

# DEPARTMENT OF PHYSIOLOGY

*Te Tari Mātai Whaiaroaro*

## POSTGRADUATE HANDBOOK

*for prospective thesis students*



**as at August 2016**

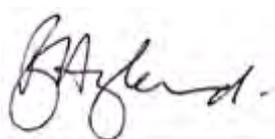
## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>
<b>THE STRUCTURE OF A POSTGRADUATE THESIS PROGRAMME .....</b>	<b>3</b>
MASTERS THESIS .....	3
PHD COURSE .....	3
<b>ACCEPTANCE INTO A POSTGRADUATE THESIS PROGRAMME .....</b>	<b>3</b>
MSc THESIS .....	3
PHD THESIS .....	4
<b>SCHOLARSHIP FUNDING.....</b>	<b>4</b>
<b>ACCOMMODATION.....</b>	<b>4</b>
UNIVERSITY OF OTAGO ACCOMMODATION OFFICE .....	4
ABBAY COLLEGE.....	4
<b>DEMONSTRATING.....</b>	<b>5</b>
<b>ENROLMENT &amp; FEES .....</b>	<b>5</b>
<b>SERVICES AND SUPPORT AVAILABLE.....</b>	<b>5</b>

## ***Introduction***

The aim of this booklet is to provide information about our Department, and the systems and structures we have in place to assist you in your learning, as well as information about the University itself. We hope it will be useful and make you aware of the processes you need to go through to do postgraduate study with us.

If you do decide to join us as a postgraduate thesis student, you will find that the overall support from the Department is excellent, and we will do everything possible to make your time here rewarding. You will have the opportunity to take part in internationally recognised research programmes and have access to excellent facilities and state-of-the-art equipment. While you can be assured that your postgraduate study will be hard work, you will also have many opportunities to socialise with fellow postgraduates and other members of the Department.



Professor Brian Hyland  
Head of Department of Physiology

## ***The Structure of a Postgraduate Thesis Programme***

### **Masters Thesis**

Students are engaged in full-time research for 12 months which culminates in the production of a thesis. Information on University policy relating to the MSc thesis can be obtained [here](#).

### **PhD Course**

The University expects, as a norm, that a PhD will take three years of full-time study to complete. Information on the PhD qualification can be obtained [here](#).

For further information, contact our [Departmental Administrator](#).

## ***Acceptance into a Postgraduate Thesis Programme***

### **MSc Thesis**

A grade point average of at least a B+ in first year MSc, PGDipSci or BSc(Hons) or equivalent is required.

### ***Masters Thesis student entry into the Department***

The following documents must be emailed to the supervisor(s) you are interested in working with (see our [400-level booklet](#) on our website for an indication of the research projects available):

- CV
- Academic transcript (and, if applicable, an explanation of the content)
- Evidence of English language proficiency (if not already a University of Otago student)
- Statement describing why you wish to study for a Masters thesis at the University of Otago
- Indication of start date for MSc if your application is successful
- The names and email addresses of two referees (only required if student has not taken their 400-

level studies in the Department).

If your application is to be considered further, you will be contacted by the prospective supervisor to discuss the next stage (this includes writing a one-page MSc proposal). If selected as suitable for acceptance into our MSc programme, you will then be given information on how to formally apply to the University for admission.

### **PhD Thesis**

BSc (Hons) at the 2.1 level so long as they contain a significant research component (e.g. an Honours dissertation). Alternatively, one-year 120-point MSc thesis (i.e. 2<sup>nd</sup> year MSc) or a PGDipSci (60-point thesis) with a B+ grade average is acceptable, however, much higher grades are required to secure scholarships.

### ***PhD student entry into the Department***

The following documents must be emailed to the supervisor(s) you are interested in working with (see our [PhD Programme page](#) on our website for an indication of the research projects available):

- Your name and country of citizenship
- Your CV
- Academic transcript (and, if applicable, an explanation of the content)
- Evidence of English language proficiency
- The names and email addresses of two referees
- An indication of research interest(s) and staff member(s) with whom you are interested in studying
- Indication of start date for PhD if your application is successful

If your application is to be considered further, you will be contacted by a prospective supervisor as soon as possible to discuss the next stage (this includes writing a one-page PhD proposal). If selected as suitable for acceptance into PhD programme, you will then be given information on how to formally apply to the University for admission.

## ***Scholarship funding***

There are a number of scholarships available for students to study at the University of Otago, however all prospective students must apply to the Department first for admission into each programme. There are very few scholarships for international Masters students.

The Department of Physiology also offers departmental scholarships for Masters (\$13,000 + domestic fees for 12 months) and PhD (\$25,000 per year + fees for 3 years), as well as stipends of lower value.

## ***Accommodation***

### **University of Otago Accommodation Office**

The Accommodation Office's [website](#) which allows you to look at the different residential colleges, and search for available student flats or vacant rooms in a flat. Their email is [accommodation@otago.ac.nz](mailto:accommodation@otago.ac.nz)

### **Abbey College**

Abbey College is New Zealand's first residential college dedicated to postgraduate students. They have a selection of rooms to suit all needs and budgets – click [here](#) for details.

## ***Demonstrating***

There are opportunities for all Masters and PhD students to earn supplementary income as a demonstrator. The current hourly rates can be found [here](#).

Note that students receiving University scholarships may not accept employment for more than 10 hours per week, on average across a period of 12 months, without prior permission from the Scholarships Committee on behalf of the Board of Graduate Studies.

## ***Enrolment & Fees***

Information about Admission, Enrolment and Tuition Fees can be found at:

**Masters:** Click [here](#) and also see the section regarding [Thesis submission dates and pro rata fees](#) for important fee and StudyLink information.

**PhD:** See [Fee Information for Graduate Research Candidates](#) for detailed information about fees at different stages of the PhD, e.g. in the final year and after submission.

## ***Services and Support Available***

See the [Student Services Division's website](#) for details of what support they can offer – from career development to childcare, accommodation, etc.