

University of Otago
School of Physiotherapy
Centre for Health, Activity, and Rehabilitation
Research

DOCTOR OF PHILOSOPHY
HANDBOOK



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Introduction

Kia ora koutou

I warmly welcome you to the Centre for Health, Activity, and Rehabilitation Research at the School of Physiotherapy. This handbook offers you quick and clear access to the key people and processes that will help you to steer your PhD successfully. I wish you an enjoyable and fruitful research journey.

Best wishes

Cath Smith (Associate Dean Graduate Research Studies)

1. SCHOOL OF PHYSIOTHERAPY: Key Responsibilities and Roles

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GRADUATE RESEARCH SCHOOL
Dean:

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SCHOOL OF PHYSIOTHERAPY – PHD CANDIDATE REPRESENTATIVES

Details of current PhD Representatives can be found on the School of Physiotherapy, Research Degrees Blackboard site.

PhD representatives will meet once a month with the Associate Dean of Graduate Research Studies and the Research Coordinator.

Roles and responsibilities of staff

One of the key roles and responsibilities of the Associate Dean of Graduate Research Studies (and the Post Graduate Research Studies Committee) is to:

- facilitate and professionalise the training of research students within the School
- formalise monitoring and management of progress
- improve the quality of research training provision
- promote research excellence
- increase research volume by increasing research student numbers
- facilitating the provision of high quality supervision and resources
- champion education.

Roles and responsibilities of the student:

The following are the roles and responsibilities of the student:

“Be Proactive!”

- organise, structure and foster your supervisory relationship
 - organise your supervisory meeting
 - meet the objectives set for your PhD progress in a timely manner
- do your PhD to the best of your ability
 - attend writing workshops
 - stick to your timeline
 - familiarise yourself with the SOP handbook
- set the foundations for your academic career
 - teaching opportunities
 - write strategic grant applications
 - grow your networks
- be an Ambassador
 - present at conferences
 - assist at conferences
 - attend School functions, meetings, and seminars

2. Key PhD processes

The key tasks of the PhD are as follows:

- School of Physiotherapy Seminar series
- Completing University of Otago formal reporting processes for PhD students
- Completion of Limited Scope Registration
- Research Funding
- Ethics and Māori consultation

School of Physiotherapy Seminar Series

Year one seminar (6 months):

Content: An overview of your research programme using the self-report form as a guide and including a timeline and possible sources of funding.

Purpose: To consolidate your research programme, supervisory team, MOU, identification of funding, availability of resources, identification of hurdles and achievements

Time: 20 minutes with 10 for questions

Year two seminar (18 months):

Content: A platform presentation - similar to that given at a national/international conference which focuses on one particular study.

Purpose: Opportunity to present part of your work in greater detail in a safe environment and as a prelude to national or international presentation.

Time: 20 minutes with 10 for questions

Year three seminar (30 months):

Content: A summary of your research programme completed and final timeline.

Purpose: To consolidate work completed in order to identify resources and support required for final year, to celebrate successes (publications, conference presentations etc)

Time: 20 minutes with 10 for questions

University of Otago Reporting Process

The University of Otago requires PhD students to submit reviews at 6 months, 18 months, and 30 months. At 6 months students will be considered for PhD confirmation. If you are not given confirmation you will be re considered for confirmation at 12 months.

The School of Physiotherapy follows the University reporting process and adds an additional meeting at 3 months to formally set out support structures and requirements for completing a PhD within the School of Physiotherapy.

Details of process and student responsibility are presented at the end of this section.

Physiotherapy New Zealand Special Purpose Scope of Practice for Postgraduate Physiotherapy Students

Special Purpose Scope of Practice is a legislative requirement for Physiotherapy students studying in any department at Otago University. You must have Special Purpose Scope of Practice throughout the time of your PhD.

Special Purpose Scope of Practice registration is an annual process. It is the student's responsibility to ensure that their registration is up to date. A copy of the practicing certificate should be given to the Research Coordinator.

The School of Physiotherapy offers limited teaching opportunities and proof of Special Purpose Scope of Practice registration is mandatory to be eligible to teach.

This link will direct you to registration forms for Special Purpose Scope of Practice: <http://www.physioboard.org.nz/index.php?ThePracticeofPhysiotherapy>

Research Funding

Money will be set aside in the budget to cover student projects. There will be a one-time funding of \$1000 maximum. Students must submit a budget with their full proposal.

Evidence of external applications for funding is/are a necessary prerequisite in order to be eligible for this funding. Quality of applications will be considered at the same time as funding to ensure that students are applying properly and not as a token. Students must resubmit the full funding proposal to the Research Coordinator to formally apply for School funding.

You should contact the Research Coordinator for advice and assistance on external research funding.

Ethics and Maori consultation

Most research needs ethical approval. When you have decided on the work you intend to do, please talk to your supervisor about applying for ethical approval. It takes time, so do not leave this until the last minute.

A timetable of deadlines, and help with the application process, can be obtained from the Clinical Research Administrator (Dr Marina Moss) on x4979 or you can email her at marina.moss@otago.ac.nz to arrange a meeting.

Maori consultation will also be needed for research. Further details can be found at this link <http://www.otago.ac.nz/research/maoriconsultation/>

Table 1: Summary of Requirements and Responsibility

	University Requirements	Responsibility
Year one	<p>SOP official meeting</p> <p>Year one seminar</p> <p>6 month UoO Review for confirmation</p> <p>Physiotherapy Board Accreditation</p>	<p>Primary Supervisor and Student</p> <p>Research Coordinator will advise you of date and discuss details</p> <p>Research Coordinator advises student that the report is due</p> <p>Student submits self-review to RC prior to meeting</p> <p>Student arranges timetabling of meeting with team and Associate Dean Graduate research</p> <p>Research Coordinator collects signatures, files and returns to Graduate Studies office</p> <p>Student responsibility. Provide a copy of the practicing certificate to the Research Coordinator</p>
Year two	<p>Year two seminar</p> <p>18 month UoO review (12 months following completion of 6 month review.)</p> <p>Physiotherapy Board Accreditation</p>	<p>Research Coordinator will advise you of date and discuss details</p> <p>Research Coordinator advises student that the report is due</p> <p>Student submits self-review to RC prior to meeting</p> <p>Student arranges timetabling of meeting with team and Associate Dean of Graduate Research Studies</p> <p>Research Coordinator collects signatures, files and returns to Graduate Studies office (Review of MOU)</p> <p>Student responsibility. Provide a copy of the practicing certificate to the Research Coordinator</p>
Year three	Year three seminar	Research Coordinator will advise

	<p>30 month UoO review (12 months following completion of 18 month review)</p> <p>Physiotherapy Board Accreditation</p>	<p>you of date and discuss details</p> <p>Research Coordinator advises student that the report is due</p> <p>Student submits self-review to RC prior to meeting</p> <p>Student arranges timetabling of meeting with team and Associate Dean of Graduate Research Studies</p> <p>Research Coordinator collects signatures, files and returns to Graduate Studies office (Review of MOU)</p> <p>Student responsibility. Provide a copy of practicing certificate to the Research Coordinator</p>
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3. UNIVERSITY REGULATIONS AND SCHOOL OF PHYSIOTHERAPY REGULATIONS

University of Otago Graduate Research School

The University of Otago Graduate Research School is responsible for the overall management of the PhD programme. Resources to support study can be found at: <http://www.otago.ac.nz/study/phd/>.

Students should pay attention to the University regulations relating to the period of study and the submission of the thesis. In particular students should pay attention to Plagiarism and Copyright regulations.

Research Student Support at the School of Physiotherapy

Research Students are supported through guidance and mentoring, and through the provision of resources during their time of study at the School.

Research students must present support requirements to the Research Support Committee. Contact Marina.moss@otago.ac.nz to be added to the committee meeting agenda.

The Research Governance Manual provides useful information concerning setting up a research project in the School of Physiotherapy. You can find the link to it at

<http://staff.physio.ac.nz/portal/default.asp> (login with your logon and password), then go to "Policies, Useful Information (General)", and scroll down to the Research Governance Manual.

The provision of resource support includes:

PhD Representatives meeting

PhD representatives meet with the Associate Dean and Research Coordinator on a regular basis.

Computer Access and Training:

All PhD students will have access to a computer for their use during the time of their study here at the School.

The School encourages all research students to attend basic ITS Training courses.

For more information on these and other courses available, please visit the ITS website:

<http://www.otago.ac.nz/ITS/training/trainingdb/subjectresults.php?type=Subsidised%20Student%20Training>

Library Access and Training:

Trish Leishman is the Library Liaison with the School of Physiotherapy. Trish is available for tutorials (in a group or singularly). Please contact Trish on 7407 trish.leishman@otago.ac.nz.

The Physiotherapy subject guide is a useful information source. From the University of Otago home page select library users, subject guides, and Physiotherapy.

For more information, please visit the Library website:

<http://www.library.otago.ac.nz/services/reference/tute.html>

<http://otago.libguides.com/thesisinformation>

Skills Training:

The School also encourages students to take advantage of the various free courses available through the HEDC and the Graduate Research School. Some of these are specifically for PhD candidates and should be completed by PhD candidates, but there are also various others to help students develop or advance their skills in writing, reading, learning, planning, etc.

For more information, please visit the HEDC website:

<http://hedc.otago.ac.nz/hedc/sld/Postgraduate-Students.html>

and the Graduate Research School workshops and events are given at:

<http://www.otago.ac.nz/research/graduate/otago041922.html>.

Equipment/Consumables:

PhD candidates will be given access to printers on their office corridor and a photocopy code for photocopying within the department; this will also include:

- an allowance of 20 colour photocopies/prints per month.
- photocopying/printing usage is study related – usage in excess of the norm will be queried with individual students.
- Students may have \$10pa loaded on their student card for use within the library.

Students will have reasonable access to various equipment throughout the School in line with their programme of research in agreement with the School. This also applies to consumables such as basic stationary, tape, etc.

Students will have indicated a budget for their project at the time of application. However, a Resource Request Form (see Templates and Forms Section) should be completed within the first six-months of study and submitted to the Research Support Committee.

Internet Usage:

Students are provided with facilities and equipment to access the internet for legitimate study related activity and some limited personal use. Students are prohibited from: creating, viewing, accessing, attempting to access, storing, or displaying inappropriate material either electronically or in hard copy. A cap based on average usage of students/staff is set for student use of the internet, where this cap is exceeded students will be invoiced for the excess. Students who exceed the cap for legitimate study purposes can with their supervisors support have any invoice waived on providing an acceptable explanation. The use of radio or video streaming, skypeing, or any form of internet usage that includes high data content transfer for purposes other than research is NOT permitted. (Please refer to the University Internet Usage Policy, 9.) above).

School of Physiotherapy Clinics:

Students wishing to recruit patients via the clinic are to contact the Clinical Research Liaison (Dr Steve Tumilty). If, in addition, they also require clinician time, they must include \$30 per treatment (a half hour session) as payment for the clinician in their budget.

Health and Safety Requirements for the School of Physiotherapy

Fire:

The assembly point is the **Zoology carpark** opposite the School on Great King Street

Fire exits are clearly marked and should be noted carefully. The fire alarm is a continuous or intermittent bell. On alarm, all students must leave the building immediately by the nearest exit. Do not use the lifts! Do not waste time looking for belongings to take with you – this will create an additional hazard on the already full stairwell.

First Aid Training:

All PhD students will be required to be First Aid certified by the time their data collection begins. The School Clinics arrange First Aid courses biennially, which students may sign up for if this fits with their timeline. First Aid courses are also organised by OUSA and the University and advertised in the bulletin and courses are available through St John's in Dunedin. St John's First Aid Training: <http://www.stjohn.org.nz/>

Accidents:

You are reminded that carelessness in a laboratory/clinic can have serious results. All accidents and injuries must be reported to the laboratory/clinical supervisor immediately.

An incident form must be completed and given to the Health and Safety Officer

Equipment:

Any equipment that is damaged/broken must be reported on to the laboratory/clinic supervisor.

Human skeletons are required to be treated with due respect and must not be disarticulated.

Emergencies:

An emergency phone is located in the long corridor on the 1st and 2nd floors – lift the receiver to get through to University Security who will then advise the appropriate emergency service.

A defibrillator is located on the wall opposite the elevator on the ground floor.

4. FORMS AND PROCESSES

PhD Outlines

Title:

Aim:

Background:

Merit:

Advancement of Knowledge and Development of Research Skills:

Procedure:

Description of Skills Required:

Suggested Supervisory Team:

Estimated Costs & Required Resources:

References:

PhD Self Review Report

Name:
Department:
Registration Date:
Review:

Supervisors:
Title of Thesis:
Supported By:
Research Topic:
Aim:
Research Questions:
Methodology:
**How will this contribute
to knowledge:**
Achievements to date:
**Timetable for work
planned for the next
reporting period:**
**What has gone well to
date?**
**What has proved difficult
or problematic?**
**Funding activity:
(if applicable)**

Please attach copy of abstract.

University of Otago

Template

Memorandum of Understanding for PhD Supervision

(available on the web at www.otago.ac.nz/study/phd (under the heading "PhD Supervision"))

The University strongly encourages the practice of supervisors and their thesis students developing written Memoranda of Understanding (MOU) so that expectations are explicit between the parties at an early stage. Clear expectations about the responsibilities of both parties are essential to a successful supervision relationship.

The following template MOU is just that: a **template**. While it has been developed to include the experimental aspects of science and biomedical science research projects, please feel free to add items or to delete inappropriate or not applicable items. Some departments have developed their own departmental versions of the MOU and, if so, you should use that version.

The MOU should be regarded as something to help in the planning and conduct of PhD study rather than as an administrative imposition. It represents statements of intent only, and the implied obligations are only what a supervisor(s) and student could reasonably be expected to meet under normal circumstances.

If the project changes substantially, a new MOU should be drawn up with the changes highlighted. An updated MOU should be completed at the beginning of each academic year or every 12 months for those students starting later in the year.

Complete the form by typing or printing. Indicate agreement with suggested details, where relevant. Hand the signed MOU to the Head of Department eg one month after the student is enrolled. When all signatures are complete, all signatories should hold a final copy of the MOU.

This is: a new MOU* _____ an updated MOU** _____

* Please ignore all "(b)" parts as they pertain to updating of this MOU.

1 Student:

2 Course Details:

Start date: Part- or Full-time: Year (ie 1, 2 or
3):

Expected submission date:

(the University's expectation is that PhD research should be of a kind which a diligent and competent student might reasonably be expected to complete within three years of full-time study):

3 Department:

4 Title of Project:

(<20 words)

5 Brief Description of Project:

(<100 words)

6 Supervisor(s):

(Joint supervision between departments may require HOD agreement over EFTS split, project costs, etc)

Primary supervisor:

Co-supervisor:

Co-supervisor:

7 Student's Advisory Committee/Panel (if applicable):

- 8 The student and supervisor(s) should be familiar with the **regulations for the PhD degree** as printed in the University Calendar and the Handbook for PhD Study (available electronically at www.otago.ac.nz/study/phd). All parties should also be familiar with the **roles and responsibilities** of the respective parties (see Section B5 of the Handbook for PhD Study). See also the **Checklist** in the Handbook (Appendix A). This Checklist is available separately on the web at the same address as above (under the heading “PhD Supervision”).

You should be aware that a PhD thesis should give evidence of a student’s ability to carry out research, that the student has shown originality and independence, and that the student has made a significant contribution to knowledge in the particular field. It is expected that some of the work in the thesis should be worthy of publication.

What points, if any, need clarification?

- 9 Will the student’s research contribute in any way to **intellectual property of possible commercial importance**? If so, this matter must be discussed carefully from the points of view of the student, the supervisors and the University. Refer to the University’s *Intellectual Property Policy Rights for Graduate Research Students*, available on the web at: www.otago.ac.nz/study/phd.

What points, if any, need clarification?

- 10 What is the supervisor's contribution to **preparing the project**? Also, it is important that the respective contributions of **each** of the supervisors should be clarified here (a summary of their roles should be provided).

- (a) In **Year 1** (Suggestion: provides student with an introductory reading list, ensures the student understands the nature of the project, discusses best way to tackle the project, provides initial training in the technical skills required, etc):

(b) **Updates:**

i. What is the supervisor's contribution in **Year 2?**

ii. What is the supervisor's contribution in **Year 3?**

11 How many **hours per week** is the student expected to spend in the lab or field and on the project as a whole? Indicate breakdown into literature searching/reading, draft writing, bench work in lab/field, and data analysis. Part-time students should ensure that they allow for adequate blocks of time to be devoted to their PhD studies.

(a) In **Year 1:**

Lab/field:	Literature:	Analysis:	Writing:
	Total:		

(b) **Updates:**

i. In **Year 1:**

Lab/field:	Literature:	Analysis:	Writing:
	Total:		

ii. In **Year 2:**

Lab/field:	Literature:	Analysis:	Writing:
	Total:		

12 What additional **teaching, demonstrating or non-PhD studies or part-time employment** does the student have?

(a) In **Year 1**:

(b) **Updates:**

i. In **Year 2**?

ii. In **Year 3**?

13 How often or when will the student have **regular meetings** with the supervisor(s) and the Advisory Committee/Panel? These meetings are in addition to the formal University PhD progress report meetings required each year (every six months in the first year).

(Suggestion: a formal meeting at least monthly with supervisor(s), and twice a year with the committee)

(a) In **Year 1**:

Supervisor:

Advisory Committee/Panel:

(b) **Updates:**

i. In **Year 2**?

Supervisor:

Advisory Committee/Panel:

ii. In **Year 3**?

Supervisor:

Advisory Committee/Panel:

14 Who will take responsibility to arrange a **new time for missed meetings**?

15 Will the student present a **progress report** before committee meetings?
How many days in advance? (See also item 27)

16 How will the student access the supervisor(s) for **unscheduled meetings** or advice?

17 Where will the student have **personal bench space or a desk**?

18 Where will the research be conducted, and at what times of the day/week/year is access to space and equipment normally available? (Update if necessary each year)

Where:

What times:

19 What is the cost of the project? Where are the funds coming from?
(This must be updated each year including a comment on what was actually spent the year before)

(a) In **Year 1:**

Cost:

Funders:

(b) **Updates:**

i. In **Year 2:**

Cost:

Funders:

ii. In **Year 3:**

Cost:

Funders:

20 Where shared or departmental equipment is being used, who will undertake to book the equipment or otherwise ensure it will be available?
(List shared equipment. Update if necessary each year)

21 Who will write the first draft of the application for human or animal ethical approval? When will the application be submitted?

(The primary supervisor must submit the final application. No work involving human or animal subjects can begin until approval is obtained. Update this section each time new applications are submitted and use this section as a record, eg approval numbers, etc)

22 Where relevant, indicate **who is responsible** for dealing with each of the following issues, and give details.

- Securing assistance of others:
(eg technician, nurse, doctor, academic*)
- Certification of student:
(eg for general lab safety procedures)
- Training course in animal ethics/animal handling conducted by DLAS:
- Licensing of supervisor(s):
(eg for handling radioactive materials)
- Licensing of laboratory:
(eg for genetically modified organisms)
- Agreements or contracts for access to outside equipment/facilities:
- Insurance cover by the University for leased equipment/animals:
- Intellectual property rights for collaborative work:
(eg with AgResearch):

*Please list **who else is involved in the research** and in what capacity:

23 Who will meet **obligations to funding bodies**, such as writing interim and final reports? What are the dates for meeting such obligations?

24 What will be the **role of the supervisor(s) in obtaining and analysing the data each year?**
(Examples: initial training; continuing active assistance; passive supervisory. Update each year)

25 Outline briefly the **amount of data** that you hope to obtain for the thesis (including sample size, tests or analyses).

26 When will the student table a **written proposal** and give a yearly **seminar** on the proposal?

(a) In **Year 1**:

Written proposal:

Seminar:

(b) **Updates:**

i. In **Year 2**:

Seminar:

ii. In **Year 3**:

Seminar:

27 When is the student's next **PhD annual (or 6 monthly) report** due? How many days/weeks in advance will the student submit their **self-review report**?

(a) In **Year 1** (6 monthly):

Self-review report due:

(b) **Updates:**

i. In **Year 2** (annual):

Self-review report due:

ii. In **Year 3** (annual):

Self-review report due:

(Requests for PhD progress reports are sent out to Heads of Department on the anniversary date of the student and should be submitted within six weeks of receipt. Students are encouraged to anticipate the progress reporting exercise: they may wish to prepare their self-review report before the official progress report request is received).

28 Is the student expected to attend **departmental seminars and relevant journal clubs**?

(Give details of latter)

29 What model will be followed for the **layout** (chapter headings) and **style of the thesis** (hierarchy of headings, referencing style?)
(eg APA, or name a past thesis.)

30 Indicate the **approximate dates of submission of the first drafts** of the Introduction, Literature Review, Methods, Results and Discussion sections of the thesis or each chapter.
(update each year)

Introduction:

Literature Review:

Methods:

Results:

Discussion:

31 What are the approximate dates for **completion of lab/field** work and/or data collection?

32 **How many drafts** of each section of the thesis will the supervisor(s) review?

33 When preparing the data for **publication**, who will write the first draft of the manuscript, who will be corresponding author, and what will be the order of the authors?

34 If the student is **dissatisfied with supervision** and has been unable to resolve it with the supervisor(s), who will the student consult?
(This item does not limit the right of the student to use the normal disputes procedures within the University)

35 Outline **any other issues** that are relevant to this project.

Signatures

The student, supervisor(s) and Advisory Committee/Panel (where applicable) have met and agreed the above issues.

Student: Date:
Supervisor: Date:
Supervisor: Date:
Supervisor: Date:
Advisory Committee Chair:..... Date:

I have read the Memorandum of Understanding and am satisfied with the arrangements.

Head of Department: Date:

Supervisors Meeting

[Date]

[Time]

[Location]

Student:

Supervisor:

Attendees:

Please read:

Please bring:

Minutes

Agenda item:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

Agenda item:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

Agenda item:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

Agenda item:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

Other Information

PHD CANDIDATE – REQUEST FOR ASSISTANCE

The School of Physiotherapy endeavours to supports its PhD candidates as much as possible in their programme of study. Over and above the standard support supplied by the School (in terms of computer, space and standard software) there is also a limited amount of financial assistance available to candidates.

Candidate Name:		
Year of Study: (i.e. 1 st , 2 nd , 3 rd)		
Request and Cost:		
Justification:		
PhD Candidate	Signature:	Date:
Primary Supervisor:	Signature:	Date:
Operations Manager:	Approved Amount:	
	Comments:	
	Signature:	Date: