



COLLEGE OF EDUCATION

Distance Research Students Handbook Revised 2019

Otago



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Introduction

As Postgraduate Coordinator (Education), 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 (Education) 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 thesis, 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 coordinates 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/studentssupport.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.

Support for distance students

As a distance student, you may also find the information at https://www.otago.ac.nz/courses/distance_study/otago697134.html useful, although it is largely aimed at coursework students.

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

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)
EdD Coordinator: Keryn Pratt (G20)
Postgraduate Administrator: Jennie Galletly (G27)

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

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).

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>.

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.

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.

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.

Office space

Students who are based off-campus will be provided with space when they visit UOCE. If you are visiting the campus and require space, please let the Postgraduate Coordinator know at least two weeks (and preferably four weeks) ahead of time, to ensure space can be arranged. This is particularly important for the remainder of 2019, as renovations to a large part of the UOCE campus means space is very limited.

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

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.

Software

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.

You can also make use of the virtual student desktop (<http://www.otago.ac.nz/studentdesktop>) which gives you access to a wide range of software (including office, endnote and SPSS) via your browser. As noted previously, information on this is available at <https://blogs.otago.ac.nz/studentit/student-desktop/>.

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.