



The Otago doctoral supervision programme 2024



February

- 22 Library insights for supervisors: The not-so-secret ways we help your doctoral students
 - 22 Supervising international students
 - 28 Assisting postgraduates with the writing
-

March

- 5 Preparing students for the doctoral examination
 - 8 Integration of sustainability into the role of supervisor – should we?
 - 13 Te Rangahau Māori | Ngā Whakahaerenga
Pai: Supporting Māori doctoral candidates
 - 20 Convening doctoral examinations
-

April

- 3 What do supervisors need to know about the Otago doctoral scholarship?
 - 5 Supporting doctoral students with disabilities, impairments, medical conditions or injuries
 - 11 International students and intercultural communication: Cultural difference and their impact
 - 18 Supervising mature students
-

May

- 2 Supervising postgraduate research students by distance
 - 2 Conflict Resolution in Doctoral Supervision
 - 3 Recruiting and selecting graduate research students
 - 16 Selecting examiners to assess a doctoral thesis
 - 17 Including publications in a thesis
 - 17 Progress reporting for postgraduate supervisors and thesis candidates
 - 23 Supporting the holistic development of your graduate research candidate
-

June

- 12 Preparing students for the doctoral examination
- 26 Te Rangahau Māori | Ngā Whakahaerenga
Pai: Supporting Māori doctoral candidates

July

- 5 Library insights for supervisors: the not-so-secret ways we help your doctoral students
 - 10 Preparing students for the doctoral examination
 - 11 Research and Enterprise support for doctoral supervisors
 - 17 Convening doctoral examinations
 - 25 Conflict resolution in doctoral supervision
-

August

- 2 International students and intercultural communication: Cultural difference and their impact
 - 14 Supervising postgraduate research students by distance
 - 15 Supervising international students
 - 15 Examining a doctoral thesis
 - 22 Integration of sustainability into the role of supervisor – should we?
 - 28/30 Mental health, wellbeing and productivity: Supporting your supervisee
-

September

- 2 Ethical research and ethical processes at Otago
 - 5 Including publications in a thesis
 - 6 Library insights for supervisors: The not-so-secret ways we help your doctoral students
 - 19 What do supervisors need to know about the Otago doctoral scholarship?
-

October

- 7 Selecting examiners to assess a doctoral thesis
 - 10 Supervising mature students
 - 14 Convening doctoral examinations
 - 16 Assisting postgraduates with the writing
 - 17 Progress reporting for postgraduate supervisors and thesis candidates
-

Dates TBC

Support the career plans of your doctoral students
Supporting Pacific doctoral candidates

Whaowhia te kete Mātauranga

Fill the basket of knowledge

The purpose of this programme is to support University of Otago doctoral supervisors. Research unequivocally shows that good supervisory practices are a major factor in determining both the success and quality of the doctoral research experience. The following aim to provide guidance on enhancing supervisor practices in key aspects and processes of the supervision journey. This programme has been developed in collaboration with the Matariki Network of Universities with funding from a University of Otago Quality Advancement Unit 2020 Improvement Grant.

Seminar/workshop details

All seminars and workshops will be held in the HEDC seminar room, unless specified. Please look out for changes to your workshop format (Zoom/in-person) via the HEDC website.

Zoom links will be sent before each session.

International recognition of doctoral supervision

The UK Council for Graduate Education runs a Research Supervision Recognition Programme that provides a pathway to gain professional recognition. Since its inception, four supervisors from Otago have achieved this international recognition. The UKCGE offers two levels of professional recognition: as Recognised Supervisor, or as Recognised Associate Supervisor. The former is for supervisors who have led doctoral students through to successful completion, and the latter is for staff who have supported doctoral students in some way – through supervision, or in other ways – but have not led students through to successful completion of their studies.

The application for both awards comprises an evidence-based reflective account of your practice aligned to the criteria of Good Supervisory Practice framework. The Recognised Supervisor award is approximately 5,000 words across ten sections, and the Recognised Associate Supervisor is half this amount.

1-1 Consultation

If you wish to seek recognition, please contact Associate Professor Vijay Mallan to schedule a one-on-one consultation for assistance with the application process. The deadlines for applications fall in either July or October.

Library insights for supervisors: The not-so-secret ways we help your doctoral students

Find out which topics, online resources and techniques subject librarians share with your doctoral students at Otago. This includes best-practice initiatives and strategies in areas such as the literature review, data management, reference management, getting published, increasing research impact and researcher profiles.

Kate Thompson, Law Librarian
Christopher Seay, Reference Librarian
22 February, 10–11am (Zoom)
5 July, 10–11am (Zoom)
6 September, 10–11am (Zoom)

Supervising international students

International postgraduate research students come to Otago after already completing degrees elsewhere, so there is often an assumption that they are familiar with university processes and expectations. Research shows that although this may be the case for some students, the period of transitioning to a new country, new university and new way of learning can be difficult for many international students. This workshop will unpack some of the major issues faced by international postgraduate research students, and suggest ways to successfully support these students while building a productive supervisory relationship.

Dr Sarah Carr, DBA Programme
22 February, 9–11am (Zoom)
15 August, 2–4pm

Integration of sustainability into the role of supervisor – should we?

In this short workshop we explore the question as to whether, or to what extent, sustainability can or should be integrated into the role of the supervisor. We will examine the tension between the role of the university as critic and conscience of society, and in creating an environment of intellectual freedom. This will create the opportunity for participants to reflect on their practice in relation to sustainability as an operational, methodological and ethical consideration.

Ray O'Brien, Sustainability Office
8 March, 10am–12pm (Zoom)
22 August, 10am–12pm

Supporting the holistic development of your graduate research candidate

Supervisors play a critical role in supporting their candidates to not just produce a thesis, but to develop as researchers. In this workshop, we will consider how to scaffold your supervisory support to develop independent researchers with a host of transferrable skills and attributes. We will discuss good practice and institutional expectations for supervision in terms of milestones, confirmation, review and timely completion, and raise your awareness of opportunities to develop and support the holistic development of your candidate.

Professor Rachel Spronken-Smith, HEDC
23 May, 1–2:30pm (Zoom)

Research and Enterprise support for doctoral supervisors

There's no avoiding it, research costs money! Research funding is a team effort, and getting funds is only the beginning. We will discuss how R&E can help you support student research activities for externally funded research: who to contact for help, the expectations of funders and stakeholders of research, who manages a research contract, and understanding the rights and interests of staff and students with respect to intellectual property, and how this relates to thesis submissions and publications.

Dr Martin Gagnon, Research and Enterprise
11 July, 10–11am (Zoom)

What do supervisors need to know about the Otago doctoral scholarship?

The University of Otago offers a range of doctoral scholarships every year with the aim of attracting the best students to doctoral programmes. Many students contact supervisors and ask if they would be successful in scholarship applications. In this workshop, we will discuss how supervisors can complete the initial assessment of potential domestic and international students to ascertain if they would be considered for a doctoral scholarship. We will share insights into the process through case studies. At the end of the workshop, supervisors will have relevant information to guide potential scholarship applicants..

Peter Boston, Postgraduate Scholarships, Prizes and Awards
3 April, 10–11:30am (Zoom)
19 September, 10–11:30am

International students and intercultural communication: Cultural difference and their impact

Currently, there are approximately 700 international students enrolled in doctoral studies at the University of Otago.

Join our workshop to:

- Learn more about international students at Otago and how/why we support them the way we do
- Better understand how our own experiences and communication can influence our interactions with international students (and other people in general)
- Share questions, ideas and experiences in a safe space
- Get tips and ideas about how to maximise effective communication with your doctoral students, as well as how best to support them and where to refer them for further help.

Danielle Yamamoto Kerr, Manager, International Student Services and Mobility
Simone Freeman, Team Leader, International Student Support
11 April, 10–11:30am
2 August, 10–11:30am

Supporting doctoral students with disabilities, impairments, medical conditions or injuries

Doctoral supervisors may, at times, be supervising students with disabilities, impairments, medical conditions or injuries. Supervising in these circumstances requires an understanding of how to support these doctoral students. The aim of the session is for doctoral supervisors to gain an understanding of these issues and the support that is available for supervisors and students from Disability Information and Support. This session will also include a student's perspective. There will be adequate time for questions.

Melissa Lethaby, Disability Information and Support
5 April, 10–11am (Zoom)

Selecting examiners to assess a doctoral thesis

The Otago doctoral examination process regulation stipulates that there should be three examiners – an internal examiner, a New Zealand examiner and an international examiner. The selection of examiners is a critical aspect. While examiners are usually selected based on their professional and academic standing, it has been reported that supervisors need to protect their students from the “bad and mad” and look for examiners who show empathy and understanding, yet maintain high standards and integrity (Kiley, 2009). In this seminar, experienced Otago supervisors will share strategies to select examiners who focus on the developmental aspect of doctoral examination.

Associate Professor Vijay Mallan, HEDC
16 May, 10–11:30am
7 October, 10–11:30am (Zoom)

Recruiting and selecting graduate research students

There are many factors in considering potential PhD and Master's research students, and the University admission processes and rules can be bewildering. This presentation aims to provide some clarity and allow you to share your experiences. We will also touch on finding PhD students in the first place (including reaching out to under-represented groups), and how to support them through the application and arrival processes.

Professor Rachel Spronken-Smith, HEDC
3 May, 2–4pm (Zoom)

Supervising mature students

This workshop focuses on understanding the challenges that mature postgraduate students often face, and how to work effectively with these students to achieve a successful supervisory relationship. We will address understanding complex expectations, realistic goal setting, supervision agility and celebrating the small wins.

Dr Sarah Carr, DBA Programme
18 April, 9–11am (Zoom)
10 October, 9–11am

Supervising postgraduate research students by distance

A workshop for anyone supervising or preparing to supervise students in a different location. It will help you make decisions about the best ways to interact with, and supervise, your research students. We will discuss reasons for using real-time and asynchronous technologies, review techniques to make interactions with your students work, and consider ways of finding out if the approaches you adopt are working. By the end of this workshop, you will have had an opportunity to:

- Discuss your own supervision contexts.
- Consider student and supervisor needs for establishing and maintaining supervisory interactions.
- Engage with strategies for interacting at a distance with your co-supervisors and your research students.
- Reflect on how the various interaction strategies may work in your distance supervision context.

Dr Sarah Stein, Distance Learning Office
2 May, 10–11:30am (Zoom)
14 August, 10–11:30am

Conflict resolution in doctoral supervision

The partnerships between students, supervisors and supervisory teams are built on mutual trust and respect. The ability to communicate effectively is essential but may be hindered at times, and difficulties may arise as a result. In such situations, both academic staff and students may not be comfortable raising issues. This may lead to miscommunication, an escalation of tension and a possible breakdown of the partnership.

This workshop will focus on options for conflict resolution – including constructive conversations and mediation, with the ultimate aim of ensuring that relationships are restored. Participants will be introduced to basic conflict resolution strategies and have the opportunity to practice these strategies through the exploration of case study scenarios.

Jennifer Anderson, University Mediator
2 May, 9–10am (Zoom)
25 July, 9–10am

Including publications in a thesis

The PhD by publication is an alternative to the traditional PhD by monograph approach. In this workshop, we will discuss the Otago policy regarding how publications can be included in a thesis. We will focus on a hybrid or integrated thesis, in which publications can be included as chapters in a thesis, providing certain guidelines are followed.

Professor Phil Seddon, Department of Zoology
17 May, 1-2pm (Zoom)
5 September, 1-2pm

Assisting postgraduates with the writing

This workshop will give you some ideas to help your students produce better quality writing from thesis students – in particular, we'll discuss pedagogies for developing student writing. We will cover tasks you can set your students, ways of giving feedback on writing, explaining the writing process, and structures to support your students to write a good thesis.

Associate Professor Vijay Mallan, HEDC
28 Feb, 10-11:30am
16 October, 10-11:30am (Zoom)

Preparing students for the doctoral examination

This workshop is designed to offer insights into both the examination of doctoral theses and the oral examination. It will delve into examiner expectations and discuss how supervisors can adequately support and prepare their students, emphasising the importance of pastoral care. The goal is to ensure that students are well-prepared and have a positive experience throughout the doctoral examination process.

Associate Professor Vijay Mallan, HEDC
5 March, 10-11:30am
10 July, 10-11:30am (Zoom)

Ethical research and ethical processes at Otago

Doctoral research at the University of Otago must be conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This session will cover responsible practice in research, and introduce the ethical principles for research involving human participants in New Zealand. It will also cover the expectations, processes and practicalities of applying for ethical review.

Jo Farron de Díaz, Academic Committees and Services
2 September, 11am-1pm (Zoom)

Examining a doctoral thesis

For new or inexperienced doctoral examiners, this seminar will discuss the areas that examiners are asked to consider when they examine a thesis, and what examiners typically look for in the examination process. We will also consider the process after the report has been written and before the final result is reached, and discuss how to examine a publication-based thesis. Finally, we will discuss what we can learn as PhD supervisors from our experience as examiners..

Professor Paul Trebilco, Theology
15 August, 10am-12pm (Zoom)

Mental health, wellbeing and productivity: Supporting your supervisee

A confidential and non-judgemental session focusing on how to get the best out of your supervisees. Topics/points of discussion that may be covered include:

- your own views on mental health and wellbeing
- the pastoral care code, what are our responsibilities / what is my role as supervisor?
- building a solid supervisory relationship
- trouble shooting when supervision isn't working
managing differing expectations why students may not speak up
- having difficult conversations
- who you can access support from and where to direct student for support.

Woven in throughout will be looking after your own wellbeing while supervising students.

Nikki Fahey, Graduate Research School
28 August, 10am-1pm (Zoom)
30 August, 1-4pm

Progress reporting for postgraduate supervisors and thesis candidates

Doctoral supervisors have formal responsibilities for monitoring progress. To do this they must comply with institutional procedures for assessing progress. This workshop covers the rationale for progress reporting and seeks to demystify the various components, stages and roles involved in the process.

Bronwen Stephens, Graduate Research School
Associate Professor Wayne Stephenson, School of Geography
17 May, 10am-12pm (Zoom)
17 October, 10am-12pm

Support the career plans of your doctoral students

This workshop aims to support supervisors with strategies to help their doctoral students with career planning. We will introduce some relevant career theories and practical strategies to use with your students.

Yvonne Gaut, Graduate Career Coach
TBC

Supporting Pacific doctoral candidates

Ensuring the success of each Pacific doctoral candidate at the University of Otago is essential – especially given that Pacific people are still under-represented in PhD study, and that each candidate will potentially go on to make significant contributions to their communities in Aotearoa New Zealand and the Pacific. This two-hour workshop is for PhD supervisors with an interest in supervising candidates of Pacific heritage. Participants will hear first-hand vignettes from the supervision experiences of Pacific students and staff at the University. In light of these stories and relevant literature, attendees will be invited to discuss concepts that are key to supervising Pacific PhD candidates successfully and safely. Participants will also be invited to grow their awareness of the diverse Pacific, its research methodologies and frameworks, and the range of resources available at the University for supporting Pacific postgraduates.

Dr Ruth Toumu'a, Higher Education Development Centre
Dr Marea Colombo, Pacific Islands Centre
TBC

Convening doctoral examinations

This workshop is for all existing, new and potential conveners of doctoral examinations. It will provide an overview of the oral examination process, discuss how to facilitate oral examinations, provide some guidelines for good practice, and discuss how to deal with difficult situations.

Associate Professor Vijay Mallan, HEDC
Associate Professor Diane Ruwhiu, Graduate Research School
20 March, 1–3pm
17 July, 1–3pm (Zoom)
14 October, 1–3pm

Te Rangahau Māori | Ngā Whakahaerenga Pai: Supporting Māori doctoral candidates

Explore how you can develop a culturally inclusive supervision approach that empowers Māori doctoral students to excel in their research endeavours. In this workshop, you will also learn how the University of Otago and Ngāi Tahu are working in partnership to increase the production of quality research that contributes to the achievement of Māori development aspirations. Discover how te ao Māori and mātauranga Māori can enrich your supervisory practices, and learn how to incorporate Te Tiriti o Waitangi principles into your supervision role. Engage with experienced colleagues who will share their valuable perspectives on supervising Māori students and support Māori research excellence.

Associate Professor Diane Ruwhiu, Graduate Research School
13 March, 9–11am
26 June, 9–11am (Zoom)

Registrations – otago.ac.nz/phdsupervision

Can't make a session?

There is no need to miss out. If you are unable to attend any session, one-to-one consultations can always be arranged. For further information or queries, please contact:

Associate Professor Vijay Mallan, Higher Education Development Centre
vijay.mallan@otago.ac.nz

