COLLEGE OF EDUCATION

Research Students Handbook Revised 2019

Otago

UNIVERSITY of OTAGO

SAPERE AUDE

Te Whare Wānanga o Otāgo

NEW ZEALAND

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CONTENTS

University Processes **2**

Graduate Research School 2
Completing University enrolment and paying fees 2
Changing the details of your thesis 2
Thesis writing and style 2
Ethics 3
Māori consultation 3
Pacific research protocol 3

University Support **4**

General information 4
Supervision advice 4
Courses and resources 4
Doctoral conference/travel funds 4
Library 4
Information Technology Services (ITS) 5
Otago University Students' Association (OUSA) 5
Graduate Research Student Liaison Committee 5
Support for Māori students 5
Support for Pacific students 5
Support for international students 5
Chaplaincy support 5
Postgraduate publishing bursaries 6
Students with impairments 6
The Otago Post 6

UOCE Information and Support **7**

Who are we? 7
Participating in UOCE research activities 7
Dealing with academic issues 8
After-hours access 8
Computer resources 8
Data collection equipment 8
Email 8
Funds available for research students 9
Health and safety 9
Heating/Maintenance 9
Mail 9
Office space 10
Security 10
Office supplies 10
Photocopying/printing 10
Access to completed research theses 10
Resource material 11
Social media 11
Staffroom and supplies 11
Thesis format 11

Introduction

As Postgraduate Coordinator, it is my pleasure to welcome you to the research community here at the University of Otago College of Education.

Completing a Master of Arts (MA), Doctor of Education (EdD) or Doctor of Philosophy (PhD) enables progression into further knowledge in an individual field of interest. The analytical skills gained in obtaining a postgraduate research degree in education can be applied in a broader context throughout any professional position.

This handbook provides details of the College of Education guidelines, resources, and facilities for MA and Doctoral students. It is not a substitute for the University of Otago guides for Masters and Doctoral students, but should be read in conjunction with these and the College of Education website.

For information specific to your course please see:

MA students: http://www.otago.ac.nz/study/masters/index.html

PhD students: http://www.otago.ac.nz/study/phd/index.html

EdD students: http://www.otago.ac.nz/education/postgraduate/otago022628.html

My role as Postgraduate Coordinator is to support and offer assistance on any queries at any time. Please feel welcome to email me to make an appointment to ask questions or discuss any issues.

Dr David Berg
Postgraduate Coordinator
Room G22
Registry Administration Building
Email: david.berg@otago.ac.nz
Phone: 479 8808

n.b. David Berg is on RSL for the second half of 2019. In his absence, please contact the Acting Postgraduate Coordinator, Assoc Professor David Bell, david.bell@otago.ac.nz; 479 3774

University Processes

Please remember that all parts of the University campus are smoke, vape, and alcohol free. The University is open on weekdays (closed for public holidays) and does not close for adverse weather (such as snow). It also closes in the period between Christmas and New Year. You can be on campus when the University is closed, but will need to use your ID card to access buildings.

Graduate Research School

The Graduate Research School, headed by Prof Rachel Spronken-Smith, has responsibility over matters relating to all research degrees. They provide support to students and supervisors, and offer a number of events (social and research-related). Information about the school is provided at: https://www.otago.ac.nz/graduate-research/index.html.

Completing University enrolment and paying fees

You need to enrol each year you are studying at the University of Otago. You should be sent information about this towards the end of each year, but not receiving it does not exempt you from paying a late fee. Information about enrolment is here:
https://www.otago.ac.nz/study/enrolment/course_enrolment.html
and information about fees information is available here:
https://www.otago.ac.nz/study/otago001301.html

You need to enrol at the end of each year even if you have deferred your studies at the time. The University will then adjust the dates to take your deferral into account. If you do not re-enrol by the time required (usually 10 February) you will be charged a late fee. If you are on deferral and have questions about re-enrolling, contact the Postgraduate Coordinator.

Changing the details of your thesis

If you want to change anything about your thesis (e.g., from full-time to part-time study, your area of study, or your supervisors and the weighting of their supervision) you and your supervisors need to do this in eVision. See the Masters/Doctoral handbooks for what is required. If you want to take time off from studying for any reason (known as deferring), you will need to do this in eVision. This should usually be done before you take a break, but can be done retrospectively where needed. If you are not sure what you need to do, ask the Postgraduate Coordinator.

All information and forms (if required) related to the administration of the PhD or EdD thesis, or the MA thesi,s including changing the details, are available at http://www.otago.ac.nz/graduate-research/policies/index.html.

Thesis writing and style

All students are encouraged to familiarise themselves with the University regulations on thesis writing. Details of what is required in your thesis can be found in your course handbooks. You should also discuss this with your supervisors to see if they have any preferences.

You will need to include a thesis declaration form in your thesis. These are available at http://www.otago.ac.nz/graduate-research/policies/index.html.

Ethics

The University requires that any research involving human participants is conducted in accordance with the highest ethical standards. It seeks to promote ethical practices in research and teaching and to ensure that all researchers and teachers are aware of ethical issues concerning research and teaching activities that involve human participants. There are prescribed principles and procedures for determining whether teaching and research proposals involving human participants meet appropriate ethical standards.

If you are undertaking research using human subjects then you will normally be required to gain ethical approval. While your supervisor will apply for the ethics for your research, you will usually be responsible for writing much of the proposal. The forms to complete and meeting dates and times can be found on the website for the Human Ethics Committee (http://www.otago.ac.nz/council/committees/committees/HumanEthicsCommittees.html).

Your application must be given departmental approval before being submitted to the Ethics Committee, so ensure you allow time for this. You are required to submit multiple copies of your application; you should generally photocopy these yourself.

Māori consultation

As part of the University's commitment to the Treaty of Waitangi, researchers are requested to submit a research proposition to the Ngāi Tahu Research Consultation Committee. Information on this process can be found at http://www.otago.ac.nz/research/maoriconsultation. As with ethics, this process can take some time, so you need to ensure you allow for this in your research timeline.

Pacific research protocol

If you are conducting research within Pacific communities, you should consult the Pacific research protocol: http://www.otago.ac.nz/research/otago028669.pdf.

University Support

The University of Otago provides a wide range of support to its research students. A summary of the support offered to all postgraduate students can be found at: http://www.otago.ac.nz/postgraduate/postgraduatesupport. Key elements of this support are highlighted below.

General information

Information for all postgraduate students, including research students, is available at: http://www.otago.ac.nz/postgraduate. This provides an overview of information and support available to students. There is also a Facebook group for Otago postgraduate students: https://www.facebook.com/groups/oupsevents/. This is a closed group, so you need to apply to join it.

Supervision advice

A number of resources are available to candidates and their supervisors to help with the supervisory process. These are generally available from either the University postgraduate support page, or from those specific to MA or Doctoral students.

The PhD (also used for EdD) student supervisor agreement and checklist of PhD candidates and supervisors are available at http://www.otago.ac.nz/graduate-research/policies/index.html.

The Masters student supervision agreement, a sample checklist for candidates and supervisors, and a report on student perceptions of quality supervision are available at http://www.otago.ac.nz/graduate-research/policies/index.html.

Courses and resources

Students are encouraged to attend free workshops presented by Student Learning Development, which are offered on a wide range of topics at various times during the year. They are interactive, informal sessions that provide an opportunity for you to share ideas with others, to reflect on your approach to study and learning, and to discover new techniques and skills. They also provide resources aimed at supporting you during your research journey. Details of their services are available at http://www.otago.ac.nz/hedc/students/postgraduate/index.html.

Doctoral conference/travel funds

Doctoral students are able to apply for funding support (to a maximum of $2,500) via the Humanities PhD Conference Funding, to deliver a paper or to present in a poster session at a subject conference in New Zealand or overseas during their candidature. The application form and further information can be found at: http://www.otago.ac.nz/humanities/otago114416.doc. Please note, there are restrictions on when you can apply for funding, so you need to familiarise yourself with the requirements (detailed on the application form) and discuss potential conferences with your supervisor well ahead of when you hope to go.

Library

The Library offers a range of support material, including classes, tours, and tutorials, for staff and students of the University. These are tailored to specific needs identified by academic staff and students. See http://otago.libguides.com/thesisinformation for information related to completing a thesis, and http://otago.libguides.com/education for education related information.

Information Technology Services (ITS)

ITS looks after most of the technology at the University. For technology support, you should visit the ASK IT Customer Portal at https://www.otago.ac.nz/its/services/help/otago624549.html.

The ITS Information for Students website https://blogs.otago.ac.nz/studentit/ has information about subsidised courses and software, dissertation and thesis help, and you'll find a range of tip sheets at http://www.otago.ac.nz/its/services/help/otago027607.html for commonly used programmes.

You can use the virtual student desktop from anywhere to access software that is available in the University computer labs. Information on this is available at https://blogs.otago.ac.nz/studentit/student-desktop/.

Otago University Students' Association (OUSA)

OUSA is the association that represents students. They have representatives on many University committees, and have a designated postgraduate representative (see https://www.ousa.org.nz/executive/your-exec). Explore their website http://www.ousa.org.nz for details of what they do.

Graduate Research Student Liaison Committee

This Committee (http://www.otago.ac.nz/council/committees/committees/grslc/index.html) is the main voice of research students within the University. It includes student representatives from all divisions, as well as students representing international, Māori, Pacific Island, and distance students. A list of the student representatives and their contact details is also available on this website.

Support for Māori students

A Māori Postgraduate Support Adviser is based in the Graduate Research School and co-ordinates programmes supporting Māori Postgraduate students. See https://www.otago.ac.nz/graduate-research/study/otago030470.html for details of the support and events available.

Support for Pacific students

The Pacific Postgraduate Reference group supports all Pacific postgraduate students, including research students. Information on the services they provide is available at: http://www.otago.ac.nz/pacific/students/postgraduate/

Support for international students

The international office provides a range of support for all international students. Information on the support they provide is available at: http://www.otago.ac.nz/international/studentsupport.html.

Chaplaincy support

The Otago chaplaincy team are available to provide pastoral care and spiritual support for students. Their purpose is to provide support with spiritual or religious question, not to convert you. See http://www.otago.ac.nz/chaplain for further information.

Graduate Well-being Coach
Nikki Fahey is available for confidential coaching sessions. More information is available at: https://www.otago.ac.nz/graduate-research/people/otago694370.html

Postgraduate publishing bursaries

Publishing bursaries are available to students who complete their theses within a specific timeframe (1.5 EFTs for MA, 4 EFTs for an EdD/PhD). They provide funding to students who have submitted their theses to allow them to spend time writing articles for publication while their theses are being marked. Information on publishing bursaries for students is available at http://www.otago.ac.nz/graduate-research/scholarships/bursaries/

Students with impairments

Disability Information & Support work with students to support them as needed within their studies. They provide a range of services, and details of how to go about utilising these is available at http://www.otago.ac.nz/disabilities/services/index.html.

The Otago Post

This e-newsletter, distributed three times a year, is aimed at people interested or involved in postgraduate study at Otago. The current issue, archives and subscription information are available at http://www.otago.ac.nz/postgraduate/otagopost.

UOCE Information and Support

n.b. Renovations occurring at the UOCE means that postgraduate students are currently being housed offsite, and conditions may be different. The information here reflects the usual conditions. If you have any conditions about any aspect of these, please contact the Postgraduate Coordinator.

We hope you find your time at UOCE enjoyable and productive. Below is information and details of support that should help you in your research journey, and your time with us.

Who are we?

Key people, other than your supervisor, that you are likely to work with during your time at UOCE are located within the Registry Administration Building. They include:

Postgraduate Coordinator: David Berg (G22) (on RSL for 2019; see David Bell in G22 instead)
Postgraduate Administrator: Jennie Galletly (G27)

If you are not sure about anything, they are your first point of call.

If you are completing an EdD, you will also work closely with the EdD coordinator (see EdD Handbook for more details).

David is overseen by the Associate Dean (Academic & Research), Susan Sandretto (G03; currently on RSL; contact Jane Tilson instead). If you have a problem with David, you should see Susan. If you still have a problem, then arrange to see our Dean, Ross Notman (G01).

David works with Marlene Robertson, the College Lead Administrator (G09), to manage the physical aspects of your college experience. Email Marlene if you need to contact her or make an appointment marlene.robertson@otago.ac.nz.

The main administrative support for the research students is provided by Jennie Galletly (G27). You may hear from her, or another member of the administrative team, if you need to sign a form etc.

Financial matters, such as managing your research funding, are handled by Julie Lanauze (G27) in the first instance. Email julie.lanauze@otago.ac.nz.

For general queries, contact postgrad.education@otago.ac.nz.

For details of other staff at UOCE and their roles, see http://www.otago.ac.nz/education/staff.

Participating in UOCE research activities

It is recommended that students attend the seminars of fellow candidates and staff. These are usually held at 12pm on Thursdays. You are also invited to attend research seminars from visiting academics.

You should also present your work in these research seminars. Watch for an email asking if anyone wants to present, or talk to your supervisor about how to arrange this.

Research students, while valued, are not considered as staff. This means you should not attend staff meetings/forums etc., unless specifically invited.

You will be invited to a number of social events that are held throughout the year. This includes a weekly morning tea during semester time. Staff hold a morning tea on either a Thursday or Friday morning at 10am in the main staffroom. Those attending are put on a roster and are responsible for providing and clearing up from morning tea on that day (usually just once or twice a semester).

Dealing with academic issues

Your first point of contact for issues relating to your studies should be your supervisor. If you feel unable to talk to them, or issues have not been resolved, your next point of contact is the Postgraduate Coordinator. If David unable to help, or is involved in the issue, contact the Associate Dean (Academic and Research). We also suggest that research student representatives are elected to represent the on campus and distance research students here at Otago. These people can then act as conduits for information and can raise issues on your behalf, if you feel unable to do so yourself.

After-hours access

Students will be provided with after-hours access to the building in which their office is located, and to the main staffroom. This is authorised by the Postgraduate Coordinator, who should be contacted if you have any problems. If you have access problems after-hours, contact Campus Security on 5000. Campus Security will also escort you to your car after-hours, if required.

Computer resources

If required, a computer will be arranged for your office space at the time of allocation. You will be provided with the Microsoft Office suite of software. If you require further software (e.g., Endnote, SPSS, nVivo) you can use your research student funding to apply for this.

The University will often provide software for personal computers free or heavily discounted. See the ITS website for details of this. To order software, use the forms on the ITS website (http://www.otago.ac.nz/its/services/software/otago025557.html). Complete these and return them to the Postgraduate Coordinator who will ensure they are actioned.

Data collection equipment

The College of Education has a range of research-related equipment (e.g., dictaphones, video cameras, transcription kits) available for you to use in your research. These are stored in the Curriculum Library, and you should contact the Library Assistant, Joanna Couling (joanna.couling@otago.ac.nz) to borrow these. Joanna does not work fulltime; her hours are posted on the outside of the Curriculum Library (the large glass double doors along from reception).

There is a limited amount of equipment available, so plan ahead and book it for when you require it. You will be asked for a return date; you need to ensure you keep to this so that the next person does not have to cancel their data collection plans. Do not simply pass equipment to the next person who has booked it - if it goes missing then the last person who signed it out will be charged for the cost of replacing it.

Email

You will be sent any pertinent information via your student email address. You need to ensure that your student email is checked, or is forwarded to an account that is checked (see https://its-faq.otago.ac.nz/index.php?action=artikel&cat=277&id=922&artlang=en). If you are using email for your data collection and need a more professional looking address than your student one, you can apply for a postgraduate student email address. This will usually take the form of knownname.lastname@postgrad.otago.ac.nz, and can be applied for via: https://blogs.otago.ac.nz/studentit/postgrad/postgrad-student-email-addresses

Funds available for research students

Funds are available to MA and Doctoral students to use for research-related purposes. For MA students, $500 is available for one year EFT of study. Doctoral candidates are entitled to $500 per year for 3 years EFT of study (up to $1500). Please see the policy on Allocation of Funds for Research Students at: http://www.otago.ac.nz/education/forstudents.html#Postgraduate_Students. To claim reimbursements students need to complete a reimbursement form and attach the relevant GST receipts. Claims should usually be made within 3 months of spending. The form should be submitted to Julie Lanauze (julie.lanauze@otago.ac.nz). The form is also available on the website (http://www.otago.ac.nz/education/forstudents.html#Postgraduate_Students).

At times additional contestable funding may be made available. Details about any upcoming funding opportunities will be provided to all current research students.

Health and safety

Please make yourself familiar with the emergency procedures of the University and the College of Education. Brochures detailing these are available on each floor of each building. If one seems to be missing, please let Reception know.

If you incur an injury while on the College of Education campus, there is a first aid room in the Registry Administration Building. All injuries need to be reported, as do any hazards you identify. Information on this is available at: https://www.otago.ac.nz/health-safety/students/index.html. This page also has the link to the online form for you to report injuries and hazards; if you are unable to do so, please contact Reception, who can complete it on your behalf.

Heating/Maintenance

Heating is provided via a central system. If you have heating problems please contact Reception. You are not able to bring in a heater (or fan) from home without first checking with the Postgraduate Coordinator. If there is a heater or fan in your office, this must be turned off when you are out of your office.

Please also contact Reception for any other maintenance problems. The Receptionist will send a request to Property Services for any heating issues or repairs.

Students should not contact Property Services directly. If an emergency occurs, contact Security on 5000.

Mail

Any mail that is addressed to you at the College of Education will be placed in a pigeonhole marked Postgraduate Students in the mail room (G28 Registry Administration Building). You may also send research-related mail using the boxes in this area. Please ensure that postcodes are included on all outgoing mail.

If you have material for a UOCE staff member you may place it directly in their box, or in the case of the receptionist and administrative assistants based in G28, on their desks. You should use recycled envelopes for mail within the University, and place it in the internal mail box in the mail room.

If you are sending large amounts of mail or oversize items, please talk to Reception about whether special arrangements need to be made, such as the cost being covered out of your research funds.

Office space

Full-time students will typically be allocated a desk in a two-person office prior to their arrival. Part-time students may be housed in three-people offices. Students who are based off-campus will be provided with space when they visit UOCE. If you are visiting campus and require space, or are starting your studies, please let the PostgraduateCoordinator know at least two weeks (and preferably four weeks) ahead of time, to ensure space can be arranged.

Students will have a desk, lockable filing cabinet (at least two drawers) for data, a bookshelf, and a noticeboard or a whiteboard. Access to a telephone with a toll bar is also provided. Dial 1 for an outside line, dial just the four digit number to access an on campus extension.

As the offices are shared spaces, it is expected that they will not be used for data collection purposes (i.e., you should not conduct interviews in them) and any long phone conversations or visitors should be taken elsewhere. If you need space for data collection, talk to your supervisors about booking space elsewhere within UOCE in the first instance.

Please be respectful of your office mates and colleagues on the floor at all times. This includes thinking about the noise you make, what you eat in your offices, and whether or not you should come in when you are sick. Your office/floor mates may have other routines or systems in place for various things (e.g., mail and milk collection), so talk with them about what is expected/required.

If you have any problems with your physical office space, you should contact Reception in the first instance. If you see other problems on your floor, please let Reception know of these also.

Security

You are responsible for maintaining the security of your office. Please ensure that the door is locked when you leave, and windows should be closed overnight. If you are the last to leave a shared area, please ensure that windows and doors in this area are locked.

Office supplies

You are expected to provide your own office supplies. You are, however, welcome to use the spiral binder and laminator for research-related purposes. These are located in the mail room. You may find stationery that meets your needs in the free shop, located in the area outside the Reception desk.

Communal staplers are available by the printers, but must be left there.

Photocopying/printing

A printer on the fourth floor and a photocopier/scanner on the second floor are available for all reasonable-quantity, study-related printing. The access code for your research related printing and copying will be given to you by our IT staff. Please note, if your research requires a large print run you should discuss with your supervisor and/or the Postgraduate Coordinator whether this can done on UOCE equipment, or should be commercially produced (funded out of your research student funding). If you run out of paper, please collect more from the second floor. If this area is running short, please let Reception know.

Access to completed research theses

Many completed College of Education theses are available electronically via the Otago University Research Archive (OUR Archive, http://otago.ourarchive.ac.nz). There are also hard copy theses displayed in the back foyer of the Registry Administration Building. To borrow these, see the Postgraduate Coordinator.

Resource material

Hard copies of some general resource material is available in the Registry Administration Building between G20 and G22 (David and Keryn's offices). You are welcome to this. If you are aware of other material you think would be helpful, please let us know.

A number of electronic resources, including lists of potentially useful books and articles, are available on the postgraduate blog (see Social media section below). Staff and students have contributed to these. If you find something you think would be useful, please use the contact details on the blog.

Social media

In addition to the UOCE Facebook page (https://www.facebook.com/OtagoEducation/), the current research students have created a blog, which they use to share ideas and support one another through this research journey: http://postgraduatelives.blogspot.co.nz. Join this via the link on the page. This blog is for all social science postgraduate students and as it is a public site, comments and posts need to reflect this.

There is also a UOCE Facebook group which you may want to join https://www.facebook.com/groups/uocepostgrads. This is more informal than the blog, is student run, and only UOCE postgraduate students can join.

Staffroom and supplies

For your convenience there are tea and coffee-making facilities on the 4th floor, where some of you have your office space. However, PLEASE do not cook in this area. The main staffroom has some equipment to enable you to heat food if you need to, and you are welcome to utilise the room. At times this room is booked for specific purposes, so please check before you use it. If the staffroom is in use, you are able to use the small kitchen in the Registry Administration Building.

Tea/coffee supplies are provided. Please ask at Reception in the Registry Administration Building if supplies run low.

Tea towels should be collected on a Thursday from the kitchen on the 4th floor.

Milk can be collected from the main staffroom. There is an allocation for the students on the postgraduate floor, so please take only what is ordered. If the amount or kind of milk being ordered needs to be changed, please ask at Reception.

Anyone using any of the communal areas is expected to clean up after themselves. If you are not sure how to use the dishwashers etc., please ask at Reception.

Thesis format

There is no one preferred format for your thesis for the College of Education or the University. Because the subject matter varies widely, so too does the preferred format tend to vary (e.g., some supervisors require APA format, others require APA referencing but do not mind which format is used, as long as it is consistent, others use different referencing and formatting styles altogether).

There are some general instructions provided in the PhD handbook and/or the library guide to theses, but other than that, this is something you should talk about with your supervisors.
You should ensure you do this prior to doing any substantive writing, as subsequent changes may affect the formatting. In particular, ensure you are using the correct font, spacing, and margins.
We recommend you do this early, so you can set up templates etc.