

Handbook for Postgraduate Students in
the School of Engineering and Advanced Technology (SEAT)
Massey University

Contents

1	Introduction	2
1.1	Structure of SEAT	2
1.2	The Postgraduate Office in SEAT	2
1.3	The Office of Postgraduate Studies in the College of Sciences	3
1.4	The Graduate Research School	3
2	Application and Admission	4
2.1	Types of Degree	4
2.2	How to Apply	4
2.2.1	English Language Requirements	4
2.3	Scholarships	5
2.4	Coming to Massey	5
3	During Your Degree	5
3.1	Getting Started	5
3.2	The PhD Statement of Expectations	6
3.3	Six-Monthly Reports	6
3.4	Ethics Approval	6
3.5	PhD Confirmation	7
3.6	Completing your Degree	8
3.7	Intellectual Property	8
3.8	Plagiarism	8
4	Things SEAT/Massey will Provide	9
4.1	Things You Should Do	9
4.2	Things Your Supervisor Should Do	10
4.3	The Library	10
4.4	Safety in the Workplace	11
4.5	Leave/Holidays	11
5	If Things Go Wrong	12

Welcome!

The purpose of this handbook is to welcome you to SEAT, and provide you with much of the information that you will need to know while you are here, and to provide pointers to other places that might be helpful.

We hope that you will find your postgraduate study with us enjoyable and successful; please get in touch with us if you need any help (seat-postgrads@massey.ac.nz or directly to the people in Section 1.2).

1 Introduction

1.1 Structure of SEAT

The School of Engineering and Advanced Technology (SEAT) is the home of all engineering teaching and research at Massey University, as well as in Computer Science and Construction. It has staff on all three campuses (Palmerston North, also known as Manawatu, Albany, and Wellington). The School is split into research clusters, and all academic staff are in one of these clusters. As a student, you will generally be in the same cluster as your (main) supervisor. The School is managed by an Executive Committee. They are:

- Head of School (Prof Don Cleland)
- Research Director (Prof Richard Harris)
- Undergraduate Director (Assoc Prof Jane Goodyear)
- Postgraduate Director (Assoc Prof Stephen Marsland)
- Marketing Director (Prof Allan Anderson)
- Business Manager (Mrs Glenda Kirk)
- Albany Campus Leader (Prof Ian Maddox)
- Wellington Campus Leader (Prof Gurvinder Virk)

1.2 The Postgraduate Office in SEAT

Within SEAT, the main assistance for postgraduates is through the Postgraduate Office. There is a special email address for postgraduate enquiries, which is seat-postgrads@massey.ac.nz. If you use this email address then you can be sure to get a response even if the person who normally deals with it is away.

There are two people who work directly on postgraduate matters. They are Mrs Michele Wagner, who is the Administrator, and Assoc Prof Stephen Marsland, who is the Postgraduate Director. Both are based on the Palmerston North campus. Michele is in Ag/Hort 3.49, her phone extension is 2435 and her email address is m.wagner@massey.ac.nz. Stephen's office is Ag/Hort 3.53, his phone extension is 5219, and his email address is s.r.marsland@massey.ac.nz.

Stephen and Michele coordinate the application process for SEAT, and approve programmes of study. With the help of the postgraduate subject advisors they are also responsible for identifying possible supervisors. Once you have supervisors, most of your interaction will be with them, but if you need any advice that they cannot help you with, either Stephen or Michele will try and help. They also administer the Six Month Reports for the School, and run the Confirmation Process for PhD students.

To support Stephen and Michele, each cluster has a Postgraduate Subject Advisor, who can help you to plan suitable papers to take in your area, and give degree specific information. They are:

Bioprocessing and Sustainable Energy John Bronlund (with Richard Haverkamp for Nanotech)

Built Environment Robyn Phipps

Computer Science and Information Technology Elizabeth Kemp

Electronics, Information, and Communication Systems Subhas Mukhopadhyay

Industrial Management and Innovation Ralph Ball

Mechatronics, Robotics, and Automation Gurvinder Virk

1.3 The Office of Postgraduate Studies in the College of Sciences

Within the College of Sciences, Kathy Hamilton (x5883) and Paula Roberts (x5235) administer all postgraduate matters. Their office is Science Tower B, Room B2.18. Kathy's email address is k.a.hamilton@massey.ac.nz. The Office of Postgraduate Studies looks after all matters concerning Masters and Postgraduate Diplomas. They have a variety of forms to cover the various administrative matters that need to be attended to. These forms are available from Michele Wagner.

- OGS 1: Application for Admission to Graduate Status
- OGS 2: Application for Academic Approval of Graduate Programme
- OGS 3: Application to Change Approved Graduate Programme
- OGS 4: Postgraduate Research Report/Thesis Progress Review
- OGS 5: Nomination of Examiners for Thesis/Project Assessment
- OGS 6: Thesis/Project Examination Report
- OGS 7: Application for Extension/Suspension of Graduate Programme
- OGS 8: Final Graduate Examination Results
- OGS 9: Calendar Amendments Summary Sheet
- OGS 10: Application for Approval of Request to Embargo a Thesis
- OGS 11: Certificate of Regulatory Compliance

1.4 The Graduate Research School

Doctoral degrees are administered by the University rather than the College of Sciences. This is done by the Graduate Research School, who are based in the Courtyard Complex on the Palmerston North campus. Their website includes a doctoral handbook and links to scholarships.

They also supply a set of forms, including:

- DRC 1 Application for Doctoral approval in principle
- DRC 2 Application for provisional registration as a PhD or DClinPsych candidate
- DRC 3 Doctoral candidate six-monthly report
- DRC 4 Application to be examined for a doctoral degree
- DRC 5 Nomination of examiners
- DRC 9 Policy for use of tele or video conferencing for doctoral oral examinations
- DRC 11 Application for extension / suspension of doctoral programme
- DRC 12 Notification of change to doctoral status
- DRC 13 Confirmation report for PhD & DClinPsych candidates
- DRC 14 Change of Supervision
- Application to embargo a thesis
- Digital Thesis Declaration

2 Application and Admission

2.1 Types of Degree

We offer several different postgraduate degrees, including:

Bachelor Degree with Honours Following from a three year undergraduate degree (BSc, BInfSci, or BCon within SEAT), it is possible to do an extra year advancing the major of the undergraduate degree into Honours. Admission will normally require at least a B+ average in the Bachelor major subject. An Honours degree is a prestigious qualification that is frequently used by students aspiring to a research or academic career and planning to undertake masters or doctoral study, and it is also useful for those wishing to work abroad. The four year BE program already has honours included.

Postgraduate Certificate and Diploma The Postgraduate Diploma provides the opportunity for a formal University qualification building on attainment in a prior degree or equivalent extensive practical or professional experience. Candidates can study selected postgraduate papers relevant to career or interest needs. The Diploma comprises 120 credits, and is therefore equivalent to one year of full time study, while the Certificate is 60 credits. Either can also be studied part-time. Postgraduate Diplomas often provide education training in specialist disciplines and involve taught papers, although a research project is also usually included.

Masters Degree A masters degree is normally completed after at least five years of full-time study; that is to say, a one-year masters programme usually follows an undergraduate or honours degree programme of four years. 120- or 240-credit degrees which may be available part-time or full-time. Study is at an advanced level and most frequently involves taught papers and a research thesis. Students advancing to a Masters degree after a Bachelor degree with Honours from a New Zealand University may elect to do a one year degree by thesis only. International students may be required to undertake a diploma course in their intended major prior to entering the masters programme. Admission requires at least a B average. For many students, a Masters degree will be the highest academic qualification they will aspire to for their career needs. For some students it may be on the pathway to a doctoral degree.

Doctor of Philosophy A research degree requiring a minimum of three years full-time or four years part-time. Admission is considered for graduates who have completed a Bachelor degree with at least Second Class Honours (First Division), a Masters degree with at least Second Class Honours (First Division), or a Postgraduate Diploma with Distinction. Candidates must also have recognised research experience. The PhD is an essential qualification for a career in any research institution or University. It is effectively an apprenticeship in research.

2.2 How to Apply

In order to be successful in applying for a postgraduate program at Massey University, you need the equivalent of a New Zealand Bachelor degree with Second Class Honours. If you meet this requirement, and you are interested in doing any form of postgraduate degree in SEAT, please send email to seat-postgrads@massey.ac.nz saying what degree you would like to do, and giving a brief description of your research interests. It would also be useful if you could attach a grade transcript for your previous degrees, and a CV. *Please do not contact staff members directly*, although you may wish to name somebody whose research interests you believe might overlap with yours. By using this email address, you will get the fastest response, and will be most likely to find a supervisor.

We will confirm that we have received your email, and have a look at your CV and grade transcripts to ensure that there is a match, and then talk to potential supervisors. This can take a couple of weeks. If there is a match, then you will need to make an official application to Massey University. We will send the relevant forms to you, and advise you of the procedures at this point. With this application you will need to include certified copies of your degree certificates and other documents. If English is not your first language, you will also have to provide evidence of English language proficiency, as is described in the next section.

Please note that being accepted on to a course does not imply anything about funding for fees or living expenses. If you have already identified possible funding sources, then please let us know about this in your original email. Otherwise, the information in section 2.3 might be helpful.

2.2.1 English Language Requirements

In general, international students will have to satisfy Massey University that their ability in English is sufficient to allow study. This generally means that applicants need to demonstrate at least one of:

- English as a first language;
- a New Zealand University entrance qualification;
- an overseas entrance qualification from a country where the main language is English and the instruction for that qualification was in English;
- satisfactory results in an approved English language test (6.5 overall and nothing less than 6.0 on IELTS);
- other evidence of competence in English acceptable to Academic Board.

The most common English language test is IELTS (International English Language Testing System), and the minimum standard here is a score of at least 6.5, with no band less than 6.0. The Massey University English Language Centre is a registered IELTS testing centre. Results are usually available two weeks after candidates have sat a test. An alternative is TOEFL (Princeton Test of English as a Foreign Language), where the minimum score is 575 TWE 4.0 (paper-based test) or 233 Essay Rating 4.0 (computer-based test). TOEFL tests listening comprehension, knowledge of grammar, vocabulary and reading comprehension, while TWE tests the ability to write sustained English prose.

In some cases it may be possible to improve your English to the required level by attending a course such as those offered by the Centre for University Preparation and English Language Studies. However, note that getting onto this course does not automatically imply successful completion of it (and therefore acceptance onto the degree program of your choice). While at Massey it is obviously important that you practice your English whenever possible.

2.3 Scholarships

Many applicants will be looking for scholarships to help with the costs of their study. There are a number of scholarships available, ranging from Massey Doctorate Scholarships through to specific ones for applicants from particular countries. For more information, a good place to start is the Massey University website for scholarships. In general, many scholarship have deadlines at the start of October and the start of July each year.

In some cases, individual staff members will also have scholarships available via grant income. In this case, they will be advertised on the School website.

It is sometimes possible to top up your income with some tutoring or marking work. If you are interested in this, talk to your supervisors.

2.4 Coming to Massey

Once you are accepted at Massey, you will need to sort out any relevant immigration issues (such as a student visa), as well as accommodation. Where appropriate, the Massey University International Office will help with these things.

Once you have a date for your arrival, please send an email to use at seat-postgrads@massey.ac.nz to let us know when to expect you. If you will be based on the Palmerston North campus, please make the postgraduate office (Ag/Hort 3.49) your first point of call and talk to Michele Wagner. In Wellington, Megan Burnett will provide the same introduction, while in Albany Jenny Kaufmann will help. We can then help you find your way about campus, your supervisor's office, and provide you with the forms that you will need to get a library card, computer access, etc.

3 During Your Degree

3.1 Getting Started

One of the most confusing things about starting a research degree can be that it takes a long time to decide on the precise topic and plan the research program. Indeed, for a PhD, the entire first year may in some cases be spent working out exactly what the project is about! It is important that you and your supervisors agree on the scope of the project, and identify the initial steps that you need to take to get started on it. Your supervisors may be able to suggest a number of research projects that they believe would be suitable for you, so you should begin by talking to them.

Of course, before you begin to work on a project, you need to ensure that there is a match with your supervisor's knowledge and interests. You may find that, for a variety of possible reasons, the requirements

of your area are not met sufficiently by the appointed chief supervisor. This can be solved by identifying appropriate co-supervisors. If there is no match between your interests and those of the supervisors, then you should talk to Stephen in the first instance about what can be done. You should also arrange regular meetings with your supervisors, and make sure that you keep notes of what was discussed in meetings so that you can refer to it later.

Once you have the germ of an idea for a project, you will need to perform a literature search for relevant publications, to see what else has been done in the area, and to ensure that nobody else has also performed this research. You should also identify any areas where your knowledge is weak, and check if there are relevant courses that you could usefully attend, or identify other ways to fill your knowledge gap.

Early on in your studies you should write a concise literature review, outlining the current state of relevant research, and identifying areas that may be worthy of investigation. This literature review will become a work-in-progress for the rest of your research studies, as you add to it during the course of your degree. You will need to develop good library and literature understanding skills, which is an important part of any academic research. In particular, you should use citation searches and other database tools available via the library; see Section 4.3 for more details about the Massey libraries. You should make notes on papers that you read, and build up a bibliographic database in EndNote or BibTeX so that you can reference papers easily when you start writing. Review papers by authors of international standing are a good place to start.

For a PhD, the Statement of Expectations is meant to make you think about all of these things.

3.2 The PhD Statement of Expectations

The first year of registration for a PhD is provisional. At the start of the year, you agree a *Statement of Expectations* with your supervisors, and this acts as a guideline for the work that you are expected to do. At the end of the first year, you will need to have your PhD candidacy confirmed (as described in Section 3.5) and this will be partly measured by how well you have completed the work identified in your Statement of Expectations.

3.3 Six-Monthly Reports

There is a requirement for both Masters students and PhD students to produce six-monthly reports on their progress. For Masters students a form will be sent to you 6 months after your start date, while for PhD students the DRC will send you a form to complete in March and September each year. You need to complete your parts of the form, and then pass it on to your supervisors, who will add some comments about your progress. The completed form should be sent to Michele Wagner. She and Stephen Marsland will read the reports and mark any points of concern. They will then send them to the DRC, who will review them along with all of the other six-monthly reports in the University. It is important that you identify honestly any problems with your research that you are encountering, so that assistance can be applied to overcome the difficulties.

3.4 Ethics Approval

If your research involves human participants, live animals, or genetic technology experimentation, then you will need to obtain ethics approval for it. Even if you are planning to produce a questionnaire or interview people, you will need to get ethics approval for it. For these cases all that is required is a 'low risk notification', which is relatively simple to obtain, but it is still very important that you read the Code and Conduct and obtain the approach of the relevant Ethics Committee, which are:

- Human ethics for surveys and questionnaires or any other experiments involving human subjects
- Animal ethics
- Genetic technology

Your supervisor can assist you with ethical procedures but you should be aware that all Committees meet only once a month (except January, when they do not meet) and revisions to your research methodology may require subsequent approval by the Committee. You must allow adequate time in your research schedule for gaining this approval to ensure that it does not hold up your research.

3.5 PhD Confirmation

At the end of one year of full time study of your PhD, or 18 months part-time, you will need to undergo the confirmation exam. This is the formal process by which PhD candidates are accepted onto the PhD program, and signifies the School's and Massey's belief that your achievements in the first year of study, and your planned project, are sufficient for you to get a PhD if everything goes well. The DRC will contact both you and your supervisor when your confirmation process is due. In preparation for the confirmation exam, you need to prepare a written report on your research. This will typically be around 30 pages long, and will include:

- An introduction to the research area
- A comprehensive literature review
- A thesis statement and objectives
- A description of the research so far
- A description of the proposed research, focussing on the context, and the criteria for 'success' (i.e., experiments, case studies, etc.). This should ideally include some idea of 'best' outcome (I perform experiments X, Y, Z and the results are better than everybody expected) and a 'sufficient' outcome (I perform experiments X and Y and the results show that...). *N.B., Anybody using these exact words should not expect to pass!* You may also add a 'worst case' scenario, which will be sufficient to get a PhD, but only just. While it is not nice to think about these things, research does, by its nature, involve risks.
- A brief timeline for the rest of the PhD
- A copy of your statement of expectations, together with demonstrations that all aims have been achieved

Your supervisor will nominate a couple of independent experts (either from within the School or externally if suitable) who will act as your examiners, together with your supervisory team and the postgraduate director or their representative. You can talk to your supervisor if there are people you would like to have on the panel, or people who you do not believe would be suitable. You need to send your report to all members of the examination panel at least two weeks before the exam so that they have time to read it.

On the examination date you will give a seminar about your research to the panel and anybody else who wishes to attend (it will be announced through the SEAT mailing lists). This should be a reasonably general seminar that describes the field and your intended research. It should take around 30-40 minutes. Following the seminar there will be general questions from the audience, and after this there will be an oral exam lasting approximately 1 hour on average, where the panel will seek further elicitation of the project and your knowledge.

You should bring with you form DRC 13/1, which you complete in conjunction with your supervisors, and your supervisors will complete form DRC 13/2. After the oral exam, the panel will make a recommendation for your future work. This can be:

- confirm PhD study immediately
- recommend minor changes to the proposal, with PhD study to be confirmed within a few weeks
- PhD confirmation to be delayed for 6 months while a new proposal is prepared, with a new examination to follow
- PhD confirmation is not recommended, and the candidate should write up for a Masters degree

The first two options are by far the most commonly used. Once your PhD study has been confirmed, your progress will be monitored through the six-monthly reports.

3.6 Completing your Degree

At the end of your degree you will need to submit a thesis or research report. This is a substantial piece of written work describing the research that you have performed, and drawing conclusions from it. It will be examined by a number of experienced examiners (your supervisor, an internal examiner, and an external examiner for a Masters degree, an internal examiner, a New Zealand-based examiner not at Massey, and an international examiner for a PhD). It is these examiners that will decide whether or not you have passed your degree, and an appropriate mark for a Masters. For a PhD you will also have an oral examination: the *vive voce*. During this you will be asked to clarify points in your thesis that the examiners did not understand, and possibly to justify some of your methods.

There are specific guidelines for the presentation of theses, and if yours does not meet them, then it will not be accepted by the University. The library has a 'Guide to the Presentation of Theses' on its website. However, we have also made Word and Latex templates that you can use for your thesis writing that already match the guidelines. The library also has links for various referencing style guides. There are copies of previous theses held in the Massey library, and also in the SEAT office, and you should have a look at some so that you get some idea of the standards that are required. There is also lots of help for writing-up available on the internet, and the Online Writing and Learning Link (OWLL) is Massey University's Student Learning Centre gateway to a wide range of study skills resources. All students, whether internal or extramural, can access the resources to develop their academic skills.

The Student Learning Centre offers assistance to postgraduate students who require additional help with writing, reading, listening and speaking, particularly if English is your second language, although this service does not include proof-reading of theses, which you will have to arrange for yourself.

Once you have completed your thesis, you need to submit soft-bound copies of it. Michele can liaise with the Massey printery to arrange for these to be bound for you. For a PhD, four copies are submitted to the DRC, for other degrees, three are submitted to Kathy Hamilton. If your thesis is industrially funded then it may be necessary for the publication of the thesis to be embargoed, to protect information that the company wishes to exploit. There are forms to arrange this. Your supervisors will nominate examiners (and while you can suggest people to them, the final decision is up to them, and they are not allowed to tell you who they have selected). It can take a substantial amount of time for examiners to read and report on your thesis, so do not expect to hear in less than 2 months, and often it is longer. For the PhD degree there is then an oral examination where you will be examined on your knowledge of your thesis by two of your three examiners. The DRC will arrange this process at a time that suits everybody. At the end of this oral examination the examiners will make a recommendation about whether or not your thesis is satisfactory. It is very common for them to ask you to make small changes to your thesis, which can be done relatively quickly, such as a month or two. In some circumstances they may want more substantial changes that require a longer period of time. In either case, once you have made the changes, you need to lodge a hardbound copy of the thesis, and a CD-ROM with the files on with the University. Your degree will not be awarded until the University has received the hardbound copy. For other degrees there is no oral examination, but the examiners may ask for changes prior to your degree being awarded.

3.7 Intellectual Property

Intellectual Property (IP) is concerned with the ownership of work, particularly that undertaken while you are studying or working at Massey University. The University's policy on IP aims to encourage research and innovation, to ensure that industry and the community receive the potential benefits of research, whilst the rights of those involved in creating the IP are protected. If your project is industry funded then there may well be a particular agreement with the company as to who holds the IP. If there is not, then the University policy will be operational. This allows for students to own the IP of scholarly publications and materials, but asserts its rights to ownership of software, patents, course materials given to students, which means that it expects to share in any exploitation of them.

Students are the owners of Intellectual Property they create, except where staff members make a contribution to the creation of intellectual property in connection with their research programmes, usually through supervision or where there is an alternative research agreement with a sponsor that applies to the project. Many student research programmes are based on intellectual property developed by University staff and the University has a claim to that intellectual property even though the student may extend that development.

3.8 Plagiarism

Plagiarism is defined as using another person's thoughts, words or arguments in an unacknowledged way, thus implying that they are your own. It is a form of intellectual dishonesty and can range from copying

whole passages verbatim without acknowledging the source, to failing to indicate that a sentence or phrase is quoted. Paraphrasing without adequate citation, is also a form of plagiarism. Plagiarism is viewed as dishonest practice and if established is normally referred to the Academic Board for evaluation and sanctions. For more details and definitions, see this website.

Under the Statutes and Regulations section of the Massey University Calendar, it is stated (Assessment and Examination, Article 14): “Copying or paraphrasing of another person’s work, be it published or unpublished, without clearly acknowledging it, will be deemed to be dishonest. Any candidate found guilty of plagiarism will be liable to the penalties hereinafter provided.”

In practice, postgraduate students share ideas and work closely together on projects and assignments. The above article is not intended to stifle this interaction. Rather, it is intended to ensure that students present their own interpretation of work either prepared by others or developed in collaboration with classmates. Unless otherwise stated by the staff member in charge of the paper, each item of student work is expected to be unique.

4 Things SEAT/Massey will Provide

Some funding for expenses SEAT will provide you with \$3000 per year (for 1 year for a Masters, and 3 years for a PhD) for expenses incurred during your research. This can include consumables such as lab equipment, computers, and travel. If your budget allows it, some of the money can also be used to pay for your final thesis binding. To access this money you need to complete the budget form that you were given when you first started, and hand it in to Trish O’Grady or phone extension 5110. You will receive a card with the account number on it, which you can use to claim for money that you have spent, providing that you have the correct receipts.

Office space We will try our best to provide all postgraduate students with adequate office space within SEAT. However, we have a lot of students and relatively little room, and not all office space is equally good. The assignment of office spaces is coordinated by Michele Wagner, and you should talk to her (and your supervisor) if there are problems with the facilities. For keys and access cards, talk to Michele.

Basic computing facilities We will provide you with access to a computer, either in a lab or as a computer on your desk. The standard of these computers will not necessarily be great, although they will be serviceable. If you want something better then you should discuss with your supervisors the option of spending some of your \$3000 on a computer. If you own a laptop then you can use that. Contact Patrick Rynhart about how to get the machine added to the University network.

Massey will provide you with an email address. We will use this email address as the default one to contact you, so if you generally use gmail or other account, you should arrange for your Massey address to be forwarded on. This is very easy to set up by logging in to the email account at <http://www.mymassey.com>.

Telephone access All postgraduate rooms have a toll-barred telephone to comply with University requirements. If you need to make a toll call, contact Michele Wagner to get it organised.

Photocopying Postgraduates can get up to \$50 worth of photocopying per year enrolled, funded by the School. Photocopiers are available the Library (photocopy access arranged through Trish OGrady or Michele Wagner) and, with appropriate permission, in the SEAT buildings.

Stationery The School will provide a basic stationery allowance for all postgraduates each year. Additional supplies can be ordered with the recommendation of your supervisor or at your cost.

Internet and Email Usage The University provides you with email and internet access for the purpose of your studies. The form that you complete to get this access includes a number of provisos on what you can and cannot do with on University computers. Please ensure that you read this before you sign it. In particular, you must not use BitTorrent or related software to download material from the internet, nor must you look at websites whose content other people may find offensive.

4.1 Things You Should Do

Research degrees are mostly made up of independent study by you under the guidance of your supervisors. Their role is to supervise your research and help you achieve your objectives, not to make you work. If you

are not self-motivated, then you are unlikely to be successful: your success depends on your efforts, and nobody will make you work. It is generally expected that postgraduate students will work for around 50 hours a week for 48 weeks of the year. This is a very large time commitment, and so you need to plan and organise your time so that this work is effective.

A PhD, in particular, is an apprenticeship in research. Some of the skills that you will need to master and demonstrate are:

- discovering information from all sources (including staff, libraries, and the internet)
- subjecting the information to critical evaluation in relation to your studies
- integrating information into your reports
- developing your contacts with your supervisors and lecturers, because they can provide great assistance in many ways
- taking intellectual interest in things by asking questions about anything and everything
- discussing your preliminary plans for projects
- seeking advice about areas of uncertainty
- managing your relationship with your supervisors

4.2 Things Your Supervisor Should Do

You can expect your supervisor to act professionally in all interactions with you, both formally and informally. This will include:

- being available for meetings, and giving you warning when they will be away, providing alternative arrangements if required
- reading work submitted to them, and providing appropriate feedback
- keeping up to date on work relevant to your thesis topic
- assisting you in managing health, safety, and ethics issues related to your research
- providing you with an honest appraisal of your progress on six-monthly reports and similar

However, you cannot expect your supervisor to do your work for you, or to make you work. These things are your responsibility.

4.3 The Library

Massey provides a very good library service through both the campus libraries and the library website, which includes access to many online journals. Each campus has its own Library which provides a range of materials and services to support postgraduate students in their learning and research. Your University ID card is also a library card, and items can be borrowed from any campus either in person or by filling in a request form; the card also works as a photocopying card in the library.

The Library website gives you access to the Library catalogue, your lending record, the Distance Library Service, and a number of electronic databases that can be used to identify useful research articles. The Distance Library Service provides lending services for extramural students (and in special circumstances, internal students who are based off campus). If the material you require is not held by the Massey Library, you can file a request for an inter-library loan from another Library. There is a charge of \$5 for this service, which can be funded through your SEAT expenses account.

The main campus libraries are open every day during the academic year, generally 8.30 am - 11 pm weekdays, and 10 am - 8 pm at weekends. During the summer vacation the libraries are open weekdays 8.30 am - 5 pm. Any alteration to these hours will be posted on their website and on noticeboards around the campuses. There is an Enquiries and Information Service operated by the Reference Department and they also offer orientation tours of the Library and tutorials on library skills. For further information, have a look at the website, or contact the College of Sciences Liaison Librarian (Bruce White or Chris Good) on extension 7814, or email B.D.White@massey.ac.nz or C.Good@massey.ac.nz.

4.4 Safety in the Workplace

If your research involves laboratory work then you need to ensure that you have sufficient training to use the equipment safely and to recognise potential hazards. Everyone has responsibility for their own safety and for the safety of others in their workplace.

You need to report any accidents—or incidents that could have resulted in serious accidents—to the SEAT Health and Safety Officer (Ann-Marie Jackson, extn 5982, RD2.14, a.m.jackson@massey.ac.nz) within two days. You should also inform your supervisor. Where required, you will be given lectures, provided with written material, and given practical instruction on the most significant hazards that you are likely to encounter in the course of your studies. It is essential that you pay careful attention to any information that you are given on matters of safety. Your well-being, even your life, and those of others, could depend upon it.

A few relevant areas to consider are:

Laboratory and workshop safety Safety Induction (including equipment training) will be provided in all hazardous workshops and laboratories. Some areas will require one on one training, all areas will have a written assessment before any laboratory/workshop work can be undertaken. To work in these areas after hours permission must be sought via technical staff. Working alone after hours is not permitted, you must bring a colleague with you that has passed safety induction for the area.

After hours access If you are working after 6pm during the week or at any time during the weekend or holidays, please make sure you fill in the after hours book at the entrance to the building. This is important for your own safety and is a requirement under the Fire Regulations, Health and Safety in Employment Act as well as Massey University Regulations. The purpose of this record is that should a fire or emergency occur, the emergency personnel are aware of your location and will be able to evacuate you to safety.

Emergency procedures Procedures to be followed in the case of emergencies such as fires and earthquakes are prominently displayed in each building. When the emergency bells ring continuously, please evacuate the building as quickly as possible. Do NOT use the lifts. If you are in the building during an earthquake, move immediately to the stairwell.

Fire Safety On hearing the fire alarm (continuous bell) please leave the building via the stairs (do not use the lifts) and assemble at the designated location until told to return to the building. If time permits, shut doors and windows and turn off machines as you leave.

Disability Anyone with a permanent or temporary (e.g., broken leg) disability that makes it difficult to exit the building in a normal manner or speed, needs to contact their supervisor or the SEAT Health and Safety Advisor, who will record this in a safety register. You will be contacted and the evacuation procedure explained.

Security Please do not leave money or valuables on desk or in unlocked drawers. Campus Security deals with any concerns or problems relating to personal safety, property loss or theft/damage. Contact extension 5030. For any other emergency you should ring 111.

Smoke free policy Massey University has a smoke free policy. All University buildings and surrounding campus areas within 10 metres of any building are no smoking areas. This policy applies to staff, students and visitors.

4.5 Leave/Holidays

There are a number of statutory holidays when the University is closed and you will be unable to access the buildings. They are:

- New Year's Day (1st January)
- New Year (2nd January)
- Anniversary weekend (in Palmerston North and Wellington this is the 2nd to last Monday in January. It is one week later in Auckland.)
- Waitangi Day (6th February)
- Easter (from Good Friday to Easter Tuesday, inclusive)

- Anzac Day (25th April)
- Queen's Birthday (1st Monday in June)
- Labour Day (2nd to last Monday in October)
- Christmas Day (25th December)
- Boxing Day (26th December - the University remains closed until after the New Year break)

If you are going to be away from the University for more than a couple of days, you should inform your supervisor, and also either your office mates or the SEAT reception in the relevant building. You should not go on overseas leave without discussing it with your supervisor, and if necessary, Stephen Marsland.

Research students doing degrees that take just one year do not usually take much holiday. For PhD students, it is normal to take a maximum of four weeks off per year. Any leave that you take must be discussed with your supervisor, and you will need to ensure that it does not get in the way of any other commitments that you have taken on, such as tutoring. It is important as a researcher that you do have leave breaks to refresh your mind, and also take regular food and fresh air breaks during the day.

5 If Things Go Wrong

Inevitably, there are times when things don't go right during your degree. In most circumstances, things will sort themselves out fairly quickly, but if something more serious happens, then you need to talk to your supervisors and, if necessary, to either Michele or Stephen. We are here to help and act as independent advisors. The people who are available across the University for you to talk to are:

- the Postgraduate Office (Michele Wagner or Assoc Prof Stephen Marsland)
- the Head of School (Professor Don Cleland)
- (for PhD students) the Dean of the Graduate Research School (Professor Margaret Tennant)
- (for other students) Kathy Hamilton or Paula Roberts, Office of Postgraduate Studies, College of Sciences.

The most common non-academic problem is with financial hardship. The Students Association manages a student assistance programme for unexpected and temporary costs that arise during the year. If you require assistance for a cost that is creating unusual or severe hardship, and is threatening your continued study at Massey University, then information about this programme can be obtained from your local Students Association.

The Bootten Bequest Fund provides short term, interest free loans to students who are likely to complete their studies and/or can demonstrate academic progress. The fund is available to students who can demonstrate financial hardship; more information can be obtained from the Regional Massey Contact Office in Registry. Information on Hardship Scholarships can be found on the Scholarships website.

Other issues that are commonly faced include difficulties settling into New Zealand culture, and various health and mental wellbeing problems. A few places that can help with these things include:

- International Student Support, ext. 5916
- Student Health Centre, phone 06 360 6247
- Student Counselling Service, phone ext 5935

If things are affecting your studies to the extent that you are not working, then you should consider getting a suspension of your degree or a compensatory extension while the problem is sorted out. The six-monthly reports have a section where you can ask for this, and you should discuss it with your supervisors. If you need to ask for an extension outside the six-month report times, then there is a form on the GRS website (see Section 1.4)

Acknowledgements

This handbook was written by Stephen Marsland. Several parts of it are similar to the IVABS handbook. Other useful input came from Michele Wagner and Fiona Anderson.