

Useful Websites (and what you will find there)

UCSA Homepage – Go to the Postgrad link for events, photos, contacts
www.ucsa.org.nz

Postgraduate studies homepage – for the latest information on developments in Postgrad studies at Canterbury. Also includes contacts for student advisors for each College and UCSA Advocacy)
<http://www.canterbury.ac.nz/postgrad/>

UC Student Administration – provides forms, guidelines for PhD theses, and other resources.
<http://www.canterbury.ac.nz/acad/phd/>

Library website – (Check out the Thesis portal and also Library Tutorials) Covers finding and borrowing theses, starting and formatting a thesis, correct referencing, and submitting a thesis.
<http://library.canterbury.ac.nz/thesis/>

UC Policy Library – Contains: PhD Regulations and Guidelines; Research Work: Code of Practice
<http://www.canterbury.ac.nz/ucpolicy/index.aspx>

UCTL (UC Teaching and Learning) - runs courses for postgrads:

- Teaching Assistant Training Workshops (mid-year)
- Aiming at Academic Careers Programme (usually September) - learn more about tutoring, learning and assessment.

<http://www.uctl.canterbury.ac.nz/>

University of Canterbury Calendar - contains the official University regulations and policies, and a list of academic and administrative staff.
<http://www.canterbury.ac.nz/publications/calendar.shtml>

UC Mentoring Programme – if you would like to have, or be, a student mentor
www.canterbury.ac.nz/mentoring/

And most importantly, visit your **departmental website** for information specific to your subject.

Unofficial Guide to Postgraduate Study at UC

Supervision – the student’s rights and responsibilities

Surviving Postgraduate Study

Ensure you are knowledgeable about university procedures, and find out what your department provides for postgraduate students. It is vital to read the university policies at (<http://www.canterbury.ac.nz/ucpolicy/index.aspx>) before you start, so that you know what to expect, and how things work.

Be clear about the particular regulations that apply to your area of study or research. Be familiar with your departmental website, and talk with lecturers, prospective supervisors and experienced postgraduate students within the department.

The Research Proposal

The Registration process involves consulting with your *probable* supervisor and department/school Head of Department and working on the proposal until it is complete.

Go to: <http://www.canterbury.ac.nz/acad/phd/> and click on *Research Proposal and Progress Reports* to download the form.

Things to be aware of...

“Establishing communication – the need for an agreed framework” (UCTL Information Series No. 600/1) describes the value of a *framework* to organise the student/supervisor relationship.

Make sure it includes:

Arrangements for meetings (why, when, where)

A time-line for the thesis process

Expectations for assistance

- when starting out
- during the project
- when writing up

Handling problems

- The student’s rights
- Getting a second opinion
- Departmental grievance procedures

Expectations about Intellectual Property

It is important that these expectations are discussed in advance, and agreed upon.

The research proposal now becomes your **contract/agreement**.

For more information visit the UCTL website: www.uctl.canterbury.ac.nz/

And to view the latest developments regarding **Intellectual Property** go to the Postgrad link on the UCSA (University of Canterbury Student Association) website at: <http://www.ucsa.org.nz/>

Choosing a Supervisor

You need at least two supervisors (and may have more), and the Senior Supervisor needs to be a continuing academic staff member.

For further information on supervision visit:

<http://www.canterbury.ac.nz/acad/phd/>

Here you will also find information on the Research Proposal and Progress Reports, Guidelines for PhD theses, and extensions and suspensions.

Meetings with your Supervisor

Points to bear in mind:

Keep “paper trails” and record what is discussed at your meetings

At your regular meeting with your supervisor, keep note of what is discussed and what is agreed will happen by the next meeting. Email this brief summary to your supervisor as confirmation of what has been discussed and agreed.

This also serves as your guide, to keep you on track with your work.

At the end of each meeting, make a date for the next meeting - it is much easier to follow up with someone to confirm, than to try and book a meeting at short notice.

Details of the frequency of progress reports, and the forms required, can be found at: <http://www.canterbury.ac.nz/acad/phd/>

When you clarify this information in advance, and book the agreed dates into your diary, all parties are fully informed and can confidently work towards agreed goals.

Summary

Remember to fully discuss the frequency and place of meetings in advance, agree on these, and put the facts in writing. And most importantly, keep this information for your records, in a file specifically kept for the purpose.

Resources

The resources provided vary with each department. Fully discuss what is provided in your area, be clear about what applies to you, and make a record of what is agreed in writing.

If you have concerns please contact:

- 1) Your supervisor
- 2) Postgraduate Coordinator for your department
- 3) Head of Department
- 4) **PhD Administrator** (Samantha Eason)
Phone: 364 2987 ext 6974
Email: samantha.eason@canterbury.ac.nz
- 5) **Postgraduate Coordinator** (Sonia-Ingrid Marshall)
Phone: 364 2987 ext 8978
Email: sonia-ingrid.marshall@canterbury.ac.nz
- 6) **The Postgraduate Dean**

Postgraduate Support UCSA – we are always ready to help!

The UC Student Association provides support for postgraduate students with:

- Postgraduate newsletters
- Individual assistance
- Social events, including Postgraduate Ball
- Showcase: Postgraduate Research Conference

Contact:

Marjorie Cook

Postgraduate Support (UCSA)

Phone: 364 2652 ext 4117

Email: postgrad@ucsa.canterbury.ac.nz