

SUPPORT AND RESOURCES

Graduate Research School

The Graduate Research School (GRS) has overall responsibility for maintaining the formal University record of each student's path through the Master of Philosophy and Doctoral research qualifications. The GRS provides administrative support for the University Postgraduate Board, as well as liaising with faculty postgraduate offices. It is responsible for the enrolment of Doctoral and Master of Philosophy students and administration of the thesis/dissertation examination process.

The GRS keeps students and staff informed of researcher development opportunities through seminars, forums, events and other activities, both social and academic via the Postgraduate and Doctoral networks. The GRS also coordinates a central seminar series for all postgraduate students.

Researcher Development

Researcher Development at AUT aims to enhance the capabilities of all researchers through skills development, resources and support. The Researcher Development team is responsible for liaising with faculty research and postgraduate offices and other groups to ensure that the research environment at AUT supports the growth of capable, confident researchers.

Thesislink

Thesislink is a postgraduate research blog that provides information, tips and tricks, stories, commentaries and suggestions about research from other postgraduate research students and academics. Thesislink is a hub for dialogue between research students, staff and supervisors. Share your ideas, discover what's new in the research world, and find out about upcoming events. You can receive posts via email by registering at <https://thesislink.aut.ac.nz>, or follow the blog on Facebook or Twitter. Visit the blog <https://thesislink.aut.ac.nz>.

Research Students' Peer Groups

AUT has a network of groups where research students can meet, socialise, and talk about their work with like-minded peers. Each of the groups is student-run, and there are groups available on every campus. Check the latest issue of the GRS e-Newsletter for a current list of groups, or contact Dr Anaise Irvine (anaise.irvine@aut.ac.nz) to find out more.

Postgraduate Research Writing Retreats

The GRS facilitates Writers' Retreats for postgraduate research students to provide supported writing time away from AUT. There will be significant time available for independent writing. Postgraduate research students will need to apply to attend the retreat and will receive an email from the GRS inviting them to apply. Preference will be given to research students who have not previously attended the writing retreat and

the selection will be based on the justification for attendance.

The GRS will cover all retreat costs, including accommodation and food.

Postgraduate E-Newsletter

Information on postgraduate workshops, events, scholarships and university-wide current affairs is emailed to the network on a monthly basis. All currently enrolled postgraduate students are automatically subscribed to the network. Students who do not wish to receive communications through the network can unsubscribe at any time by following the unsubscribe links within their email.

Induction Programme for Doctoral Students

The GRS facilitates an induction programme for new doctoral students a minimum of four times per year. This provides:

- An introduction to being a research student at AUT;
- An introduction to the resources and support available;
- The opportunity to meet and talk with other research students;
- An introduction to provide further engagement with students through workshops, etc.

Once students have been offered a place in a doctoral programme, the GRS will arrange a start date and inform students of the next induction. Attendance is highly recommended.

Events for Postgraduate Students

Throughout the year, the GRS organises a number of university-wide activities and networking opportunities for postgraduate students. Some of these are open to all postgraduate students; others are limited to doctoral students. Supervisors and other staff involved in postgraduate programmes and processes are also encouraged to attend these activities. Regular Mix and Mingle social events provide opportunities for students to meet peers from across the University. These activities complement those provided by the faculties.

The GRS also hosts the University Postgraduate Symposium and the 3 Minute Thesis Competition each year. Information regarding these events is sent by email to all currently enrolled postgraduate students.

University Postgraduate Seminar Series

The University provides a series of central seminars for postgraduate students which are coordinated by the research and development team within the GRS. The series involves a wide range of seminars and networking opportunities throughout the year, providing opportunities to develop research skills as well as avenues to engage with staff and students from all areas in the University community.

The seminar programme is made available to all currently enrolled postgraduate students via the AUT website. Some of the seminars are specifically targeted to

students intending to engage in research. These are identified in the programme.

You can find further details on seminars and bookings via the eLab website (you'll need your student log in credentials):

<https://elab.aut.ac.nz/students/events/Type/10/postgraduate-seminars>

Integrity in Research

Turnitin is a resource for students enrolled in an AUT thesis or dissertation to check their own work for originality (plagiarism). The Turnitin feature has been set up to allow for research (including embargoed work) to be submitted, without information being stored within the Turnitin database.

Faculties may submit student's research proposals (PGR1/PGR2), or Confirmation of Candidature (PGR9) forms through Turnitin as part of the approval process. It is compulsory that all theses and dissertations, except those presented in Te Reo Māori, be submitted to Turnitin, or equivalent, prior to submission for examination. See page 119 for further details.

Statement of Minimum Resources for Doctoral and Masters Research Students

The University recognises the importance of providing appropriate resources for doctoral and masters research students in order to assist with project resources, study space, equipment, access and facilities that are essential to the successful completion of their research, see *Minimum Resources Protocol*. For distance students, this statement should be read in conjunction with the *Off Campus Registration Protocol*.

In addition to project resources approved in the budget section of the PGR1, PGR2 and PGR9 (see page 176 for details on forms), the University, through the Head of School, makes a commitment to support research students by providing access to the following:

- Existing University resources to undertake the research (for example: equipment, materials, facilities, and funding for fieldwork or data collection or other activities considered essential to the successful completion of the project).
- An equipped working/quiet study/writing/ or shared study space, including secure storage, with access to communal meeting space including tea and coffee making facilities. In the case of laboratory and experimental subjects: adequate bench space, routine/basic consumables needed for the research, technical support and supervision for the use and maintenance of instrumentation. In the case of creative practice areas: access to studio space.
- Access to departmental and central workspace facilities, provided both safety and security requirements are met.

Access to:

- Computing resources – a computer with appropriate software for research and access to IT support.
- Email and internet communications, as well as access to a printer and an allowance towards copying. Students should be informed of extra charges or any change in rate of charges made by the department, institute, faculty or university prior to the charge being made.
- Library resources and services.
- University seminars, workshops and events.
- Each faculty/school is required to establish a maximum amount for a reimbursement of research support annually.

Note:

- *The resources referred to in this policy do not include human resources such as supervisory knowledge and skills. These human resources are covered by separate regulations and policies.*
- *The University encourages students and their supervisors to apply for funding from other sources to support appropriate aspects of their research projects. Irrespective of the funding source, however, Departments and Schools remain accountable for ensuring that (i) appropriate resources are provided and (ii)*

students are informed about where and how to access the resources.

- *Where circumstances beyond the direct control of the student, supervisor and Department/School necessitate an alteration of the research project's cost structure, the Department/School is responsible for ensuring that the project continues to be resourced.*

Each Faculty has a different reimbursement policy for thesis expenses, the amount for each faculty may differ. Students should provide a section in their research proposal (PGR1 for master's/bachelor with honours and PGR9 for doctorates). All students should be adequately resourced to conduct their research. Some resources are provided as described in the *Minimum Resources Protocol*. Each student's research budget needs to be considered and approved as part of the proposal approval process for the research project.

Refer to the Postgraduate Research Tab in the Student Digital Workspace (SDW) <https://sdw.aut.ac.nz>

University Postgraduate Study Rooms

Postgraduate Study Rooms are located on the City (WU415), AUT North Campus (AL210) and AUT South Campus (MA206). A doctoral study room (MH206) is also available for students registered on the South Campus (with kitchen facilities nearby). As there are limited desk spaces students need to apply for access. Please get in touch with the GRS on how to do this. These postgraduate study rooms provide a variety of resources for postgraduate students' convenience. Undergraduate students are not permitted access to the study rooms and postgraduate students are requested to respect the facilities provided.

Shared facilities include:

- A kitchen area with fridge and microwave;
- A telephone for internal calls;
- Individual study spaces with power points;
- Networked computers and a printer (normal printing charges apply);
- Wireless internet access.

The Study Rooms have access 24/7 by means of swipe cards and are monitored after hours and on weekends by Security. Postgraduate students should contact their campus Security Office to obtain a swipe card to the room, this can be arranged during normal office hours.

The GRS is responsible for maintaining the facilities for the City Campus Postgraduate Study Room. The AUT Library maintains the AUT North and South Campus Postgraduate Study Room.

Note: *To gain access to faculty postgraduate resources, please contact your faculty postgraduate administrator. Please note that Faculty spaces are not available 24/7 and opening hours vary.*

Library Services

The Library is located on three campus sites:

- City Campus, (WA Building)
- AUT North Campus, (AL Building)
- AUT South Campus, (MA Building)

Library Homepage

www.library.aut.ac.nz

The Library homepage is the gateway for:

- Searching and accessing library resources;
- Accessing online tutorials and subject guides;
- Communicating with librarians – chatting with librarians and sending enquiries online;
- Finding general library information, such as, loan policies, opening hours and library contact details.

Information Resources

The Library provides materials for learning and research in various formats. These include article databases, subject specialised databases, books, journals, magazines, newspapers, statistical data and audio/video materials. The Library provides access to a large number of electronic books and most journals can be accessed online.

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In order to access to library resources, students should have:

- A student ID card for borrowing print materials;
- An AUT login for accessing Library electronic resources.

Get items from other libraries

- ArticleReach: Students may request articles from a selection of libraries worldwide. This service is free of charge. Requests should be submitted to <https://arlr.aut.ac.nz/> or through the ArticleReach link in Library Search.
- Bonus+ scheme: Students may request books from a selection of university libraries within NZ and Australia. This service is free of charge. Requests should be submitted to <https://bonus.aut.ac.nz/> or through the Bonus+ link in Library Search.
- Interlibrary loan: the Library may provide you books and articles not held by AUT Library, from libraries worldwide. This service is free of charge. Requests should be submitted online.
- ULANZ National Borrowing scheme: AUT Students are eligible to borrow, in person, from any other member university under this scheme. (All New Zealand

and Australian university libraries are ULANZ members with the exception of the University of Auckland).

Learning Advice

To complement the academic support you receive from lecturers, supervisors and other faculty staff, Learning Advisors work with postgraduate coursework and research students to develop relevant academic literacies.

During the semester, Learning Advisors offer a range of workshops for all students, including postgraduates, covering topics such as paraphrasing, referencing, writing, and oral presentations.

Learning Advisors also offer seminars specifically for postgraduate students related to writing various aspects of your thesis or dissertation: abstract, introduction, literature review, methodology, results, discussion, and conclusion.

A suite of electronic learning resources and other information specifically relevant to the academic development needs of postgraduate students is available from the Library website.

Research Support

The Library offers a wide range of research support services to postgraduate students.

- Liaison Librarians provide subject-specialised assistance to all students. Make an appointment for an in-depth research consultation with your Liaison Librarian.
- There are Library workshops and webinars specifically for postgraduate students. Online booking is available from the Library website.
- You can find online tutorials, subject guides and research guides from the Library website.
- Guidance and advice on copyright issues is also available on the Library website
- Contact Team Leader Research Support Ann Chen achen@aut.ac.nz for any enquires.

Distance Library Service

This service is available for students living further than 50km away from AUT University. The Library will supply free of charge books (within New Zealand) and photocopied articles or book chapters (New Zealand and overseas). Find more information about this service on the Library website.

Computing Resources

Email and Internet access are available to all students. New students must complete the Student Internet Registration Page. A returning student who requires an AUT Internet account for the first time must also complete the Student Internet Registration Page.

AUT Network and Internet Login

Type your network login name into the username box, in lower case. It is three letters followed by four digits e.g. abc1234 You can find your network login on the bottom right corner of your student ID card.

Your initial password is your date of birth in the ddmmm format, where dd is your date of birth and mmm is the first 3 letters of the month all in lowercase (e.g. 3rd of August would be 03aug).

Domestic students can find your username and password on the bottom of your offer of place.

International Students will need to visit the IT Helpdesk (City Campus: Level 4 WA Building, North Campus: AL Building, or South Campus: Level 2 MA Building) to get your username and password.

Your Internet login name and password is the same as the standard network login name and password that you use when you login to AUT's computer network.

The standard AUT email address format for students is `networkloginname@autuni.ac.nz`, for example, `<abc1234@autuni.ac.nz>` for Kirsty Wilson.

IT Service Desk

If you experience any problems with Internet access or email, please contact the IT Service Desk in the Open Access Labs, on ext. 9888 or <https://aut.service-now.com/autsp>

Funding for Research

Additional funding to support postgraduate research may be available to students from:

- University Scholarships;
- Faculty scholarships;
- Reimbursement for research expenses;
- External funding, including funding from professional associations, or discipline-specific funding bodies;
- Universities NZ Scholarships

Information on available funding can be obtained from the University Scholarships Office, Research and Innovation Office, faculty offices, programme leaders, faculty postgraduate administrators, and research supervisors.

Scholarships Office

The AUT Scholarships Office administers a variety of postgraduate scholarships available to new and returning students. Staff can advise on external sources of funding and provide assistance throughout the application process. www.aut.ac.nz/scholarships

Research and Innovation Office (RIO)

The Research and Innovation Office (RIO) is responsible for the authorisation of all external applications to research funders and project proposals to businesses made by University researchers (whether staff members or students). It also provides assistance to postgraduate students applying for external research scholarships, research funding or planning to work with external parties on a research project. Contact the Office as early as possible when considering applications, as they can advise and assist with application preparation. All applications must be completed and submitted not less than 3 working days before the deadline.

AUT Ventures Ltd

AUT Ventures Ltd assists AUT staff, students, and alumni to realise the commercial impact of their ideas and research. The company assists with the identification and commercialisation of intellectual property (IP) owned by the University, consulting contracts and start-up ventures. AUT Ventures works alongside the Research & Innovation Office (RIO) and AUT's Office for Governance and Legal Support, to provide a comprehensive range of support services.

www.ventures.aut.ac.nz

Student Services

Along with Faculties and Graduate Research School (GRS), Student Services provide a wide range of support and advisory services to help postgraduate students succeed at AUT. Contact numbers for the above Student Services are listed on page 168.

Student Hub

The AUT Student Hub is one of the places to go for help. Located on each campus, the Student Hub gives you access to a range of services and support to help you succeed at AUT. Student Hub Advisors will help you with your study or personal needs, and will either resolve your need on the spot, or put you in touch with the right person on campus. Our trained and professional staff will follow up to ensure you get the support you need.

www.aut.ac.nz/studenthub

Employability and Careers

The AUT Employability and Careers team is here to help you become a highly employable and well-rounded AUT graduate. Our friendly employability and career specialists focus on helping you develop the skills to stand out to employers when looking for a work placement or graduate job.

- Improve your CV, job search or interview techniques through workshops and our online interview practice tool (InterviewStream),
- Increase your networking skills by attending speaker series, career fairs, workshops and presentations,
- Make contact with employers looking for students for co-operative education,

work experience placements or voluntary work through eLab, speaker series and career fairs,

- Review your career direction or figure out whether you're in the right programme by talking to a career specialist.

www.aut.ac.nz/employability

Orientation

AUT helps students new to postgraduate study by providing them with a University-wide orientation, faculty induction and a series of postgraduate academic skills workshops. Orientation also encourages networking among postgraduate students across disciplines which is essential to those engaged in inter-disciplinary fields.

www.aut.ac.nz/orientation

Academic inductions specific to your programme of study are also run by some faculties.

Student Accommodation

AUT has two residential complexes: Wellesley Student Apartments at AUT City Campus and Akoranga Student Village at AUT North Campus.

Wellesley Student Apartments (WSA) is located in the heart of Auckland City at 8 Mount Street, and is a three minute walk from the AUT City Campus. WSA provides flatting-style accommodation in a safe, supportive and modern environment and features group living in fully-furnished four or five bedrooms apartments with two bathrooms and a living area and kitchen in each unit.

Akoranga Student Village (ASV) is located at 42 Akoranga Drive in North Shore City, and is next to the AUT North Campus. ASV provides flatting-style, group accommodation with each fully-furnished apartment containing five or six bedrooms, two bathrooms, and a living area and kitchen. A shuttle bus runs between the AUT City and AUT North Campuses.

www.aut.ac.nz/accommodation

The Chinese Centre

The Chinese Centre is a 'home away from home' for all AUT Chinese-speaking students. Chinese-speaking staff are available to assist students with Western academic study, provide information and advice on life at AUT, campus services, academic regulations, enrolment and programme selection and answer questions about living and studying in Auckland.

www.aut.ac.nz/chinesecentre

Student Medical Centre

The Student Medical Centre provides a full range of medical services, including a General Practice (GP), for current students and staff on campus. For affordable, fully-accredited healthcare with male and female doctors and nurses. Their services are confidential and tailored to meet the needs of students.

The Student Medical Centre is a member of Auckland PHO. Domestic students who

register with the service may be eligible for free routine doctor and nurse consultations¹.

AUT City Campus

Location: WB219
8am – 4pm (Mon/Wed/Fri)
10am–4.30pm Thursdays
Phone: (09) 921 9992

AUT North Campus

Location: AX100 (3 Akoranga Drive, Northcote)
8am–4pm Monday–Wednesday, Fri
10–4pm Thursdays
Phone: (09) 921 9998

AUT South Campus

Location: MB109 (Nursing services only)
Phone: (09) 921 9992

Free nurse consultations for all AUT students Tuesdays at South Campus.

Domestic students who are studying at the South Campus can enrol with one of four local Medical Practices and receive three free GP consultations with that practice <http://www.aut.ac.nz/health>

Student Counselling and Mental Health

Counselling services (including online counselling) are free along with mental health support, harassment support, and spirituality and chaplaincy services. These professionals work with students to promote healthy living.

AUT City Campus

Location: WB203
8.30am – 4.30pm (Mon–Fri)
Phone: (09) 921 9292

AUT North Campus

Location: AX100 (3 Akoranga Drive, Northcote)
8am–4pm Monday– Fri
Phone: (09) 921 9292

AUT South Campus

Location: MB107b
8.30am–4.30pm Mon, Wed, Fri
Phone: (09) 921 9292

To make an appointment for all campuses call 09 9292, or come to reception in WB203 on the city campus.

¹ Material costs and fees for non-routine consultations may apply.