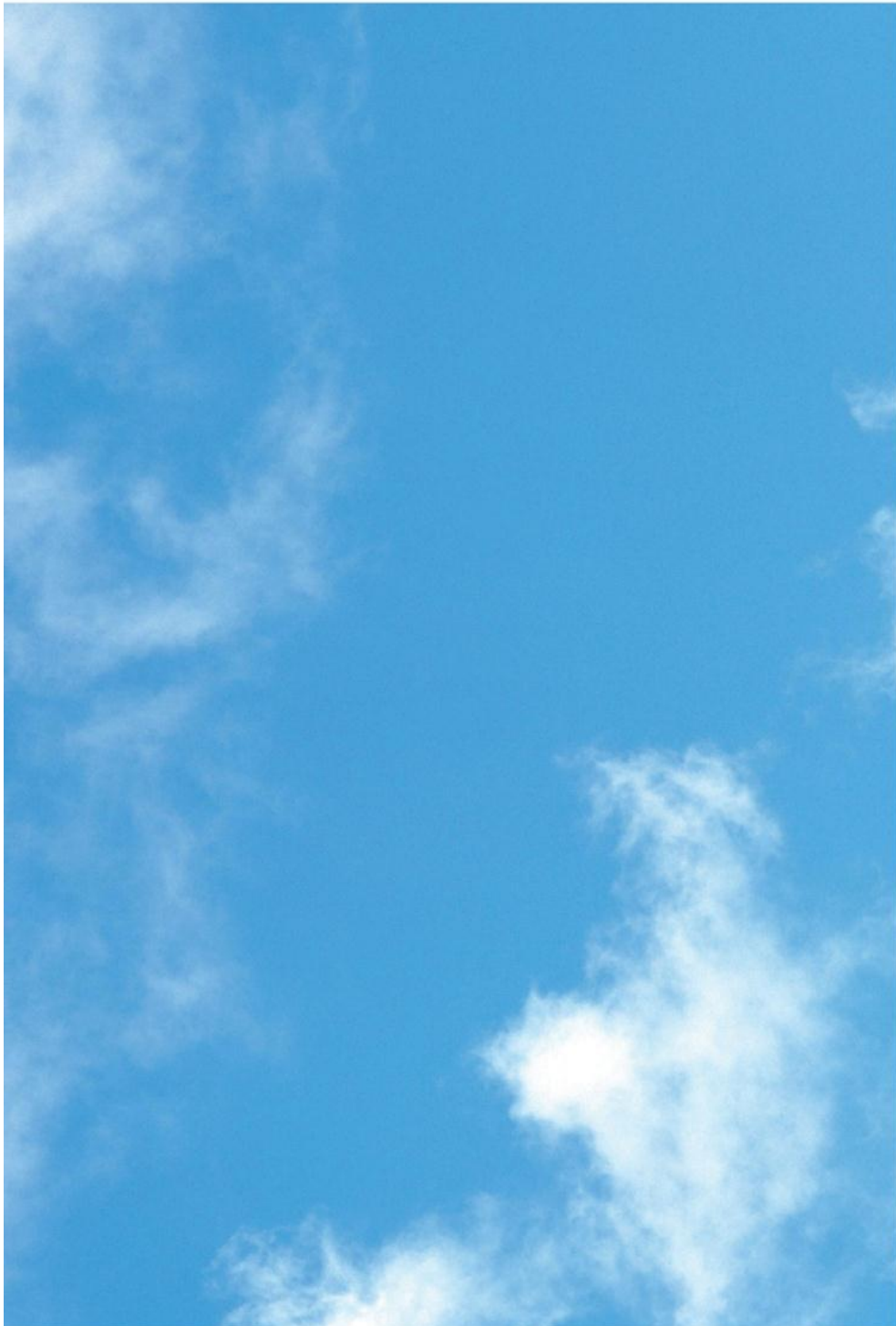


2013

Postgraduate Student Handbook



Postgraduate Studies

Associate Dean (Postgraduate)	Associate Professor Toni Bruce, ph (09) 623 8899 ext 48646 or email t.bruce@auckland.ac.nz
Postgraduate/Programme Secretary	Keitha Shalley, ph (09) 623 8870 or email k.shalley@auckland.ac.nz
Doctoral Administrator	Monique Hamlin, ph (09) 623 8899 ext 46378 or email m.hamlin@auckland.ac.nz

Staff Contacts for Programme Information

For course information contact the Head of School or School Manager of the School named on your course book.

For eligibility & enrolment advice (except Doctoral) contact the Education Student Centre

www.education.auckland.ac.nz/postgraduate-contacts.

Doctoral (PhD and EdD) information is available at <http://www.education.auckland.ac.nz/uoadoctoral-programmes>

Bachelor of Education (Teaching) – Teachers’ specialisation	Sue Sutherland, ph (09) 623 8899 ext 48734 or email sue.sutherland@auckland.ac.nz
Graduate Diploma in Education <ul style="list-style-type: none">• Generic• Disability Support specialisation• Reading Recovery specialisation (not offered 2013)	Paul Heyward, ph (09) 623 8899 ext 48447 or email p.heyward@auckland.ac.nz Phil Harington, ph (09) 623 8899 ext 48562 or email p.harington@auckland.ac.nz Christine Boocock, ph (09) 623 8899 ext 48218 or email c.boocock@auckland.ac.nz
Graduate Diploma of TESSOL	Dr Susan Gray, ph (09) 623 8899 ext 48514 or email s.gray@auckland.ac.nz
Bachelor of Education (Teaching) (Honours)	Paul Heyward, ph (09) 6238899 ext 48447 or email p.heyward@auckland.ac.nz OR Dr Lorri Santamaria, ph (09) 623 8899 ext 46353 or email l.santamaria@auckland.ac.nz
Postgraduate Certificate in Academic Practice	Dr Helen Sword, ph (09) 373 7599 ext 86686 or email h.sword@auckland.ac.nz
Postgraduate Certificate in Professional Supervision Postgraduate Diploma in Professional Supervision	Associate Professor Liz Beddoe, ph (09) 623 8899 ext 48559 or email l.beddoe@auckland.ac.nz
Postgraduate Diploma in Education <ul style="list-style-type: none">• Generic• Early Career Teaching specialisation• Literacy Education specialisation	Dr Lorri Santamaria, ph (09) 623 8899 ext 46353 or email l.santamaria@auckland.ac.nz OR Paul Heyward, ph (09) 623 8899 ext 48447 or email p.heyward@auckland.ac.nz Paul Heyward, ph (09) 6238899 ext 48447 or email p.heyward@auckland.ac.nz OR Dr Lorri Santamaria, ph (09) 623 8899 ext 46353 or email l.santamaria@auckland.ac.nz Dr Libby Limbrick, ph (09) 623 8899 ext 48445 or email l.limbrick@auckland.ac.nz
Postgraduate Diploma in Health Sciences – Social Work specialisation	Associate Professor Liz Beddoe, ph (09) 623 8899 ext 48559 or email l.beddoe@auckland.ac.nz
Bachelor of Arts (Honours) in Education Master of Arts in Education	Dr Richard Hamilton, ph (09) 623 8899 ext 85619 or email rj.hamilton@auckland.ac.nz
Master of Education	Dr Lorri Santamaria, ph (09) 623 8899 ext 46353 or email l.santamaria@auckland.ac.nz OR Paul Heyward, ph (09) 623 8899 ext 48447 or email p.heyward@auckland.ac.nz
Postgraduate Diploma in Counselling Theory Master of Counselling	Dr Margaret Agee, ph (09) 373 7599 ext 87852 or email m.agee@auckland.ac.nz
Postgraduate Diploma in Educational Leadership Master of Educational Leadership	Dr Deidre Le Fevre, ph (09) 623 8899 ext 89843 or email d.lefevre@auckland.ac.nz

Postgraduate Diploma in Social Work
Master of Social Work

Master of Social Work (Professional)

Master of Professional Studies in Education

Doctor of Philosophy in Education
Doctor of Education

Doctor of Philosophy in Social Work

Associate Professor Liz Beddoe, ph (09) 623 8899 ext 48559 or
email l.beddoe@auckland.ac.nz

Dr Barbara Staniforth, ph (09) 623 8899 ext 48349 or email
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Paul Heyward, ph (09) 6238899 ext 48447 or email
p.heyward@auckland.ac.nz OR

Dr Lorri Santamaria, ph (09) 623 8899 ext 46353 or email
l.santamaria@auckland.ac.nz

Professor Saville Kushner, ph (09) 623 8899 ext 48183 or email
s.kushner@auckland.ac.nz

Associate Professor Christa Fouché, ph (09) 623 8899 ext
48648 or email ac.fouche@auckland.ac.nz

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Introduction

Welcome to The University of Auckland, Faculty of Education, Postgraduate Studies.

This handbook contains information for students enrolled in the following programmes:

- *Bachelor of Education (Teaching) - Teachers' specialisation*
- *Graduate Diploma in Education*
 - *Generic*
 - *Disability Support specialisation*
 - *Reading Recovery specialisation*
- *Graduate Diploma of TESSOL*
- *Bachelor of Education (Teaching) (Honours)*
- *Postgraduate Certificate in Academic Practice*
- *Postgraduate Certificate in Professional Supervision*
- *Postgraduate Diploma in Professional Supervision*
- *Postgraduate Diploma in Education*
 - *Generic*
 - *Early Career Teaching specialisation*
 - *Literacy Education specialisation*
- *Master of Education*
- *Postgraduate Diploma in Counselling Theory*
- *Master of Counselling*
- *Postgraduate Diploma in Educational Leadership*
- *Master of Educational Leadership*
- *Postgraduate Diploma in Health Sciences – Social Work specialisation*
- *Postgraduate Diploma in Social Work*
- *Master of Social Work*
- *Master of Social Work (Professional)*
- *Bachelor of Arts (Honours) in Education*
- *Master of Arts in Education*
- *Master of Professional Studies in Education*

Descriptions of these qualifications can be found in the *2013 Faculty of Education Postgraduate Prospectus* pages 7-12. Copies are available from the Education Student Centre, Epsom Campus, online at <http://ebooks.education.auckland.ac.nz/education-postgraduate-prospectus-2013/> or phone 0800 61 62 63 to have a copy posted.

The information in this *2013 Postgraduate Student Handbook* is correct as at 3 January 2013 but please note that changes may occur.

Information additional to that contained in this *2013 Postgraduate Student Handbook* is available in *The University of Auckland 2013 Calendar* at <http://www.calendar.auckland.ac.nz/>

New change to note:

Academic Integrity Course

The University of Auckland is introducing an online academic integrity course in 2013 for undergraduate and postgraduate students admitted for the first time to a programme at the University. All new students are expected to complete the course and will receive further information early in 2013 or early semester 2, 2013, if being admitted to a programme in Semester 2.

Academic Honesty, Cheating and Plagiarism

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in course work as a serious academic offence. The University Guidelines (2001) on cheating define plagiarism as the use of other people's work in an assignment, and presenting it as your own without explicitly acknowledging or referencing where it came from. Work can be plagiarised from many sources – including books, articles, the internet, and other students' assignments. Therefore, all assignments must be accompanied by a signed, student written declaration. This written declaration can be obtained via the following link: <https://foedassignments.auckland.ac.nz/>.

Honesty and integrity are valued in all academic activities at The University of Auckland. For information about the key principles and practices underlying academic honesty, and advice and resources, visit this website: www.auckland.ac.nz/academic_honesty

The University of Auckland Guidelines: Conduct of Coursework are available from <http://www.auckland.ac.nz/uaa/home/about/teaching-learning/honesty/tl-uni-regs-statutes-guidelines>

Aegrotat and Compassionate Consideration

This is a University process that applies only to University **Examinations** (and Tests). Full details are in *The University of Auckland Calendar Examination Regulations 11 and 13* available at www.calendar.auckland.ac.nz/regulations/academic/examination.html.

Students who have been prevented from sitting an examination or a test or who consider that their performance has been seriously impaired, should contact the Examinations Office or the University Health Services for application forms and advice.

Appeal of Marks for Coursework

A student who is concerned about a mark for a **coursework assessment** can appeal **in writing** to the Course Coordinator for a reconsideration of the mark stating the reasons why they consider the mark **is inconsistent with the assessment criteria**. The written appeal must be received **within one week** of the work being available for return. The Course Coordinator reviews the mark in relation to the stated reasons or seeks a second opinion if they were the original marker. If the appeal is not upheld and the student is still concerned a written appeal, restating the nature of the concern in relation to the assessment criteria, needs to be made to the Head of School.

Assessment and Grading

Assessment comprises examinations and coursework. Examinations are run centrally. Coursework refers to all other assessment (assignments, seminars, practicum, tests etc).

1. In courses that include coursework and examinations students must complete **both** components to the satisfaction of the examiners. (Examination Regulation 1c and d www.calendar.auckland.ac.nz/regulations/academic/examination.html)
2. In courses that only include coursework students must complete to the satisfaction of the examiners such oral, practical, written or other tests and assignments as have been prescribed for the completion of the course (Examination Regulation 1c).
3. In any course that has a practicum component, a student must pass all components in order to have passed that course as a whole (Degree and Diploma regulations).
4. Individual and Group Assessments
 - a. Assessment should be on an individual basis wherever possible.
 - b. The inclusion of any group project as part of the contribution to the final coursework percentage in a course should be restricted to relevant fields at higher level.
 - c. Each group working on a project should be of limited size and not exceed a membership of four.
 - d. Assessment criteria should be able to assess individual contributions to the project.
 - e. Where marks allocated for group projects are part of the final percentage, such marks should not normally constitute more than 20% of the total marks for the course.

5. Course results are reported as grades. There are ten pass grades and three fail grades as set out below:

Grading Scale

Grade	Description	Grade Point	Percentage
A+	High first	9	90-100
A	Clear first	8	85-89
A-	Bare first	7	80-84
B+	High second	6	75-79
B	Clear second	5	70-74
B-	Bare second	4	65-69
C+	Sound pass	3	60-64
C	Pass	2	55-59
C-	Marginal pass	1	50-54
Conceded Pass		1	
D+	Marginal fail	0	45-49
D	Clear fail	0	40-44
D-	Poor fail	0	0-39

- To reduce student confusion about the award of marks a clear marking schedule or specific feedback should be provided that identifies the characteristics that led to the award of the marks.
- The development of assessment criteria for coursework should be adapted from the general university expectations for grade-level performance set out as follows:

Example of a Grading System and descriptors relating to student attainment

GRADE	% VALUE	DESCRIPTION
A +	90 – 100	Work of high to exceptionally high quality showing excellent knowledge and understanding of subject matter and appreciation of issues; well formulated arguments based on strong and sustained evidence; maps and diagrams, graphs and tables, etc included where appropriate; relevant literature referenced; high level of creative ability, originality and critical thinking; excellent communication and presentation skills.
A	85 – 89	
A -	80 - 84	
B +	75 – 79	Work showing good to strong grasp of subject matter and understanding of major issues though not necessarily of the finer points; arguments clearly developed and based on convincing evidence; relevant literature referenced; evidence of creative ability, originality and critical thinking; good communication and presentation skills.
B	70 – 74	
B -	65 - 69	
C +	60 – 64	Work showing a knowledge of subject matter and appreciation of main issues though possibly with some lapses and inadequacies; arguments developed and supported by some evidence and references; creative ability, originality and critical thinking present but limited; adequate communication and presentation skills.
C	55 – 59	
C -	50 - 54	
D +	45 – 49	Work lacking breadth and depth. Work generally has gaps. Frequently work of this grade takes a simple factual approach and understanding and coverage of material is inadequate; does not attempt to interpret the material; at the lower end, indicates a need for considerable effort to achieve improvement; communication and presentation skills are poor.
D	40 - 44	
D-	0 - 39	Highly unsatisfactory. Work shows a lack of knowledge about and understanding of the topic. Inadequate in degree of relevance, sometimes completeness, sometimes both. Communication and presentation skills are weak.

Please note that the attainment descriptors must be adapted to different levels of learning or degree study.

Postgraduate qualifications: Honours, Distinction, Merit

- The University has adopted a consistent standard across the University for the award of Honours in postgraduate Bachelors Honours and Masters degrees, and Distinction and Merit in Postgraduate Diplomas.
- The standard is:
 - First Class Honours: GPA of 7.0 or above
 - Second Class Honours (first division): GPA of 5.5 – 6.9
 - Second Class Honours (second division): GPA of 4.0 – 5.4

Distinction: GPA of 7.0 or above

Merit: GPA of 5.5 – 6.9

- c. Rounding is permitted to one decimal place in determining the overall GPA of a qualification (eg, 5.46 may be rounded to 5.5; 5.75 may not be rounded to 6.0).

Attendance

In order to be credited with a course, a student needs to have attended to the satisfaction of the Senate. Students can expect to have any particular attendance requirements, especially those associated with professional programmes with registration requirements, notified at the start of the programme. Where attendance is a requirement either rolls should be taken or teaching and assessment should be structured in such a way that failure to attend compromises the students' chances of passing the course.

Note: the University Calendar states that students must attend "to the satisfaction of the examiner".

Books of Readings

Books of Readings for courses at Epsom campus are purchased from Kohia Education Centre, Building KT, Gate 1, 78 Epsom Avenue, Epsom. Books of Readings for courses at Tai Tokerau are purchased from the Tai Tokerau Education Centre. Lecturers will advise students if a Book of Readings is required for the course in which they are enrolled. For students enrolled at Manukau Institute of Technology, please check with the Faculty office the dates Kohia Education Centre will have Books of Readings available on site for purchase.

EC Mail

All students enrolled at the university are provided with a student email account called EC Mail. At the time of enrolment students are provided with an email address. This address includes a student's NetID characters plus a generic address e.g. jbon007@aucklanduni.ac.nz. Students are able to access EC mail through the following link <http://webmail.ec.auckland.ac.nz>.

EC mail is the main way in which the university communicates with students so it is vital that students access their email account on a regular basis. Failure to do this means that students miss out on important information such as communications relating to coursework and academic progress, graduation, student financials and the library. Urgent and unexpected communications are also sent through this email e.g. what will happen if a natural disaster strikes the university / the city of Auckland.

Students can forward their university email to a private address if they wish to do so and this can be completed by signing into your account and providing the appropriate details.

Extensions

Student requests for extensions should be made to the Course Coordinator (or nominee where applicable) in advance of the due date. Applications must be accompanied by evidence of the need for an extension.

Extensions will **not be granted for academic workload** reasons (for example, a number of assignments due at the same time) but may be considered in the case of temporary illness or injury, or for compassionate reasons. Note compassionate reasons may include significant and unexpected pressures in a person's employment situation. Course Coordinators, (or nominee where applicable) can grant extensions for the shorter of:

- a. **up to** three calendar weeks, or
- b. the handing back of other candidates' work, or
- c. the cut off date for each semester.

Graduation

Once you have completed all the requirements for your degree or diploma, and you become eligible to graduate, *you must apply to graduate* online via Student Services Online. Students who are eligible to graduate will be sent an invitation to apply by the Graduation Office. Please keep your mailing address up to date in Student Services Online to ensure that you receive this information (www.studentservices.auckland.ac.nz).

There are two graduation ceremonies each year, in Autumn (early May) and in Spring (towards the end of September). Deadlines for applications to graduate in 2013 are:

Autumn: 6, 8, 10 May 2013

Spring: 24 September 2013

If your degree includes a research thesis or dissertation and you submit by the due date, you should normally be able to graduate at the next scheduled graduation ceremony. It is important to note that if you

are granted an extension then your examination may not be completed in time for you to apply for the next ceremony.

Detailed information about Graduation can be found at www.auckland.ac.nz/graduation.

Handing in Non-Secure Assessment (e.g. assignments)

Information on the assignment service is available at

<http://www.education.auckland.ac.nz/uoa/home/for/current-students/assignments>.

All Epsom, Manukau and Tai Tokerau based coursework must be submitted by 12.30pm on the due date.

Postgraduate students working at **Level 7 and above** must submit course work by 4.30pm on the due date.

Hand in time for the City campus is 4pm for both undergraduate and postgraduate coursework.

Partial Resits

Partial resits are not permitted. A student who has failed a course is required to complete all assessment requirements for the course in which they re-enrol.

Penalties for Late Work

A student who submits coursework after the notified deadline, or after the approved extension, will have the marks for that coursework adjusted as follows:

- within one calendar week late – deduct 10% of the total value of the assessment (e.g. for an assignment worth 40%, a student scores 32 but hands the work in a day late. The student loses 4 marks – 10% of 40 – and is awarded a final mark of 28.)
- one to two calendar weeks late – deduct 50% of the total value of the assessment
- later than two calendar weeks but not after the handing back of other students' work – 100% deduction

Note: under The University of Auckland Examination Regulation 1c and d students must complete “to the satisfaction of the examiners”. This means that students still need to hand in assignment work even if it is later than two calendar weeks after the deadline.

Referencing

All assignments must use an accepted referencing system employed in a refereed international journal in the fields of Education and Social Work.

Repeated Fails

Consult The University of Auckland 2013 Calendar for regulations relevant to your qualification.

Student appeals against Head of Programme decisions about re-enrolment must be made in writing to the Associate Dean (Students) within 10 days of the dated notification of the Head of Programme decision.

Return of marked assignments or tests

Students can expect to have marked assignments and tests returned within three weeks from the due date.

Special Consideration: Unavoidable Personal Circumstances (Coursework only)

Where a student faces unavoidable personal circumstances that mean the student is unable to submit a component of **coursework**, he/she may apply to the Head of Programme / Programme Leader for special consideration. The application is made on the form *Special Consideration: Unavoidable Personal Circumstances* (available from Education Student Centre, Counsellors or Health Centre at Epsom; or from the Faculty office at Manukau, Tai Tokerau or City) and must be supported by written evidence from a doctor or counsellor. The student must apply no later than two weeks after the due date of the assignment. If the Head of Programme / Programme Leader supports the application, the Course Coordinator, in consultation with the Head of School, may *either*,

- a. require the student to re-enrol in the course, *or*
- b. *where at least 50% of the coursework has been completed at a grade well above the minimum pass standard*, award an assessed grade for the course based on:
 - i. **either** the grade achieved for completed work (one grade lower would normally be awarded in this case)
 - ii. **or** the allocation of a mark for the missing work derived from the student's ranking on the completed work, *or*
- c. ask the student to submit the work by a revised deadline, *or*
- d. submit a new task by a revised deadline.

Storage and Disposal of Student Work

1. Examination scripts will be retained in secure storage until at least six months after the examination and thereafter be destroyed. Thesis, dissertation or research portfolios will be retained until six months after the assessment has been completed.
2. Assignments will be retained in secure storage until five weeks into the start of the following semester and thereafter destroyed.

Student Concerns

1. If a student has a concern about a COURSE/CLASS/ASSESSMENT TASK he/she should:
 - a. Approach the course/class lecturer to discuss the concern.
 - b. If the concern is not resolved to the student's satisfaction it should be discussed with the Course Coordinator.
 - c. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Head of School.
 - d. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Associate Dean (Students).
 - e. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Dean.
2. If a student has a concern about a PROGRAMME he/she should:
 - a. Approach the Head of Programme or Programme Leader to discuss the concern.
 - b. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Director/Associate Dean responsible for the Programme.
 - c. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Associate Dean (Students).
 - d. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Dean.

Where a concern or issue about a course or a programme involves more than one student, i.e. it is a group or general class issue, the group or class would go through the process as above.

Student Services Online (SSO)

Student Services Online is The University of Auckland's comprehensive online system, which enables students to apply for admission to the university and once accepted into a programme, enrol in courses. Students can access SSO via the following link: www.studentservices.auckland.ac.nz/uoq

SSO also provides students with access to a range of relevant academic information including:

- Course advice and information
- Enrolment advice
- Fees advice
- Timetables, grades and course history advice
- Graduation

Course advice and information includes programme requirements and the course catalogue for your programme.

Enrolment advice includes closing dates for enrolment into courses. Students can enrol in their required / selected courses and if necessary apply for a course concession. Changes to programmes can be made such as the deletion and addition of courses.

Fees advice. This link enables students to check their account details for fees, charges, payments, credits and refunds. Students can also create an account statement and invoice and make payments online using a credit card.

Timetables, grades and course history advice enables students to view their programme and examination timetables. Grades, course history and unofficial academic transcripts can also be viewed. A request for an official academic transcript can also be made.

Graduation. At the successful completion of a programme students must apply to graduate. This link also provides information pertaining to dates and times of graduation ceremonies as well as advice about academic regalia.

The SSO website is the place where students can update their **personal details** such as email address (if that is used to redirect university mail), contact address and phone number. **It is vital that students ensure their personal details are current to enable effective communication.**

Submission in Māori

Assignments and examinations in courses that do not use Te Reo as the medium of instruction, may be submitted in Māori provided the Course Coordinator has been consulted within the first two weeks of the course and confirmed the availability of a suitably qualified person with linguistic and subject expertise to mark the work.

Unsatisfactory Progress

The total enrolment for postgraduate programmes equivalent to 120 points must not exceed 160 points. For programmes equivalent to 240 points, total enrolment must not exceed 280 points.

Withdrawal from Course or Programme / Addition and Deletion of Courses

- A **course deletion** means that the course will be removed from your academic record and fees are fully refunded. There are specified timeframes within which course deletions can occur. Specific dates at which deletions can occur can be obtained in the Enrolment and Programme Regulations via the following link: www.calendar.auckland.ac.nz/regulations/academic/enrolment-and-programme.html
- **Withdraw** means that you are withdrawing from a course after the deadline for deletion and before the last day to withdraw. Withdrawn courses remain on your academic record with a withdrawn grade and all fees remain owing. A withdrawn grade counts as a fail for Grade Point Average (GPA) calculations. Specific dates at which withdrawals can occur can be obtained in the Enrolment and Programme Regulations via the following link: www.calendar.auckland.ac.nz/regulations/academic/enrolment-and-programme.html

Application for Withdrawal must be made on the *Course Alteration Form*. (Form AS-70).

<http://www.auckland.ac.nz/webdav/site/central/shared/for/current-students/academic-information/forms-for-students/documents/as-70.pdf>

POSTGRADUATE RESEARCH AS PART OF A DEGREE

What is a thesis, dissertation and research portfolio?

A dissertation is a requirement of the Bachelor of Education Teaching (Hons) and a thesis or a dissertation is often required for Masters degrees. A thesis or a dissertation is a written report of a research study. You can complete a thesis or dissertation either fulltime or part-time.

A 120 point Masters research portfolio represents a coherent, integrated programme. The separate components of the portfolio address the same question. It may contain several individual studies that are linked together. A 60 point research portfolio exists in the BEd(Tchg) (Hons) programme.

Why would I take this option?

People undertake research for a number of reasons. These may include: exploring your own area of interest, gaining a deeper understanding of your discipline area, improving your own practice or improving the practice of the setting in which you work. There is an opportunity to develop your thinking and analytical skills, written communication and organisational skills. Once you have completed your research there is a possibility to publish your work.

What is the difference between a dissertation, a thesis and a research portfolio?

The number of points gives you an idea about the length and scope of the research. The length of a 30 point dissertation is around 10,000 - 12,000 words, a 60 point dissertation around 15,000 – 20,000 words, and a 120 point masters thesis is usually around 35,000 to 40,000 words in length. The length of a thesis may seem a bit daunting for some people but if you consider it is a full year's work it is likely that you wrote this many words when you add up all the words you wrote for your Postgraduate Diploma assessments!

A 60 point dissertation would be a smaller study than a thesis. A dissertation may involve less questions or scope or a less complex research design than a thesis. A 30 point dissertation will be even more tightly bound. Your supervisor will be able to assist with the size of the work and there are theses available for viewing in the Sylvia-Ashton Warner Library and some theses and dissertations through the Postgraduate Studies area in A block.

A 120 point Masters research portfolio has the same word length as a 120 point thesis. The 60 point BEd(Tchg) (Hons) research portfolio can be completed full time within a single semester or part-time over two semesters. Again, the points value gives an indication of the length and scope of the work.

Who do I speak to about a dissertation, thesis or research portfolio?

Speaking with the Programme Leader of the programme in which you are enrolled (see list of programme leaders, pages 1/2) and the Education Student Centre in the previous semester is important. They will be able to give you academic and enrolment advice and help you to plan a programme that will lead to successful completion of your study. This will also allow you plenty of time to find a supervisor and start thinking about the question/s you want to examine. Many students who do research need to apply for ethics approval. Finding a supervisor before you enrol also enables you to start on your ethics proposal.

Do I need to find my own supervisor?

Unless you are part of a cohort group, you should discuss supervision with a postgraduate academic advisor (Paul Heyward or Lorri Santamaria). Before the meeting, you could view a list of possible supervisors and their areas of research expertise at www.education.auckland.ac.nz/supervision-register. You may also directly approach a potential supervisor. Normally you would have one supervisor.

Will I be working alone on my research?

During your time completing your research there are lots of avenues for support and people willing to offer advice. Your supervisors will be key and will guide you through the process every step of the way and help you to build up your confidence as you embark on research, often for the first time. In addition there are other people who can provide support including the Programme Leader for the Postgraduate qualification in which you are enrolled, subject librarians and staff in the Student Learning Centre. Support is available both on the Epsom Campus, City Campus and through The University of Auckland's website.

The Postgraduate Student Association has set up a support group that enables you to meet other people who are conducting research. Facilities and support are available to fulltime students and people who are working.

Further information can be found in the publication *Guide to Theses and Dissertations* <http://www.auckland.ac.nz/webdav/site/central/shared/for/current-students/postgraduate-students/documents/policies-guidelines-forms/guide-to-theses-dissertations.pdf> and the *Masters Handbook* <http://www.auckland.ac.nz/webdav/site/central/shared/for/current-students/postgraduate-students/documents/publications/masters-handbook.pdf>

RESOURCES AND STUDENT SERVICES

Resources

Kohia Education Centre

Kohia Education Centre has a comprehensive retail shop offering an extensive range of educational resources and student services including, student readings, binding, stationery supplies, exercise books, clearfiles, ringbinders and teachers' resources for the classroom.

Hours: 8.00am-5.00pm Monday-Friday

9.30am-1.00pm Saturdays (except public holiday weekends)

Location: Gate 1, 78 Epsom Avenue, Epsom

Phone: 09 623 8977, email: kohia@auckland.ac.nz.

Kohia Education Centre and Tai Tokerau Education Centre information is available via www.edcentres.auckland.ac.nz

Library Services

The University of Auckland Library is the largest university library in New Zealand and provides collections to support the research and teaching of the university, including significant collections of electronic journals and books, as well as print and audio-visual collections. Electronic resources can be accessed via the Internet.

The Sylvia Ashton-Warner Library at Epsom and Tai Tokerau campuses has in-depth collections and services to support all Faculty of Education programmes, and these resources are supplemented by the collections of other University of Auckland libraries. All enrolled students are automatically members of The University of Auckland Library system.

It is highly recommended that new students attend courses offered by the Library at the beginning of each Semester. These courses will provide you with essential skills in the effective use of library resources and services. Courses are advertised on The University of Auckland Library website, and you can book courses online.

Postgraduate students, particularly those undertaking research, should arrange individual consultations with Subject Librarians, who will provide advice specific to your research interests. (See Education Subject Librarian contact details on page 14). Details of the support Subject Librarians can provide are available from the Library website.

The University of Auckland Library website at <http://www.library.auckland.ac.nz/> provides access to the Catalogue, databases and other electronic resources, as well as information on library services and policies.

The University of Auckland Library Catalogue enables you to search for resources and request items from other University of Auckland libraries, as well as allowing you to view your library record and renew library items you have on loan.

Postgraduate students may borrow up to 50 items at any one time. Items are issued for 60 days and may be renewed twice, if not recalled by another library patron. When an item on loan to a postgraduate student is recalled, the loan period is reduced and the item needs to be returned by the new due date. Full details of lending policies and procedures are available on the Library website and new students need to become familiar with these.

Flexible students should read the information provided under [Flexible & Off-Campus Services](#) on the Library website, and check the Library link under Course Information in the appropriate Moodle (<http://moodle.education.auckland.ac.nz>) page.

Semester hours

Sylvia Ashton-Warner Library - Epsom Campus

Monday – Thursday	8.00am – 8.00pm
Friday	8.00am – 6.00pm
Saturday – Sunday	10.00am – 4.00pm

Sylvia Ashton-Warner Library - Tai Tokerau Campus

Monday – Friday	8.00am – 4.30pm
Saturday – Sunday	Closed

Semester break and holiday hours are available on the Library website.

Contacts

Sylvia Ashton-Warner Library - Epsom Campus

Phone 623 8886
Fax 623 8828
Email epsom.library@auckland.ac.nz

Sylvia Ashton-Warner Library - Tai Tokerau Campus

Phone 09 470 1013
Fax 09 430 7451
Email taitokerau.library@auckland.ac.nz

Education Subject Librarians

Please contact one of the Subject Librarians below for help with your research and training needs.

School of Curriculum and Pedagogy	Liz Wilkinson ext 48612 (arts, languages and literacies subject areas) Josie Wirjapranata ext 48611 (maths, science and technology subject areas) Vanessa Bruell ext 48123 (PE)	e.wilkinson@auckland.ac.nz j.wirjapranata@auckland.ac.nz v.bruell@auckland.ac.nz
School of Counselling, Human Services and Social Work	Josie Wirjapranata ext 48611	j.wirjapranata@auckland.ac.nz
School of Critical Studies in Education	Vanessa Bruell ext 48123	v.bruell@auckland.ac.nz
School of Te Puna Wānanga	Liz Wilkinson ext 48612	e.wilkinson@auckland.ac.nz
School of Learning, Development and Professional Practice	Helen O'Carroll ext 48943	h.ocarroll@auckland.ac.nz
Tai Tokerau Library	Cherie Tautolo ext 47013	c.tautolo@auckland.ac.nz

Software available for Postgraduate Students

- **SPSS and nVivo:**

Contact : Gemma McCue, IT Procurement Software Delivery Manager, Ph: (09) 373 7599 ext: 88351

Email: g.mccue@auckland.ac.nz

SPSS users will need to complete the *SPSS Terms of Use Form* available at

<http://www.cad.auckland.ac.nz/index.php?p=pasw>

- **EndNote X5:** Information on downloading EndNote X5 can be found at

<http://www.library.auckland.ac.nz/endnote/endnote.htm>

- **Software available on the Information Commons computers** can be found at:

<http://www.information-commons.auckland.ac.nz/?page=software#epsom>

Student Services

[Note: In addition to the information in this section, students enrolled at Manukau Institute of Technology (MIT) should access information on **Student Support** at <http://www.manukau.ac.nz/student-services/student-affairs2/student-life/student-support> and information on **Student Experience** at <http://www.manukau.ac.nz/student-services/student-affairs2/student-experience>]

Academic Success Centre

The Academic Success Centre (ASC) is an umbrella term for all the student support services in the Faculty of Education. ASC is located in N Block (N321), opposite the Practicum office. Some of the student support staff are located in this area, while others are located in other parts of the campus.

ASC is also an area in which students can work. There are 12 computers, all with internet access and there are a number of tables set up where students can work collaboratively.

Centre for Academic Development - Student Learning (SL) (Tā te Ākonga)

Student Learning caters for the learning needs of all students. We help with the transition to university study, and to postgraduate studies and research. We are committed to helping students become effective, independent learners.

Assistance Provided:

Student Learning staff promote the acquisition of academic skills through a programme of workshops run throughout the semester and during semester breaks.

Student Learning tutors can provide individual tutorials where appropriate and we also offer a range of printed and on-line study-related resources. Flexi students can access help and resources online.

Student Learning provides services at the Epsom and Tai Tokerau campuses, specifically for students of the Faculty of Education.

Student Learning also has offices at the City and Tamaki campuses; students can use any of these services.

Workshops designed specifically for postgraduate students at Epsom Campus include topics such as: writing literature reviews, formatting and compiling your thesis, introduction to SPSS v19, what makes a good thesis, working with Pasifika communities, APA referencing, and writing research proposals. SL staff are happy to receive requests for specific workshops. The City campus has a full workshop programme for sub-doctoral postgraduates. For more information on all workshops, and to book online, see the SL website: www.sl.auckland.ac.nz or subscribe to our email list by emailing us.

Contact: Hilary van Uden (Team Leader) (09) 623 8899 ext 46316 or Dr 'Ema Wolfgramm-Foliaki (09) 623 8899 ext 48632 or email us: slcepsom@auckland.ac.nz

Location and Hours: Room N321, N block, Epsom campus, 9.00am to 5.00pm Monday to Friday

Counselling

Counselling offers an opportunity to talk to someone who will listen without criticism. It is also totally private and by its very nature can relieve stress. Counsellors work with individuals, couples and families. Our counselling service is free to all students of the faculty. All information and contact details for Epsom and Tai Tokerau campuses is available at www.education.auckland.ac.nz/uoa/counselling

Faculty of Education students enrolled at Tamaki campus can access counselling from either the Epsom campus or the City campus. Information is available at <http://www.auckland.ac.nz/uoa/cs-counselling-services>.

Faculty of Education students enrolled at Manukau Institute of Technology can access the Health and Counselling services at that campus. Information is available at <http://www.manukau.ac.nz/student-services/health-and-counselling>.

Education Student Centre

The Education Student Centre within the Faculty of Education is the hub for all student administration. It manages student inquiries, admission, and enrolment matters, in close consultation with programme leaders, teaching staff and the central university administration. The Education Student Centre is located in A Block on level 1 and is divided into two operational teams.

- The Initial Teacher Education Team is responsible for all Foundation Certificates, Degrees and Graduate Diploma in Teaching programmes.
- **The Postgraduate and Social Work Team is responsible for other Graduate programmes, along with Postgraduate Certificate in Professional Supervision, Postgraduate Diplomas, Honours Degrees, Masters Degrees.***

You can contact the Education Student Centre via email education@auckland.ac.nz or by telephone on 0800 61 62 63. If your inquiry relates to courses or programmes on our Manukau campus, you can telephone them directly on (09) 968 8765 extension 7361.

The mailing address is: Education Student Centre, Faculty of Education, The University of Auckland, Private Bag 92602, Symonds Street, Auckland 1150.

* **Doctoral (PhD and EdD) information** is available at www.education.auckland.ac.nz/uoa/doctoral-programmes

Health Services

University Health offers general practice consultations for students. All information is available at www.education.auckland.ac.nz/uoa/student-health

Faculty of Education students enrolled at Manukau Institute of Technology can access the Health and Counselling services at that campus. Information is available at <http://www.manukau.ac.nz/student-services/health-and-counselling>.

Outreach Co-ordinator for Students with Disabilities

The Faculty of Education, The University of Auckland, welcomes all students who have a disability or impairment, both temporary and permanent. Please contact Rebekah Williams to discuss your support needs. There is a wide range of support available eg notetakers, NZSL Interpreters, special exam conditions and adaptive technology.

Contact: *Rebekah Williams (Co-ordinator) 09 623 8899 ext 48459, email r.williams@auckland.ac.nz mob 021 538 772.*

Manukau Institute of Technology Disability Support

Information on Disability Support for Faculty of Education students enrolled at MIT is available at <http://www.manukau.ac.nz/student-services/student-affairs2/student-life/disability-support>

Supporting Pasifika Students for Success

Pasifika Success is managed by the Associate Dean (Pasifika) and run by a support team of tutors and mentors. Pasifika Success is located downstairs in N Block, Level 2, at Gate 4, 60 Epsom Avenue, Epsom
Office Hours: Monday-Friday 8.00am – 4.00pm. After hours access is available.

Further information and contact details are available at www.education.auckland.ac.nz/pasifika-success

Te Korowai Atawhai | Support for Māori students

Te Korowai Atawhai is a kaupapa driven and inclusive service that offers pastoral support, academic support and student space.

Contact: Rochai Taiaroa

Kai Manaaki/Māori Student Support Co-ordinator (Ngai Tahu, Ngati Raukawa, Ngati Kahungunu)
E Block, Room E7

Phone: 09 623 8899 ext 46388

Email: r.taiaroa@auckland.ac.nz

Te Korowai Atawhai Student Space: E Block Room 4.

Further information is available at www.education.auckland.ac.nz/te-korowai-atawhai

GENERAL INFORMATION

Campus Maps and Campus Information

For maps and information on the Epsom, Tai Tokerau, Tamaki, Manukau and City campuses visit <http://www.education.auckland.ac.nz/uoa/home/about/our-faculty/campus-location>

Emergency Contacts

- **Epsom and Tamaki**

Red Emergency Phones are located at sites on campus at Epsom and Tamaki and have full instructions for use.

From other phones the following instructions apply:

Dial **1** then **111** and ask for **Ambulance, Fire or Police**

Then call SECURITY on 966 (from any internal phone) or 0800 373 7550 if not calling from internal phone.

Non-urgent Security Assistance dial 85000 (from any internal phone) or (09) 373 7550 or 0800 373 7550 to contact The University Unisafe/Security office which operates 24 hours.

- **Tai Tokerau**

Dial **1** then **111** and ask for **Ambulance, Fire or Police**

Then call Te Tai Tokerau campus (09) 470 1000 – during work hours
Sutherland Security Ltd (09) 438 8396 – after hours

- **Manukau Institute of Technology Campus Security**
Information on MIT Campus Security is available at
<http://www.manukau.ac.nz/student-services/campus-security-services>

Epsom Café

Epsom Café in K block is open 7.30am – 4.00pm Monday – Friday (the café may close earlier in semester breaks). The Café will reopen from 7 January 2013.

Postgraduate Common Room

The Faculty's postgraduate students are invited to use the Staff and Postgraduate Common Room in A block, level 2, room A201.

Study Space for Masters Research Students

Y Block provides study space, computers, wifi, printers and phone for students enrolled in Masters research programmes. Those students wishing to have access to Y block should contact Keitha Shalley k.shalley@auckland.ac.nz or phone (09) 623 8870. Application documentation must be signed by the Associate Dean (Postgraduate).

Transcribing Services

For information on transcribing services available for postgraduate students and staff contact Keitha Shalley k.shalley@auckland.ac.nz