

# PhD Handbook

Centre for Health, Activity and Rehabilitation Research  
(CHARR)  
School of Physiotherapy



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and Rehabilitation Research  
*School of Physiotherapy*

## Introduction

Kia ora koutou

I warmly welcome you to the Centre for Health, Activity, and Rehabilitation Research (CHARR) at the School of Physiotherapy. You are also a member of the wider academic community at the University of Otago. The Graduate Research School and their webpages should be a key source of information for you on the processes you need to follow and support available to you.

<https://www.otago.ac.nz/graduate-research/current-students/otago706732.html>

This handbook offers you quick and clear access to the key people at the School of Physiotherapy that will help you to steer your PhD successfully. It describes how University processes are operationalised within the School of Physiotherapy.

It makes everyone's life a lot easier if you take responsibility for ensuring all processes are followed correctly and in a timely manner: from preparing your annual budget, to re-enrolling on your PhD course on an annual basis, to completing your progress reports and obtaining all signatures. Please consult these resources first. If you are still unclear ask your Supervisor(s), the Research Coordinator (Donna Keen) or me for help.

I wish you an enjoyable and successful research journey.

Best wishes,  
Dr Cathy Chapple  
(Associate Dean Graduate Research)



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## **SCHOOL OF PHYSIOTHERAPY: Key Responsibilities and Roles**

Associate Dean Graduate Research:

Dr Cathy Chapple

E-mail: [cathy.chapple@otago.ac.nz](mailto:cathy.chapple@otago.ac.nz)

Research Coordinator:

Ms Donna Keen

Tel: (03) 479-4053

E-mail: [donna.keen@otago.ac.nz](mailto:donna.keen@otago.ac.nz)

GRADUATE RESEARCH SCHOOL

Dean:

Professor Rachel Spronken-Smith

Tel: (03) 479-5737

Email: [rachel.spronkensmith@otago.ac.nz](mailto:rachel.spronkensmith@otago.ac.nz)

## **SCHOOL OF PHYSIOTHERAPY – PHD CANDIDATE REPRESENTATIVES**

PhD representatives will meet regularly with the Graduate Research Coordinator and the Research Coordinator.



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## Key PhD processes

The key tasks of the PhD are as follows:

- Contribute to the CHARR community
- Annual re-enrolment on PhD course
- Attendance and participation in the CHARR Seminar series (Tuesday 12-1)
- Completing University of Otago formal reporting processes for PhD students
- If you are a physiotherapist, you must complete Limited Scope Registration with the Physiotherapy Board of New Zealand (PBNZ), and renew every 12 months for the duration of your candidacy
- To apply for Research Funding, and manage your annual CHARR, SOP budget allowance
- To understand the processes of Ethical Approvals and Māori consultation for research, and make applications where necessary

## CHARR Seminar Series

In addition to regular attendance at the Tuesday CHARR seminar series, and other CHARR events, you are expected to present your Doctoral work to the wider School of Physiotherapy community on at least an annual basis. These presentations are usually one your goals for demonstrating successful progress with your research, and provide a good opportunity for feedback.

### Year One seminar:

**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:** 30 minutes with 10 minutes for questions.

You will be expected to submit a summary of your PhD proposal, with a short literature review, and an overview of all studies planned to be conducted during the tenure of your PhD.

### Year Two seminar:

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

**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 minutes for questions



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### Year Three seminar:

**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)

**Time:** 20 minutes with 10 minutes for questions

### **University of Otago Processes**

The Graduate School provides all the information you need to know, from supervision, to what to do in the first year, progress reporting, making changes during study, the examination process, a bursary to support you while publishing, and the graduation process. <https://www.otago.ac.nz/graduate-research/current-students/otago662242.html>

If you are starting out on your PhD read the following section closely. This will help you understand the University reporting process <https://www.otago.ac.nz/graduate-research/current-students/otago662244.html> 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.

*Students are required to get all signatures on relevant copies, scan and then submit to the Associate Dean Graduate Research and the Research Coordinator who will pass on to the next signee outside of the School of Physiotherapy*

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

Special Purpose Scope of Practice is a legislative requirement for Physiotherapists studying in any department at Otago University. The School reserves the right to suspend PhD study until registration is in place.

Prior to beginning your PhD you must have provided the Research Coordinator with a copy of your practicing certificate. You must have continuous 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 must 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.



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Students must have a registration during the time of the PhD write-up bursary.

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 yearly funding allocation of a \$1000 maximum for up to 3 years. This fund cannot be carried over for use in the following year. Guidelines for budgets are available on Microsoft Teams and are updated every year in line with University and School policy

As part of your Year one project planning discuss applications for research funding with your supervisory team.

### **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.

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 3 month 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 meet with Associate Dean Graduate Research and Research Coordinator.</p> <p>You will present your proposed project during 30 min with 10 min for questions. This presentation will occur once you and your supervisor have agreed the PhD proposal is finalized. Secure a date to present when the Research Coordinator sends email requesting details of CHARR presentations.</p> <p>The student will receive a notification from e-vision that the report is due.</p> <p>Student submits self-review e-vision and completes student section prior to the review.</p> <p>Student arranges timetabling of meeting with supervisory team and Associate Dean Graduate (Convenor). The student lets the Research Coordinator know the date so a meeting can be set in e-vision.</p> <p>Candidate collects signatures, files and returns to Associate Dean Graduate Research and Research Coordinator.</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>Secure a date to present when the Research Coordinator sends email requesting details of CHARR presentations.</p> <p>The student will receive a notification from e-vision that the report is due.</p> <p>Student submits self-review e-vision and completes student section prior to the review.</p> <p>Student arranges timetabling of meeting with supervisory team and</p>

	Physiotherapy Board Accreditation	<p>Associate Dean Graduate Research (convenor). . The student lets the Research Coordinator know the date so a meeting can be set in e vision. Candidate collects signatures, files and returns to Graduate Studies office Associate Dean Graduate Research and Research Coordinator. (Review of MOU)</p> <p>Student responsibility. Provide a copy of the practicing certificate to the Research Coordinator.</p>
Year three	<p>Year three seminar</p> <p>30 month UoO review (12 months following completion of 18-month review)</p> <p>Physiotherapy Board Accreditation</p>	<p>Secure a date to present when the Research Coordinator sends email requesting details of CHARR presentations.</p> <p>The student will receive a notification from e-vision that the report is due.</p> <p>Student submits self-review e-vision and completes student section prior to the review.</p> <p>Student arranges timetabling of meeting with supervisory team and Graduate Research Coordinator (convenor). The student lets the Research Coordinator know the date so a meeting can be set in e-vision.</p> <p>Candidate collects signatures, files and returns to Graduate Studies office Associate Dean Graduate Research and Research Coordinator. Office (Review of MOU).</p> <p>Student responsibility. Provide a copy of practicing certificate to the Research Coordinator.</p>

# 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.

### PhD Representatives meeting

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

### Computer Access and Training:

All PhD students are encouraged to use student desktop app (provided by the University of Otago). If using your own laptop, the School will provide a screen and docking station. If you cannot use your own laptop, the School will provide a computer which you can use to access Student Desktop application. If using the School's computer and service please be aware that these will be old computers and are not reliable means of saving data.

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:

Thelma Fisher is the Library Liaison with the School of Physiotherapy. Thelma is available for tutorials (in a group or singularly). Please contact Thelma on 7407 [thelma.fisher@otago.ac.nz](mailto:thelma.fisher@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>



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<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 and consumables:

Requests for equipment or consumables should be factored into student's yearly budgets or applied for through research grants.

### Data storage:

Students must follow the School policy on data storage (please see the Research Governance handbook).

## **Health and Safety Requirements for the School of Physiotherapy**

### Field work

#### **Health and safety plans for candidates doing fieldwork overseas**

Candidates travelling overseas for fieldwork should complete on e-Vision a 'Change of research details form' available at:

<https://blogs.otago.ac.nz/evision/about/faqs/research-management/research-student-management-forms/> there is a section pertaining to 'details of off-campus request' and, explain in the plan considerations of any risks and how these will be mitigated, regular contact details with the supervisor(s) and the department health and safety officer, emergency contact details, existing medical conditions (and how these may be affected in the fieldwork and how these will be dealt with), any safety equipment to be taken into the field, immunisation and travel insurance details.

### **Fieldwork and lab work**

All candidates must complete a School of Physiotherapy RAM form detailing any risks and a risk mitigation plan. This pertains to research carried out within the School as well and outside the School. Candidates should upload a copy of their field work plan to e-Vision. Forms can be accessed by contacting the Chair of the Health and Safety Committee.

### Fire

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



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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.

### CPR and First Aid Training

All PhD students will be required to be CPR certified by the time their data collection begins. The School Clinics arrange CPR 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 1<sup>st</sup> and 2<sup>nd</sup> 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.

Any emergencies or incidents must be reported to Chris Hay.



