



Cloud over Kaikoura Range. 2016. Photo Credit Sam Taylor-Offord

**GRADUATE STUDENT HANDBOOK 2019**  
**SCHOOL OF GEOGRAPHY, ENVIRONMENT AND**  
**EARTH SCIENCES**  
**TE KURA TĀTAI ARO WHENUA**



## MESSAGE FROM THE HEAD OF SCHOOL



Nau mai, haere mai ki te Kura Tātai Aro Whenua – Welcome, if you are new to the School of Geography, Environment and Earth Sciences at Victoria University of Wellington. To returning students, welcome back!

Our School works at the interface between people and the planet, to understand critical issues facing us all: climate change, environmental pollution, energy supply, food security, inequality, natural hazards, and how we work together to build a better future. We are passionate about understanding the natural world and our place in it, and about building the evidence base for sound policy-making.

Graduate-level study is the opportunity to really engage in some of the pressing issues confronting us, to delve deep into topics that fascinate you, to become expert in scholarship, and in communicating your expert knowledge. Graduate students really are critical to our research and teaching effort, so we are especially pleased to see you among us.

To maximise the graduate student experience, it's important to know how the place ticks, what specialised equipment we maintain, who is responsible for what, and who to talk to for assistance. If you have a question or a problem, this handbook is the first port of call. The School Office staff are there to assist if you can't find a ready answer.

If you have a problem with your research, talk first to your supervisor(s). Failing that, our Graduate coordinator can likely help. Otherwise, you can contact the Faculty Office, or the Associate Dean for Post-Graduate students.

On behalf of the School, I wish you all the best with your studies: good luck!

*Professor James Renwick*  
*Head of School, Room CO309*  
*04 463 4719*  
[james.renwick@vuw.ac.nz](mailto:james.renwick@vuw.ac.nz)

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# PART 1 - GENERAL INFORMATION

## POSTGRADUATE STUDY AND UNIVERSITY LIFE

### THE CHALLENGES OF GRADUATE RESEARCH

Unlike most of your undergraduate work, graduate research requires independent study with few well-defined guidelines. Research involves working on the interface between your original data and the realm of published literature. Some students struggle at the start, that's where support from staff and your fellow students will be vital.

As a graduate student from Victoria you will learn to manage your time well, and meet deadlines, think independently and creatively and, while doing original research, you will gain experience in understanding and synthesizing other researchers' work. A huge part of graduate work involves communicating your results and ideas clearly to others - orally, graphically and in the written text. Distinguishing between important and unimportant material, focusing in on the facts that are pertinent to the questions you are addressing, and wanting your audience to understand are important skills to learn.

### THE POSTGRADUATE EXPERIENCE

Being a postgraduate student will challenge you both academically and often personally. For some, postgraduate study will mark the start of a future academic career, for others it will involve developing new skills, or exploring a particular interest. Whatever the reason, the multidisciplinary nature of the School of Geography, Environment and Earth Sciences will provide you with a broad choice of future careers. Higher degree study is an individual process, with no two students covering exactly the same ground. For this reason, it's important to build networks and seek avenues of support.

### VICTORIA UNIVERSITY VALUES AND ETHOS

Victoria University is committed to developing a strong research culture and postgraduate students are a vital part of that commitment. As a postgraduate student you are expected to conduct yourself, and your research, in a manner that conforms to the values of the University and contributes to its academic goals. The University, for its part, endeavours to create and maintain a safe and academically stimulating environment for its postgraduates. The Victoria University community strives at all times to achieve excellence in teaching, learning and research, while maintaining the highest possible standards of academic integrity. It is committed to ensuring that you are given the opportunity to fulfil your academic potential, to promoting equity and to acting in accordance with the principles of Te Tiriti o Waitangi.

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## COLLEGIALITY

The School recognises that an important part of the postgraduate experience is the opportunity to interact with academic colleagues and your fellow students within a supportive and convivial learning environment. You will find that active participation in the intellectual life of the School is a useful way to forge social and academic bonds, and to lessen any sense of isolation that you may feel from time to time. Attendance at, and participating in, School research seminars is strongly encouraged.

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## APPROPRIATE CONDUCT IN RESEARCH

As a postgraduate student you are expected to conduct all research in an honest, academically responsible and ethical manner. The University treats academic misconduct extremely seriously and has provisions for dealing with such cases. Academic misconduct includes the fabrication or falsification of data, plagiarism, the misleading ascription of authorship, the intentional infringement of guidelines released by the University's Human Ethics, or any other research or academic practice that brings or is likely to bring the University into disrepute. If you are in doubt about what is or is not appropriate, seek advice from your supervisor or another academic. More information can be found in the VUW policy:

<http://www.victoria.ac.nz/documents/policy/student-policy/student-conduct-statute.pdf>

## ORGANISATION OF THE SCHOOL

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### THE HEAD OF SCHOOL

The School is run by the Head of School, a senior academic who is responsible for all aspects of School activity. This is currently Professor James Renwick. For PhD students, James is normally your administrative supervisor. He is available to talk through any issues you have. It is best to make an appointment through the School Manager – Monika Hanson, or the Postgraduate Administrator – Miranda Voke (contact on page 8). In the absence of the Head of School his duties are taken over by the Deputy Head of School.

Head of School: James Renwick  
Email: [james.renwick@vuw.ac.nz](mailto:james.renwick@vuw.ac.nz)

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### THE ADMINISTRATION TEAM

The Administration team of Miranda Voke, Emma Fisher, Emily Brook, and Steff Marinus are led by the School Manager, Monika Hanson. In addition to your supervisor, these people will be your main point of contact within the School. Miranda, Emma, Emily, and Steff are in the front office CO311. They will try to answer all your basic enquiries and if they can't help they will point you in the right direction.

## THE ADMINISTRATION TEAM



### Monika Hanson – School Manager

Monika is the Manager of the Administration Team and manages the daily running of the School. This includes the School's financial management (operating, capital and external research funds). Monika also oversees the planning, allocating and managing of School resources, human resources and management reporting.

Room CO310

Email: [monika.hanson@vuw.ac.nz](mailto:monika.hanson@vuw.ac.nz)

Phone: (04) 463 5345



### Miranda Voke – Postgraduate Administrator

Miranda is the admin contact for all postgraduate student administration. You should come to her with any queries, or issues surrounding your study. She will endeavour to help you through your responsibilities year round, as well as making sure you are well equipped to manage your postgrad study. She will be your first point of contact.

Room CO311

Email: [miranda.voke@vuw.ac.nz](mailto:miranda.voke@vuw.ac.nz)

Phone: (04) 463 6108



### Steff Marinus – Programme Administrator Earth Science

Steff looks after our Earth Sciences undergraduate students, school room bookings, email lists, Earth Science seminars and creates the school newsletter the *Cotton Rag*. Steff is also the Programme's disability support contact person and Wellbeing Coordinator.

Room CO311

[steff.marinus@vuw.ac.nz](mailto:steff.marinus@vuw.ac.nz)

Phone: (04) 463 5337



### Emily Brook – Programme Administrator Geography

Emily looks after our Geography undergraduate students, school room bookings, email lists, Geography seminars and co-edits the monthly school newsletter the *Cotton Rag*. Emily is also the Programme's disability support contact person.

Room CO311

Email: [emily.brook@vuw.ac.nz](mailto:emily.brook@vuw.ac.nz)

Phone: (04) 463 6158



### Emma Fisher – Operations, Finance and HR Administrator

Emma is the person to talk to about employment contracts, timesheets, expense claims and travel bookings. Emma will also be able to help you with research grant expenditure.

Room CO311

Email: [emma.fisher@vuw.ac.nz](mailto:emma.fisher@vuw.ac.nz)

Phone: (04) 463 5346

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## THE TECHNICAL TEAM

The technical team, led by Kosta Tashkoff, are the people that you deal with if you need to use any of the school's laboratories, carry out field work, or access our computer facilities.

### THE TECHNICAL SERVICES TEAM



*Kosta Tashkoff - Manager, Technical Services*

Kosta Tashkoff is the Manager of the Technical Services team who run the laboratories and oversee the school field stations. Kosta manages and monitors the laboratory budgets, purchase orders, vehicle bookings, loan equipment, building/lab access and deals with health and safety matters. Kosta assists with the allocation of computers within the School. If there are any repairs that need to be carried out in the labs please see Kosta. He is also the School's Safety Officer.

Room CO307

Email: [kosta.tashkoff@vuw.ac.nz](mailto:kosta.tashkoff@vuw.ac.nz)

Phone: (04) 463 6013



*Dez Tessler – Field Technician*

Dez attends to the School's field equipment and assists with field research and field trips. He provides assistance in surveying and data reduction. Dez is also responsible for taking care of the School's offsite storage.

Room CO318

Email: [dez.tessler@vuw.ac.nz](mailto:dez.tessler@vuw.ac.nz)

Phone: (04) 463 6512



*Ningsheng Wang – Senior Technical Officer- Luminescence Laboratory*

Ningsheng manages the School's Luminescence laboratory and she is the person to contact about luminescence dating.

Room CO414

Email: [ningsheng.wang@vuw.ac.nz](mailto:ningsheng.wang@vuw.ac.nz)

Phone: (04) 463 6127



*Cassandra Trinh-Le – Technician Geophysics*

This position takes care of the Geophysics Field equipment and provides assistance in measurement. They also take care of the offsite storage.

Room CO318

Email: [cassandra.trinh-le@vuw.ac.nz](mailto:cassandra.trinh-le@vuw.ac.nz)

Phone: (04) 463 6470



*Fiona Tuckett - Technician – Petrology*

Fiona manages the Thin Section Laboratory. She prepares thin sections of rock for study under the microscope and electron microprobe for both student and staff research projects.

Room CO319  
Email: [fiona.tuckett@vuw.ac.nz](mailto:fiona.tuckett@vuw.ac.nz)  
Phone: (04) 463 5492



*Andrew Rae - Technician - GIS*

Andrew looks after the GIS Laboratory and he also assists in the use of GPS and surveying equipment. He maintains and supports collections in digital form and develops online databases for GIS.

Room CO502  
Email: [andrew.rae@vuw.ac.nz](mailto:andrew.rae@vuw.ac.nz)  
Phone: (04) 463 6470



*Aleksandr Beliaev - IT Administrator*

Aleksandr manages the UNIX server including Operating System upgrades and patches. He configures desktops to run the Mac Operating System and Linux. Aleksandr installs and maintains key software as well as managing the user accounts with open directory and idap. He also looks after system backups and our high performance computer.

Room CO502  
Email: [aleksandr.beliaev@vuw.ac.nz](mailto:aleksandr.beliaev@vuw.ac.nz)  
Phone: (04) 463 6470



*Luisa Ashworth – Analytical Facilities Technician*

Luisa works with the Geochemistry manager to look after the Schools Analytical Facilities which includes the Geochemistry Labs, Cosmogenics Laboratory, and the Rock Crush facility.

Room CO414  
Email: [luisa.ashworth@vuw.ac.nz](mailto:luisa.ashworth@vuw.ac.nz)  
Phone: (04) 463 6402



*Jane Chewings – Senior Technical Officer*

Jane manages the Sedimentology, Water Quality and Palynology Laboratories. She looks after the Core facility and Cool Room. She also assists field courses and data collection by staff and students.

Room CO319  
Email: [jane.chewings@vuw.ac.nz](mailto:jane.chewings@vuw.ac.nz)  
Phone: (04) 463 6192



*Bruce Charlier – Geochemistry Laboratory Manager*

Bruce manages the Schools Analytical Facilities which includes the Geochemistry Lab.

Room CO408

Email: [bruce.charlier@vuw.ac.nz](mailto:bruce.charlier@vuw.ac.nz)

Phone: (04) 463 5865

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## THE SCHOOL'S COMMITTEES

### BOARDS OF STUDY

Each academic programme within the School – Geography and Earth Sciences are overseen by a Board of Studies. The board consists of all academics associated with teaching the programme, often with input from student representatives. The boards are chaired by their respective Programme Directors.

### RESEARCH COMMITTEE

The School's Research Committee comprises academic staff from throughout the School and the Antarctic Research Centre and is convened by Dr Kevin Norton and Prof Tim Little. The Committee's tasks that affect you directly include:

- ranking Faculty of Science Strategic Research Grant applications
- reviewing PhD applications in conjunction with the Faculty of Graduate Research
- evaluating and approving PhD proposals
- disseminating information on research opportunities and achievements within the School on a regular basis through EXEC and the School's newsletter

### POSTGRADUATE REPRESENTATIVES

The School of Geography, Environment and Earth Sciences has a postgraduate representative who sits on the monthly School Exec meetings. There are also postgraduate representatives who sit on the Geography and Earth Sciences Boards of Studies meetings. The primary role of these representatives is to advocate on behalf of postgraduate students.

If you have queries, or matters of concern related to your postgraduate study experience within the University, contact details of the representatives are available from the SGEES administration team.

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## GRADUATE CO-ORDINATORS AND PROGRAMME DIRECTORS

The Graduate Co-ordinators are Warwick Murray (T1) and Sara Kindon (T2) for Human Geography, Kevin Norton for Physical Geography, Mairéad de Róiste for GIS, Colin Wilson for Earth Science, and Martha Savage for Geophysics. The Environmental Studies Graduate Programme is co-ordinated by Ralph Chapman and the Development Studies Graduate Programme is co-ordinated by John Overton. If you have any difficulties and you can't approach your supervisor about them, Graduate Co-ordinators are the first people you should consider contacting. You can also speak to the Programme Directors, Rewi Newham for Geography or Cliff Atkins for Earth Sciences.

## PART 2 - DEGREE INFORMATION

### POSTGRADUATE DEGREES OFFERED BY THE SCHOOL

The School offers different types of postgraduate degrees; Graduate Certificate, Postgraduate Diploma in Science, Honours, Master's and Doctor of Philosophy.

Most postgraduates in the School are completing various Master's degrees. Most of the information provided here is aimed at them. Nevertheless, all postgraduate students should find the information included here useful.

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#### THE HONOURS DEGREE

In many subjects, a Bachelors degree is considered insufficient for professional employment. To cap off the Bachelor's degree and prepare for employment or further study, some students elect to take the one-year, full time, Honours degree. All Honours degrees are made up of course work (in most cases the same courses as are available to the Master's students) and a small research project.

An Honours degree requires one year of full time study. It is possible to complete the BA/BSc (Hons) part-time over two years. Applications for part-time study are made on the enrolment form obtainable from the Science Faculty Office.

An Honours degree is a big commitment but can be rewarding, offering a taste of advanced learning and research. At the end of the degree a student may enter into employment or continue graduate study at a more advanced level.

#### CHANGING FROM HONOURS TO MASTER'S

Once enrolled in the Honours degree you may, under exceptional circumstances, apply to be transferred to the Master's programme, but you should be aware that this change is far from automatic.

Applications are made on the Change of Course form obtainable from the Science Faculty Office. Students intending to transfer must apply before the closing date for receipt of applications from returning students for the following year.

#### SUBMISSION OF HONOURS RESEARCH PROJECT

Deadlines specified by each discipline within the School are set each year for submission of drafts and final report of the Honours research project. These deadlines are announced early in the teaching year and must be adhered to.

Drafts and final reports must be typed, and conform to the format specified by each discipline. It is your responsibility to produce two unbound copies of the final report. You must then submit an electronic copy to your supervisor and the Postgraduate Administrator, Miranda Voke.

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## THE MASTER'S DEGREE

The School offers several types of disciplinary based Master's Programmes:

- Master of Science
- Master of Geographical Information Studies
- Master of Development Studies
- Master of Environmental Studies
- Master of Environmental Sciences
- Master of Meteorology
- Master of Arts in Geography
- Master of Climate Change and Science Policy

The exact rules for completing each of these vary slightly from discipline to discipline and the information given below should be read in conjunction with information you receive from your chosen disciplines. Students who enter a Master's Degree directly from a Bachelor's degree will spend one year (fulltime) completing Master's Part 1 (course work, the Honours component) and one year (fulltime) completing Part 2 (research/thesis). A student entering Master's after completing an Honours Degree will only need to take Part 2 (research/thesis). They are said to be taking Master's by thesis.

### MASTER'S PART 1

The Master's Part 1 consists of 120 points of postgraduate coursework. It is important that you are aware of the assessment and structure of each course as well as the timing of assignment deadlines. Late assignments will result in penalties such as lower grades.

All disciplines within the School require students to take a Research Methods or Research Preparation paper. These courses are co-taught by several members of staff and involve both lecture and workshop content. Seminars cover a variety of topics relevant to planning and conducting research. The research preparation courses usually run in the second trimester and are important for preparing students for their research projects. Often – but not always – the research methods paper involves work on a research proposal which is required by all students for entry into Master's Part 2.

### MASTER'S PART 2

Progress into Master's Part 2 is *not* automatic. It depends on:

- Performance in Part 1: a B+ average is normally required. You will also need to demonstrate an aptitude for research
- Acceptance by a supervisor
- Presentation of a research proposal

If you are unable to progress into Part 2 – you may, depending on your grades, be awarded a Postgraduate Diploma in your discipline. Decisions about progression are made towards the end of the Part 1 year.

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## DECIDING ON A RESEARCH TOPIC - MASTER'S PART 2

It is important to think carefully about the topic for research.

When deciding on a research topic you should take the following into consideration:

- Personal interests – work on a topic that you are really, really interested in. You are going to live and breathe it for a year and you need to enjoy your work
- Your academic background and training. A Master's Research Programme doesn't have a lot of time to expand your academic background
- Availability of resources. This can include financial, field, software, equipment and laboratory support
- Availability of supervision – is there a supervisor with a similar interest? Quite correctly supervisors will, in general, not supervise students outside of their fields of expertise/interest
- The scope of Master's research (is your topic compatible with the length and scope of a Master's thesis) – this is something that your supervisor can assist you with
- Field work – will your project require any field work? Can the School support it? How will you fund it?
- Ethical considerations – research projects that deal with human subjects will need approval from the University's Ethics Committee. Your supervisor and the School's Ethics Officer will help you through this. The basic details can be found here <http://www.victoria.ac.nz/research/support/research-office/ethics-approval/human-ethics>
- The Health & Safety requirements and forms that must be submitted and approved

As you carry out your research it is almost certain that your ideas will change. As a result you may find the focus of your research shifts. This is a normal part of the research process and your supervisor will help you through the period of adjustment.

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## RESEARCH PROPOSAL - MASTER'S PART 2

As noted above, entry into Part 2 of the Master's programme requires all students to submit a research proposal. Exact details of the submission process and the scope of the proposal vary across the School, and will be explained to you in separate discipline meetings. Depending on your course and topic, your research proposal may include some or all of these:

- Title of the study (working – this can be changed later on)
- Introduction/justification of the research - what is your topic? Why are you going to spend a year or more of your life studying it?
- What is the significance/relevance of the topic?
- Research aims and objectives – what do you hope to accomplish in your research?
- Background to your study - brief literature review to put your research topic into context
- Theoretical framework – how does your project relate to key concepts, ideas and debates in the field?
- Location - the site of your research if it involves field work and why that particular locality is important
- The Health and Safety forms required
- Research methodology - how the research will be conducted and why these methods are appropriate, which lab and research facilities will be required
- Ethical considerations (if applicable)
- Treaty of Waitangi considerations (if applicable)

- Timetable – list all your milestones
- Budget – how are you going to fund the work?
- Anticipated problems or limitations and how you may overcome them
- References: articles that you referred to

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### SIGNIFICANTLY CHANGING YOUR RESEARCH TOPIC

Once you are enrolled and your research is underway, a request for a *significant* change to a topic will need to be approved by your supervisor in consultation with the appropriate Programme Director. If necessary, the Head of School and Associate Dean – PG Students may become involved. Approval is not an automatic process; the Programme Director will need to be convinced of the need to change. However this approval must be granted before any work on the revised topic commences.

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### APPOINTMENT OF A SUPERVISOR

The selection of a supervisor for graduate research is one of the most important decisions you will make in your graduate career. All Master's students will need at least one academic supervisor although many students have two. You will be working closely with your supervisor(s) – and it's important that some sort of rapport be established. If possible try to talk to a number of potential supervisors.

Your supervisor (or where there is more than one supervisor, the primary supervisor) must be a member of the Victoria University academic staff (Professors or Lecturers). In exceptional cases, the Associate Dean – PG Students may give approval for those holding other positions (such as Research Fellows) to act as principal supervisors. Once the project is underway, you are NOT limited to discussing your work with your supervisor. Although your supervisor will be most familiar with your work, valuable feedback may be obtained from other academic staff within (or even outside) the School.

Your supervisor will be very helpful when your work is in the early draft stage - so make sure your supervisor receives drafts with sufficient time available for them to provide comment. You should negotiate deadlines with your supervisor, but once set, it is your responsibility to meet them.

Below are some points to consider when deciding on a potential supervisor.

- Is the topic or area of investigation appropriate to the proposed supervisor?
- Does your style of working fit well with the proposed supervisor? (i.e. do you prefer someone who allows you to work independently or someone who gives you more feedback?)

The School has a large postgraduate population and many potential supervisors are in strong demand. Workload will be an important consideration when an academic is considering taking you on as a postgraduate student.

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### APPOINTMENT OF AN EXTERNAL SUPERVISOR

In some cases, it may be appropriate for someone from outside the University to be appointed as a secondary supervisor. In these cases, your primary supervisor, who is always from Victoria University, will inform the Science Faculty, and also Miranda Voke in the office, who will complete the required forms to be sent to the Faculty of Graduate Research for approval. Where an external party is involved in supervising a student, the relationship must be made the subject of an agreement between the University, the student and the external party before the project commences.

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## SUPERVISORS' RESPONSIBILITIES

A Master's research supervisor provides general support and fulfils the role of 'academic mentor'. It is the responsibility of supervisors to assist students to complete the research within an agreed timeframe. This includes taking reasonable steps consistent with available resources to:

*(a) provide a framework within which your academic work can take place by:*

- setting up a regular schedule of meetings with you (*no less than* once a month)
- reaching agreement with you on indicators of progress being made and dates for submission of interim and final reports
- providing you with regular and prompt feedback on progress (including written feedback on written work within an agreed timeframe)

*(b) providing you with academic guidance by:*

- providing scholarly direction
- offering you encouragement in your academic work
- ensuring that appropriate timetables for the completion of each phase of your work are established
- ensuring that you are given advice about style requirements and about the mechanics of presenting a thesis
- ensuring your compliance with any legal, professional, ethical or safety guidelines associated with the project
- identifying and helping you acquire any skills that you need for your research
- arranging with you how and when you will communicate if you or your supervisor are away from the University for an extended period of time

*(c) assess your progress by:*

- providing you with written reports as part of the one, three and eight month reports
- making you aware of inadequate progress or inadequate work and suggesting ways of addressing such problems

*(d) facilitate your administrative compliance by:*

- helping you to comply with all statutes and policies and other regulations and guidelines governing the administration of the degree you are working towards for example: field work and health and safety, suspensions, change of academic status and examination procedures
- organising the completion of your three progress reports (at one, three and eight months)
- aiding (where applicable) with applications to the University's Ethics committee

*(e) act as your guide to University facilities by:*

- encouraging you to take part in the life of the School by attendance at social and academic functions
- encouraging you to seek appropriate financial support for their project from either the University or external sources

*(f) introduce you to wider academic contacts by:*

- encouraging seminar attendance and presentation
- encourage conference attendance and presentation
- helping students make contact with other scholars in the field
- helping students publish their work

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## STUDENTS' RESPONSIBILITIES

Completing a Master's programme requires progressive development of skills, competence and confidence. **Students must take responsibility for independently pursuing their studies** with the guidance of their supervisors in a manner which develops their own intellectual independence. To achieve this:

*(a) you must plan and actively pursue your research:*

- devote sufficient time to your work and ensure that you achieve your milestones
- arrange and attend regular meetings with your supervisor
- reach agreement with your supervisor about indicators of progress being made and about the timing of the submission of appropriate written work, reports or research results

*(b) you should identify and deal with any problems:*

- take the initiative in raising with your supervisor any problems or difficulties with the project or its supervision
- be aware of the problem-solving mechanisms that the university offers to deal with any difficulties you encounter *and use them*
- you must become familiar with all relevant ethical guidelines for the conduct of research and ensure that the necessary approvals are obtained

*(c) you must comply with all administrative requirements:*

- become familiar with, and abide by, any statutes and policies that apply to your course of study
- adopt safe working practices at all times. You must comply with all occupational health and safety policies, particularly in the field (off campus) and within the laboratory. But don't forget that accidents can happen in your office as well!

*(d) give adequate notice of intention to submit:*

- give one month notice or longer to your supervisor of the expected submission date to allow for the appointment of examiners

*(e) take responsibility for the final form of the thesis:*

- you are solely responsible for the content, style, presentation, production and binding of your thesis
- you should make any amendments required by your examiners promptly
- accept final responsibility for the academic content of the thesis

*(f) participate in the intellectual life of the University and beyond*

- attend, and participate in, research seminars offered both within the School and in the broader intellectual community. This includes special interest groups such as the Geosciences Society, but also special public events organised around visiting speakers. Take the opportunity to attend social events arranged by the School or your peers – these are great opportunities to meet your fellow postgraduates and academics from across the School

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## REPORTING REQUIREMENTS

Master's students submit a one, three, and eight month progress reports. You will also be required to submit your research proposal after one month. The correct format and forms can be obtained from the Postgraduate Administrator.

These are joint reports, with comments provided by both you and your supervisor. The comments should be signed off by both parties. These reports are then reviewed by both the Head of School and the Associate Dean - PG Students.

It is important that these documents be a frank appraisal of your progress and assessment of the state of the relationship with your supervisor. They are also an opportunity to record any issues that are proving an impediment to your work. You and your supervisor can also record what steps are being taken to overcome these issues. They can also draw the Head of School's attention to any issues that need addressing at the school level.

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#### WHEN A SUPERVISOR TAKES EXTENDED LEAVE

If your primary supervisor is absent from the University for any longer than one month the Head of School, in consultation with your supervisor, will ensure that appropriate supervision arrangements are in place. If the supervisor's absence is due to research, study or conference leave, it is the responsibility of the supervisor to forewarn you and ensure appropriate supervision arrangements are in place for the duration of their absence.

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#### PROBLEMS WITH SUPERVISION

Sometimes difficulties may occur between you and your supervisor. These can develop for a variety of reasons and may involve differences of opinion or personality. When serious, these problems may prevent fruitful co-operation and slow down your work.

Supervisor/student issues should be addressed immediately. In the first instance, you should discuss the matter with your supervisor. If, for any reason you feel that you can't discuss the matter with your supervisor, or if you feel you would like additional guidance and support, the following people are also available:

- Postgraduate Administrator (Miranda Voke)
- your other supervisor (if you have one)
- the Postgraduate Co-ordinator in your programme
- your Postgraduate Representative
- the Head of School (James Renwick)
- Postgraduate Students' Association (PGSA)
- Science Faculty Postgraduate Advisor (Patricia Stein)
- the Associate Dean - PG Students of the Science Faculty

You can also seek assistance from Victoria University of Wellington Students' Association (VUWSA). VUWSA's Student Advocacy Office will be able to offer advice and support and, if required, will raise the problem with appropriate people on your behalf.

In some cases, it may be appropriate to approach the Dean of the Faculty of Graduate Research, who acts as an independent arbiter of disputes and grievances.

Where informal channels fail, the University has formal procedures for dealing with a variety of grievances.

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## ENROLMENT AND EXTENSIONS

Master's thesis students are enrolled initially for 12 months full time or 24 months part time. Completion within this timeframe is expected. However in some circumstances, you may apply for an extension for up to 3 months pro rata, or longer in exceptional circumstances.

If approved, you will need to pay fees on a pro-rata basis for the extended period of enrolment. In addition to this, student levies are also required to be paid. You should apply for an extension within one month of the expiry of your period of previous enrolment.

All extensions need approval from both the Head of School and the Associate Dean - PG Students. To assist their decision making they will take into account your personal circumstances, the nature of the research project, and your supervisor's recommendations.

A form, available from Miranda Voke the Postgraduate Administrator, must then be signed off by your supervisor and the Head of School and returned to the Postgraduate Administrator or Faculty Office for approval by the Associate Dean - PG Students.

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## TEMPORARY SUSPENSION OF ENROLMENT

A suspension of your candidature for reasons such as ill health, bereavement etc, needs to be approved by both the Associate Dean - PG Students and the Head of School, but you must talk with your supervisor first.

A form, available from Miranda Voke the Postgraduate Administrator, must then be signed off by your supervisor and the Head of School and returned to the Postgraduate Administrator or Science Faculty Office for approval by the Associate Dean - PG Students.

On application, the Associate Dean - PG Students may grant a suspension of enrolment, measured in monthly increments for a period of not less than one month and not more than three months. During the period of suspension you are not expected to be present at the School nor have access to any resources.

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## CHANGE TO PART TIME ENROLMENT

If, at any time, you need to convert to part time status, you must talk about your reasons with your supervisors. If that is not possible then you should talk to the Graduate Co-ordinator of your programme. After discussion, if you still need to change to part time, an application must be submitted to the Science Faculty Office. You will need to supply evidence of your reasons for studying part time.

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## CONVERSION FROM A MASTER'S DEGREE TO A PHD

Under limited circumstances, it is possible for you to convert a Master's candidature into a PhD candidature provided that you have not yet submitted your Master's thesis.

Approval for the change must come from the School Research Committee (SRC) *and* the Faculty of Graduate Research (FGR). Such an application must have support from your supervisor and be made on the School/Faculty PhD Approval – Upgrade from Master's form.

The FGR requires that the following conditions be met:

- the supervisor/s must indicate that the topic can be extended in a manner suitable to provide a PhD project and confirm that the student has demonstrated the aptitude and level of competence required for PhD study, including English language proficiency
- the supervisor/s and the student must agree in writing the additional work to be undertaken and this document must be submitted with the application

In addition the SRC must confirm:

- that you are a suitable student to be transferred to a PhD – that is you have demonstrated excellence in research
- that your project can be extended in a manner suitable to provide a PhD project
- that adequate supervision is available, with an indication of who the new supervisory team will be (the supervisor/s of the Master's thesis will not necessarily remain on the PhD supervisory team)
- that adequate resources to support the research project are available
- that you are capable of producing a finished and mature research report. To demonstrate this, you will be asked to submit to the SRC an extended piece of writing based on your research that the SRC can read and evaluate. This may consist of a paper (published or ready for submission) or a research report. Your original research proposal is not acceptable

If the SRC is unable to recommend acceptance of the application to convert, it will inform the student, explaining why. The decision of the SRC not to approve a conversion is final.

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#### PERMANENT WITHDRAWAL

Any decision to withdraw permanently from a Master's programme should be made only after careful consideration of all the factors involved, and after discussion with your supervisor. If, after this, you decide to go ahead and withdraw you will need to submit a Change of Course form (available from the Science Faculty Office) with your supervisor's signature to the Science Faculty Office.

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#### CHANGING SUPERVISOR

In the majority of cases, you will continue to work with your supervisor until you successfully complete your Master's. However, there may be particular situations where a change of supervisor is seen as desirable or necessary. The primary consideration in changing supervisory arrangements should always be to allow the smooth progress of the research and the writing of the thesis in order to produce the best possible outcome for the student and the University. Where the supervisory team for a student is changed for reasons such as conflict between the supervisor and the student, the former supervisor may not be an internal examiner for the thesis.

Comprehensive guidelines for potential reasons for changing supervisor(s) and the process for changing a supervisor can be found at:

<http://www.victoria.ac.nz/fgr/current-phd/support.aspx#problems>

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#### ETHICS APPROVAL

If your research involves human subjects it must be undertaken on the basis of the informed consent of those being studied and in accordance with ethical principles. The University has a code of ethical conduct for the use of human subjects in research, to ensure that the rights of individuals and groups

who are the subject of research are protected. It also provides a degree of protection for you and your supervisor.

The University has a Human Ethics Committee, with a membership approved by the University Council, whose chief function is to review, approve and monitor any research proposal involving human subjects. You must read and discuss the Committee's guidelines with your supervisor to determine whether or not you need to apply for ethical approval. Any doubt in this matter may be referred to the Human Ethics Administrator from the Research Office: <http://www.victoria.ac.nz/research/support/research-office/ethics-approval/human-ethics>

## WHAT GOES INTO A MASTER'S THESIS?

A Master's thesis is the outcome of independent research and scholarship, conducted under supervision and has a value of 90 points or more. One of the principal objectives of Master's research is to introduce you to research at the frontiers of knowledge, and to train you in the relevant research techniques.

A person with a Master's degree from SGEES is able to:

- show evidence of advanced knowledge about a specialist field of enquiry or professional practice
- demonstrate mastery of sophisticated theoretical subject matter
- evaluate critically the findings and discussions in the literature
- research, analyse and argue from evidence
- work independently and apply knowledge to new situations
- engage in rigorous intellectual analysis, criticism and problem-solving
- demonstrate a high order of skill in the planning, execution and completion of a piece of original research
- apply research skills learned during the study programme to new situations

The research should be completed to internationally recognised standards and demonstrate that the graduate has a capacity for independent thinking. When completed to an appropriate standard, such a degree will prepare graduates for consideration for entry to doctoral studies.

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## WHAT EXAMINERS ARE LOOKING FOR

Here are some of the things that examiners look for in a Master's thesis:

- A clearly defined research topic and clear statement of the problem being investigated
- Consistency between the stated aims and goals of the thesis and its conclusions
- Use of appropriate methods of enquiry and clearly explained methodology
- Comprehensive background literature review displaying an ability to review the work of others, citing only references that are really necessary to make the case, with all references cited being listed at the end of the thesis
- Clearly articulated contribution to what is already known about the subject
- Links theory and literature with case study material
- Evidence of critical enquiry into a topic, including suitable empirical research and convincing analysis
- Clear presentation of results
- Quality of presentation including text, tables, maps, diagrams and referencing

- Attention to detail (this REALLY matters - figures without labels, incorrect figure numbers, references or page number errors detract from the overall credibility of the research)
- Quality of language, clarity and conciseness, simple and direct prose style with attention to grammar, syntax and spelling
- A well-structured thesis, with chapters and sections with relevant headings, and Appendices (if there is too much data to present within the body of the thesis)
- Logical ordering, structure and argument
- Honesty in results and discussion – it is okay if something didn't work as planned or results are confusing. That is the nature of research, but thinking about it and exploring it is a valid process. Having places where difficult points are glossed over or ignored suggests a lack of academic diligence
- Demonstration of flair and insight is especially valued by any examiners!

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### CONDUCT ON FIELD TRIPS

When dealing with people outside the School or University in the course of research you will be seen to be representing the School and the University. Good impressions will facilitate future contacts and co-operation. Often people who have helped you are keen to learn the outcomes of your research. In this respect the gift of a copy of your report or an executive summary may be appropriate. Please discuss any such proposal with your supervisor.

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### CONFIDENTIAL OR SENSITIVE MATERIAL

A thesis is a public document, subject to the scrutiny of academics and the general public. Applicants and their supervisors should consider at the outset of the project whether a proposal is likely to result in a request for withholding access to the completed thesis. You can speak to Miranda Voke the Postgraduate Administrator about applying to withhold access to your thesis if necessary.

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### PUBLISHING YOUR RESULTS

The publication of the results of your work is very strongly encouraged. As you write your thesis think about what could be published and discuss with your supervisor plans for publishing. Depending on your research topic, it may be appropriate to structure your entire thesis as a series of publications ready (or even published) chapters (see below).

There are some funds available to assist you in writing up your work for publication. Your supervisor will assist in any applications needed.

## YOUR THESIS

### WORD LIMIT

The Master's thesis policy states: for a 90 point thesis it should be around 25,000 and no more than 30,000 words, and for a 120 point thesis it should be between 30,000 to 40,000 words, no more than 40,000 words.

### LANGUAGE

Theses are normally written in English and must conform to proper standards of linguistic presentation. If your supervisors find that your thesis falls short of such standards, they may request that it be corrected before it is sent out to the examiners.

Students intending to write their thesis in Te Reo Māori should discuss this with their supervisor who will then contact the Head of School and the Associate Dean - PG Students.

### PHYSICAL APPEARANCE

Your thesis must meet the requirements of the [University Library](#). You should check formatting requirements carefully before the commencement of the writing process. Some of these are listed as follows:

- Good quality A4 paper should be used, with larger material (such as charts etc.) folded to conform to A4 format
- Lines must be at least 1.5 spaces apart, with a margin of at least 4cm on the binding side of the page, and at least 2cm on the remaining three sides
- Pages must be numbered consecutively and page numbers should appear on every page in a consistent position (the title page is not normally numbered)
- The thesis should be printed double sided
- Indented quotations may be distinguished from the main text by using single line spacing or a smaller font size
- The thesis must be in 12-point font
- For submission for marking, illustrative materials (such as maps, DVDs and CDs) may be submitted with the thesis. They must either be bound with the thesis or placed in a pocket inside the cover. Extensive or bulky material relevant to the thesis may be bound separately as an appendix
- For submission to the library any relevant appendices must be bound into the hard copy. Appendices on a CD may be attached in a pocket

## MUST HAVES

Theses must contain the following pages, each on a separate page:

- Title page (an example is shown to the right)
- Abstract – this should be less than 300 words (less than 200 for a 90 point thesis)
- Acknowledgements
- Contents – the thesis should be divided into chapters, which should be numbered and named
- References

Additionally, if you have figures, tables or plates, these should be listed separately after the contents page. Appendices should be listed in the contents page and come after the references.

<p>THE FULL TITLE OF THE THESIS</p> <p>(Student's Full Name)</p> <p>A thesis submitted to Victoria University of Wellington in partial fulfillment of requirements for the degree of Master of (subject area)</p> <p>School of Geography, Environment and Earth Sciences</p> <p>Victoria University of Wellington</p>
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## PUBLICATION READY CHAPTERS

In some disciplines you may be encouraged to present your thesis as a series of publication ready (or even published papers). This is perfectly acceptable and ensures that your important findings are placed in the appropriate literature as quickly as possible (ensuring that you get the credit and a head start for any application you make for higher study or employment!).

If you decide on this form of thesis there are some things to keep in mind:

- You must include a carefully constructed introduction that sets your work into context, and provides clear aims
- You should consider additional “not for publication chapters” to include material that is important for a thesis but not for a published paper
- A clear statement of authorship of all papers that have been or will be published with other authors. You must clearly set out your role in the published work
- A full conclusion bringing together the results of your papers and demonstrating how they address your research aims

## TABLES, FIGURES AND PLATES

All tables, figures and plates must be numbered and labelled in a consistent manner and referred to in the text. They may be embedded in the text or appear as a separate item on the next available page. In both cases the table, figure or plate must appear as soon after it is referred in the text as possible.

## CITATIONS

Start recording your references early - and in full. It is important that you conform to the citation conventions considered appropriate to your specific disciplines. The standard reference system for Science is Harvard. Some also use APA 5<sup>th</sup>. Please check with your supervisor if you intend to use a different system. Whatever system you choose – you **MUST** be consistent. The Library has a Referencing Guide page and should also be consulted early in the project. Go to:

<http://libguides.victoria.ac.nz/c.php?g=191240&p=1263543>

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## PLAGIARISM

The Statute on Student Conduct 4.2 (g) (iii) defines plagiarism as “the presentation of the work of another person or other persons as if it were one’s own, whether intended or not. This includes published and unpublished work, material on the Internet and the work of other students and staff.” The University treats plagiarism as an extremely serious example of academic misconduct and has systems in place to detect it.

Plagiarism is subject to disciplinary procedures under the *Statute* and serious instances may result in suspension from the University. Students have a responsibility to be aware of acceptable academic practice in relation to the use of material prepared by others, and for taking all steps reasonably necessary to ensure that no breach of acceptable practice occurs. For detailed information on what constitutes plagiarism and how to avoid it go to:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

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## PROOF-READING AND EDITORIAL ADVICE

Victoria University recognises that students undertaking Master’s degrees regularly have advice in the writing of their theses – from supervisors, advisors, friends and family, colleagues and sometimes from professional proof-readers. While the University accepts that such assistance is part of the research process, the fundamental principle that responsibility for the thesis belongs to the student must not be undermined. The Proof-reading and Editorial Advice Policy sets out the limits of what is acceptable practice. In particular, the policy states that *external* parties (i.e. those other than supervisors) may proof-read, but not edit a thesis. The distinction between proofreading and editing is outlined within the policy and can be found at:

<http://www.victoria.ac.nz/documents/policy/research-policy/proof-reading-and-editorial-advice-policy.pdf>

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## TIPS

In order to complete your research in the most efficient time possible, the following points may be useful:

- Look at some theses in your field to get ideas about scope, structure and style of presentation. Remember they will vary in quality – emulate only the best features
- Build up a file of important papers you come across, along with notes about the content and a full bibliographic reference for each. This will save you backtracking and having to search for the references later on. EndNote or an equivalent resource is useful for this
- Write as you go – start writing straight away. You can write a draft of introductory chapters of your thesis that review previous work on your topic early on. These can be amended later but writing them early on will help you organise your thoughts and plan your subsequent direction of work. It will also make it less daunting when you continue writing after you have conducted your research. You can also get more detailed feedback from your supervisor on your thoughts and the direction you are heading in

Save your work and keep a backup - It is essential to get into the habit of saving work to a cloud storage or other removable storage devices. This protects against the loss of material due to computer failure.

- Share your problems with fellow students and be willing to help them with theirs

- Keep going – there will no doubt be ups and down, but you will get there if you keep at it
- Make full use of the University support services – that is what they are there for
- Make sure you have regular breaks to stay healthy
- Talk to Miranda Voke, the Postgraduate Administrator if you have any concerns

## SUBMITTING YOUR THESIS

### DECISION TO SUBMIT THE THESIS

The decision to make an application for a thesis to be examined is yours - after consultation with your supervisor. However, the University has an obligation to examiners to take reasonable steps to ensure that any thesis sent for examination is complete and otherwise suitable for examination.

When you feel you are ready to submit, your work should be reviewed by your supervisor. Your final decision on when to submit should be based on feedback of this review.

You will need to be enrolled for a full three months prior to submission.

### WHEN A THESIS IS DEEMED NOT FIT FOR SUBMISSION

If your supervisor is of the opinion that the thesis is not suitable for examination he/she will recommend to the Associate Dean – PG Students that the thesis not be accepted. The reasons for non-acceptance will be given to you in writing and also passed onto the Associate Dean – PG Students. You can also make a submission to the Associate Dean – PG Students in support of your work.

After appropriate consultation, the Associate Dean - PG Students may decide that the thesis is indeed not suitable for examination, in which case you will be provided with the reasons for the decision and a list of changes you need to make prior to examination. You may appeal against this decision to the Dean of the Faculty of Graduate Research.

The following issues may result in your thesis not being considered suitable for examination:

- insufficient legibility, inadequate proof-reading or grossly inadequate English
- lack of an appropriate reference list/bibliography
- lack of an abstract
- lack of a table of contents
- lack of any other necessary formal requirement of a thesis; or
- failure to comply with the policy on length of theses

### SUBMISSION OF THE THESIS

You should submit **one printed and bound copy** and a PDF copy of your thesis. At this point the thesis may be bound in soft or temporary binding to allow for revisions and amendments to be made once the examination is complete, but the binding must be such that there is no risk of pages becoming detached. These go first to the Faculty Office where the student is required to complete some forms. The copy of the thesis should then be taken to the School's Administration Office on the 3<sup>rd</sup> floor of Cotton.

The Administration Team will arrange for your thesis to be sent to your examiners. Materials for binding are available in the School Administration Office.

Once you have submitted your thesis you will be required to give up your desk space and return your office key to the Postgraduate Administrator shortly afterwards. There are hot desk spaces available for student who are writing up academic papers or making corrections to their Thesis after the examination period.

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#### FORMS TO SUBMIT TO THE SCIENCE FACULTY OFFICE

The Science Faculty Office will provide you with:

- a 'Statement of Authorship' form confirming that the thesis is your own work, has been prepared specifically for this degree, and that it does not contain any work from another author (published or unpublished) that has not been appropriately acknowledged in the main text of the thesis.
- an 'Availability of Thesis' form to indicate that the thesis may be consulted, borrowed, copied or reproduced in accordance with the Library regulations. The University Human Ethics Committee Guidelines require that research be disseminated, and that knowledge be accessible both to the academic community and to the general public. Such consent may be delayed if the student has received the approval of the Dean of the Faculty of Graduate Research to have access to the thesis withheld for a limited given period of time (see the Withholding of Theses Procedure).

The Faculty Office will provide you with an exit questionnaire. This is very important to complete as it is an opportunity for students to give feedback on their Master's experience.

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#### WITHHOLDING ACCESS TO THE THESIS

All information held by the University is subject to the Official Information Act 1982, which operates on the principle that "information shall be available unless there is a good reason for withholding it." Valid reasons for nondisclosure might include a potential threat to local, national or economic security, to the maintenance of law and order or to the safety of any person, or if information contained therein were of a personally or commercially sensitive nature. In such a case, the student should apply to the Research Committee to withhold access at the outset of research, or as soon as the need for an embargo becomes apparent. The application must be supported by the supervisor and the Head of School. Students and their supervisors should be aware that under the Act, disclosure may be required if "in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available." See also Section 4.12.3 (c) of the Library Statute.

For more information see:

<http://www.victoria.ac.nz/documents/policy/research-policy/withholding-of-theses-procedure.pdf>

## THE EXAMINATION PROCESS

### APPOINTMENT OF EXAMINERS

Your thesis is examined by two examiners who are people with standing in the field of research that your thesis addresses. They will normally have experience of Master's supervision and examination. At least one of these examiners will be a member of the staff of another university or similar institution (the external examiner), and the other examiner will be a member of the Victoria University staff (the internal examiner). Examiners will not have played a supervisory role in your work. Your supervisor, the Head of School and the Associate Dean - PG Students are responsible for appointing your examiners.

### EXAMINATION

After your thesis is submitted to the school, a copy of the thesis will be sent to each examiner along with details of what is required. Consultation between examiners or between an examiner and either the student or the supervisor is prohibited until the reports have been submitted to the Associate Dean - PG Students.

Each examiner is asked to provide a report on the thesis and to recommend a grade. As a general rule, examiners are given one month to complete their assessment and return their report to the School. In some circumstances it may take longer than this but usually it doesn't exceed 3 months.

Where necessary, the examiners may suggest editorial changes before the thesis is accepted. If changes are required, the Programme Director or Postgraduate Co-ordinator will send you a letter outlining what is needed to bring your thesis up to the standard required by the examiners. You will also get your examiners reports – but not their suggested grades.

You and your supervisor should meet to discuss changes required. You have one month in which to make the changes. Let your supervisor and Miranda Voke know immediately if you are unable to meet this timeframe.

Once complete, send your corrected thesis – together with a memo outlining how you have addressed the examiners comments, back to Miranda Voke in the school administration office. The internal (VUW) examiner will review your changes and if everything is done, will recommend to the Graduate Co-ordinator that the degree be awarded. But you still have a couple of things to do before you get to put on the gown and graduate.

### RESUBMISSION

Examiners can recommend a resubmission. This is where the changes they require are so significant (well beyond simple typos) that you will need longer than one month to do the job. If this happens, you will get detailed instructions about what is expected, and you will have up to 6 months full time to complete the revisions and re-submit your work. Your thesis will be re-examined almost always by the same examiners. If you do have to resubmit your thesis only three grades are possible: C- D or E. Resubmission for a second time is not permitted.

Since resubmission entails a further period of supervision, you must pay fees for the time you are revising your work. The Science Faculty office will calculate the amount of fees that you will have to pay.

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#### PROCESS FOR DETERMINING THE FINAL GRADE

Once your programme's Postgraduate Co-ordinator has the OK from the internal examiner that your corrections have been carried out appropriately, he or she will set about determining the final overall grade for your Master's, then make a recommendation to the Associate Dean - PG Students who will let you know your result. To decide on a final grade, the Graduate Co-ordinator will look at the recommendations of your two examiners and, if you have taken Master's Part 1, the grades you achieved in your coursework.

In most cases this process is relatively straightforward. However, occasionally your examiners recommend significantly different grades. In this case, the Postgraduate Co-ordinator will discuss the situation with the examiners to see if they can come to some sort of agreement. If they can't agree, the Graduate Co-ordinator can request a report from your supervisor in light of the examiners' reports to help resolve any disagreement or ask an external referee to adjudicate.

The possible grades for your Master's are listed below.

<b>Grade</b>	<b>MSc/MBmedSc by Thesis; MDevStud, MEnvStud†</b>	<b>MSc/MBmedSc (with Honours)†</b>
A+	Distinction	First Class
A	Distinction	First Class
A-	Merit	First Class
B+	Merit	Second Class (Division 1)
B	Pass	Second Class (Division 1)
B-	Pass	Second Class (Division 2)
C+	Pass	Third Class
C	Pass	Third Class
C-	Pass	Third Class
D	Fail	Fail
E	Fail	Fail

The following table gives the breakdown of total grades

Pass/fail	Grade	Normal range	Midpoint	Indicative characterisation
Pass	A+	90%–100%	95	Outstanding performance
	A	85%–89%	87	Excellent performance
	A-	80%–84%	82	Excellent performance in most respects
	B+	75%–79%	77	Very good performance
	B	70%–74%	72	Good performance
	B-	65%–69%	67	Good performance overall, but some weaknesses
	C+	60%–64%	62	Satisfactory to good performance
	C	55%–59%	57	Satisfactory performance
	C-	50%–54%	52	Adequate evidence of learning
Fail	D	40%–49%	45	Poor performance overall, some evidence of learning
	E	0–39%	20	Well below the standard required
	K	Fail due to not satisfying mandatory course requirements, even though the student's numerical course mark reached the level specified for a pass, usually 50%. A student whose course mark is below 50 should be given a D (40–49) or E (0–39), regardless of whether they met the mandatory course requirements.		
Pass	P	Overall pass (for a course classified as Pass/Fail)		
Fail	F	Fail (for a Pass/Fail course)		

If you have completed a Master's by thesis that is only Part 2, you will be given a letter grade for your thesis and the class the degree can be awarded with distinction or merit the grades will correspond to the class of award as set out below:

Distinction	A+ or A
Merit	A- or B+
Pass	B, B-, C+, C or C-

You will not receive First Class, Second Class etc.

You can appeal your final grade by applying to the Dean of the Faculty of Graduate Research.

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## FINAL BINDING AND DEPOSITING YOUR THESIS IN THE LIBRARY

You are almost ready for graduation! All that remains is for you to submit your final hardbound thesis to the main University Library.

One hardbound copy and an electronic copy must be lodged in the University Library. Note that theses should be deposited into the Library before their cut-off date for the following Graduation ceremony.

Additional copies may be required for yourself, your supervisor or for outside organisations that have been of assistance in your research.

The easiest way to find a place to have your thesis bound is search for 'Bookbinders' in the Wellington area, or the area you are living in at the time.

There are three bookbinders in Wellington we can recommend:

**Andrew Rotherham at Bookbinding etc.**

*Bookbinding Etc.*

Level 1, 166A Cuba Street,

Wellington CBD

Phone: (04) 384 3119

[bookbindingetc2017@gmail.com](mailto:bookbindingetc2017@gmail.com)

[www.bookbindingetc2017.co.nz](http://www.bookbindingetc2017.co.nz)

**Modern Book Binding**, in Petone <http://www.bookbinders.co.nz/>

**Wakefield digital** <http://www.wakefields.co.nz/thesis-binding/wizard>

When you have completed all the paperwork – you are ready to graduate. Ceremonies are held in April/May and December. The Science Faculty Office will help to get you into the ceremony.

The school also holds a graduation morning/afternoon tea to which you, and your family are invited. At this function, you can introduce your friends and family to the academics and fellow students that you have worked closely with over the year/s and show them around the school. Dependant on the weather, the school leads a procession down to the Michael Fowler Centre for the graduation ceremony.

Invitations to these events are sent out prior to each ceremony.

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## DOCTORAL STUDENTS

*PhD - if you are a PhD student you should consult the Faculty of Graduate Research's website: <http://www.victoria.ac.nz/fgr/> which contains a great deal of information pertaining to that degree.*

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#### PHD STUDENTS TRANSFERRING FROM PROVISIONAL TO FULL ENROLMENT

When a PhD student initially enrolls their enrolment is considered to be provisional. The transfer to full enrolment requires the preparation of an acceptable full research proposal. Developed by the student, in conjunction with their supervisors, this should be submitted within 9 months of initial enrolment, and have a maximum length of 10 pages. This should be submitted to your Graduate Coordinator and Miranda Voke in the School office. The proposal will be formally reviewed by the Research Committee and your supervisors and takes 1-2 months. You will be sent comments from the reviewers via your supervisor, the Graduate Coordinator or Miranda Voke. Once your proposal is accepted, the Research Committee will authorise the transfer to full enrolment.

Please refer to the SGEES PhD Proposal Guidelines document on the School website here: <http://www.victoria.ac.nz/sgees/study/postgraduate-study/postgraduate-resources>

If there are problems with your proposal the period of provisional enrolment can be extended by three months. If at the end of this period the proposal cannot be made satisfactory, you may be asked to change to a Master's programme.

The candidate will be asked to provide a short (20-30 minute) seminar on their proposal to the school before full registration is approved.

## PART 3 - RESOURCES AND OTHER MATTERS

### SCHOOL RESOURCES AVAILABLE

#### MINIMUM RESOURCES AGREEMENT (MRA)

This University has an agreement with the [Postgraduate Students' Association](#) (PGSA) which sets out the minimum resources the University will provide for students writing a thesis (Master's or PhD). A full copy of the agreement is available at:

<http://www.victoria.ac.nz/fgr/current-phd/publications/MRA.pdf>

In SGEES, we strive to meet all our obligations that result from this agreement. However, due to space constraints and a large postgraduate population we sometimes can't always meet all of them, but we are more than happy to discuss any concerns with you.

#### OFFICE SPACE AND FURNITURE

As a full-time thesis student you have a shared student office to do your research. However, due to pressure on office space it's on a use it or lose it basis. If you use your allocated office space less than 30 hours a week you may be asked to relinquish it. Likewise if you are leaving the university for a significant length of time (for example if you suspend your studies or go away for a significant time doing field research), you will be asked to vacate your office. Master's Part 1 students will have access to a hot desk in a communal office. There are a limited number of lockers to store your gear in.

All thesis students will be provided with

- A lockable filing cabinet, desk drawer or locker
- Book shelves
- A shared pin-board and shared whiteboard (wall space permitting)
- A desk with adequate lighting
- An ergonomic chair
- Access to computer work-stations

Students who are waiting for their examination results will be asked to move into a communal "hot desk" office to free up space for new students.

Any PhD student who has handed in is able to remain using the school facilities for a period of time; please see Miranda Voke about this.

#### OFFICE SECURITY

Students should not keep valuables in their offices. A locked door doesn't guarantee security. The School does not cover any losses of valuables so you need to organise your own insurance where appropriate. If you are working late and there is an emergency or if you are concerned for your safety please contact Campus Care on extension 8888.

#### A NOTE ABOUT OFFICE ETIQUETTE

We realise that student offices are often gathering places for coffee, discussions and research and we don't want to stop this - it is part of being a student! However, please be thoughtful to students in surrounding offices – if you are making a noise please move your group to a more social place like Co 304 School tearoom, the Hub, Milk and Honey Café, Hunter Lounge or Wishbone. This is especially important if the student next door is in the last stages of writing up their project - a student with little sleep, a deadline looming and writers block is easily upset and not a pretty sight.

Please note that your office is NOT your flat – beds, sofas, refrigerators and microwaves are not permitted.

### ACCESS TO BUILDINGS AND KEYS FOR OFFICES

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You are entitled to 24-hour access to your office and other rooms associated with your project (e.g. labs). You will be supplied with keys by Miranda Voke on payment of a deposit of \$35 per key which is refunded when you return your key at the completion of your studies.

The deposit can be paid online at <https://pay.victoria.ac.nz/SGEES/menu>. A receipt will be emailed to the SGEES general email and you can collect your key from Miranda Voke in the School office (CO311) When the keys are returned and signed off by Miranda Voke, you will be given a key reimbursement form to fill out. The money will then be transferred back to the account you specify.

If you lose your key, you will then be required to pay another \$35 (which will be refundable).

### TELEPHONES

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Graduate students have free access to shared telephones for local calls. Each office has one phone available. This is mainly for your safety when working after hours – make sure that you know where the phones are in case you need them.

Please note that the school is charged business rates and all local calls cost 4c per minute so please keep your personal calls to a minimum. These phones can be set up for voice mail. Each phone has a pin number and this is generally the extension number. Press 21 then your pin number and then listen to the automated prompt messages. If you are unsure of the pin number please ask the administration staff to request that your pin number be reset through ITS.

There are also video conferencing facilities in the Antarctic Research Centre, Beacon Room. Please consult with Michelle Dow to book this.

### FAX AND MAIL

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Fax and mail can be used and accessed for research purposes only. Fax facilities are available in the Science Faculty Office on Level 1. If faxing out of the university remember to press 1. If within the university, only the 4 digit extension number is needed. Please ask to use your supervisors' office for any toll calls you may need to make. Outgoing mail that is research related can be placed in the external mail tray in the School administration office. Please include the Grant Research code for the parcel to be charged for on the courier slip.

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## COMPUTING FACILITIES

All students will have access to a networked computer with internet and email access.

### **ON NO ACCOUNT SHOULD YOU MOVE A SCHOOL COMPUTER.**

If a computer needs to be moved, contact Aleksandr Beliaev or Miranda Voke, who will arrange it.

PhD and Master's Students working for more than 30 hours a week on the Kelburn campus will be allocated a sole use desktop. Master's Part 1 students use shared computers in the communal office.

All thesis students will be provided with a staff account. To find out your login details, please see Miranda Voke in the School Administration Office. It is important that students ensure that their discipline specific information technology requirements are met. Miranda Voke will do her best to ensure you have a desk and machine to your specification. Students are encouraged to discuss their special requirements as soon as possible with Aleksandr Beliaev, CO502.

Students should be aware that use of the internet and storage is monitored by ITS.

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## USE OF PERSONAL LAPTOPS

For students with their own laptops, the University provides wireless access to the VUW computer network. Please contact the IT Service Desk in the VUW Library for help setting this up (ext. 5050). Please make it known to the Help Desk person that you are a "thesis student".

If you experience any problems, please contact the ITS service desk on ext. 5050. For security reasons please do not plug your internet connection from your personal laptop into the VUW network. For more information and to see where the wireless connection points are please see: <http://www.victoria.ac.nz/wireless/>

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## CONNECTING TO THE STUDENT PORTAL FROM OFF CAMPUS

Students with computers at home can connect to the student portal via the Internet, but must obtain their own Internet access from a commercial Internet Service Provider.

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## PRINTING

The School provides a subsidy for students printing and photocopying. This funding is provided to assist with research work associated with your studies; please do not use it for personal use. All Part 1 Master's' students are able to print to the printer in CO115/ CO113 from the computers in that room.

Master's thesis students and PhD's are given a staff account with access to one of the School's multi-functional devices (MFDs), located on all floors of the school. Please keep track of your usage, as you may be asked to pay for any excessive printing/copying. The School Manager will monitor your printing expenditure and will contact you if they have questions about your printing.

For students who are employed in the School as Sessional Assistants or Research Assistants, there is no function available to give you separate photocopying accounts for this work. In order to have some separation, for all photocopying that is employment related, please put in the course code or RA (Research Assistant) or SA (Sessional Assistant) in the document name. Or simply ask the staff member responsible for the course to arrange the printing or copying.

## LOAN EQUIPMENT

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The school has a supply of digital voice recorders and transcription pedals, a digital camera, laser pointers and field laptops that can be loaned out. See Dez Tessler if you wish to borrow these. The school also has two high quality video cameras that can be used by students. In addition we have access to two satellite telephones and a number of personal locator beacons, which will be available for field work.

Before using the cameras for the first time, you are required to have completed a training session. Note that Human Geography, Development Studies, and Environmental Studies students have first priority for use and, of course they are only to be used for research purposes.

## EMAIL ACCOUNTS

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Any thesis student will be provided with a staff user name and have access to staff email accounts both through a Victoria computer and offsite.

## SOFTWARE

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Standard supported software is provided to students. Foreign language input or statistical packages can also be installed by ITS onto any Victoria computer. Software available is listed on <http://www.victoria.ac.nz/its/student-services/default.aspx#serv29133>. Other specialized software that is required will be arranged by the school or obtained through packages available at the library.

## ENDNOTE AND ZOTERO

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EndNote is a tool which allows you to organise and keep track of your references, and easily insert them into your research documents as footnotes or a bibliography in any of a large number of citation styles. The Reserves Desk on Level 2 of the Central Library holds copies of Endnote which may be borrowed by students wishing to install the programme onto their personal computers. See Reserves Desk staff for details. Zotero is a free extension for the Firefox web browser that also enables you to organise your research material and generate references and bibliographies. The Library provides training and resources for both applications to help you get the most out of them and make your research easier. Details can be found at:

<http://library.victoria.ac.nz/library/research-and-study-help/endnote-and-zotero-training>

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## RESEARCH FACILITIES AND RESOURCES

SGEES has a number of lab and research facilities and resources available for postgraduate research. These include:

- Geochemistry laboratory suite, including ultra-clean facility
- Cosmogenic Nuclide Dating preparation laboratory
- Optically Stimulated Luminescence Dating laboratory
- Palynology laboratory
- Petrology/Thin section preparation laboratory
- Sedimentology laboratory
- Soils and Water Quality laboratories
- Volcanology laboratory
- Rock Crushing facility

- Electron probe microscope microanalysis facility
- Petrographic and Palaeontology microscope facilities
- Fission Track Dating microscope
- Cool storage for sediment core and samples
- UV Photospectrometry laboratory
- Assorted field equipment

If you require use of any of these facilities and resources, please discuss with your supervisor and appropriate technical team members.

## COMPUTER HEALTH AND SAFETY

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Prolonged, repetitive or excessive use of a computer has the potential to cause occupational overuse syndrome (OOS). Students are strongly advised to ensure that their workstations are set up in an ergonomic manner.

## UNIX LAB

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Linux servers - There are Linux servers running RedHat Enterprise and Ubuntu Linux, plus PC desktops running Ubuntu Linux and Windows 7 (dual boot). Desktops are in the lab CO 501 (Cotton Building). The Linux servers are also accessed from the PC's (for users with Linux account). The School has two high performance clusters with 64 cores and 256 GB RAM for use.

These labs are administered by SGEES, and accounts can be obtained from Aleksandr Beliaev: [aleksandr.beliaev@vuw.ac.nz](mailto:aleksandr.beliaev@vuw.ac.nz)

## GIS LAB

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The Postgraduate GIS Laboratory CO110 is available for students who are using GIS intensively as part of their postgraduate study. All of these are high powered computers with graphics cards and dual monitors, suited to the use of intensive GIS and remote sensing software. The computers are available for longer processes and modelling which may run over a number of days. Computers in this laboratory have access to ArcGIS ArcInfo, MapInfo, ENVI (image processing), IDRISI Andes and FME (data translation software). Other extensions and software may be installed if needed by contacting Andrew Rae (GIS Technician). Access is available outside of office hours for students with keys.

## VEHICLE USE

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SGEES has three vans and a Mitsubishi Triton four wheel drive vehicle for which usage charges apply. If you are a thesis student and would like to use a vehicle for fieldwork please see Dez Tessler or Cassandra Trinh-Le in CO318, to discuss. New drivers will need to provide their full New Zealand driver's licence and complete a 'SGEES New Driver' form. 'Vehicle Booking Forms' are required for vehicle use related to field work or other research activities. All vehicle users are required to adhere to the SGEES Vehicle Use Policy document. Forms and the SGEES Vehicle Use Policy are available from Dez, Cassandra or the Manager, Technical Services.

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## SGEES COMMON ROOM

Graduate students and guests are always welcome to use the SGEES Common Room (CO304) for morning tea, lunch and afternoon tea. We expect students to keep the area clean. All users are expected to tidy up after themselves by either washing the utensils used or by stacking dirty dishes and cutlery into the dishwasher. Assistance is then needed with emptying the dishwasher and putting away the clean cutlery etc.

Students are also able to use the microwave and kitchen facilities on the 5<sup>th</sup> Floor, but must be considerate of others. The seating on Level 2 by the kitchen is a quiet zone. It is requested that gatherings outside the hours of 12-1pm and after 5pm be conducted elsewhere. As with CO304, please make sure you keep the area clean, and put away your dishes. Tea, coffee and sugar supplies can be obtained from the administration team when they run out.

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## STUDENT MAILBOXES

All mail received for graduate students is placed in the A-Z mailboxes in Cotton 304. These are labelled alphabetically by surname. Please clear these regularly and see the Administration Office if you are expecting any large parcels.

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## THE UNIVERSITY LIBRARY

All Master's students receive postgraduate library privileges, allowing the issuing of physical books from the main collection for up to four weeks (excluding three-day loan books), and most periodicals for up to two weeks. Most issues can also be renewed. If borrowing privileges are required during the preparation of a thesis proposal, but prior to formal enrolment, the Lending Services Group will usually grant temporary borrowing privileges upon receipt of a supporting letter from the proposed supervisor. Information on the Library's various collections is available from the Library website:

<http://library.victoria.ac.nz/library/>

The Lending Services Group can request research related materials from other libraries and information providers in New Zealand or overseas. Requests may be sent electronically through the Interloan Requests page, or by completing a paper form available from the Reference Desk in the Central Library. Some inter-loans incur charges. See the Library website for full details.

To help with your research and learning at Victoria, the VUW library has a dedicated team of [Subject Librarians](#). You will get ongoing support from your Subject Librarian - Rohini Biradavolu. Please make an appointment with Rohini to get familiar with the library resources in your subject area and relevant to your area of research and study. She can be contacted via email:

[Rohini.Biradavolu@vuw.ac.nz](mailto:Rohini.Biradavolu@vuw.ac.nz)

Database searching is also available through the Library website. The range of databases and research tools to which the Library is subscribed is extremely wide, and students are encouraged to talk to their supervisors and other staff members within their schools to find the most relevant to their particular disciplines. Reference staff are also available to advise you on suitable resources and provide assistance where necessary. Please be aware that when your enrolment finishes you will no longer be able to access library resources. If you have a contract with the school to write a manuscript arising from your thesis please discuss this with your supervisor, who can then contact Miranda Voke and have access issued to you.

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## QUARTERLY NEWSLETTER – THE COTTON RAG

There is a school newsletter called the *Cotton Rag* that is sent on a quarterly basis to all staff and graduate students in SGEES. It is worth a quick read as it often has important school announcements. We are always on the lookout for interesting stories to include, so if you have anything that you think will be of interest to the whole school, please email Emily Brook or Steff Marinus: [emily.brook@vuw.ac.nz](mailto:emily.brook@vuw.ac.nz) / [steff.marinus@vuw.ac.nz](mailto:steff.marinus@vuw.ac.nz)

## SEMINARS AND CLUBS

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### GEOGRAPHY, ENVIRONMENT AND DEVELOPMENT SEMINAR SERIES

These are usually held during normal teaching time on Thursdays 4.00pm to 5.00pm in the SGEES Seminar Room (CO304). It is designed as an opportunity for staff and students to exchange ideas on research. Attendance is not compulsory but is highly recommended.

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### EARTH SCIENCES SEMINAR SERIES

These are held on Fridays from 4:00pm to 5:00pm in the SGEES Seminar Room (CO304). It is expected that all geology and geophysics students will attend. Seminars are presented by staff, graduate students at the later stage of their project, and visitors, including colleagues from the Crown Research Institutes in Wellington.

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### VIC IDS

Vic IDS (the [Victoria International Development Society](#)) is an affiliated Victoria University student club that aims to provide a non-partisan platform from which ideas, concepts and thoughts on international development-related issues are shared. Vic IDS organizes weekly events on campus, including high-profile guest speakers, workshops, panel discussions, DVD screenings, on campus campaigning, and working groups on research projects. These weekly events encourage students to engage, learn, voice their views, and make a positive impact in the field of global development. Being actively involved in Wellington's development community, Vic IDS also aims to promote networking, providing opportunities for members to volunteer, get involved and tap into this community. So feel free to come along! Everyone is welcome.

Send Vic IDS your email address to get regular updates and event information:

[vicdevelopmentsociety@gmail.com](mailto:vicdevelopmentsociety@gmail.com)

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### GEOLOGICAL SOCIETY

Formed in 1950, the Student [Geological Society](#) is one of the oldest clubs on campus. The Geol Soc is the center for Earth Science social events including a splendid end of year dinner. It also organises field trips which are popular with both staff and students. The society AGM is held near the beginning of Trimester 1 – get involved!

## ADDITIONAL USEFUL INFORMATION

### ID CARDS

After having paid your fees and enrolled, you can be issued with an ID card from the Enrolment Office on the ground floor of Hunter Building or the Bubble in the Students Union building. If you are a *returning student* your ID card will be updated. **Please visit the Enrolments team to get this done.** Your ID card gives you 24 hour access to the University. You also require it to use the library services, and entry into some rooms, such as the School's laboratories (subject to the Manager, Technical Services approval).

### UNIVERSITY SUPPORT SERVICES

Detailed information on all support services offered by the university is available on the Faculty of Graduate Research website (<http://www.victoria.ac.nz/fgr/default.aspx>) and in the New Student Guide provided.

### TE RŌPŪ ĀWHINA PŪTAIAO (ĀWHINA)

Āwhina and Pasifika Support Service team (PSST) is the on-campus whānau for Māori and Pacific students in the Faculties of Science, Engineering and Architecture and Design (SEAD).

Te Rōpū Āwhina provides a mentoring environment where students support each other in their study.

Āwhina was established in 1999, and for the past 19 years they've had a proud history of supporting Maori and Pasifika achievement in STEM (science, technology, engineering and mathematics) subjects. Talk to Āwhina's staff if you're interested in joining.

Contact details: CO133, (04) 463 5748, [teropuawhina@vuw.ac.nz](mailto:teropuawhina@vuw.ac.nz)

### EMPLOYMENT WITHIN THE SCHOOL

Many courses offer a chance for employment as **Tutors** and **Sessional Assistants**. Opportunities of this sort can be notified by email. It is recommended to let the appropriate staff member know that you are interested well before the course starts. Tutor training is available through the Centre for Academic Development. <https://www.victoria.ac.nz/learning-teaching/cad>

Sometimes there are opportunities for employment on staff projects as **Research Assistants**, especially over the summer. Again opportunities of this sort are normally notified by email, but it doesn't hurt to let staff know that you are interested.

All students, working in any paid capacity at the University must have an employment contract. These are arranged by the staff member who wants the work done. It is illegal in New Zealand to work without a formal work contract. Insist on a contract being prepared well before the task commences.

You also have the option of joining the Tertiary Education Union, a union that works for the benefit of its members. See [www.teu.ac.nz](http://www.teu.ac.nz) for more information. The Kiwi Saver scheme is also available.

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## PRIVATE, PAID TUTORING WORK

Postgraduates interested in undertaking private tutoring of undergraduate students can be placed on a register which is maintained by the SGEES Admin team. The register lists postgrad students that are available for private tutoring work in each term. The register also includes the postgrad's contact details and the courses and/or subjects they have good knowledge of. Undergrad students can contact the Administration team if they are looking for a tutor, and suitable tutor/s contact details will be given to the student. Other than maintaining the register, the School, and Victoria University will not be involved in any agreement (i.e. concerning the fee or hourly rate, or the terms of the tutoring) between a student and a tutor undertaking private paid tutoring work; the School's only role is to connect people. Postgraduate students who are employed to undertake private tutoring work are not doing so as employees of Victoria University, however if they are employed as paid Sessional Assistant or Tutor for a course and they are also undertaking private tutoring for a student enrolled in that course, they cannot mark that student's work.

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## EEO (EQUAL EDUCATIONAL OPPORTUNITY) POLICY

The University Charter affirms that the University has a commitment to equity of educational opportunity. The School of Geography, Environment and Earth Sciences seeks to put this policy into practice, by ensuring that all students have an unhindered opportunity to successfully complete their studies, irrespective of their personal circumstances or background, disabilities, or any other factor unrelated to educational achievement.

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## SEXUAL HARASSMENT

The School of Geography, Environment and Earth Sciences subscribes to the University policy on sexual harassment, which is that "sexual harassment is unacceptable to the University community because it interferes with the rights of the individual to benefit from and enjoy the educational, social, recreational and employment opportunities offered by the University". The Victoria University Calendar provides detailed guidance on what action is possible in the event of sexual harassment being experienced. In the first instance, the School encourages resolution of any difficulties by appropriate consultation within the School.

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## SMOKE FREE

The University has a "smoke-free environment policy", which means that the University does not permit smoking.

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## STUDENT WELLNESS SUPPORT

The SGEES Student Wellbeing Support team is made up of staff who want to support you if things get a bit tough or you feel overwhelmed. We know the pressures students face at Uni and how personal circumstances can get in the way of achieving academic goals.

If you would like to come and have a chat with one of us, please send an email to [geo-enquiries@vuw.ac.nz](mailto:geo-enquiries@vuw.ac.nz) to make a time to meet, or drop by the SGEES Admin office, Room 311 in Cotton. Alternatively you can have a chat with a student services in the Students Union building.

## HEALTH AND SAFETY

It is a fundamental principle that all activities undertaken as a student of VUW, either on or off-campus, should not put the health and safety of anyone at risk. You must comply with VUW Health and Safety policy for all activities related to your study, *please refer to:*

<http://www.victoria.ac.nz/documents/policy/staff-policy/health-and-safety-policy.pdf>

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### RISKTEK

New legislation changes to the New Zealand Health and Safety at Work Act came into force on 4 April 2016. VUW and SGEES policies related to Health and Safety have been refined to ensure adherence to this new legislation. A significant shift in the legislation focus is from “hazard spotting to managing critical risks” of workplace activities. In practice, for students and their supervisors, this means a comprehensive risk assessment will need to be submitted to the Manager, Technical Services CO307 before undertaking all work related to a student’s thesis, including field work and lab work. SGEES use an online system for risk assessments and activity planning called *RiskTek*.

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### LABORATORIES

The School maintains several research laboratories for use by graduate students. All labs have proximity card security access. These laboratories have access restrictions and work practices that directly reflect the level of hazard (low, moderate, high) present in a given lab. Authority to access these laboratories is provided by each laboratory's manager (their names appear on the outside of the lab doors), technical staff with responsibilities for the labs and your supervisor. Before accessing each lab, you will be expected to undergo lab-specific inductions before you can use them – highest risk labs will entail additional hazard-specific inductions. If you require access, please contact the laboratory manager and/or technician in charge of the labs. *NB. You will be expected to have a work plan in place before an induction can be undertaken.* Induction processes include reading the SGEES Health and Safety Manual and signing your agreement to adhere to safe work practices and conduct in the labs. Induction paperwork must be completed before access will be granted. Laboratory equipment should not be used and new methodology not begun without first undergoing appropriate training from technical or academic staff (never other students).

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### FIELD WORK

If you need to carry out field work as part of your research, you and your supervisor **MUST** complete a risk assessment before going into the field. The risk assessment should identify any hazards that may be involved and controls that should be put in place to avoid any harm or unwanted incidents.

This risk assessment involves a matrix of likelihood versus severity to gauge the degree of risk the intended field work is likely to entail. In extreme cases, where both likelihood and severity are high, certain activities may not be approved until mitigating actions are included in your field plan. As mentioned above, *RiskTek* will assist with this process. Personal disclosures and other “Off Campus Activities” documentation will also be required, these forms are obtainable from the Manager, Technical Services CO307. The information provided for field work will be held on file and may be provided to emergency services in the event of any incidents.

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## USE OF FIELD EQUIPMENT

The Field Technicians (Geography and Geophysics, see page 9) oversee the loaning of equipment for research purposes. To ensure equipment will be used correctly and safely, training may be required as a condition of loan. For insurance purposes you must only use the equipment for its intended purpose, equipment should be kept clean when not in use and stored correctly. Full disclosure of your requirements and location of field work are also required as part of the loan agreement.

**CAUTION:** Under NO circumstances should the borrowed equipment be loaned to others or taken out of the country without notifying your supervisor and/or Manager, Technical Services CO307 and arranging customs clearance.

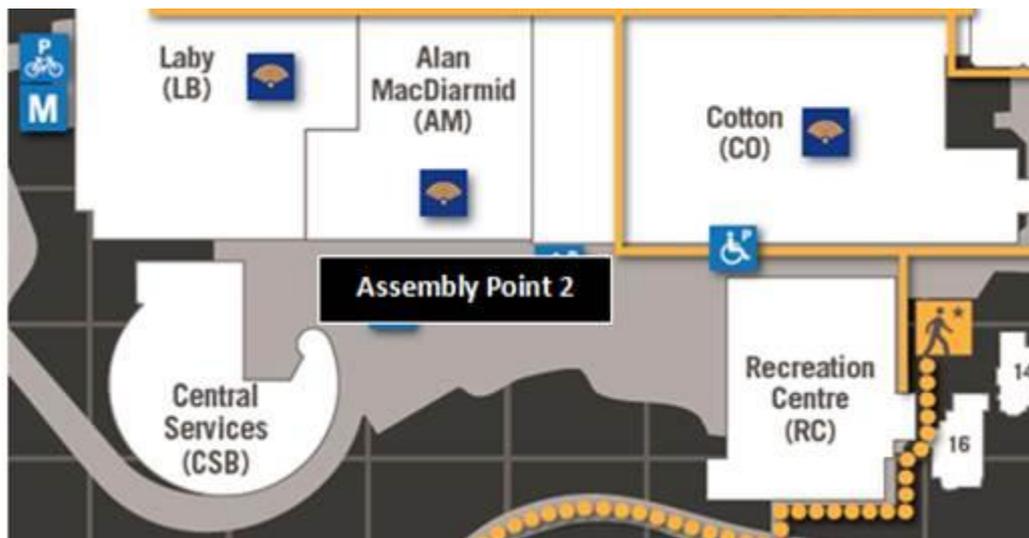
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## OFF-CAMPUS ACTIVITIES POLICY

Please ensure that you follow all University Policies around any Off-campus Activities, including field trips. Before any off-campus activity, a student must obtain a copy of the policy, read, sign and then return the copy to the Manager, Technical Services CO307.

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## EMERGENCY PROCEDURES



In the event of an emergency or where directed, all students should leave the building immediately and assemble behind the Cotton Building in the car park area beside the Recreation Centre, Assembly Point 2 on the map above.

Emergency evacuation procedures are available in all laboratories and signs are posted next to the lifts. In an emergency please dial 1-111, or if not so urgent or if you have safety concerns please dial Campus Care on ext. 8888 or dial 04-463-9999 if you are using a mobile phone.

## AVENUES FOR RESOLVING PROBLEMS

### GRIEVANCES

The University has well-developed, independent procedures for dealing with academic grievances and complaints about a particular course (such as too much work compared with other similar courses, poor teaching quality, unfair assessment, or poor feedback on assignments). These procedures are set out in Part 5 of the Personal Courses of Study Statute in the [Calendar](#).

More generally the University is also concerned to ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an environment of safety and respect. To this end, it has put in place a comprehensive Statute of Conduct. This Statute is printed in the Calendar and contains information about what conduct is prohibited and what steps can be taken if there is a complaint. Persons with a complaint or grievance may seek assistance or support from another member of the University community such as the Programme Directors, Counselling staff or Postgraduate Student Association. They may also resolve disputes by making use of any of the other informal or formal procedures outlined in the Statute of Conduct. For more information please go to:

[www.victoria.ac.nz/policy/AcademicGrievances](http://www.victoria.ac.nz/policy/AcademicGrievances)

### GENERAL PRINCIPLES OF DISPUTE RESOLUTION

For some, postgraduate research can be a difficult process that has the potential to challenge you with unforeseen academic, personal, social or economic difficulties. Differences of opinion between students and supervisors over questions related to the scopes or methods of research projects do occur but they can usually be resolved satisfactorily within the School. Where the disagreement can't be sorted out it may be necessary to explore other dispute resolution options.

The goal of a conflict resolution process is to find a resolution that allows your research to continue and to be completed within the scheduled timeframe.

The University expects any party to a resolution process to conduct himself/herself with professionalism, and to remain mindful at all times of the reputation and standing of the University.

### STATUTE ON STUDENT CONDUCT

The Statute on Student Conduct identifies the sorts of behaviour deemed unacceptable by the University community, and provides processes by which concerns may be addressed. The preamble to the *Statute* states: Students are expected to contribute with reason and consideration to the University's role, guiding values and standing and to regulate their own conduct so as not to impede or prejudice the work of other members of the community. They are entitled to work, learn, study and participate in the social aspects of the University's life in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others and their confidences when given. Among types of conduct specifically prohibited under the *Statute* are discrimination, sexual or racial harassment, academic misconduct (including plagiarism), the misuse of information and the misuse of University computer systems. To review the policy see:

<http://www.victoria.ac.nz/documents/policy/student-policy/student-conduct-statute.pdf>

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## SEEKING ASSISTANCE FROM THE ASSOCIATE DEAN - PG STUDENTS

As noted above, it is expected that in the first instance, reasonable efforts will be made within the School to resolve any difficulty or dispute internally. This may involve the Postgraduate Co-ordinator, the Head of School or other members of staff. Where the School finds itself unable to bring a dispute to a satisfactory resolution the matter may be forwarded in writing to the Associate Dean - PG Students.

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## FORMAL GRIEVANCE PROCEDURES

Formal procedures set out in the *Statute on Student Conduct* should be used only where other methods of resolving conflict have proven ineffectual or are considered inappropriate. It is the policy of the University that all disciplinary procedures conform to the principles of natural justice. Various procedures have been adopted in the *Statute* and the *Policy* to safeguard the rights of individuals in this respect.

Where all appropriate channels have been exhausted and dissatisfaction with the outcome remains, a student may invoke formal grievance procedures. This must be done in writing and should include details of all informal procedures that have been followed to date.

Grievances relating to academic disadvantage are considered under the *Academic Grievance Policy* and should be submitted to the Assistant Vice-Chancellor (Academic). Grievances relating to staff or student misconduct are considered under the *Policy on Staff Conduct* or the *Statute on Student Conduct*, and should be submitted to the relevant Pro Vice-Chancellor. Administrative disputes that have not been resolved to the student's satisfaction by the Manager, Student and Academic Services may also be referred in writing to the Pro Vice-Chancellor and Dean of the Faculty.

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