

Doctoral Research in Archaeology: Information for Students

This information is for prospective and current students in the Doctoral Research Programme in the Department of Anthropology & Archaeology at the University of Otago. It sets out the processes and requirements for gaining entry to the programme, expectations and requirements of those who are admitted, and procedures for managing their progress towards completion. It should be read in conjunction with the regulations for the Doctor of Philosophy (PhD) degree (www.otago.ac.nz/courses/qualifications/phd.html), the University's *Handbook for PhD Study* (www.otago.ac.nz/study/phd/handbook/index.html), and Department's *Postgraduate Handbook*.

The PhD degree is undertaken as individual research supervised by two or more members of staff leading to the submission of a thesis. This is undertaken over a period of not less than two and a half years, and a maximum of four years full time study (or the equivalent part-time).

To be considered for entry to the programme students must have:

- a. completed *either* a Masters degree (including an appropriate research component), majoring in archaeology, anthropology or a related subject, *or* (in exceptional circumstances) a Bachelors degree with first or upper second class honours (including an appropriate research component) majoring in archaeology, anthropology or a related subject ;
- b. achieved a grade average of at least B+ in the final year of their qualifying degree; and
- c. a proposal for research that is acceptable to the Department.

Admission Procedures

1. Prospective students are encouraged to enter discussions with one or more member of academic staff in the Archaeology programme order to define a suitable topic for research and develop it into a preliminary proposal.
2. Prospective students must apply for admission to the PhD programme. Applications are made via the University's online admission portal (www.otago.ac.nz/study/enrolment). Applications can be made at any time of year. They must include:
 - a. a preliminary research proposal, and
 - b. evidence of the applicants eligibility and suitability for entry to the programme.
3. Preliminary research proposals are considered by the Programme staff to determine whether the proposed research is appropriate for an PhD in archaeology, able to be conducted with the Department's resources, and supervised by suitably qualified staff. The programme will recommend to the Head of Department whether the applicant should be admitted to the programme and what supervision arrangements should be put in place.
4. Students admitted to the programme are then eligible to enrol and become candidates for a PhD.
5. Initial admission to the doctoral programme is normally provisional, and is confirmed by the University on receipt of a satisfactory Progress Report after 6 months study. If admission is not confirmed, provisional admission may be extended for six months, or the candidate may be required to withdraw or enrol for another degree. If admission is not confirmed after 12 months the candidate shall be required to withdraw or to enrol for another degree.

Expectations and Requirements of Doctoral Candidates

- Candidates are expected to meet regularly with their supervisor(s) and work diligently on their research. Their progress will be monitored (see below).
- Candidates are required to make at least one presentation during their candidacy to the Department's seminar series.
- Candidates are expected to attend Department seminars on regular basis.

Monitoring Progress towards Completion

- Progress towards completion of the degree is monitored by the Department through reports by the supervisor(s), and by the University through the completion of formal Progress Reports (after 6 months, 12months, and then annually).
- Following enrolment, candidates will work with their supervisor(s) to develop a full research proposal and plan for its implementation. It is expected that that this will be achieved within six months. Supervisors will report on completion of this milestone, and this will form a crucial part in determining whether satisfactory progress can be reported to the University in the first formal Progress Report.
- The formal Progress Reporting process provides a mechanism for candidates and supervisors to jointly set annual targets for progress, and assess how well they are being achieved.
- Regular meetings and communications between the candidate and supervisors provide a mechanism for setting shorter term targets and assessing how well the are being achieved.
- Where either of these mechanisms indicate that a candidate is not making satisfactory progress, or is having difficulties with their research, supervisors will report to the Department and seek ways to resolve problems and assist the candidate to make progress. If resolution to problems cannot be found and unsatisfactory progress persists, the Head of Department may recommend that a candidate should be withdrawn from the programme.