

Higher degree research candidates (PhD, EdD, MPhil): Information and guidance for your candidature

This document contains important information for students studying PhD, EdD or MPhil degrees in the Division of Education. In addition to this information, students should refer to the School of Graduate Research website (<https://www.waikato.ac.nz/sgr/>) for further information.

a. Degree regulations

It is your responsibility to familiarise yourself with the regulations pertaining to the degree in which you are enrolled. These govern degree admission, ongoing enrolment, examination, and degree completion. The regulations are linked below:

- PhD: <https://calendar.waikato.ac.nz/regulations/higher/phd>
- EdD: <https://calendar.waikato.ac.nz/regulations/higher/edd>
- MPhil: <https://calendar.waikato.ac.nz/regulations/higher/mphil>

The conditional enrolment period is six months of full-time equivalent study, which begins when a candidate enrolls. During this time, the candidate works to develop their full research proposal. Ethical approval for the research is also sought during this period, if required.

MPhil candidates do not have a period of conditional enrolment as their initial research proposal, which must include an ethics statement, forms the basis for approval to enrol in an MPhil degree.

b. Expectations of higher degree research candidates

Those enrolled in research degrees contribute to the academic environment of the Division of Education in many ways: as student researchers, as authors, as presenters at local and international conferences, and often as tutors, markers, and research assistants.

In many instances, candidates represent the Division of Education and the University of Waikato before local and international audiences. As such, candidates are expected to behave ethically and professionally, including in interactions with supervisors and colleagues, and in the dissemination of their work.

Candidates are also bound by the University of Waikato's Student Code of Conduct (<https://www.waikato.ac.nz/official-info/index/docs/code-of-student-conduct>). They must treat fellow students and staff with respect and behave in a courteous manner; respect others' property, including that of the University; act with honesty and integrity; and take care and responsibility to uphold the reputation of the University.

c. Supervision

Candidates should approach their supervision panel with any questions or concerns about their academic work and progress in the first instance.

Candidates and their supervisors are expected to keep in regular contact throughout a candidature. Furthermore, it is important to clearly discuss expectations concerning when work is to be submitted, when and how feedback is to be provided, and how often meetings will occur.

When candidates and/or supervisors have concerns about the progress of a candidature, they should first discuss these in an online or on-campus meeting. If concerns cannot be resolved informally, candidates and/or supervisors may make contact with the Postgraduate Programme Leaders, Dr Laura Gurney and Associate Professor Patsie Frawley. A meeting will then be arranged with members of the Postgraduate Committee, candidate, and supervision panel to discuss concerns and agree on measures to be taken to resolve these.

For further queries about supervision, candidates and supervisors may contact the

School of Graduate Research.

d. Ethics

A positive answer to one or more of the questions below indicates the need for review by the University of Waikato Human Research Ethics Committee (Health), which is accredited by the Health Research Council. Health Applications should be submitted by email to humanethics@waikato.ac.nz.

- y Are you investigating a topic that concerns health, disability or well-being?
- n Are you using an instrument intended to assess health, disability or well-being?
- n Is referral to a health service provider anticipated as a potential outcome of participation?
- y Are participants being recruited in their capacity as DHB employees?
- n Is the researcher intending to collect tissue samples (e.g. bloods, saliva, urine) from healthy individuals?
- n Is the researcher intending to utilize interventions related to exercise and nutrition?

<https://www.waikato.ac.nz/research-enterprise/ethics/human-ethics>

All other research involving human participants goes through the Division of Education's ethics committee:

<https://edlinked.waikato.ac.nz/ethics/>

e. Enrolment queries

For queries related to enrolment, please contact the School of Graduate Research (sgr@waikato.ac.nz).

f. Funds

Doctoral candidates can access up to NZD\$3,000.00 through the University to support their research.

If candidates have questions about what these funds can be used for, ask the supervision

panel. Common uses include registration for conferences, travel for data collection, and proofreading.

Applications for reimbursement of research expenses are submitted to the Division of Education. Please ask your supervisors for the reimbursement form; all forms need to be first approved and signed by the Chief Supervisor before being submitted for processing.

g. Student counselling

For mental health and wellbeing support, which is confidential and free of charge, contact the Student Counselling Service: <https://www.waikato.ac.nz/students/counselling/>

h. Accessibility Services

Students with impairments or support needs are encouraged to register with Accessibility Services. This can be done before coming to University or during their studies:

<https://www.waikato.ac.nz/students/accessibility-services/>

i. English language and academic literacy skills development

For English language concerns, writing queries, database searching, and referencing, Learning Advisors from CeTTL and Subject Librarians offer advice and support.

- To book an appointment with CeTTL:

<https://studentlearningwaikato.appointlet.com/>

- To contact the Librarians:

<https://www.waikato.ac.nz/library/about/contact/find-academic-liaison-librarians>

Students are encouraged to approach CeTTL and the Library for information on their research skills development workshops. Information can also be found at the links below:

<https://www.waikato.ac.nz/teaching-and-learning/student-learning/thesis-students>

<https://www.waikato.ac.nz/library/guidance/workshops>

j. Progress reports

Progress reports are formal documents which are used by the Division of Education and the School of Graduate Research to assess a candidate's progress. They should be filled out accurately and in a timely manner. Candidates are asked to complete progress reports every six months.

We recommend candidates and supervisors have a discussion about progress prior to completing progress reports.

Should candidates have questions about what to include in a progress report, ask the supervision panel. Keep an eye on your email inbox for reminders of when they are due.