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# The Otago doctoral supervision programme



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## 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, as plans may change rapidly in response to the Covid-19 pandemic.

Zoom links will be sent before each session.

### Enhancing doctoral supervision practices

This two-day workshop aims to provide supervisors with evidence-based strategies by taking a holistic approach to doctoral supervision. In this workshop, participants will interact with experienced supervisors to gather insights into good supervisory practices. The culmination of these interactions and active learning is the development of evidence-based supervisory practices. Most aspects of the workshops are conversational in which participants network in small groups, share experiences, and co-construct effective supervisory practices from the experiences of peers and award-winning doctoral supervisors.

The workshop will be particularly suitable for new supervisors and those wishing to improve the quality of the doctoral supervision they provide and to upskill themselves with recent developments.

Associate Professor Vijay Mallan, HEDC  
27 and 28 June, 9am–4pm  
7 and 8 November, 9am–4pm

### Assisting postgraduate students with writing

Sometimes it is difficult to get good writing from thesis students. This workshop will give you some ideas about what you can do to assist your students to produce better quality writing. In particular, this workshop will discuss pedagogies for developing student writing. We will look at tasks you can set your students, ways of giving feedback on writing, ways of explaining the writing process and structures to support your students to write a good thesis.

Associate Professor Vijay Mallan, HEDC  
28 February, 11am–12:30pm  
21 September, 11am–12:30pm (Zoom)

### 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  
4 May 9–10am  
27 July 10–11am (Zoom)

### Conveners of Examiners

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

Professor Rachel Spronken-Smith, Graduate Research School  
24 February, 2–4pm

Associate Professor Vijay Mallan, HEDC  
and Professor David Baxter, Graduate Research School  
23 September, 10am–12pm

## Developing the research, enabling progress and fostering independence and self-efficacy

Supervisors play a critical role in supporting their students to successfully complete, and must find a balance between providing enough guidance for students to learn research skills while giving students autonomy to become independent researchers. In this workshop, we will consider how to scaffold your supervisory support to develop independent researchers, describe good practice and institutional expectations for supervision in terms of milestones, confirmation, review and timely completion, and raise your awareness of the range of support available for you and your candidates.

Professor Rachel Spronken-Smith, Graduate Research School  
17 March, 2-4pm

## Doctoral supervision: The early phase

The hardest part of embarking on a new endeavour is often getting started. This workshop makes suggestions for preparing to supervise and getting the supervision off to a good start. What should you discuss? What is better to play by ear? How can you make it likely that the supervision will be productive and enjoyable? Award-winning supervisors will share their experiences in a panel discussion.

Associate Professor Vijay Mallan, HEDC  
7 March, 11am-12:30pm (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.

Gary Witte and Jo Farron de Diaz, Academic Committees and Services  
1 September, 11am-1pm

## 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.

Associate Professor Vijay Mallan, HEDC, and Professor Paul Trebilco, Theology  
19 August, 10am-12pm (Zoom)

## Fostering a vibrant research culture

We will consider a range of activities that contribute to a vibrant postgraduate research culture, and hear from winners of the Postgraduate Research Culture Award. The workshop should appeal to supervisors, postgraduate co-ordinators and administrators, as well as postgraduate student representatives.

Professor David Baxter and Andrew Lonie, Graduate Research School  
2 September 10am-12pm  
27 October 10am-12pm (Zoom)

## 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  
22 September 1-2 (Zoom)

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

In this short workshop we explore the questions 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 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  
9 March 11am-1pm  
30 August 10am-12pm (Zoom)

## International recognition of doctoral supervision

This workshop provides information and support for doctoral supervisors to gain international recognition for their supervisory practices through the UK Council of Graduate Education Recognised Research Supervisor Programme (RRSP). The RRSP will be an indicator of high-quality supervision by prospective students, institutions and research funders. Doctoral supervisors who have graduated at least two PhD students can apply for the recognition.

Associate Professor Vijay Mallan, HEDC  
18 May, 11am-12:30pm (Zoom)  
3 August, 11am-12:30pm

## International students and intercultural communication: Cultural differences and their impact

Currently, there are approximately 700 international students enrolled in doctoral studies at the University of Otago. Come to this 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  
5 April 10am-11:30am  
2 August 10am-11:30am

## Key administrative processes for postgraduate supervisors

We will discuss the key administrative processes of the supervision journey from pre-admission to submission and examination. Other topics include how to supervise your supervision and ensure you are aware of the support available to you and your candidates.

Professor Rachel Spronken-Smith and Professor David Baxter, Graduate Research School  
15 February, 2-4pm  
Andrew Lonie and Professor David Baxter, Graduate Research School  
28 September 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.

Aspects that may be covered:

- Reflecting on your own views on mental health and wellbeing.
- Why students may not speak up (creating space for students to express issues safely).
- Having difficult conversations: how to respond to disclosures.
- What to do if your student is avoiding meetings or not responding to emails.
- Who you can access support from.

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

Carolyn Jenkins, Graduate Wellbeing Coach  
4 May 1-2:30pm  
11 May 1-2:30pm (Zoom)

## Negotiating co-supervision

Effective supervision is crucial to successful doctoral completion. Otago regulations stipulate that no PhD candidate should depend entirely on the advice and guidance of one supervisor only and thus require that students are supported not only by their primary supervisor but also by one or more co-supervisor or an advisory panel. Nevertheless, there are complexities involved in co-supervision: division of responsibilities, conflicting advice, personality differences, the status of the members in the team, establishing boundaries in roles and responsibilities, negotiating approaches to co-supervision, engaging in a vague work model, addressing power imbalance, negotiating conflicts, and diversity of feedback and authorship issues. In this seminar, experienced supervisors discuss how they manage these complexities and suggest strategies to ensure that joint supervision is a "safety net".

Associate Professor Vijay Mallan and Dr Nave Wald, HEDC  
5 October, 11am-12:30pm (Zoom)

## Library insights for supervisors: the not so secret ways we help your doctoral students

Find out which topics, online resources and techniques subject librarians use to foster a community of practice toolkit for your doctoral students at Otago. Keep current and aware of best-practice initiatives and strategies in areas such as the literature review, data management, reference management, getting published, increasing research impact and researcher profiles.

University subject librarians  
24 February, 10am-12pm  
5 July, 10am-12pm  
7 September, 10am-12pm

## Pastoral care of candidates: What doctoral supervisors need to know

A new code of practice that sets out the expectations that tertiary education providers must meet for the wellbeing and safety of all their students came into effect on 1 January 2022. In this workshop, find out how the code affects doctoral supervisors/candidates and what you need to be aware of to contribute to University of Otago compliance with the code.

Danielle Yamamoto Kerr, International Student Services  
17 August, 1:30-3pm  
31 August, 1-2:30pm

## Pedagogical approaches and supervisory styles

Successful supervision requires a repertoire of styles, which can vary based on the individual learning styles of students. In this workshop, different models of supervision are introduced and supervisors will be asked to locate themselves within these models. Effective approaches will be discussed to address the complexity of supervision in different contexts.

Associate Professor Vijay Mallan, HEDC  
1 August, 11am–12:30pm

## Preparing postgraduate students for the oral examination

The aim of this session is for participants to gain insight into the oral examination process at Otago and how they can help their students prepare. Experienced examiners and conveners will share their experiences.

Associate Professor Vijay Mallan, HEDC  
27 April, 11am–12:30pm  
22 June, 11am–12:30pm (Zoom)

## 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.

Associate Professor Wayne Stephenson, School of Geography, and Andrew Lonie, Graduate Research School  
18 May 2–4pm  
28 October 2–4pm (Zoom)

## Providing quality feedback in postgraduate supervision

Feedback lies at the heart of any learning experience, and giving and receiving feedback is an important and integral part of doctoral supervision practice. This interactive workshop draws on recent research on feedback practices. In the workshop we will explore:

- what feedback is
- how to give and receive oral and written feedback
- supervisors' written language use and candidates' reactions
- developing critical awareness of potential conflict due to language use and cross-cultural differences
- the feedback expectation tool (FET)
- strategies to provide and receive effective and dialogic feedback.

Associate Professor Vijay Mallan, HEDC  
7 October, 11am–12:30pm (Zoom)

## Recruiting and selecting postgraduate research students

There are many factors in considering potential PhD students, and the University admission processes and rules can be bewildering. This presentation aims to clarify some of these 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 then once they are here, what can be done to retain them and improve their experience.

Andrew Lonie, Graduate Research School and Associate Professor Shyamal Das, School of Pharmacy  
8 June, 10am–12pm  
16 June, 10am–12pm (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, what are the expectations of funders and stakeholders of research, who manages a research contract, understanding 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  
22 March 1–2pm (Zoom)  
20 September 11am–12pm

## 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  
23 February, 1–2:30pm  
9 May, 11am–12:30pm (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  
12 May, 2–4pm  
3 October, 1–3pm (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  
23 February, 9–11am  
5 September, 1–3pm (Zoom)

## 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  
3 May, 10–11:30am  
23 August, 10–11:30am (Zoom)

## Supporting the career strategy of your doctoral students

This workshop aims to support supervisors to help doctoral students with career planning. The Career Development Centre's dedicated career adviser will introduce you to some relevant career theories and practical strategies that you can use with your students.

Yvonne Gaut, Postgraduate and International Career Adviser  
11 March, 10–11:30am  
29 April, 10–11:30am (Zoom)

## 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 and there will be adequate time for questions.

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

## Supporting Pacific doctoral candidates

Ensuring the success of each Pacific doctoral candidate at 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 heritages. 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, and Dr Marea Colombo, Pacific Islands Centre  
20 July, 9–11am

## Te Rangahau Māori | Ngā Whakahaerenga Pai: Embedding Māori research objectives in doctoral supervision practices

Learn how you can develop supervision practices that are culturally inclusive and enable students to engage with te ao Māori and mātauranga Māori. 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, and how you can enact Te Tiriti o Waitangi principles by embedding Māori research objectives in your doctoral supervision practices. Experienced colleagues will share their perspectives on supervising Māori students and supporting Māori research excellence.

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## Tools for supporting online supervision

This workshop introduces supervisors to technology tools that can be used to support online supervision. It will be a hands-on session in which supervisors will be introduced to Microsoft Teams and Office 365 and shown how to set up a Teams site for supervision. Supervisors will learn how different tools in Teams can be used for presentations, planning and organisation, conferencing and brainstorming. To facilitate hands-on work during the workshop, participants should install Teams on their computing devices by following these instructions:

[otago.custhelp.com/app/answers/detail/a\\_id/3135/~-/microsoft-teams](https://otago.custhelp.com/app/answers/detail/a_id/3135/~-/microsoft-teams)

Associate Professor Joyce Koh, HEDC  
4 March, 11am-12:30pm

## 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  
11 April, 1-2:30pm  
27 April, 1-2:30pm (Zoom)

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## Registrations – [otago.ac.nz/phdsupervision](https://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](mailto:vijay.mallan@otago.ac.nz) | 03 479 8489

