

*Te Ao O Rongomaraeroa*

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National Centre for Peace  
and Conflict Studies



Postgraduate Handbook

## **Te Ao o Rongomaraeroa Logo Design**

Designed by Tane Hirawanu Solomon, the logo depicts the toroa or royal albatross, a symbol of respect and of peace for both Moriori and Māori.

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# **Welcome to**

## **Te Ao O Rongomaraeroa**

### **The National Centre for Peace and Conflict Studies**

#### **About Te Ao o Rongomaraeroa**

Te Ao o Rongomaraeroa, the National Centre for Peace and Conflict Studies, was established at the University of Otago in 2009 and teaching began in 2010.

Te Ao o Rongomaraeroa was established through the shared vision and significant generosity of the Aotearoa New Zealand Peace and Conflict Studies Centre Trust, the New Zealand Government and Otago University. The original partners committed to a world class teaching and research centre with a strong indigenous focus which was especially attentive to the concerns and aspirations of iwi Māori and Moriori. The Trust maintains a close relationship with and an active interest in the ongoing activities of Te Ao o Rongomaraeroa.

The focus of Te Ao o Rongomaraeroa is on teaching, research and practice.

Each year students from all over the world including from Aotearoa, New Zealand and the Pacific are accorded a traditional Māori welcome to Te Ao o Rongomaraeroa. They are then able to undertake postgraduate studies towards three qualifications: Master of Peace and Conflict Studies (coursework), Master of Arts (research) and PhD.

Many of our graduates then go on to work for NGO's and government departments, both in New Zealand and overseas.

#### **Research**

Te Ao o Rongomaraeroa holds to a strong research culture as one of its guiding principles. Respectful discussion, evidence-based argument and a spirit of open-minded enquiry into contemporary issues relating to peace and conflict are all strongly encouraged.

Students and academic staff are encouraged to publicly present their research in a variety of ways. The opportunity to present, discuss and critique each other's work is important in developing research ideas and presentation skills. Students are encouraged to publish and to attend conferences. Many have already won awards for their research presentations.

(See Appendices 1 and 2 for a list of recommended conferences and journals).

Te Ao o Rongomaraeroa regularly hosts visiting research scholars and academics. We organise seminars throughout the year for local, national and international scholars to present their peace and conflict studies-related research.

#### **Practice**

Te Ao o Rongomaraeroa aims to have a strong practice focus. We acknowledge valuable practice based skills and experience which many students bring with them.

Students are always encouraged to submit suggestions for social impact projects they would like to undertake alongside their studies. Examples of such student led projects include commemorating Hiroshima Day, an International Day of Peace community event, and establishing the Otago Peer Mediation Centre.

## Social Functions

Te Ao o Rongomaraeroa hosts a number of informal and formal social functions throughout the year, and we endeavour always to mark in some way many of the important days in the peace calendar.

On a weekly basis during semester time there is a traditional communal morning tea. This is known as Fika (a Swedish term inherited from close colleagues at Uppsala University which means "to have coffee" or "a coffee break"). All those connected with Te Ao o Rongomaraeroa are encouraged to attend and are invited to bring food to share if they wish.

Additionally there is a Te Ao o Rongomaraeroa Student Association. This is an OUSA club. Members meet once a month, and they also organise social and community events. Any student is very welcome to sign-up to this club (email and student number are required). More information can be found here: <https://www.otago.ac.nz/ncpacs/study/student-association/> and here:

<https://www.ousa.org.nz/clubsandsocs/clubs/clubs-list/national-centre-for-peace-and-conflict-s>

## Website

All Faculty and students are encouraged firstly, to provide a short biographical note and photo for the webpage (<https://www.otago.ac.nz/ncpacs/research/otago021105.html>) and secondly to contribute on a reasonably regular basis, news and critical information pertaining to the work of peacebuilding toward better societies. The website contains up to date information on events and activities and is open to te whānau whānui, the wider whānau of Te Ao o Rongomaraeroa.

There is also a University Blog site, to which faculty and students are invited to contribute on a regular basis. The blog page also contains up to date information on news, events and activities. The blog can be found here: <https://blogs.otago.ac.nz/taor-ncpacs/>

In addition to this, Te Ao o Rongomaraeroa has a Facebook and a Twitter page, where events, news and articles can be shared.

We strongly encourage anyone with skills and experience in websites or social media, to consider helping to manage these pages. If this is something you think you would be interested in doing, please speak to Assoc. Prof. SungYong Lee.

## Te Ao o Rongomaraeroa – becoming bicultural . . .

In Aotearoa New Zealand, being bicultural means being capable of living into the promises of the Treaty based partnership relationship established in 1840 between Māori as the indigenous people of Aotearoa New Zealand, and the Crown in the form of its colonial settler leaders. Together, in mutual trust, the two partners entered into the covenantal commitments enshrined in the Treaty of Waitangi. History shows however that the Crown consistently dishonoured the agreement. See:

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

After more than 150 years of sustained activism against the wide ranging destructive effects of colonial imperialism many individuals and institutions are now endeavouring to redeem that inglorious historical legacy by adopting policies and practices that are consistent with the original Treaty understandings and practices of genuine, mutually supportive, respectful and enriching partnership. Otago University has shown exemplary commitment in this regard. All Faculty and staff of the University are expected to give professional honour to the goals of The Māori Strategic Framework which was developed by the Office of Māori Development. The Framework can be found here:

[http://maori.otago.ac.nz/documents/MSF\\_2020.pdf](http://maori.otago.ac.nz/documents/MSF_2020.pdf)

Being bicultural ensures the required practice and attitude of readily and warmly acknowledging and valuing the diversity of students and their whanau who are thus annually welcomed to undertake their studies with Te Ao o Rongomaraeroa.

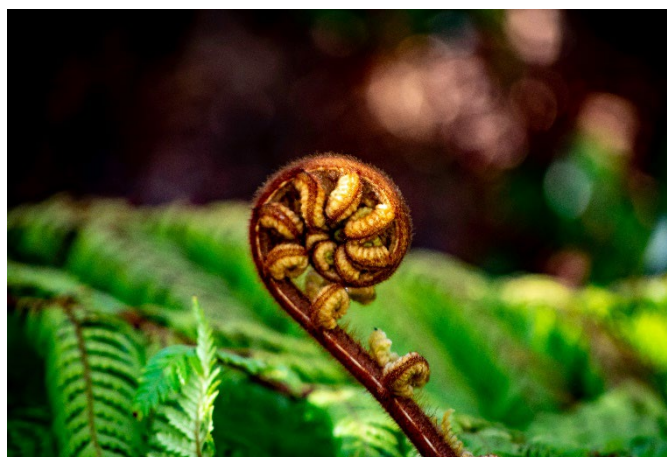
Use of te reo Māori is strongly encouraged either in daily greetings, in conversation, in waiata (song) and even, if possible, in one's writing. There are deeply meaningful concepts relevant to the discipline of Peace and Conflict studies within te reo Māori as with all indigenous languages. Where possible these are taught within the curriculum and there are readily available Māori language resources, posters, signs and other useful material for anyone who wishes to join in celebrating the indigenous language of Aotearoa New Zealand (<https://www.otago.ac.nz/maori/world/te-reo-maori/>). There is a waiata written for Te Ao o Rongomaraeroa which is used on all formal occasions, especially during pōwhiri (welcoming ceremony) or on marae visits. The words and music can be found here

<http://www.otago.ac.nz/ncpacs/resources/#waiata>

## **Relationship with Tangata Whenua**

Tangata Whenua are the people (tangata) of the land (whenua). In Aotearoa New Zealand this is the term used to refer to Māori as those indigenous to the land. Māori are proudly tribally distinctive. Throughout Aotearoa New Zealand there are a number of major tribes. Each one is pre-eminent within agreed tribal boundaries. Bicultural relationships are thus formed primarily with one's local iwi or tribal group known as mana whenua. Te Ao o Rongomaraeroa, as part of Otago University, relates in this way, with Ngai Tahu. Marae visits are arranged from time to time. These are invaluable opportunities to learn about and to experience first-hand, nga tikanga a te Māori (customary traditions and values), local history and are obligatory for all to attend.

Te Ao o Rongomaraeroa has also enjoyed long standing close relationship with indigenous peace centres in Parihaka and Waitaha and with Moriori from Rēkohu. It continually seeks to extend its relational reach to other iwi across Aotearoa.



# Getting started at Te Ao o Rongomaraeroa, the National Centre for Peace and Conflict Studies.

## Remote start opportunity

It is now possible, with strong justification and support from your supervisor(s), for international postgraduates to start their studies offshore. Te Ao o Rongomaraeroa encourages students to first discuss this option with their supervisor(s) in order to decide whether this option is indeed right for you.

## Where to get help on arrival

The International Office is designed specifically to support international students new to Dunedin and the details can be found on the website:

<https://www.otago.ac.nz/international/studentsupport.html>

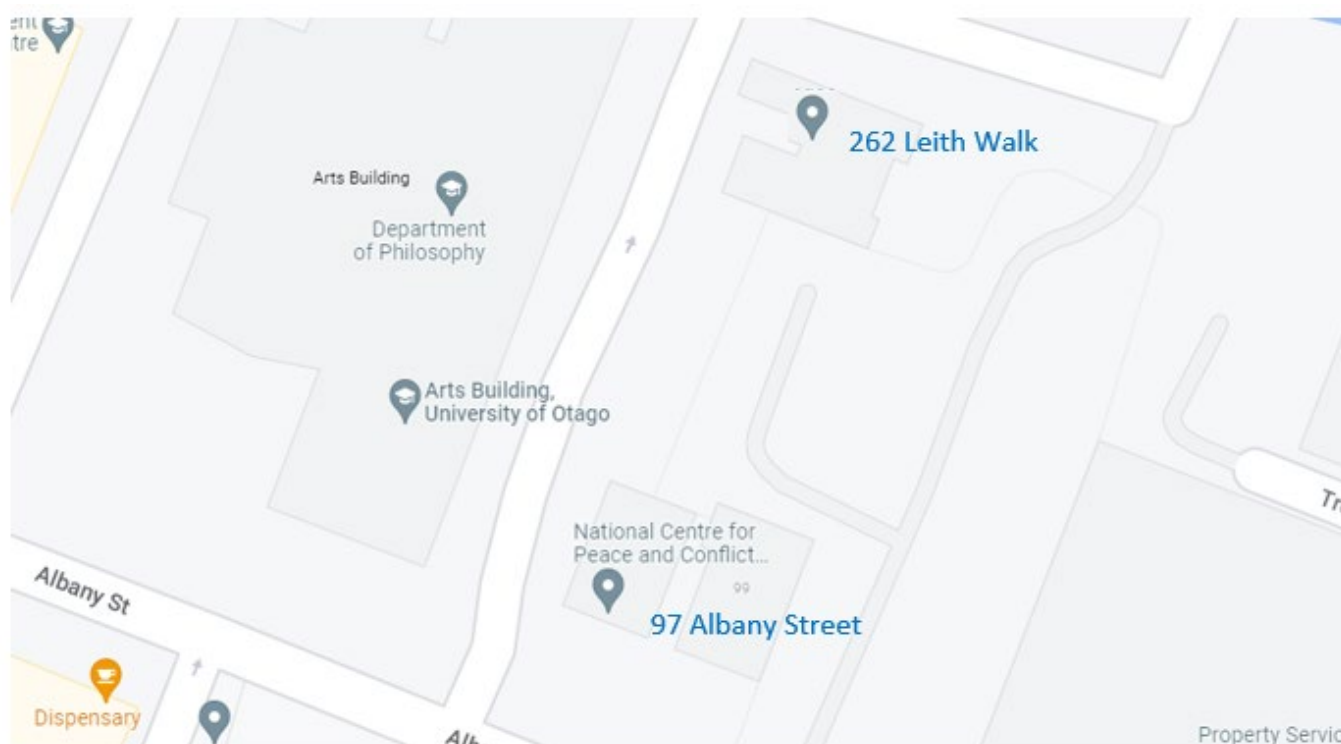
Many students arrive at the University from outside Dunedin and New Zealand. Please ask if you have any questions, no matter how trivial they may seem. The Faculty can assist with most issues or will give you advice about who to see. The University Information Centre located on the ground floor of the Library building is also a good source of information.

Please see specific information relating to your course of study further on in this handbook.

## Where Te Ao o Rongomaraeroa is based

Te Ao o Rongomaraeroa has two offices on campus.

The staff office is based at 262 Leith Walk and the postgraduate student centre is based at 97 Albany Street.



## Sharing your research

Te Ao o Rongomaraeroa has a number of regular opportunities for students and academic staff to share their research. The Te Ao o Rongomaraeroa Student Association runs the Working Paper series (see below).

## Conferences and journal publications

Attending conferences and publishing in journals are very important for any student, particularly those who wish to pursue an academic career. Your supervisor(s) will advise you about the most appropriate conferences and journals for your research area. See the Appendices for lists of recommended conferences and journals.

## Centre Research Seminars (CRS)

CRS is a valuable opportunity for academic staff, Masters by Research and doctoral students to publicly present their research. This is an excellent way to get feedback and to strengthen the work that you produce. Few other academic departments offer the opportunity for students to receive focused feedback from both academic staff and fellow students; CRS is unique in this respect. During semester time, the weekly 90-minute seminar features one paper, which is circulated several days before the presentation. All doctoral students and academic staff are expected to present at CRS and to act as discussant for peers and colleagues.

Attendance is strongly encouraged as it is an important opportunity to improve skills such as critical analysis and giving feedback. It is also an important act of collegiality towards other members of the whānau (family) of Te Ao o Rongomaraeroa.

## Working paper series

A working paper is a paper published in an edited but preliminary form, sharing ideas about a topic. The author may wish to elicit feedback prior to submitting their work to a conference or journal. It is a way of receiving feedback from peers and for students to get early publication.

There is a working paper series published on the website. Contributions are welcome and should be sent to the Te Ao o Rongomaraeroa Student Association at [ncpacs.sa@gmail.com](mailto:ncpacs.sa@gmail.com). Reviewers for each submission are sought from within the whānau. Both publishing and reviewing are valuable contributions to your CV.

Staff, students and with wider community are invited to submit work. Details can be found here: <https://www.otago.ac.nz/ncpacs/research/otago066615.html#submission-guidelines> and here: <https://blogs.otago.ac.nz/taor-ncpacs/working-paper-series/>

Contributions to the blog are welcome <https://blogs.otago.ac.nz/taor-ncpacs/>



## Work opportunities

### *Teaching and tutoring*

Te Ao o Rongomaraeroa Faculty sometimes seek expert contribution to their Master's classes from doctoral students. These opportunities are advertised by email and are usually unpaid; however, they are an excellent addition to your CV.

As many students come with an academic background in other disciplines, it can be prudent to look to other departments within the University for paid undergraduate tutoring. Such jobs are advertised from time to time on the university website and sometimes by email. <https://corpapp.otago.ac.nz/casper/>



# Settling in Dunedin

## Facilities

Most of Te Ao o Rongomaraeroa's students move to Dunedin from other parts of New Zealand or from overseas. Dunedin is a small compact city, which has advantages for getting around. You will find a good range of sporting, cultural, religious and arts related activities.

The University of Otago is one of the largest employers in Dunedin. There is also a teaching hospital and a growing technology sector.

## Climate

Dunedin has an oceanic climate, with many microclimates to be found in different parts of the city. Summers are mild and winters can be cold, with some frost and light snowfall.

Average daytime temperatures range around 19 C (66 F) in summer to 10 C (50 F) in winter. Rainfall is more likely to be light or drizzly; heavy rain is rare.

A common complaint is that houses are colder than people from other parts of the world are used to. Many of Dunedin's houses are older but insulation is now a legal requirement in all rental properties. Central heating is rare; wood burners or heat pumps are the most common forms of heating. People heat the rooms in which they spend most time, but bedrooms and bathrooms especially can be cold. Be prepared by bringing warm clothing. New buildings are better equipped but then in turn command higher rent.

## Bringing your family

If you have family travelling with you to New Zealand there are additional factors you will need to consider prior to your arrival including:

- Family Insurance
- Childcare
- Schooling
- Accommodation

We encourage you to pay close attention to the information available for students with families found here <https://www.otago.ac.nz/international/otago005594.html>

Te Ao o Rongomaraeroa is committed to ensuring a family friendly focus. We know situations vary, some partners find work; others study or enjoy raising a young family. If you have specific questions related to bringing your family, and how best we can assist you in their wellbeing also, then please ask.

Partners looking for employment in Dunedin can request assistance from the Career Development Centre <https://www.otago.ac.nz/careers/index.html>

## Finding accommodation

Private accommodation in Dunedin is in extremely high demand and many students find themselves needing to sign a lease (contract) for a flat/house/room many months in advance of the lease actually beginning. Most students return to Dunedin in January or February, resulting in a peak demand for the remaining rental properties and rooms. New Zealand requires potential tenants to have viewed the property in person before they can sign a lease, so you will need to arrange some short-term, temporary accommodation before you arrive in Dunedin. Potential rental properties can be found via Facebook, TradeMe (<https://www.trademe.co.nz/a/property/residential/rent/otago/dunedin>) or Real Estate NZ <https://www.realestate.co.nz>.

There are four residential colleges with postgraduate wings or houses at Otago.

Arana College <https://www.otago.ac.nz/arana/index.html>

Knox College <https://www.knoxcollege.ac.nz/>

Salmond College <https://www.salmondcollege.ac.nz/>

Toroa College <https://www.otago.ac.nz/toroa/index.html>

University Flats are available for independent living with other postgraduate students in flats/houses from two to six bedrooms. The accommodation is furnished with the tenant(s) being responsible for phone and electricity houses. The maximum lease term for a University Flat is 12 months. Further details can be found here <https://www.otago.ac.nz/uniflats/index.html>

The University of Otago Accommodation Centre (<http://www.otago.ac.nz/about/accommodation/>) and the International Office (<https://www.otago.ac.nz/international/future-students/accommodation-living/accommodation/index.html>) can also provide some help.

Other references that may be helpful are:

New Zealand Tenancy Information: <https://www.tenancy.govt.nz/>

Citizens Advice Bureau: <https://www.cab.org.nz/>

Live and Work in New Zealand: <https://www.live-work.immigration.govt.nz/>

## Setting up your home

TradeMe is a popular website for purchasing items. There are several Facebook groups such as "Otago buy sell & swap". You can also visit Haywards auction house or Dunedin's numerous 'op-shops' (consignment, used goods and second-hand thrift stores) for those on a limited budget.

Te Oraka is a campus based, student run thrift shop based at 96 Anzac Avenue. The store is open on Tuesdays and Thursdays from 11am to 1pm, and full details can be found here <https://www.otago.ac.nz/otagobulletin/news/otago839558.html>



## Banking

Establishing a bank account with a New Zealand financial institution is a priority. Scholarship payments cannot be made until you have a bank account. Please approach the International Office for support in providing the required documentation to your chosen financial institution:

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



## Getting started at Otago

The University website is an excellent resource for most enquiries.

### International Student Enrolment and Orientation Seminar

All new incoming international students (except PhD Students) **MUST** register for and attend a New International Student Enrolment and Orientation seminar before completing enrolment.

<https://www.otago.ac.nz/international/future-students/orientation.html>

### The role of the Graduate Research School (GRS)

The GRS manages all services and support relating to postgraduate study. Their website is a good source of information <http://www.otago.ac.nz/graduate---research/study/> The office is located on the northern end of the ground floor of the Registry and you are welcome to call in if you have a question.

### The International Office

All international students will contact the International Office upon arrival. The staff here will provide ongoing support, including visas and insurance.

<http://www.otago.ac.nz/international/studentsupport.html>

### The Library

#### Library Video Tutorial

This 5 minute video covers the basics: <http://bitly.com/TqJSmz>



#### Library Website

The Library website provides online access to resources and services, including the Catalogue, Summon, Article Databases, Group Room Bookings, Hours, Library Locations, Library News, New Books, Exam Papers, Subject Guides, and more!

Library Website: <http://www.library.otago.ac.nz>

From your mobile: <http://m.otago.ac.nz/library/>

### Peace & Conflict Studies Subject Guide

This guide will help you find information for your assignments including articles, books, websites and more! <http://otago.libguides.com/peace>



#### Ask a Question

Library staff at any Lending and *i* desk are available Monday to Friday, 9am to 6pm to answer any questions you might have about using the Library.

Phone: 64 3 479 8910

Email: [ask.library@otago.ac.nz](mailto:ask.library@otago.ac.nz)

From your mobile: [www.library.otago.ac.nz/m/asklibrary.php](http://www.library.otago.ac.nz/m/asklibrary.php)

## **Liaison Librarian for Peace & Conflict Studies**

If lending and / or desk staff are unable to answer your questions, contact Liaison Librarian Kate Knox for assistance.

Phone: +64 3 479 8976

Email: [kate.knox@otago.ac.nz](mailto:kate.knox@otago.ac.nz)

## **Student Learning Development**

SLD is located on the western end of the ground floor of the Library building. The staff at SLD offer a range of courses to assist at every stage of your postgraduate journey.

They also offer bookings for one-on-one sessions: <http://www.otago.ac.nz/hedc/students/index.html>

## **Information Technology Services**

ITS offer a range of software related training and assistance.

<http://www.otago.ac.nz/its/services/otago033765.html>

## **International Student Support**

We encourage international students to seek support if they are having difficulties with their studies or meeting other challenges while they are a student at Otago.

Location: International Office, Clocktower Building

Phone: 03 479 7000

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

Web: <https://www.otago.ac.nz/international/studentssupport.html>

## **Career Development Centre**

Discussion about career options will be part of your supervision and progress reporting, particularly for doctoral students.

Taking opportunities to add teaching, publishing, research assistance and other skills to your CV is always advised.

The university's Career Development Centre, located at the eastern end of the library building, offers advice on planning, CV preparation, job applications and interview skills.

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

Web: <http://www.otago.ac.nz/careers/index.html>

## Disability Information and Support

If you have a disability, impairment, injury or medical condition that affects your ability to study, Disability Information and Support can help you.

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

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

## Student Health Services (including counselling services)

Embracing inclusivity and manaakitanga, Student Health Services (SHS) engages with all students and the diverse university community to support health and well-being; enabling students to reach their full potential and thrive during their Otago experience.

3 Walsh Street, Dunedin

Free Phone: 0800 479 821

Phone: 03 479 8212

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

## Kaiāwhina Māori: Māori Student Support Officer, Division of Humanities

The Māori Student Support Office can help Māori students enrolled in Humanities papers:

- Access academic and pastoral support
- Assist with advocacy and scholarships
- Liaise with Humanities department regarding things Māori

Location: Liaison office, 5C9, 5th Floor, Arts Building

Phone: 03 479 8681

Email: [humanities.kaiawhina@otago.ac.nz](mailto:humanities.kaiawhina@otago.ac.nz)

Web: <https://www.otago.ac.nz/humanities/maori-at-humanities/support/#kaiawhina>

## Pacific Student Support Office, Division of Humanities

The Pacific Student Support Officer can help Pacific students enrolled in Humanities papers:

- Liaise with departments and support services with respect to you and your courses
- Act as a point of contact for all Pacific students enrolled in Humanities papers
- Facilitate access to pastoral care, student services, and course planning

Location: Liaison office, 5C9a, 5<sup>th</sup> Floor, Arts Building

Phone: 03 479 9616

Email: [pacificsupport.humanities@otago.ac.nz](mailto:pacificsupport.humanities@otago.ac.nz)

Web: <https://www.otago.ac.nz/humanities/pacific-at-humanities/support/>



## Queer Support

Would you like a confidential and safe space to talk through any feelings or issues about gender and sexual identity? Our wonderful student peer supporters come from diverse backgrounds so you get to choose someone you are comfortable with talking to. Queer Support also has a range of coming out resources and the latest safe sex info.

Location: OUSA Student Support, 5 Ethel Benjamin St

Phone: 03 479 5445 or 027 447 1426

Email: [q.support@ousa.org.nz](mailto:q.support@ousa.org.nz)

Web: <https://www.ousa.org.nz/support/queer-support>

## Te Whare Tāwharau

Te Whare Tāwharau is a place of shelter to reduce the impact of sexual violence within our campus communities. The Centre is one unified space that provides support for students who are dealing with incidents of sexual violence that are recent or historical.

### To make an appointment:

Free Phone: 0800 479 379

Phone: 03 479 3790

TXT: 021 278 3795

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

### Walk-in hours:

Monday – Friday: 10 am – 4 pm (during semesters)

Monday – Friday: 11 am – 2pm (summer school & outside semester)

Web: <https://www.otago.ac.nz/te-whare-tawharau/index.html>

## The Otago University Students' Association (OUSA)

The OUSA is run by members for members. The OUSA has been around for 125 years and provides a variety of support services for students.

Web: <https://www.ousa.org.nz/about>

## The Otago International Student Association (OISA)

Specifically designed to represent International Students, the OISA Facebook page can be found here <https://www.facebook.com/OtagoInternationalStudentsAssociation> for more information.

## The Otago Postgraduate Association (OPA)

The OPA was established in 2018 to help and support postgraduate students at Otago.

Web: <https://www.otago.ac.nz/otagobulletin/postgraduate/otago838414.html>



## General Postgraduate Information

### Space and equipment

Te Ao o Rongomaraeroa will provide you with shared office space and if you require it, a desktop computer. Most of our computer stock is iMac. Students are encouraged to use their own hardware if convenient. Students provide their own stationery needs.

Our administrator will arrange for IT equipment for students if required and we will pay for basic software such as Endnote, NVivo, SPSS and Stata. If you have specific software needs, please discuss this with your Primary Supervisor. You will need to complete an application form and submit it to Te Ao o Te Rongomaraeroa's administrator for processing. The forms can be found at the links below:

End Note: <https://www.otago.ac.nz/its/forms/otago825952.pdf>

NVivo, SPSS and Stata/SE: <https://www.otago.ac.nz/its/forms/otago825951.pdf>

### Printing

Unlike many other University departments, Te Ao o Rongomaraeroa has free and unlimited access to printing for all students. It is expected that printing is always done in black and white, and double sided where possible. Personal printing is not encouraged. Please see our administrator to ensure this is arranged.

### Understanding EFTS

Equivalent Full Time Study or EFTS is the way in which your study period is calculated. A full time full year of study is equivalent to 1 EFTS; a full year of part time study or a part year of full time study is equivalent to 0.5 EFTS.

Students may change from full time to part time study or vice versa. This should be discussed with your supervisors in the first instance.

A doctoral candidate is expected to complete within 4 EFTS. Your EFTS calculation is available via eVision.

A Masters candidate is expected to complete within 2 EFTS. Your EFTS calculation is available via eVision.

# PhD

Please refer also to the PhD handbook <https://www.otago.ac.nz/graduate-research/current-students/>

## Supervision

Guidelines around the requirements for PhD supervision can be found here <https://www.otago.ac.nz/graduate-research/current-students/otago706732.html>

### Supervision agreements

Early in your study period, you and your supervisors will negotiate a Student--Supervisor agreement. This covers the supervisory team, the proportion of supervision from each supervisor and what you can expect from your supervisors. You will also negotiate a guideline around the timing and nature of feedback with supervisors.

There will be a different level of input from your primary supervisor compared to others in your team. Primary supervisors will normally meet regularly, read drafts and deal with student concerns. The role of secondary and other co-supervisors may vary and will be agreed and recorded in the Student-Supervisor agreement.

Other expectations, such as contribution to Research Seminars, poster sessions and attendance at seminars and lectures organized within Te Ao o Rongomaraeroa will be noted in this agreement.

### The role of your supervisor

The supervisor's role is negotiated and agreed in the Supervisor--Student agreement; this is always worth referencing and updating if necessary throughout your period of study.

Transcribing and proofreading are the candidate's responsibility.

Students for whom English is a second language are encouraged to find a good proof-reader who can read your work for accuracy and sense. It is not your supervisors' role to proofread and edit your writing.

It is very important to have a clear understanding of how long your supervisors may take to give feedback on your writing. This should be spelt out in your Student--Supervisor agreement. In particular, be aware that your supervisor may need several weeks to read and respond to a full draft.

### Supervision changes

All parties have responsibilities in a PhD Supervision arrangement. The responsibilities of the Candidate, the Supervision team and the Head of Programme can be found here <https://www.otago.ac.nz/graduate-research/prospective-students/otago665014.html>

At times there may be a reason to change your supervision. This could be due to difficulties with one of your supervisors that cannot be resolved or where new expertise is required for your project.

If problems do arise, please see the Health, Safety and Wellbeing section of this handbook under "Dealing with concerns and complaints"

Students should be aware that anyone who has been on your supervision team is excluded from examining your thesis. It is important to ensure that there are sympathetic and expert examiners still available from within Te Ao o Rongomaraeroa when changes of supervision are considered.

## Support during your study

There are various ways that you can find support during your study period at Te Ao o Rongomaraeroa.

1. Address problems early.
2. Talk to your supervisors about the challenges you are facing.
3. Connect with other students who are at the same stage in the journey as you and may therefore share similar concerns.
4. Connect with other students who are working in a similar area or using similar research methods.
5. Form a writing group or join an online writing group.
6. Have clear and realistic deadlines and break your research down into a series of small goals.
7. Talk to any academic staff who you feel can give you advice on study skills, career goals or general matters.
8. Find excellent books that can help with all stages of the research journey. See Appendix 3 for a list of recommended books.

More specific information is in the section Health, Safety and Wellbeing under 'Dealing with concerns and complaints'.

## Teaching methods

Unlike doctoral study in many other countries, New Zealand universities do not usually offer coursework as part of the doctorate. They are like the British model rather than the American model. The advantage is that the doctorate can normally be completed in 3 to 4 years of full time study. However, some candidates feel the absence of formal research methods training.

Te Ao o Rongomaraeroa offers some research methods training, as required. There are also research methods courses run by Student Learning Development. Other departments will offer training in specific quantitative methods and these are advertised by email.

## Progress reports

Progress reports occur six monthly until your candidacy is confirmed, and thereafter annually. You attend with your supervisors and another academic staff member who chairs the progress report meeting. The chair will meet with you and your supervisors independently prior to the meeting date to ascertain if there are any issues you wish to discuss or on which you require further assistance. You will also be required to write and upload a self-review report outlining your progress to date prior to the meeting. A template for the self-review can be found at this link under the heading Progress Reporting: <http://www.otago.ac.nz/graduate---research/policies/index.html#Doctoral>

## Deferrals

A deferral is a period of temporary withdrawal from your study, which stops the clock on your EFTS calculation and fees. Be warned that it will also stop your scholarship payments for the period of the deferral.

Deferrals will not normally be granted for less than two months or more than 12 months. More than two deferrals will only be granted in exceptional circumstances. See the GRS PhD handbook for the application procedure or talk to the staff at GRS about your deferral needs.

It is essential to liaise with the International Office when considering a deferral as this may have an impact on your visa.

## Fieldwork funding

Through the generosity of the Aotearoa New Zealand Peace and Conflict Studies Centre Trust and other supporters such as the Quakers, Te Ao o Rongomaraeroa has some funding to support fieldwork. Normally funding supports travel and accommodation. costs Students are expected to contribute to fieldwork costs. To apply for funding please discuss with your Supervisor.

## Conference funding

The Humanities Division offers all doctoral students one opportunity to apply for funding to attend a conference during the period of their study. It is expected that the conference will fall in the second half of doctoral study when students are well underway with their research. However, the conference must occur at least six months before the expected submission date.

Further information about Humanities conference funding is available at this link.

<http://www.otago.ac.nz/humanities/forms/index.html#pg>

## Examination process

Prior to submission, your supervisors will arrange your examination panel of three examiners (normally one from Te Ao o Rongomaraeroa or University of Otago, one from another New Zealand university and one from overseas) and a convener from the University of Otago.

Students may suggest possible examiners; however the examination panel is confidential until the oral examination. The examiners are not known to each other until this time.

Supervisors are required to verify in a letter to the Graduate Research School that they have seen the final version prior to submission, and it is your responsibility to provide the version you intend to submit to your supervisors after any final amendments are made. In the event that they have not seen it, this must be disclosed to GRS by supervisors.

## Oral examination

Any doctoral student beginning after 1 January 2014 is required to have an oral examination. Your supervisors will explain this process closer to the time and they will also help you to prepare.

# Master of Arts (MA) - Research

Please refer also to the Research Master's handbook

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

## Supervision

Guidelines around the requirements for Master's thesis supervision can be found here

<https://www.otago.ac.nz/graduate-research/study/researchmaster/programme/otago466401.html>

### Supervision agreements

Early in your study period, you and your supervisor will negotiate a Student--Supervisor agreement. This sets out what you can expect from your supervisor. You will also negotiate a guideline around the timing and nature of feedback from your supervisor.

Other expectations, such as contribution to Research Seminars and attendance at seminars and lectures organized by Te Ao o Rongomaraeroa, will be noted.

### The role of your supervisor

The supervisor's role is negotiated and agreed in the Supervisor--Student agreement; this is always worth referencing and updating if necessary throughout your period of study.

Transcribing and proofreading are the candidate's responsibility.

Students for whom English is a second language are encouraged to find a good proof-reader who can read your work for accuracy and sense. It is not your supervisors' role to proofread and edit your writing.

It is very important to have a clear understanding of how long your supervisors may take to give feedback on your writing. This should be spelt out in your Student--Supervisor agreement. In particular, be aware that your supervisor may need several weeks to read and respond to a full draft.

### Supervision changes

Master of Arts students usually have one supervisor. Where the supervisory relationship is unsatisfactory or new expertise is required, changes can be made by negotiation. Te Rongomaraeroa's preference is for students to seek supervision from within the first; however, it is normal practice to bring in supervision from other disciplines where required.

## Support during your study

There are various ways that you can find support during your study period at Te Ao o Rongomaraeroa.

1. Address problems early.
2. Talk to your supervisors about the challenges you are facing.

3. Connect with other students who are at the same stage in the journey as you and may therefore share similar concerns.
4. Connect with other students who are working in a similar area or using similar research methods.
5. Form a writing group or join an online writing group.
6. Have clear and realistic deadlines and break your research down into a series of small goals.
7. Talk to any academic staff who you feel can give you advice on study skills, career goals or general matters.
8. Find excellent books that can help with all stages of the research journey. See Appendix 3 for a list of recommended books.

## Teaching methods

Te Ao o Rongomaraeroa offers some research methods training, as required. There are also research methods courses run by Student Learning Development. Other departments will offer training in specific quantitative methods and these are advertised by email.

## Progress Reports

Progress reports occur six monthly during your MA. You attend with your supervisor(s) and another academic staff member who chairs the progress report meeting. The chair will meet with you and your supervisor(s) independently prior to the meeting date to ascertain if there are any issues you wish to discuss or on which you require further assistance.

## Deferrals

A deferral is a period of temporary withdrawal from your study, which stops the clock on your EFTS calculation and fees. Be warned that it will also stop any scholarship payments for the period of the deferral.

The deferral can be from one month up to a period agreed by Te Ao o Rongomaraeroa.

It is essential to liaise with the International Office when considering a deferral as this may have an impact on your visa.

## Examination process

Prior to submission, your supervisor will arrange your examination panel of two examiners, normally one from within the Faculty and one from another New Zealand university or from overseas. The examination panel is anonymous and confidential.

# Master of Peace and Conflict Studies (MPCS) - Coursework

## Supervision

Most of your classes are taught by one academic staff member. In the case of the Dissertation students (PEAC590 and PEAC591) you will have a course coordinator and a supervisor. The supervisor may be one of the other members of Faculty. You and your supervisor will come to an agreement about the details of your supervision including regularity and length of supervision meetings.

Matters related to your project should be discussed with your supervisor. All other matters, including extensions, must be discussed with the course coordinator.

## Grades and assessment criteria

All teachers will set out the assessment structure and criteria for their course. This may vary from paper to paper. PEAC590 dissertations are marked by two examiners, one of whom is external to Te Rongomaraeroa.

## Extensions

If you require an extension for any assignment please alert your course teacher as early as possible. Extensions for medical reasons will normally require a medical certificate. Only your course teacher or coordinator can grant extensions. As discussed above, in PEAC590 or PEAC591 the course coordinator, not your supervisor, must grant any extension.

## Penalties for lateness

If your assignment is late and no extension has been agreed, you will be penalized with a deduction of 5% for each day the assignment is overdue.

## Appealing a mark

You may appeal a mark for any assignment. The appeal must specify which aspect of the marking rubric you feel not been applied correctly or fairly, and why. If you and your course teacher agree that another academic staff member will mark the work again, the second mark will apply regardless of whether it is higher or lower.

## Course content and support

Due to the nature of the courses that are taught in Te Ao o Rongomaraeroa, some students find course content traumatic. If you have difficulty with the nature of material presented in the course, please discuss this with your teacher as soon as possible.

## Progress reports

These are required as part of the program and will be discussed with students at the beginning of their Master's studies.



## Practicum funding support

Students who are completing the Practicum and Research Report PEAC595 may be eligible for some limited funding assistance. There is a strong focus on indigenous peace centres or other indigenous agencies within Aotearoa and the Pacific where most students are now expected to undertake their placements. In the case of distance students there is also limited financial assistance available. Students are required to submit a budget with supporting documentation to the Course Coordinator. In all instances the funding approved will be a partial percentage contribution toward costs rather than a full grant to cover all costs.

## Examination process

Prior to submission of your research dissertation your supervisor will arrange your examination panel of two examiners, one who may be external to the University. Where both examiners are internal to the University, the examined dissertation shall be subject to external moderation.

The practicum project shall be examined by at least two examiners who are normally internal to the University.





# Academic integrity

Full details on Academic Integrity and Academic Misconduct can be found here

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

## 1. General Principles

- a) The University shall investigate alleged instances of academic misconduct in a manner that is fair, consistent and transparent.
- b) The University defines three levels of academic misconduct:
  - i. **Level One:** A first instance of academic misconduct where a student's actions may be regarded as unintentional or naïve and contributed to by a lack of understanding of acceptable academic practice.
  - ii. **Level Two:** A repeat instance of academic misconduct and/or academic misconduct where a student's actions are perceived to be intentional and where the student could reasonably be expected to understand academic practice.
  - iii. **Level Three:** Academic misconduct in which actions are perceived as being intentional and of an extremely serious nature including instances of falsification, impersonation and/or purchasing of assessment.
- c) Notwithstanding the definitions provided in clause 1(b), any academic misconduct that occurs in a final examination and from which a student gains a demonstrable academic advantage, shall be considered Level Two or Level Three misconduct.
- d) Consistent with the University's Academic Integrity Policy, Level One misconduct will be treated in an educative manner. Level Two and Three misconduct will result in disciplinary sanctions.

## 2. Types of Academic Misconduct

- a) Plagiarism:
  - i. copying or cutting and pasting the work of others, from one or more sources, without clearly indicating the source (this includes paper and electronic sources as well as visual materials)
  - ii. using very close paraphrasing of sentences or whole passages without referencing the original work
  - iii. using another person's ideas, work or research data without acknowledgment
  - iv. copying computer files, algorithms or computer code without clearly indicating their origin
  - v. submitting another student's work in whole or in part, where this is not specifically permitted in the course outline
  - vi. submitting work that has been written by someone else on a student's behalf.
- b) Unauthorised collaboration: Presenting group work in any form of assessment where individual answers are required. This does not include assessment tasks where students are expressly

required or permitted to present the results of collaborative work. Unless it is explicitly stated otherwise, each student's answers should be in their own words.

- c) Multiple submissions of single assessment: Submitting substantially the same work for multiple assessments; presenting work submitted previously at the University or another educational institution.
- d) Impersonation: Getting someone else to participate in any assessment on one's behalf, including getting someone else to sit a test or examination on one's behalf.
- e) Use of unauthorised materials: Using notes, books or other material in the completion of assessment unless expressly permitted to do so; taking calculators, computers or other equipment into a test or examination unless expressly permitted to do so.
- f) Assisting others in academic misconduct:
  - i. impersonating another student in a test or examination
  - ii. writing an assignment for another student
  - iii. giving answers to another student in a test, examination or any other assessment by any direct or indirect means
  - iv. allowing another student to copy answers in a test, examination or any other assessment.
- g) Misrepresentation: Feigning disability, temporary illness or injury or exceptional circumstances beyond one's control, and then claiming special conditions and/or special consideration.
- h) Purchasing assessment: Submitting for assessment material obtained from commercial essays, assignment services, other students or any other source.
- i) Falsification: Falsifying the results of one's research or laboratory assignments; presenting as true or accurate material that one knows to be false or inaccurate.
- j) Breach of ethics: A breach of a duty of confidentiality, privacy or the terms of any ethical approvals.
- k) Other misconduct: Actions that are deemed to contravene the values and accepted practices associated with academic integrity.

# Health, Safety and Wellbeing

## Emergency information

In the kitchens of both buildings you will find flip charts detailing what to do in the event of a whole range of emergencies.

Fire drills are run twice per year.

The assembly point for 262 Leith Walk is via the front or rear doors to assemble on the grass by Property Services. In the case of an emergency and occupants are upstairs, there is an emergency exit available from the window of room 101.

The assembly point for 97 Albany Street is directly across the road from the building.

A full first aid kit is located in the drawer under the microwave in the 262 Leith Walk kitchen and in the kitchen area of each floor at 97 Albany Street.

The nearest defibrillator for 262 Leith Walk is located in the Ground Floor Foyer of the Arts (Burns) Building.

The nearest defibrillator for 97 Albany Street is located in the Main Foyer of Property Services, 111 Albany Street.

Professor Richard Jackson is Te Ao o Te Rongomaraeroa's First Aider

Location: 262 Leith Walk, Room G03

## Occupational Health

The University of Otago employs Occupational Health Nurses, who are available to assess the ergonomic set up of your desk in your new office if required.

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

Phone: 021 279 0967

## Dealing with concerns and complaints

Postgraduate study is demanding, and it is a common experience to find that the doctoral journey in particular can sometimes feel long, lonely and difficult. Therefore it is normal to find you have stresses, issues or concerns that need to be addressed. These can relate to your study, interpersonal relationships within Te Rongomaraeroa, health or personal circumstances, or a combination. Talking to academic staff face-to-face is encouraged. Your concerns will be taken seriously.

### ***Procedure for dealing with study related concerns or complaints***

In general, the procedure is:

1. First, meet with your course teacher or supervisor about the issue.
2. If you would like to talk to someone else or feel you have not received a satisfactory response, meet with the Director of your programme, Dr Kappmeier for Master's Program & Assoc. Prof. SungYong Lee for PhD Program.

3. If none of those options is seen as suitable then you may approach the Director at any time.

Other options:

1. The Graduate Research School, located on the ground floor of the Registry building, may be able to assist.
2. Student representatives (PhD and Masters) who attend Faculty meetings may be able to assist. They can discuss your concern with you, find out whether it is shared by others, and raise it on your behalf at the meetings.
3. There is a confidential feedback process available through the Graduate Research School as part of the PhD Progress Reports.
4. Issues may be raised in discussion at your Progress Report if appropriate.
5. International Office can assist international students with visas, scholarships, insurance and other matters.
6. The University Mediator ([mediation@otago.ac.nz](mailto:mediation@otago.ac.nz)) can assist if you feel this is necessary or phone (03) 479 5679
7. 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:***

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

***Other concerns that may affect your study***

If you have concerns about your health or other matters of a personal nature, the following people and services are available:

1. Any academic staff member you are comfortable to talk with for guidance
2. The Graduate Wellbeing Coach  
<https://www.otago.ac.nz/graduate-research/people/otago694370.html>
3. Student Health [www.otago.ac.nz/studenthealth/index.html/](http://www.otago.ac.nz/studenthealth/index.html/)
4. University Chaplains [www.otago.ac.nz/chaplain/about/](http://www.otago.ac.nz/chaplain/about/)
5. OUSA offer a range of services and advice which you can read about here  
[www.ousa.org.nz/main/support/](http://www.ousa.org.nz/main/support/)
6. Disability Information and Support [www.otago.ac.nz/disabilities/index.html](http://www.otago.ac.nz/disabilities/index.html)

## Appendix I Recommended conferences

Major conferences that you might consider attending are:

- Asia Pacific Peace Research Association (APPRO)
- International Peace Research Association (IPRA)
- European Peace Research Association (EUPRA)
- Canadian Peace Research Association (CPRA)
- International Studies Association (ISA) (Feb/Mar, usually in the USA)
- New Zealand Political Studies Association NZPSA (November)
- Peace and Justice Studies Association
- Religions for Peace

Details of upcoming conferences will be circulated via email to all postgraduates.

## Appendix 2 Recommended journals

The following are recommended as journals to which students may submit for publication:

- Critical Studies on Terrorism
- Journal of Peace Research
- Peace & Change
- Journal of Resistance Studies
- Peace Review
- Negotiation Journal
- Peacebuilding

Academic staff will advise on ways in which you can pursue external publication in relevant journals.





***Te Ao O Rongomaraeroa***

**University of Otago  
262 Leith Walk and 97 Albany Street  
Dunedin**