thesis. The literature review reassures the reader.

But more than this, the literature review allows the candidate to become immersed in the topic that may well dominate life for quite a long time. It must be taken seriously as it is far more than an exercise – it is the first step in the research. Not giving it the time and effort warranted means that the candidate risks mistakes, flaws and short-changing the research."

A checklist for preparing your literature review:

1. What is the specific **thesis, problem, or research question(s)** that my literature review will help to define?

2. Are there **authoritative texts/scholars** in this field that my literature review should address/include?

3. What **significant scholarship** in this field/topic has been published in the last 5-10 years and does my literature review demonstrate my knowledge of this work?

4. What **type** of literature review am I conducting? Am I looking at issues of theory? methodology? historical context? literary criticism?

5. What is the **scope** of my literature review? What types of publications should I include (e.g., journal articles, books, documents/archives, web resources)?

6. Has my search been **wide** enough to ensure I've found all the relevant material? Has it been **narrow** enough to exclude irrelevant material? Is the number of sources I've used appropriate for the length of my literature review?

7. Have I **critically analyzed** the scholarly literature I use? Do I follow through a set of concepts and questions, comparatively evaluating the texts I discuss?

8. Should I **organize** my literature review chronologically? thematically? Would section headings be useful to signpost the key concerns of my literature review?

9. Have I included and discussed scholarship **contrary** to my perspective?

10. Has the literature review process **clarified** my topic and/or research questions? In what ways?

11. How will my literature review be **incorporated into my thesis**? (as an introductory chapter? section?). The actual text of your literature review may never become a part of the final thesis; often the process is simply valuable for positioning your work and focusing your topic, though discussions of particular critical works and perspectives from the review may well find their way into your full thesis in all sorts of places.

Self-review document

Unlike the thesis proposal, this document provides the opportunity for a more reflective approach to evaluating your sense of your own progress to date. The points below relate most directly to PhDs but serve as a guide for MA students' self-review reports.

Template for your self-review document

Your Self-Review covers the following areas:

1. A statement of the research topic
2. Have any of the following changed or been developed further from your thesis proposal? If so, how?
    a. Research questions
    b. Methodology
    c. Requirement for originality: how does your thesis contribute to the field?
    d. Thesis outline & timetable for completion (current table of contents, with chapter headings and sub-headings, including dates of completed drafts or proposed completion for each chapter and/or section)
    e. Bibliography
3. Your perceptions of the supervision process to date
4. Required questions on provision of space, computers and access

Annual self-review: After confirmation, your progress will be assessed annually, using the above template and covering the following areas:

1. An assessment of progress made with reference to tasks set in any previous report, including any professional development (teaching, conferences, publication submissions);
2. An indication of any new developments which may have led to a change of direction or emphasis for the project;
3. An updated outline of the thesis, indicating what you have completed and what you are working on;
4. A timetable for work planned for the next reporting period;
5. A note on perceptions of supervision to date;
6. Required questions on provision of space, computers and access.

The self-review does not need to reproduce work already done by the candidate and seen by the supervisor/s. A self-review should be a summary document, to which any relevant pieces of work can be appended, if necessary.

A hard copy of your self-review document should be submitted to your supervisors at least ten days prior to your progress report meeting, then signed by your supervisors attesting that they regard it as accurate, and then submitted to Postgraduate Coordinator a week prior to the review meeting. You must upload your report to eVision, when prompted to do so.

Confirmation

All PhD students are initially enrolled with provisional status. After a period of candidacy (6 months in the first instance), the University asks the programme to consider whether to confirm the status of the candidate. The purpose of confirmation is to:

- assess progress to date and the academic preparedness of the candidate to complete;
- determine whether the candidate has developed a clearly defined, coherent and feasible research project;
- determine that any specific requirements for confirmation have been met;
- provide an opportunity for the candidate to demonstrate written and oral skills appropriate to PhD-level study;
- and publicly acknowledge a major milestone in the project.

In the English programme—in line with the guidelines recommended by the Humanities Division—we typically assess that confirmation can be granted when the candidate has:

- completed a thesis proposal as outlined in this booklet, which has been considered and approved by the Postgraduate Committee;
- submitted a thorough, well-written literature review;
- given an oral presentation to the programme outlining the thesis topic;
- completed a substantive draft section of the thesis (such as a chapter or chapters), demonstrating PhD-level research and writing skills.

The University now has a provision for candidates to be confirmed after 6 months but it is not normally expected that all the requirements for confirmation will have been achieved in fewer than 12 months.

For further information on PhD policies and regulations at the University of Otago, see: https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme

MA and PhD Criteria

A **Research Master's** thesis **must** demonstrate the student's ability to:

- master theoretically sophisticated subject matter;
- identify and evaluate critically the findings and discussions in scholarly literature and other forms of information;
- design a well-structured, relevant and integrated plan of research;
- carry out such research using appropriate methods of investigation and analysis;
- analyse, argue and reach conclusions which are informed by independent enquiry and other available information;
- engage in rigorous intellectual analysis, criticism and problem solving.

A Research Master's thesis should normally be limited to **40,000 words** of text, excluding appendices, footnotes and bibliographies.

PhD Examiners are requested to respond to the following questions:

- Does the thesis comprise a coherent investigation of the chosen topic?
- Does the thesis deal with a topic of sufficient range and depth to meet the requirements of the degree?
- Does the thesis make an original contribution to knowledge in its field and contain material suitable for publication in an appropriate academic journal?
- Does the thesis meet internationally recognized standards for the conduct and presentation of research in the field?
- Does the thesis demonstrate both a thorough knowledge of the literature relevant to its subject and general field and the candidate's ability to exercise critical and analytical judgment of that literature?
- Does the thesis display mastery of appropriate methodology and/or theoretical material?

A PhD thesis should normally be limited to **100,000 words** of text, excluding appendices, footnotes and bibliographies.

People

There are a number of people in the English and Linguistics Programme, and beyond, who are involved in administering, resourcing, or assisting postgraduate students in a variety of ways.

Postgraduate Coordinator
Dr Simone Drichel oversees the management of postgraduate matters and the confirmation procedures for postgraduate students in English; Dr Simon Overall does the same for Linguistics. They also liaise with the programme's Postgraduate Representative and represent English and Linguistics postgraduate students on behalf of the School of Arts.

Programme Administrator
Our Administrator is the one you should consult for matters concerning resources, office allocation, or financial matters, including reimbursements. You can contact them through english@otago.ac.nz

Postgraduate Representative
Each year, the postgraduate students in the programme elect a representative who undertakes to serve and represent the postgraduate community in a number of ways, such as:

- attending relevant the School Postgraduate Committee meetings and reporting back to postgraduates on issues of interest;
- consulting with other postgraduates in the programmes on matters of concern to them;
- organizing events (such as social functions or Open Days).

The postgraduate representative serves a very important role in liaising between postgraduates and staff in the programme, but is not expected to operate as a mediator in the case of problems arising between staff and students, or among students.

In any organization, inter-personal problems can arise from time to time. Please be aware that the University has an Ethical Behaviour Policy. The objective of this policy is to promote ethical dealings between members of the University community and to provide an environment of safety, respect and dignity so members can participate fully in all aspects of University life.

Any problems or questions concerning your degree can also be discussed with the current Head of Programme (Professor David Ciccoricco) or Associate Dean for Graduate Studies in Humanities (Associate Professor Christina Ergler).

Resources

Financial Support

PhD candidates planning to present an accepted paper at a New Zealand or overseas conference are entitled to a total of $2000 in financial support. This funding is administered directly by the Humanities Division (not the Programme). To apply, use this form:

https://www.otago.ac.nz/__data/assets/pdf_file/0009/321210/Humanities-PhD-Conference-Funding-application-form.pdf

The English and Linguistics Programme offers some funding for postgraduate (both MA and PhD) travel support, conference attendance, and field research. The amount varies from year to year but is roughly $650 for each applicant. A call for this funding will come from the Head of Programme at the start of Semester One. Successful applicants will have costs either covered or reimbursed, to be actioned by the Administrator.

MA and PhD candidates are also entitled to funding to cover book orders, printing costs, software purchases, and other digital resources. Typically, costs covered typically range from $100 to $300. Requests should come via your primary supervisor to the Head of Programme for approval, and will be actioned by the Administrator.

Study space
Each full-time postgraduate student is provided with desk space and computer access in an office shared with other postgraduates. These rooms are for quiet study only, not for tutorial consultations. The programme allocates all space, and postgraduates should not change desks or rooms without permission. Everyone has different working habits and preferences, so please be considerate of those around you. Students who do not make use of their allocated office space may have to share that space with another student (owing to space restrictions).

Tea and coffee are available from the small kitchen in the north foyer and in Room 1W9, the Humanities Common Room next to Room 1W1 in the Arts Building.

Events

During the year, English and Linguistics postgraduates participate in and/or organize a number of events, both academic and social, in order to foster an atmosphere of collegiality and intellectual exchange.

Postgraduates are encouraged to attend lectures, seminars, and symposia given by visiting scholars to the University. These events are a good opportunity to hear about national and international research in relevant fields.

Postgraduates are also warmly invited to attend the programme's **morning teas**, held monthly on a Friday from 10:30am.

Research Seminars
Seminars are held most weeks during semester on Wednesdays at 1pm and Fridays at 4pm. These are opportunities for academic staff and postgraduate students to present and discuss their current research projects in an informal and welcoming atmosphere. Presentations may be formal papers, a draft of a conference paper before presenting it elsewhere, or a discussion of a work-in-progress.

Postgraduate students are strongly encouraged to attend and participate in these seminars on a regular basis. They offer an excellent opportunity for getting to know about research going on in the programme and for familiarising themselves with the breadth of research interests, approaches, and expertise held by both staff and other postgraduates.

Throughout the year, the Seminar Series may also include an occasional series on postgraduate issues such as: presenting a conference paper; publishing your research; preparing a CV and applying for jobs.

GRS postgraduate workshops
The University's Graduate Research School (GRS) offers a number of workshops, which are repeated throughout the year, covering topics such as: preparing a thesis proposal; writing a literature review; and supervision. We strongly recommend that postgraduate students sign up for at least one of these workshops. See:
https://www.otago.ac.nz/graduate-research/study/postgraduate-professional-and-researcher-development

*** *Although the sample MOU below is written for PhD candidates, an MA agreement should look very similar, though with no planning for multiple years of study.*

Memorandum of understanding (MOU)

University of Otago: Student-Supervisor Agreement

The purpose of this template is to provide a framework within which candidates and supervisors can discuss their mutual expectations of the supervisory relationship and agree how they will work together over the course of the supervision. It also provides a record of that agreement, for the candidate, the supervisor(s) and the Postgraduate Coordinator and/or Head of Programme. The agreement represents statements of intent only, rather than being legally binding, and the implied obligations are only what a candidate and supervisor(s) could reasonably be expected to meet under normal circumstances.

Note that this agreement uses a basic template:
Department's may wish to modify sections or add additional sections to suit their particular context.

It is important to clarify responsibilities and expectations at the start of the supervisory relationship; it is also important to recognise that the relationship will change over time; perhaps to the extent it may be necessary to re-negotiate the supervision arrangements. Occasionally either party to the relationship may need to use the problem solving mechanisms available in the Programme/School or Centre, or in the wider University: an awareness of these safety nets is important in supporting a successful supervisory relationship.

Part A: Candidate, supervisor and thesis details

1. **Candidate's name:**

2. **Primary supervisor's name:**

3. **Other supervisors, advisors, the Departmental Advisory Committee, DAC (if there is one) and their respective roles (**add more lines to the table as needed).

Name	Capacity of contribution (e.g., co-supervisor, advisor, DAC member)	Role (e.g., advice on topic, method or overall progress etc.)

If any external supervisor is part of the team, has an MOU been completed and sent to HR? The guidelines and forms are available at: http://www.otago.ac.nz/study/phd/otago009182.html

☐ Yes ☐ No ☐ N/A

4. **Commencement Date:**

5. **Working title of research:**

Part B: Supervision expectations

The candidate and at least the primary supervisor should independently complete the attached "Supervision expectations" sheet, and then compare and discuss their expectations. Please note below any outcomes from this discussion:

Part C:Terms of supervision agreement

We agree that the following conditions govern the relationship as primary supervisor/supervisors (amend as appropriate) and candidate in relation to the thesis research that is the subject of this application. Please check the boxes as each item is discussed:

☐ **6. Regular supervision meetings**, to take stock of progress, will occur at intervals of:

A normal expectation is that these meetings occur weekly or fortnightly with the primary supervisor, although this may vary during candidature. The primary supervisor and candidate should maintain their own written records of these meetings. Also discuss how often the candidate will meet with the co-supervisors and/or the DAC.

☐ **7. Formal progress report meetings** for PhD candidates occur at 6 month intervals until the candidate is confirmed and then every 12 months. Candidates are expected to prepare and circulate a self-review report in advance of these meetings. The report should be sent to the supervisors and convenor, and members of the departmental advisory committee (if applicable). Candidates are encouraged to meet with the convenor prior to the meeting if there are any concerns they wish to raise.

☐ **8. The candidate will endeavour to** work independently and meet deadlines for work in progress.

☐ **9. The primary supervisor undertakes** to provide expert opinion on progress, and to indicate what needs to be done if progress is inadequate. The timing and nature of feedback provided by the supervisors should be discussed. Note it is expected that feedback on written work should occur at least within three weeks. Key points from this discussion are:

☐ **10. The primary supervisor and candidate will make themselves familiar with the regulations** concerning the degree for which the candidate is enrolled, including deadlines (see details at: http://www.otago.ac.nz/courses/qualifications/phd.html).

☐ **11. The workload expectations for completing this thesis have been clarified.** It is helpful for the candidate to have clarity over expected hours per week. Consider fulltime and part-time status. Are there expected hours for work? Has allowance been made for time involved if a candidate wishes to tutor?

☐ **12. Funding for this project has been considered.** Give relevant details here. (This should only apply to Arts students who have unusual requirements for software, archival travel, or other needs not normally met by the library and electronic resources).

13. The following aspects have been discussed:

- ☐ Ethics approval http://www.otago.ac.nz/administration/committees/human_ethics_cmmttee.html
- ☐ Māori consultation http://www.otago.ac.nz/research/maoriconsultation/
- ☐ Intellectual property www.otago.ac.nz/study/phd
- ☐ Training requirements (software; equipment related, research skills, writing, etc.)
- ☐ Other (specify):

Elaborate on any processes to be followed:

☐ **14.** The primary supervisor will provide the candidate with **information about relevant programme/school handbooks, guides, websites about postgraduate studies, resources** etc., and the candidate undertakes to read the information provided in such documents or on the website.

☐ **15. Responsibility for the correct format and technical writing** aspects of the thesis rests with the **candidate.**

☐ **16.** The **candidate** will fulfil **programme/school obligations to contribute to annual departmental/ school conferences or research seminars**. Ordinarily MA and PhD candidates present at least once to the full department during the Friday research seminars. MAs present for 10 mins with 5 mins for questions; PhDs for 15 mins with 5 mins for questions. These time guidelines may vary depending on how many speakers participate in a session. Postgraduate students are also strongly encouraged to attend the research seminars and guest lectures by visitors throughout the year.

☐ **17.** In the event of the **primary supervisor being on prolonged or permanent absence**, the department/ school will take all reasonable steps to ensure continuity of supervision, having consulted the candidate with regard to the arrangements made.

☐ **18.** The **candidate has the right to request alternative supervision** if he or she believes the project is being inadequately supervised. Any request should be made to the Postgraduate Coordinator or HoP, or if the HoP is the supervisor concerned, to the Associate Dean responsible for postgraduate matters and all reasonable steps will be taken to find alternative supervision. Note that it is not always possible to provide alternative supervision such as in circumstances where particular expertise is required, or where the research is part of a larger project.

☐ **19.** If **the candidate's work** is deemed by the primary supervisor to be **unsatisfactory,** the primary supervisor must inform the candidate in writing. If progress continues to be unsatisfactory, the HoP, in consultation with the appropriate department / school parties may recommend to the Graduate Research Committee that the candidate be withdrawn from the research programme.

☐ **20.** The candidate and primary supervisor should reach agreement about potential **co-authorship of any published results** of the research work.

This agreement should be reviewed regularly as part of the formal progress reporting process.

Candidate:		
Primary Supervisor: Co-supervisors:		
HOP:		Date:

This agreement must be signed above by the primary supervisor, the candidate, and the HOP. The candidate and the primary supervisor should be provided with copies, and one copy should be kept on file in the English Programme Office.

Note that for PhD candidates a copy of this (or a customised departmental one) will need to be forwarded to the Graduate Research School with the first progress report.