MA and PhD

Information Booklet

**Kā Kōrero o Nehe/History Programme**

**Ōtākou Whakaihu Waka/The University of Otago**

**Welcome**

Nau mai, haere mai, hoki mai.

Welcome (or welcome back) to Kā Kōrero o Nehe/the History Programme at Ōtākou Whakaihu Waka.

This booklet provides information specific to the History programme on the requirements, resources and activities for postgraduates in our programme. It does not replace the University handbooks for the research MA degree or PhD to which you should turn for further details of relevant regulations and requirements.

As the Postgraduate Coordinator for the History programme, I am available to answer your questions or discuss any concerns that may arise.

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

Professor Angela Wanhalla (Ngāi Te Ruahikihiki, Ngāi Tahu, Ngāti Mamoe)

Office: Arts 2S4

Phone: 479 8462

Email: angela.wanhalla@otago.ac.nz

**Key Contacts**

**The Postgraduate Coordinator**

Professor Angela Wanhalla is responsible for managing the assessment of research proposals, working with the Head of Programme to allocate a primary and secondary supervisor for thesis candidates, and facilitating a vibrant and productive postgraduate culture.

For the duration of your time as a research student in our Programme, the Postgraduate Coordinator will oversee your academic progress via a short, written report on your progress from your primary supervisor. These reports are submitted every six to eight weeks.

**Sandra Burgess**

Sandra provides administrative support to the Postgraduate Coordinator and deals with matters relating to resources, office allocation, thesis submissions and examination processes.

Sandra also manages the postgraduate profiles for the History Programme. Current postgraduate profiles can be found [here](https://www.eui.eu/en/academic-units/max-weber-programme-for-postdoctoral-studies/about-the-max-weber-programme). If you need to create a profile, or update it, please contact Sandra.

**Postgraduate Representative**

Each year, the postgraduate students in the programme elect a representative who undertakes to serve and represent the postgraduate community by:

* attending relevant School of Arts Postgraduate Committee meetings and reporting back to postgraduates on issues of interest;
* consulting with other postgraduates in the programme on matters of concern to them;
* attending the History Programme Postgraduate Committee meetings to report on postgraduate matters. The Postgraduate representative does not participate in the evaluation of applications or discussion of progress reports.
* regular meetings with the postgraduate coordinator to report on any problems, make requests, and inform the staff of postgraduate events, successes etc.

Your current Postgraduate Representative is: this position is currently vacant.

**The Master of Arts**

The Master of Arts (MA(Thesis)) normally requires at least one year of full-time, or equivalent part-time, study and entails completion of a supervised thesis of up to 40,000 words, excluding appendices, footnotes and bibliography.

**Key Milestones in your MA Thesis**

**1. Student-Supervisor Agreement**

At the beginning of your candidacy, you and your supervisors should complete a student-supervisor agreement (this is on the History Programme’s Information for Current Postgraduates webpage). This form ensures that you and your supervisors have a clear understanding of your respective responsibilities and obligations, and share similar expectations of the supervisory relationship.

**2. Ethics and Consultation Processes**

As part of the student-supervisor agreement you should discuss any ethics or consultation processes you must undertake for your research project. For instance, if you plan to conduct oral histories or interviews you will need to consult the University’s Human Ethics requirements and work with your supervisor(s) to complete the appropriate form. It is the primary supervisor’s responsibility to submit the Ethics application.

There are two categories for university ethics approval. Category A ethics applications must be approved by the university’s Human Ethics Committee, while Category B applications may be approved by the Head of Programme/Head of School on behalf of the Human Ethics Committee.

If your project will engage with Māori, or is relevant to Māori, your supervisor will need to submit an application to the Ngāi Tahu Research Consultation Committee, which represents mana whenua.

Further information about the University’s Ethics processes are available here: <https://www.otago.ac.nz/council/committees/committees/humanethicscommittees>

**3. Seminar presentation**

The History Programme encourages MA candidates to present an aspect of their research topic in the programme’s research seminar series. Candidates will usually present a 20-minute talk with 2-3 other postgraduate students on their work-in-progress. You should consult with your supervisors about when it would be appropriate to give a presentation.

**4. Six-month progress report**

The Division of Humanities requires a report on the progress of MA candidates after six months of study. This progress report is completed in a meeting with the candidate, supervisors and the Head of Programme.

The History Programme normally expects that by the 6 month point a MA candidate will have:

* Conducted a significant proportion of the primary research;
* Have written and received feedback on a draft Introduction and a draft chapter

**5. Annual review**

MA students enrolled for more than one year will normally be required to undergo an annual review meeting with supervisors and the Head of Programme to discuss progress and set goals for completion. A self-review document needs to be submitted prior to the meeting.

**Further Information:** Graduate Research School Research Masters Thesis Digital Handbook: <https://www.otago.ac.nz/study/masters>

**Doctor of Philosophy (PhD)**

The PhD is a supervised project that demonstrates an ability to carry out original, independent research that makes a significant contribution to knowledge.

The minimum period of study is 3 years of full-time study or 6 years of part-time study and study may not exceed the equivalent of six years of full time study from the date of first admission.

It is a requirement that all History PhD students obtain language expertise. We recommend an introductory course in the Māori language (MAOR110) and suggest that students undertake this at an early stage in their study. The Pogramme will consider alternative language options to MAOR110, particularly for topics or future career prospects requiring knowledge of a different language.

**Key Milestones**

**1. Student-Supervisor PhD agreement**

You and your supervisors should complete this form together at the beginning of your candidacy and update it at the start of each subsequent year of your enrolment. This form ensures that you and your supervisors have a clear understanding of your respective responsibilities and obligations, and share similar expectations of the supervisory relationship.

The History Programme’s MoU for supervision is available here: <https://www.otago.ac.nz/history/study/information-for-current-students>

**2.** **Ethical approval of your research project, if appropriate**

As part of the MoU you should discuss any ethics or consultation processes you need to undertake for your research project. Please ensure you consult the University’s Human Ethics requirements and work with your supervisor(s) to complete the appropriate form for review. It is the primary supervisor’s responsibility to submit the Ethics application.

There are two categories for university ethics approval. Category A ethics applications must be approved by the university’s Human Ethics Committee, while Category B applications may be approved by the Head of Programme on behalf of the Human Ethics Committee.

If your project will engage with Māori, or is relevant to Māori, your supervisor will need to submit an application to the Ngāi Tahu Research Consultation Committee, which represents mana whenua.

Further information about the University’s Ethics processes are available here: <https://www.otago.ac.nz/council/committees/committees/humanethicscommittees>

**3. Six-month progress report**

Once you have been admitted to the PhD programme, you will be granted *provisional* status for a period of 12 months in the first instance. While you are provisionally enrolled in your PhD, you are required to submit six-monthly progress reports (from the date of initial admission), whether you are enrolled part-time or full-time.

After 6 months of enrolment, the University requires the progress of PhD candidates to be assessed and their eligibility for confirmation to be determined by their Programme. You, your supervisors, and the Head of Programme attend this meeting. One week prior, you will need to submit a self-review document to eVision and you should email all of your review materials to those attending the progress report meeting.

At your progress report meeting, we set goals for your next progress report, and consider confirmation of your candidacy, though confirmation is more common after one year for a full-time student and after 18-months to two years for a part-time candidate.

Information on Progress Reporting and the self-review document template can be found here: <https://www.otago.ac.nz/graduate-research/study/reporting-progress>

**4. Research** **Presentation to the History Programme**

Discuss with your supervisors when it would be appropriate to present your research to the Programme. To book a slot, please contact the Research Seminar Co-ordinator, Associate Professor John Stenhouse.

**5. Twelve-month progress report**

The 12-month progress report meeting will follow the same format as the 6-month progress report meeting. The purpose is to assess progress and, unless you were confirmed early (which is unusual), to decide whether confirmation is appropriate. You need to submit an updated self-review document, and meet with supervisors and the Head of Programme to discuss progress and any issues arising from the 6-month report. At this point you and your supervisors should consult the agreement signed at the beginning of your candidacy and update it, if required.

It is expected bythe end of your first year (two years if part-time) you should have expanded your initial research proposal to include:

* A competent review of the relevant literature, including a clear positioning of the contribution your research will make to the relevant area of scholarship;
* A coherent, focused and justified set of research questions that are achievable in the three-year or six-year (if part-time) completion period;
* A competent and informed description of an appropriate methodological approach;
* A detailed timeline setting out specific research and writing aims with associated target dates up to the proposed date of submission;

You will have also presented on an aspect of your research to the History Programme.

**Note:** These objectives must also be met for your PhD enrolment to be confirmed.

**Note:** Confirmation is not an automatic right. In the absence of adequate progress, the University retains the right to extend your provisional status for up to 12 months. If, after a period of extension, admission is not confirmed, you will be required to withdraw or to register for another degree.

After your enrolment has been confirmed, your progress is reported on annually (until you submit your thesis).

**Further information:**

Graduate Research School first year of progress webpage <https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme/the-first-year>

Graduate Research School PhD Digital Handbook: <https://www.otago.ac.nz/graduate-research/current-phd-students-digital-handbook>

**Concerns with Supervision**

If at any time a postgraduate student experiences concerns with their supervision, then any of the following individuals can be consulted:

* Your supervisor
* Student postgraduate representative
* Postgraduate coordinator (currently Professor Angela Wanhalla, angela.wanhalla@otago.ac.nz)
* Head of Programme (currently Associate Professor Frances Steel, frances.steel@otago.ac.nz)
* Associate Dean of Graduate Studies (currently Professor Wayne Stephenson, [adgs.humanities@otago.ac.nz](https://gwnz.org.nz/scholarships))
* Dean of the Graduate Research School (Professor David Baxter, [dean.grs@otago.ac.nz](https://otago.libguides.com/pgworkshop))
* Māori Postgraduate Support Advisor, GRS (Rachel Sizemore, [maori.postgrad@otago.ac.nz](https://www.otago.ac.nz/services/))
* Pacific Postgraduate Support Advisor, GRS (Inano Taripo-Walter, inano.walter@otago.ac.nz)

All postgraduate concerns are treated confidentially.

Further information about resolving problems and disputes is provided on the Graduate Research School website: <https://www.otago.ac.nz/graduate-research/study/researchmaster/programme/resolving-problems-and-disputes>

**Deferral**

A period of temporary withdrawal (from one month up to 12 months) is known as a deferral and is usually taken for personal reasons.

You can apply for a deferral through your eVision portal. You need to supply a reason and an explanation, and the application must be endorsed by the supervisor(s), and the Head of Programme.

Multiple deferrals (ie: more than two) will only be granted in exceptional circumstances.

Further information on the deferral process is provided on the Graduate Research School website: <https://www.otago.ac.nz/graduate-research/current-phd-students-digital-handbook/annual-enrolment#deferring-doctoral-study>

**Thesis Submission and Examination Processes**

Please ensure that your Supervisor and the Programme Administrator are aware of the date you intend to submit your thesis. This date should be reflected in e-vision under your ‘proposed submission date’. It’s best to plan your submission for the end of the month (fees/rebates are on a monthly basis).

**MA Thesis**

**Submission**

When your supervisor advises you can submit your thesis for examination you need to provide a digital PDF file of your thesis to Sandra Burgess and a signed thesis submission declaration form (digital signature is acceptable). Sometimes examiners request a hard copy, so also let Sandra know if it is single or double sided for printing purposes.

Download the declaration form here: <https://otago.libguides.com/thesisinformation/submitting>

**Examination**

Your thesis will be examined by two experts nominated by your supervisors and approved by the History Programme. One examiner will be internal to the University of Otago and the other examiner is normally an expert based at a New Zealand university.

**PhD**

**Submission**

When your supervisors have agreed you are ready to submit, consult the guidelines on submitting your PhD for examination on the Graduate Research School webpage: <https://www.otago.ac.nz/graduate-research/current-phd-students-digital-handbook/thesis-submission-for-examination>

Please be aware that you will need to contact the Graduate Research School on [phd@otago.ac.nz](https://www.otago.ac.nz/graduate-research/study/researchmaster/index.html) and advise them of your intention to submit so that they can prepare for the submission process and guide you through it.

When you submit, please contact Sandra Burgess and advise her if it is single or double sided for printing purposes as sometimes examiners request a hard copy.

**Examination**

Your PhD will be assessed by three experts in the field, nominated by your supervisors. Normally, you will have an internal, national, and international examiner, plus a convenor of examination to administer the process. Once all reports are received, you will then have an oral defence involving your examiners, the convenor and your supervisors.

The PhD examination process and what to expect, including the format of the oral defence, is explained on the Graduate Research School webpage. The GRS offers courses to prepare for the examination and oral defence.

**What’s next?**

While waiting for your thesis to be examined you should consider applying for a Postgraduate Publishing Bursary. This is something you should discuss with your supervisors. Bursaries are available for MA and PhD students and are to be held while your thesis is being examined.

Find out more here: <https://www.otago.ac.nz/graduate-research/database/bursaries>

**Post-PhD Research Opportunities**

Postdoctoral fellowships and external research grants are highly competitive. If you are interested in furthering your research career after completion of the PhD, consider contacting the Humanities Division Research Advisors for advice.

You should consider exploring the following research funding and writing awards programmes.

*New Zealand*

* New Zealand History Research Trust Fund, applications close on 15 October each year.
* New Zealand Oral History Grant for projects relating to the history of Aotearoa and Aotearoa’s relationship to the Pacific.
* The Judith Binney Trust offers annual writing awards for projects relating to New Zealand history. Applications are normally due in August each year.
* The Friends of the Turnbull Library annual research grant.
* Copyright New Zealand writers’ award and research grants.
* Royal Society Te Apārangi Marsden Fast-Start grants for early career researchers.
* Barnes Whitehead History Innovation Fund, University of Auckland.

*International*

* Marie Curie Postdoctoral Fellowships (EU).
* Newton International Fellowship (The British Academy).
* Wellcome Early-Career Award (UK and Ireland).
* Max Weber Programme for Postdoctoral Studies for Social Sciences and the Humanities (EU).
* Humboldt Research Fellowship (Germany) for postdoctoral researchers in any discipline and from anywhere in the world.
* Newberry Library Long-Terms Fellowships (USA) for early career scholars. Some of these fellowships are limited to US citizens.
* The American Historical Association hosts an awards and fellowships calendar which includes numerous opportunities for early career scholars.

**Resources**

The History Programme provides the following:

**Study space**

Each postgraduate student is provided with desk space, internet and computer access in an office shared with other postgraduates. You will be supplied with an office key.

**Kitchen facilities**

Tea and coffee are available from the kitchenette in the north foyer and in Room 1W9, the Humanities common room next to Room 1W1 in the Arts Building.

**History Programme Thesis Library (2N8):** Please email the Programme Administrator, Sandra Burgess [sandra.burgess@otago.ac.nz](https://www.otago.ac.nz/graduate-research/study/researchmaster/programme/otago471601.html) regarding access.

**Research Funding**

The History Programme has a small budget available to support costs associated with fieldwork, including travel and accommodation.

To apply for funding please submit a justification, a budget and letter of support from your supervisor for assessment by the Postgraduate Chair and the Head of Programme.

Email your documentation to Sandra Burgess [sandra.burgess@otago.ac.nz].

Additionally, PhD students can apply for the Angus Ross Travel Fellowship in History to support research outside of Dunedin. The application deadline is 1 November. Details can be found here: <https://www.otago.ac.nz/study/database/angus-ross-travel-scholarship-in-history>

Other sources of funding to support fieldwork:

* The Asia New Zealand Foundation, which offers grants of up to $3000NZD for projects that grow New Zealand’s understanding of Asia;
* Claude McCarthy Fellowships support travel overseas for short periods to present research work at conferences, and/or to conduct research;
* The Shirtcliffe Fellowship supports doctoral study in New Zealand or overseas;
* The William Georgetti Scholarship supports doctoral study, normally in New Zealand, on a topic important to the social, cultural or economic development of New Zealand;
* Graduate Women New Zealand offer a number of funding opportunities for postgraduate research;
* Māori students should explore the opportunities offered by Ngā Pae o Te Māramatanga, a National Māori Centre of Research Excellence;
* The New Horizons Trust for Women offer one-off grants for research that benefits women and/or girls in New Zealand;
* Graduate Women Otago offer travel awards to members;
* The Auckland Museum Institute Postgraduate Scholarship Programe supports students undertaking research aligned with the priorities of Auckland Museum.

**Teaching Opportunities**

MA and PhD students are sometimes employed by the History Programme to undertake various tasks associated with the undergraduate teaching programme. These include small group tutoring and marking assignments.

You should discuss the possible implications for your own study/research programme with your supervisor before deciding to apply for tutoring.

**Events**

**Afternoon tea**

Postgraduates are warmly invited to attend the programme’s afternoon tea, held each Wednesday from 3-3.30pm in 1W9, the Humanities common room on the first floor of the Arts Building.

**Programme seminars**

The History Programme holds research seminars, which feature presentations from History staff and visitors, on Wednesdays from 3.30-5pm. As a postgraduate you will be automatically added to our seminar email list and you are expected to attend these seminars if you are located in Dunedin.

**Postgraduate and Early Career Researcher Workshops**

These are organised by the Postgraduate Coordinator and are offered in-person and on zoom each month during the teaching semesters (March-May; July-October). These workshops focus on a range of issues including tips on publishing your research; preparing a CV and applying for jobs; research grants; and writing book proposals.

**Divisional and University Resources**

**Divisional support for conference attendance**

PhD candidates in the Division of Humanities who have been accepted to deliver a paper at a conference in New Zealand or overseas are eligible to apply for financial assistance from a fund administered by the Associate Dean of Graduate Studies (Humanities). It is expected that the paper will be based on research that the applicant is undertaking or has completed for the current degree. Candidates can expect to be funded up to a maximum of $2,000.

Further information can be found at this link: <https://www.otago.ac.nz/humanities/about/graduate-studies-policies-guidelines-and-information>

**Graduate Research School (GRS) postgraduate workshops**

###### The University’s Graduate Research School (GRS) offers workshops, which are repeated throughout the year, covering topics such as: preparing a thesis proposal; writing a literature review; and supervision.

**The Higher Education Development Centre** also offers a range of support services for postgraduate students.

The **University Library** has an introduction to its resources and services for Postgraduate Students.

You can also access university **Student Health & Counselling Services**. The GRS also provides a free Health and Well-being Coach who offers a range of support services to postgraduates.