School of Psychology

Postgraduate Handbook

2019

An essential guide to successful postgraduate study

The School of Psychology is represented at Massey University's three campuses

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Email our Academic Advisors:

Manawatū Campus (Palmerston North) psych.admin.pn@massey.ac.nz
Albany Campus (Auckland)   psych.admin.auck@massey.ac.nz
Wellington Campus   psych.admin.wgtn@massey.ac.nz

Please see our web pages:

School of Psychology web page http://massey.ac.nz/psychology
Massey University web page   http://www.massey.ac.nz

The information contained in this publication is correct at the time of going to press, but may be subject to change. While all reasonable efforts will be made to ensure changes will not be made, the University reserves the right to do so should circumstances require this.

Special Note:
The URLs (addresses) of web sites and web pages, both within and outside university, change frequently. If you can no longer access a page via URL given in our Handbook, and do not get promptly re-directed, please consult the Postgraduate Co-ordinator.

Contents

Welcome to the postgraduate programme

Welcome to our Postgraduate Programme in Psychology. The purpose of this Handbook is to give you an overview of what to expect in the programme, and information about resources available to you, so keep it handy as a reference throughout your postgraduate studies.

Should any problems arise during your course of study, **please consult this handbook in the first instance.** This Handbook is relevant to you, whether you are based at Albany Campus, Manawatū Campus, or Wellington Campus or studying extramurally. It will give some idea of the people and support available to you as you select and complete your courses, as well as provide some useful guidelines for the process of designing, conducting, completing your Honours, Masters, or PhD research report, collecting and analysing data, and writing up the report, thesis, or dissertation.

If you have queries not addressed by this book, you are advised to seek advice from your lecturers, your supervisor or the School of Psychology Secretary on your campus.

Alternatively, the Postgraduate Co-ordinator, and other support persons on Manawatū Campus, may be reached by e-mail or telephone, as described on the following pages of this Handbook.

It is helpful to be aware that we also publish another book, the 'Postgraduate Prospectus', annually and it is available at http://www.massey.ac.nz/?pc3af3834y .

The content of the two publications is complementary, and you will find it advantageous to obtain both and go through the information. Both books are free of charge. Both are available in digital as well as printed form.

Wishing you enjoyable and successful studies in Psychology.

Dr Dianne Gardner
Postgraduate Co-ordinator

Important

It is important to remember that if you choose not to enrol for study in any particular semester, unless you apply for an extension, that time is counted toward your completion date. If you choose to take time out from study, please contact your supervisor in the first instance.

Philosophy of postgraduate studies

Academic integrity

As a School, we aim to impart critical thinking skills and a good working knowledge of a range of research methodologies in Psychology. Additionally, you may expect to gain familiarity with a specialist body of literature reflecting particular areas of interest. Through your postgraduate work, it is hoped that you gain an appreciation of the scholarly work through which knowledge is gained and disseminated and the importance of academic integrity in this context. Information on the university's academic integrity policy can be found at http://www.massey.ac.nz/?i817b3946y

Ethical responsibility

Being a member of the Psychology Postgraduate Programme also involves understanding the importance of working safely and effectively with due regard to the effects of your efforts on others. Students and staff in the School of Psychology are expected to adhere to ethical guidelines in their work with research participants and clinical cases. Alongside this is an appreciation that harassment is unacceptable, is defined widely and may include seemingly small matters such as tactless, sexist, or racist remarks which 'put down' someone at one end of the spectrum, to more serious cases of sexual harassment or bullying at the other end of the spectrum.

Cultural awareness

As part of Massey University's commitment to the Treaty of Waitangi, the School of Psychology has a bi-cultural programme. The Bi-cultural Committee and Māori staff and students play an important role in facilitating the ongoing development of this programme. We expect that all participants in our programme (both staff and students) recognise that Psychology has an ongoing responsibility, through its teaching and research programmes, to promote genuine Māori participation in the discipline in a manner consistent with Māori aspirations and processes. It is consistent with our ethical responsibilities that we demonstrate recognition and respect of different cultures.

Helpful people

I hope that all the people you meet in the School of Psychology will be helpful! However, the following are a few people you might deal with more regularly or need for specific help.

Postgraduate Studies Co-ordinator

Dr Dianne Gardner can be consulted on general academic matters including enrolments and applications, course advice, supervisors, initial guidance for choosing Honours or Masters Research topics, and for help with any problems that arise in the course of your studies. If you are having any particular difficulties that are hindering your progress in any way, it is important to seek advice about how to proceed as soon as possible. Please note that co-ordinator roles rotate among academics. However, the email address will not change:

> **Email:** Psych.Grad.Co-ordinator@massey.ac.nz

Academic Administrator

Joanne Stevenson is available to discuss planning for your postgraduate studies and can assist with enrolment queries or administrative matters. You should contact Jo in the first instance for all enquiries:

> **Email:** psych.admin.pn@massey.ac.nz   (ext. 85072)

Clinical Director / DClinPsych Co-ordinator

Dr Simon Bennett can be consulted on issues regarding applications and admission criteria for the clinical programme, as well as advice on clinical course work and supervision, arrangement of practicum and endorsements, and issues related to clinical training. He is the co-ordinator of the Doctor of Clinical Psychology programme.

> **Email:** Psych.Clin.Coordinator@massey.ac.nz

Clinical Co-ordinators

Campus clinical co-ordinators can also be consulted regarding applications, admissions and general clinical programme / course work, supervision, practicums and endorsements etc.

> Robyn Vertongen (Albany)   **Email:** R.C.Vertongen@massey.ac.nz
>
> Joanne Taylor (Manawatū)   **Email:** J.E.Taylor@massey.ac.nz
>
> John Fitzgerald (Wellington)   **Email:** J.M.Fitzgerald1@massey.ac.nz
>
> Simon Bennett (Director)   **Email:** S.T.Bennett@massey.ac.nz

Industrial / Organisational Psychology Co-ordinator

The I/O Co-ordinator can be consulted on issues regarding the I/O programme:

Email: Psych.IO.Coordinator@massey.ac.nz

Health Psychology Co-ordinator

Professor Christine Stephens should be consulted about the Health Psychology programme:

Email: Psych.Health.Coordinator@massey.ac.nz

Thesis Co-ordinator

Dr Gus Habermann coordinates the examination process for Honours research reports and Masters theses within the School. He should be consulted on questions concerning thesis examination and regulations:

Email: G.M.Habermann@massey.ac.nz

PhD Co-ordinator

Doctoral co-ordination is handled by the Head of School, Associate Professor Ross Flett. All enquires are to be sent to the Head of School Office Manager, Hope Wade. Ross signs all enrolment and scholarship applications and all six-monthly reports (DRC-3) for PhD candidates.

Email: Psych.HOSOM@massey.ac.nz

Head of School

Associate Professor Ross Flett is available for consultation on postgraduate issues. Consulting him is a final recourse for issues that cannot be sorted out at the level of the Thesis Supervisor, Course Co-ordinator, or Postgraduate Co-ordinator. Please contact his Office Manager to arrange an appointment:

Email: Psych.HOSOM@massey.ac.nz   (ext. 85065)

School of Psychology Secretaries

The secretaries for Psychology on **Manawatū Campus** include Melanie Robertson and Anne Ormsby; and Judy Tildesley is the Campus Administrator. Judy can be contacted regarding postgraduate research funds, keys, access cards and other administrative matters on extension: 85071. The Psychology office is located in PLB2.16 and is open for general enquiries between 8.30 a.m. and 4.00 p.m.

The secretary at **Albany** is Janet Mak. Janet can be contacted regarding postgraduate research funds, keys, access cards and other administrative matters on extension: 43116.

For **Wellington** enquiries, please contact Megan Burnett on extension: 63210

Computer Assistance

The computer expert is Harvey Jones. Note that any requests for assistance from him should be directed through your supervisor.

> **Email:** H.Jones@massey.ac.nz   (ext. 85066)

OR

Contact the Information Technology Services Desk:

> **Email:**   Service.Desk@massey.ac.nz   (ext. 82111)

Web: http://www.massey.ac.nz/82111/

Technical Assistance

The technicians at Manawatū are Malcolm Loudon and Hung Ton. They are available to assist across the School. Again, this resource should be accessed through your supervisor:

> **Email:** M.R.Loudon@massey.ac.nz   (ext. 85079)

> **Email:** H.Ton@massey.ac.nz   (ext. 85067)

Postgraduate student email list

It is recommended that you subscribe to the postgraduate e-mail list which serves as a virtual notice-board for student and staff. You may request information from other students on this list, and the Postgraduate Co-ordinator will use it to post notices about such things as new scholarship opportunities, school seminars, or information courses. Subscribers may ask questions, request participants for research (e.g. surveys), and share other information relevant to postgraduate study and research.

The procedures for subscribing and unsubscribing are similar.

Send a message as follows to the 'Sympa' listserver, with <LISTNAME> replaced by the name of the list desired.

To: sympa@lists.massey.ac.nz

Put the following in either the 'Subject' or in the body of the message:

>   SUBSCRIBE *<LISTNAME>*

Or – if you wish to unsubscribe

>   UNSUBSCRIBE *<LISTNAME>*

Example: to subscribe to the Psychology postgraduate email list of 'psych-grad'

>   subscribe psych-grad

Messages can be sent to this subscriber list by addressing to: psych-grad@lists.massey.ac.nz .

Funding sources for postgraduates

You will have a broad range of options on additional funding, including scholarships, grants-in-aid and academic prizes. The funding can be obtained from the University or from external sources.

Scholarships and bursaries

All students planning a research degree should consider applying for at least one Masters or Doctoral Scholarship. The "broadest-based" of these are the University Masters and Doctoral Scholarships. There is a wide range of further scholarships available. Some are offered to specific groups, or may have additional community or service criteria. Deadlines for applications "bunch up" around August and September, so it pays to think about applying for scholarships **as early as possible.**

For further details about awards, see the 'Scholarships and Awards' Web Site:

http://www.massey.ac.nz/scholarships/

Applying for scholarships

Most scholarships are competed for on academic grounds (i.e. your grades). However, there are additional criteria, such as the quality of your research proposal and support, and other evidence of your academic performance (such as conference presentations and publications), that will be taken into account. To give yourself a good chance of winning support for your studies, we suggest that you give careful consideration to your application:

- Once you have chosen a particular fund to apply to, read the application guidelines and application criteria carefully, respond as well as you can to every part. Do use the correct form, as there are differences between scholarships. Answer all questions.

- Keep in mind the assessor who may go through numerous applications. You can make their job easier if you write clearly and succinctly.

- Ask your supervisor to assist you in preparing your application by reading your draft and making suggestions for changes.

- You will need to ask your supervisor to write a letter of reference, letter of support, or testimonial. Give your supervisor as much information about your strengths and achievements as possible, so that they can write a reference that is clearly about you and your particular research.

- Please inform your supervisor about practicalities of the application and the letter of reference: due dates, address for application, appropriate form, and so on.

- If your application requires approval or support from the Head of School, please ensure that it is submitted to the Head of School Office Manager at least one week before the closing date.

Email: Psych.HOSOM@massey.ac.nz

University scholarships

Some important criteria for the Massey Masterate and Doctoral Scholarships:

- The required Grade Point Average will depend on the pool of applicants. GPA needs to be at least 7.0, but usually higher (7.5 to 7.75). If you miss out in one round, and you perceive that your grades are "borderline", you can consider applying again.

- The outline of your research needs to be clear about the background, aims, method, and significance to the discipline or field of study. It must be well written and show that the research is "ready to go" and achievable. There is a limit on length (number of words).

- Make sure that your supervisor knows this research proposal well (a good solution is that you involve them and they help you write the proposal). If your supervisor does not know your work sufficiently, it is wise to give them evidence of your abilities (beyond grades) so that they can confidently make supportive statements about your ability to complete the research.

Massey Scholarship applications require support from the Head of School so please submit completed applications at least one week before the due date. The entire application must be submitted to: Psych.HOSOM@massey.ac.nz .

School financial assistance

Paid teaching and marking work is sometimes available for postgraduate students. Interested students should register interest with the individual Course Co-ordinators who are seeking assistance.

School research funding

Research funding to assist with Masters and Doctoral research reports is available internally, through the school.

You need to sit down with your thesis supervisor at an **early** date to discuss your projected budget for the current year and funding prospects. Writing a budget for a research report is an important practical aspect of conducting research.

Postgraduate Research Fund

Honours, Masters and Doctoral students requiring Postgraduate Funding for research, need to complete a Postgraduate Research Fund (PGRF) Application form that contains a budget for the research, a justification for the budgeted items, and is signed off by the research supervisor. This should be submitted to the appropriate Campus Secretary for approval by the local Campus Co-ordinator.

You can download the PGRF application as a PDF file, complete it using Adobe Acrobat, save then send it on to the required destination (wherever your supervisor is based). If they are based in Albany, then it goes to the Campus Secretary in Albany to process; the same goes for Wellington or Manawatū (secretaries listed as per below).

The PGRF application is downloadable from the School of Psychology web page:

http://www.massey.ac.nz/?e14784352g

The School is able to reimburse you for some thesis- / report-related expenses, provided that:

- **Prior approval** has been gained through the relevant campus PGRF approval process **before** expenses are incurred, and

- Receipts are submitted when claiming these expenses.

Albany: Receipts and claims should be submitted to Janet Mak.

Manawatū: Receipts and claims should be submitted to Judy Tildesley.

Wellington: Receipts and claims should be submitted to Megan Burnett, College Administrator.

School research funding is not guaranteed. The level of support is dependent on the availability of adequate funds in the annual School budget.

Funding will be considered on an individual basis but there will be a limit on the amount of funding available to you. For example, Honours students may be funded to a maximum of $500.00 for the duration of their research reports; and Masters thesis students may be funded to a maximum of $1,000.00 for the duration of the thesis. PhD and DClinPsych students may be funded to a maximum of $4,000.00 (DClinPsych) or $6,000.00 (PhD) for the duration of the research for the dissertation. Information about items that are excluded from funding, and current costings of included research items to assist your budget preparation, can be obtained from your supervisor.

To access research funding, you are required to submit a completed Postgraduate Research Fund (PGRF) application to campus secretaries at Albany (for Auckland enrolled students) or Manawatū (for Manawatū and Wellington enrolled students). The Campus Group Co-ordinator at Albany or the Head of School will review applications. Where an application exceeds the maximum level of School support for student research, it must be referred to the Head of School.

School research funding may be used for essential items, for example, consumables and other items associated with the cost of undertaking the research. This includes meeting the associated printing costs of Human Ethics applications; library interloans and the cost of data collection e.g., travel; survey dissemination including associated printing costs and postage, as well as feedback to participants; psychometric tests and their associated consumables.

Research costs might include:

- Printing costs of Ethics applications
- Library interloans
- Postal Surveys: Letterhead for Information Sheets and the front page of the Results Feedback letter to participants; questionnaire printing through Massey Printery; Standard size envelopes; postage.
- Web Survey development is covered within the School budget if undertaken by our Programmer / Analyst - Harvey Jones which is the expected norm.
- Interviews. Digital Voice Recorders are available for loan through the School. If new equipment is purchased, ownership remains with the School. The equipment must be returned upon completion of the data collection and upload phase. Costs of batteries may be covered by the PGRF.
- Photocopying of transcripts for analysis and review.
- Travel costs. The lowest travel cost option is to be used for all travel, consistent with Massey University travel policy.

- Psychometric Instruments. Due to the considerable number of psychometric tests available, it is not possible to list these. Contact Hung Ton in the Psychology Workshop for the prices of particular tests and their associated consumables. **Note:** You may not use tests for which specialized qualifications are needed for administration unless you are qualified to do so. Copyrighted tests may not be reproduced in theses.
- Participant – Related Costs. Incentives for Participants are only funded with Ethics Committee approval and are usually expected to be within the range of $10 for half an hour or $20 for one hour of participant time. Signed and dated receipts from participants will be required. Travel reimbursement for participants will only be covered if approved by Ethics Committee protocol.

It is your responsibility to accurately identify costs and quantities, and to prepare a budget and rationale for each expense when applying for PGRF funding.

Funding exclusions

The following items will not normally be funded:
1. Personal support for data collection costs or analysis, for example, research assistant or transcription services.
2. Data coding or data entry.
3. Travel to see your Supervisor.
4. Printing or photocopying that is not directly associated with the Human Ethics application, survey dissemination, or other forms of data collection i.e. draft transcriptions, data analysis, or the participant feedback process.
5. Hardware and software e.g. external hard drives, specialist software.
6. Urgent library interloan requests.
7. Printing and binding of Thesis or Research Report

Student conference funding

From time to time, the School may make funds available to support you attending relevant conferences. As with research funding this is not guaranteed and the level of support is dependent on the availability of adequate funds in the annual School budget. Please contact the Head of School Office Manager for information about conference funds for this year.

Email: Psych.HOSOM@massey.ac.nz

External research funding

Securing external research funding can improve the quality of research output, and is now an important addition to one's curriculum vitae. This option can be discussed with your supervisor. The Research Office is the main source of information about external funding agencies, the timing of different funding rounds and application forms. To obtain further information visit:

http://www.massey.ac.nz/research/

There are several people other than your supervisor whom you may wish to consult when preparing funding applications. Campus secretaries that process your applications are an excellent resource for general costing questions. All grant application budgets should be discussed with your supervisor prior to approval to prevent such common mistakes as underestimating costs, improper exclusion or inclusion of GST, and overlooking hidden costs.

All external grant applications need to be approved by both your supervisor and the Head of School.

Important dates

Final Dates to Add Courses

Double Semester: 11 February 2019

Semester 1:   11 February 2019

Last day for adding a Semester One / Double Semester internal course to an existing 2019 enrolment, conditional on availability of remaining places, is the 1st March 2019.

Semester 2:   1 July 2019

Withdrawing from taught courses

If you decide to withdraw from a taught course, the consequences depend on the date of withdrawal relative to the duration of the course.

If you withdraw after accepting an offer of enrolment and before 10% of the study period has elapsed, there will be neither academic nor financial penalty. Tuition and non-tuition fees paid will be refunded and the course will not appear on your formal academic record. A withdrawal fee is still payable however and will be deducted from any refund.

If you withdraw after 10% of the study period but before 75% of the study period has elapsed, there will be no academic penalty but you will remain liable for all University prescribed fees for the course. You will not be entitled to a refund. The Course will appear as WD on your formal academic record.

If you withdraw after 75% of the study period has elapsed, there will be an academic penalty and you will remain liable for all University prescribed fees for the course. You will not be entitled to a refund. The course will appear with a DC (Did Not Complete) on your formal academic record.

Time limits for your degree

It is very important that you are aware of the time limits for completion of your degree. The time allowed for completion varies according to the qualification that you are enrolled for and whether you are a part-time or full-time student. Further information regarding Time to Completion of your chosen programme of study can be found at:

http://www.massey.ac.nz/?tb4ea3314s

The best place to check the regulations for your particular programme of study is in the University Calendar itself: http://www.massey.ac.nz/?c8eb73705r

QUALIFICATION	CREDIT VALUE	TIME TO COMPLETION (ACADEMIC YEARS)
Postgraduate Certificate	60	2 years
Postgraduate Diploma	120	4 years
Bachelor Honours	120	1 year / 3 years*
Masters Degree	120	4 years
	180	5 years
	240	6 years
Doctorate		2-4 years full-time / 3-6 years part-time

*1 year from first year of enrolling full-time and 3 years from first year of enrolling part-time.

> **Important**
> **It is important to remember that if you choose not to enrol for study in any particular semester, unless you apply for an extension, that time is counted toward your completion date. If you choose to take time out from study, <u>please</u> contact your supervisor in the first instance.**

Assessment of coursework

You will be informed early on in each course about the nature and extent of assessment for that course – note that different courses may have very different types of assessment. It is important for you to pay attention to these requirements, as well as the relative contribution of each piece of assessment to the final grade, so that a reasonable plan of study can be made.

Presentation

You are expected to develop word-processing skills and to present assignments in typed format. However, you will not be disadvantaged if for good reason you are unable to present typed assignments, provided that hand-written presentations are clear, legible and of good standard. You are encouraged to discuss any problems relating to access to facilities and the presentation of work with relevant course co-ordinators. All referencing for assignments should be consistent with APA format. The Sixth Edition of the Publication Manual of the American Psychological Association is available from the library.

Extensions

You have a right to know the policy for late assignments of each lecturer in each course. These will be communicated directly to you by individual staff members early in the academic year. **If in doubt**, please ask.

Staff members vary in their policies; you should direct any queries to the relevant lecturer.

Feedback

Staff are aware of the value to you of prompt feedback and constructive criticism. However, there is variability among staff in terms of the relationship of assigned work to learning objectives and the type of contractual agreement made with you. Co-ordinators of individual courses will be prepared to discuss their policy on the marking and return of assignments early in the academic year. The University policy is that in general, marked assignments should be, returned 3 weeks after the due date. However, unpredictable delays in the marking of assignments sometimes occur. In such cases, you should approach the staff member concerned for information about the return of work submitted.

Moderation

Grades with the School of Psychology are subject to three layers of moderation. Firstly, we check within the School that the grades in different courses are fair and reasonable. Secondly, the External Examiner (see below) may recommend grade changes in line with standards from other Schools of Psychology within New Zealand. Finally, grades may be subject to moderation by the College, who look at all grades for possible errors, yet to be finalised and extreme distributions. For these reasons, all grades should be regarded as indicative until officially released by the University at the end of the second semester. For student information, the indicative grades for the first semester courses are released on the student

portal. These grades will give you a good indication of your final grade, but may be changed by the External Examiner or the College.

External Assessment

The School of Psychology has a policy that all postgraduate course work should be, externally assessed. Late in the academic year, a senior academic from the Psychology School of another New Zealand university spends time assessing samples of our postgraduate students' assignments and examination work. The external assessor comments on the consistency and standards within and across postgraduate courses. The aim of this process is to provide reassurance that our academic standards are, at least, as high as those at other Schools of Psychology within New Zealand.

The external assessor is also well placed to provide an objective view on any particular piece of work. This can be especially useful in the case of disputed grades which have not been resolved within the School of Psychology. (The usual and required first port of call for such disputes is the Head of School.) **Requests to have specific work looked at by the external assessor should be made via the Head of School**.

Once the College approves grades at the end of the second semester, the University then releases them.

Grading System

The School of Psychology follows a College-based system for determining the class of Honours to be awarded to a student. The following is an example of how the system works:

A+ A A-	→	1st Class Pass	B+ B B-	→	2nd Class Pass	C+ C C-	→	3rd Class Pass
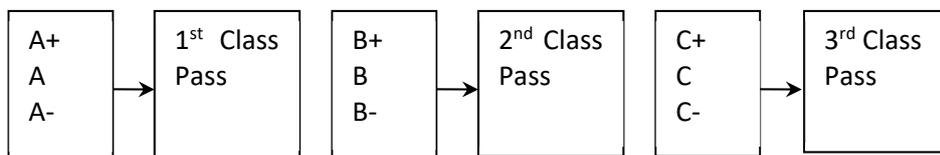
Grade	Grade Point (GP)
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1

Thinking about research

Often beginning your Honours research report, Masters Thesis, or PhD dissertation, can feel like quite a daunting prospect. It seems hard to know what to expect or where and how to begin.

At an early stage, you can examine your own level of readiness for completing a sound research report. Think about the following:

- How well do you write? Do you generally write well-organised, logical, coherent assignments? Does your grammar and spelling need a tune up? Do you know how to write in APA format? If you answered 'no' to most of these you may want to consider taking some writing skills courses.

    There is information regarding a full range of services offered by the National Centre for Teaching and Learning (NCTL) at:

    http://www.massey.ac.nz/?c71401527l

- Make use of the library and your Liaison Librarians who can provide advice on identifying and using relevant information sources. Your contacts are:

    Albany: Ness Gibson
    Email: Libalb@massey.ac.nz

    Manawatū: Brenda Johnson / Joanna Wenman / Noelene White
    Email: Humsslib@massey.ac.nz

    Wellington: James Duncan
    Email: Libwell@massey.ac.nz

- Do you have the necessary methodological preparation? 175.738 Psychological Research: Principles of Design is a required course so that you begin with a grounding in research methodology at the required level. *If you plan a quantitatively focused research report, then 175.746 Psychological Research: Multivariate Data Analysis is strongly recommended to develop essential knowledge as a basis for the analysis of your data.*

If you require computer skills training, enquire at Information Technology Services:

http://www.massey.ac.nz/?h86020821p

The nature of a thesis or research report

Theses and research reports involve independent, supervised research in psychology. You will demonstrate your knowledge about your topic and the field of specialisation, your capability of doing scholarly work, and formulate conclusions.

Research reports differ from theses and PhD dissertations mainly in size and scope. A research report is smaller than a thesis or dissertation.

Honours

The Honours degree requires a research report of 30 credits (175.799). This involves independent, supervised research in psychology.

Masters

The MA (Coursework Pathway) requires a research report worth 60 credits (175.873), the equivalent of 4 courses. The research is normally conducted across one semester after completing the taught course requirement, if study is undertaken full-time.

The MA (Research Pathway), MSc and MHlthSc degrees in Psychology require a thesis worth 120 credits. This is completed in two parts: 175.894 *Thesis 120 credit Part 1* (60 credits) and 175.896 *Thesis 120 Credit Part 2* (60 credits).

Doctoral study

The PhD is completed solely by thesis (175.900).

The Doctor of Clinical Psychology includes a thesis that is done in 3 parts: 175.991, 175.992 and 175.993).

Information on thesis courses is here: http://www.massey.ac.nz/?p740f4503s .

Research resources

There is research resource information available to assist if you are enrolled in Honours, Masters or doctoral research. This information is available online at:

http://www.massey.ac.nz/?t23154342s

The Albany Campus and Wellington Campus also run an on-campus thesis development workshop. Topics include finding a research topic, developing a research proposal, reviewing the literature, research design and methodology, bi-cultural research, using the library, applications for ethics approval, writing the dissertation or thesis, resources and funding, and meetings with potential supervisors. Information on this course including dates and times will be advised via the psych-grad@lists.massey.ac.nz email list.

The responsibility for successful completion of the thesis lies with you. Be proactive about seeking out and making use of resources including your supervisor. Supervisors are aware that the thesis can sometimes seem a daunting and challenging task. We are more than happy to help.

Regulations

Detailed regulations are set out in the University Calendar. These regulations cover, among other things, the classes of Honours awarded, and important information on time requirements. Please ensure you are clear about the regulations for your degree when you first enrol.

If you require an extension of time due to unexpected circumstances outside of your control, consult your supervisor (in the first instance) or the postgraduate co-ordinator as soon as possible. You can apply on forms available through your student portal.

Although it is possible to work from home and at a distance, you should be prepared to visit the campus for supervision meetings from time to time. It is also helpful to attend seminars and other courses that are available, and to meet other students.

Students with clinical interests

Normally, entry to the Doctorate is by completion of a BA (Hons), BSc (Hons) or Masters degree, incorporating the required clinical courses and achieving at least Second Class, Division I Honours. Enrolment in the DClinPsych (in the following year) is dependent on grades, including the research report. If you plan to enrol in Doctorate in Clinical Psychology, you need to submit the research report by **14 December** in the year immediately before starting the doctorate, so that marking can be completed in time for enrolment. If possible, please submit by **30 November**. You cannot start the doctorate until enrolment in the DClinPsych is complete, and not being enrolled may also affect your library borrowing privileges.

Getting started with research

Find a topic

Clearly, the first thing you need to do to get started on your research is get some ideas for a topic. It is your responsibility to choose a thesis topic and find a supervisor. Thesis ideas could arise from a range of sources including:

- **Your postgraduate courses** - often lecturers will refer to their own research interests during courses – a good source of both ideas and potential supervisors.

- **Topics offered by supervisors** – to work with your supervisor in the area that they are conducting research is one of the best ways to begin your own research. The School publishes a list of supervisors and the topics that they are willing to supervise every year. This is on http://www.massey.ac.nz/?t1d124347n.

- **External agencies or organisations** – occasionally, there may be specific topics offered from an external source. For example, an agency outside the University may have asked the School of Psychology to do research in a specific area. Such offers are circulated via the postgraduate email list.

- **Completed theses** - these can be borrowed from the resource room and will give you an idea of topics other students have tackled and the staff who supervised them. You can also search for Massey theses, theses presented at other universities in New Zealand, and overseas theses, using the catalogue on Massey Library Home Page: http://library.massey.ac.nz

- You can also get ideas from research seminars, general discussions with staff, and your own reading.

Find a supervisor and complete the Agreement to Supervise form

Names of potential supervisors and the research topics that they offer are listed at: http://www.massey.ac.nz/?t1d124347n

Start as soon as you can. It is a good idea to approach potential supervisors and discuss your research plan by December of the preceding year. **The research topic and supervisor should ideally be chosen in October or November** so you can do the necessary reading over the summer break.

You normally need one supervisor for Honours and Masters research, although joint supervision is possible. Doctoral dissertations usually have one primary supervisor and one or more co-supervisors. Co-supervision may be sought from other Schools where necessary, but this would be unusual and should be organised through the Head of School and the Postgraduate Co-ordinator.

You may have a relatively clear idea of the topic you want to research. Fine-tuning your topic goes along with finding a supervisor. Topics will be revised, refined, and potentially changed in discussion with your supervisor, who will help you finalise the topic, specific research questions, theoretical approaches and analysis of data.

You should feel free to approach staff members and discuss their / your ideas. It is perfectly reasonable to approach staff when your own ideas are quite general or somewhat "fuzzy". Hopefully, these research ideas will develop and become clearer with ongoing discussions with potential supervisors. Be aware that the research interests of staff may not match with the topic area you have chosen, and you might have to modify your topic to provide a better fit with staff expertise or interests. In other cases the most appropriate supervisor for your topic may be on leave or otherwise unavailable, or may already have a full supervision load. You may be more successful if you remain **flexible** in your choice of topics and supervisors.

If you are having trouble deciding on a topic or finding a lecturer to approach concerning supervision, the Postgraduate Co-ordinator may be able to help.

In order for your enrolment in a research course to be approved, an **Agreement to Supervise** form must be completed and returned to the Postgraduate Programme Administrator, Anne Ormsby. The forms are available at: http://www.massey.ac.nz/?e14784352g/. Please send to a.s.ormsby@massey.ac.nz or:.

Anne Ormsby
Secretary / Postgraduate Programme Administrator
School of Psychology
Massey University
Private Bag 11 222
Palmerston North 4442

Responsibilities of a Supervisor

The supervisor's major functions are to provide information, ideas, stimulation, constructive criticism, encouragement and direction in all stages of the research report. Where more than one supervisor is involved in a research report, their roles and functions should be discussed and clarified early on.

A supervisor's responsibilities are:

a) To give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources and about requisite skills and techniques.

b) To ensure that the supervisor is not already over-committed and will remain fully conversant with the research report.

c) To maintain regular contact through tutorial and supervision meetings as agreed to with you, and to provide in these meetings focused and uninterrupted attention to you and the research.

d) To assist you in applying for funding through University and outside sources where appropriate.

e) To assist you to develop a proposal for Ethics Committee(s) where appropriate.

f) To be sensitive to cultural, political or gender issues relating to you or the research.

g) To give advice on necessary completion dates of successive stages of the research to ensure that the research report is submitted within the scheduled time.

h) To request written work as appropriate and to return work with constructive criticism within reasonable time.

i) To ensure that student is made aware of any inadequacy of progress or of standard of work.

j) To provide a collaborative research environment and encourage open communication.

k) To ensure that if they are to be absent from the University for an extended time, suitable arrangements are made for appointment of a new supervisor, or for interim supervision of a student.

l) To discuss publication of the research and to come to some agreement about the timing and the authorship of the publication (refer to the section on Publication later in this Handbook).

Responsibilities of Students

a) To find a supervisor and arrange for your supervisor to sign the "Agreement to Supervise Postgraduate Research" form.

b) To get off to a good start with the research and accept that the principal responsibility for the research and its progress lies with you.

c) To prepare and submit a Postgraduate Research Fund (PGRF) Application for the research, in consultation with the supervisor.

d) To discuss with your supervisor the type of guidance and comment that can be expected and to assist with clarification of responsibilities.

e) To maintain regular contact through tutorial and supervision meetings as agreed to with your supervisor.

f) To take the initiative in raising problems and difficulties.

g) To maintain progress of the work in accordance with the stages agreed to with your supervisor, including in particular the presentation of written material in sufficient time to allow for comments and discussion before proceeding to the next stage.

h) To notify your supervisor if you have to be absent from the University for an extended time and to make suitable arrangements for contact during your absence.

i) To discuss publication of the research and to come to some agreement about the timing and the authorship of the publication (refer to the section on Publication later in this Handbook).

j) You are reminded that compliance with regulations and that the quality of your work is ultimately your own responsibility. The role of the supervisor is to assist you to achieve the best result of which you are capable.

You are responsible for making sure you consult your supervisors regularly. You are free to discuss your research with staff members who are not your supervisors as long as they discuss with your supervisor any proposed changes that result from such discussions.

If work is not going satisfactorily for reasons outside your control, consult your supervisor in the first instance. However, if your feel that you do not have an effective working relationship with your supervisor, you should discuss the matter promptly and confidentially with the Postgraduate Co-ordinator. If necessary, a meeting with the Head of School will be arranged.

Plan the research

Consider how you will fit the research in with your coursework and other commitments, and the timeframes that you have for completing your degree.

Together with your supervisor, you need to make sure that your research is viable and that appropriate analyses are chosen before collecting data. You need to choose a research topic that matches your research design and analysis skills. You are responsible for acquiring any necessary skills, and approval of the topic may depend on your agreement to do this. **For example, supervisors should not be expected to carry out statistical analyses for students who have not obtained the necessary skills to do it for themselves**.

Guidelines for a proposal

Your supervisor may ask you for a proposal. Proposals will take different forms depending upon the nature of the research that is involved. They would usually include:

Introduction A brief statement of the background to the research and summary of the essential relevant literature, together with the aims or hypotheses to be investigated.

Significance A general statement of why this research is important and should be conducted.

Method As much detail as possible on the subjects, measures, apparatus, design and procedure of the proposed research.

Analysis A detailed statement of how data will be treated and what analysis will be conducted.

Budget An analysis of the costs involved in the research and how it is proposed they will be met.

Ethics Comment on ethical issues involved in the research and proposals for how they will be handled.

Time-frame A statement of how long the research will take, with estimates given for each phase (planning, development of measures, pilot testing, data collection, analyses, writing up, etc.).

References Citations for all references in the proposal.

'EndNote' – Bibliographic Database

Bibliographic database software such as EndNote or ProCite can be used to keep track of your references and reading material. This is incorporated with word processing software in university computer laboratories.

The University licensing currently permits current Massey students to download this free of charge. For more information see http://www.massey.ac.nz/?ea2525342e

Carry out the research

Ethics

All research with human participants requires ethical consideration. Although you should have the primary responsibility for analysing and dealing with these, the supervisor should guide this process by discussion and by providing information on such things as the MU Code of Ethics and Massey screening procedures. You should anticipate the need to take your proposal to the Massey University Human Ethics Committee (MUHEC) and / or regional ethics committees as appropriate. Your supervisor will be able to provide you with guidelines for the preparation of an ethics proposal.

The MUHEC meets regularly each month (excluding December and January), with the deadline for submitting proposals being ten days earlier than the meeting date. Check the MUHEC web site early in the academic year for a list of meeting and research report submission deadlines as late applications are not accepted.

Most proposals are approved without the need to appear before the Committee. If you are asked to attend a meeting of the MUHEC, you will be accompanied by your supervisor. Being invited to attend such a meeting simply means that the Committee has some issue they wish to discuss, and you should see this as an opportunity to clarify the ethical issues and ensure that your study is ethically sound. On occasion, gaining final ethical approval can take several rounds of discussion, so it is advisable to consider ethical aspects of a research report as early as practicably possible.

The forms required for both the Massey and the regional ethics committees are available as computer formatted documents on the web. The Massey University Human Ethics Committee web site has links to regional ethics committees, these links are updated regularly. Massey University Human Ethics Committee web page: http://www.massey.ac.nz/?h2d504232s

It is also useful to consult the Code of Ethics for Psychologists, downloadable from the Psychologist's Board web site: http:/www.psychologistsboard.org.nz

Access to participants

Where studying a particular topic is dependent on gaining access to a special population such as hospital patients, written permission for this access should be obtained as early as possible. No agency should be approached until the proposed research has been approved by your supervisor. Once access has been granted, the importance of continuing liaison should be recognised.

Some of the issues you might consider before seeking access include:
- Who or what do you want to research?
- Who are the key individuals, or gatekeepers, who you need to get permission from?
- How much commitment will you require for your research from your respondents in terms of hours, days, weeks, months?
- Is this reasonable?
- Can you identify any potential problems with regard to access?

There is a number of ways in which you might increase your chances of gaining access to a potential pool of respondents / participants:

- Begin by asking for advice on how it would be most appropriate to negotiate access.
- Be modest in your requests. A "cardinal sin" is for you to line up respondents and then turn some of them down or ask them to come back later because you are having time tabling, equipment or measurement problems.
- Make effective use of your supervisor's contacts.
- Offer something back to your research participants - perhaps written feedback or a summary of your results (these should be brief and written in layperson's terms). Ask their advice on what might be useful to them. If your research is of potential use or interest to them then they are more likely to allow you access.
- Ask at the right time. Some institutions need to plan ahead, while others like to act immediately. Busy periods and holidays are not good times.
- Be as clear as possible about what you are asking for - which people, how long it will all take, and so on - have samples of your questionnaire / research protocol on hand for inspection.
- Explain the reasons for doing your research, why it will be of value, and what the outcomes might be.

Data analysis

Your research proposal will require details about how you plan to analyse your data. Early on, you need to decide what kind of analysis is appropriate. Your supervisor will help.

The software package 'SPSS for Windows' is available on computers in student computer laboratories on all campuses.

If you wish to obtain a copy of SPSS for your own computer, please seek the advice of Harvey Jones through your supervisor.

You are expected to conduct your own analyses and this is likely to require some study time. The following staff are available to help with problems which prove too large for you and your supervisor. The best way to get in touch with them is by email:

Fiona Alpass   F.M.Alpass@massey.ac.nz
- Practical problems associated with running SPSS.
- Most methods of quantitative analysis.

Pete Cannon   P.R.Cannon@massey.ac.nz
- Design and pre-registration for quantitative studies
- Data wrangling, visualisation, and analysis using R
- Regression, ANOVA, mixed/multilevel modelling

Stuart Carr   S.C.Carr@massey.ac.nz
- Mainly quantitative and include localised regression estimation (loess curves).

Richard Fletcher   R.B.Fletcher@massey.ac.nz
- Comprehensive knowledge of SPSS for Windows, AMOS, LISREL and STATISTICA.
- MULTILOG, ConTEST, PolyDIMTEST. Item Response Theory (IRT), test construction and essential unidimensionality.

Ross Flett   R.A.Flett@massey.ac.nz
- Practical problems associated with running SPSS.
- All major methods of quantitative analysis (except MANOVA, complicated ANOVA and repeated measures designs).

Dianne Gardner D.H.Gardner@massey.ac.nz
- Using SPSS for hypothesis testing.
- Most methods of quantitative data analysis, including basic SEM.

Gus Habermann   G.M.Habermann@massey.ac.nz
- Research design involving cognitive and psycholinguistic variables.
- Hypothesis building, collecting and processing psycholinguistic data, including quantitative methods
- Psychometrics.

Stephen Hill   S.R.Hill@massey.ac.nz
- ANOVA for experimental and quasi-experimental designs.
- Use of MS Excel for simple analyses.

Heather Kempton (Buttle)   H.Buttle@massey.ac.nz
- Use of Excel and SPSS.
- ANOVA (repeated measures and mixed factorial designs).
- Correlation and regression.

James Liu   J.H.Liu@massey.ac.nz
- Cross-cultural research design and statistical analysis (using MPlus)

Keith Tuffin   K.Tuffin@massey.ac.nz
- Discourse analysis.

Mandy Morgan C.A.Morgan@massey.ac.nz
- Qualitative analysis.

Michael Philipp M.Philipp@massey.ac.nz
- Planning and trouble-shooting most multivariate, inferential analyses.

Chris Stephens C.V.Stephens@massey.ac.nz
- Use of SPSS programme, bivariate and multivariate statistical techniques, esp. Multiple Regression and Discriminant Analysis.
- Qualitative analysis including Discourse Analysis, Phenomenology, Grounded Theory, Narrative Analysis.

Matt Williams M.N.Williams@massey.ac.nz
- Design and pre-registration for quantitative studies
- SPSS, R, RStudio
- Regression, generalized linear models, exploratory factor analysis, structural equation modelling, mixed/multilevel modelling

Writing up your research

Theses and Research Reports need to conform to the format requirements detailed in the library handbook 'A Guide to the Presentation of Theses'. The handbook is available from:

http://www.massey.ac.nz/?taaf75431e

The style of presentation is APA 6. The APA Publication Manual, Sixth Edition, is on reserve at the Library.

The report or thesis will have most of the following elements:

- *Introduction section.* You will conduct a literature search and examine the background of the research topic. You may need to develop or upgrade your library search skills. After detailed reading, you synthesise published findings relevant to your research topic, leading to the actual research question.

- *Method section.* You will need to describe, among other things, participants, measures, procedures, and ways of analysing your data.

- *Analysis and results.* You should allow a good piece of time for this section which is important. Your study may include mastering a particular technique of data analysis before conducting the analysis. The analysis is often enjoyable but again time-consuming. You will need to write up your findings.

- *Discussion.* In this section, you are expected to interpret the findings and demonstrate your understanding of the results, including their implications and contribution to the field. This section tends to prompt further literature review and further readings which cannot be rushed.

- *References and formatting.* It is best to develop your reference list as you proceed. However, additional time should be left for preparing, reviewing, editing, and presenting the final document, including the final version of the reference list.

- There should also be an abstract, appropriate sections and headings and the report is usually prefaced with acknowledgements and a 'Contents' page. It is important to acknowledge the supervisor and other staff who have assisted with the research.

- Please ensure you have a cover sheet stating the title of the report, your name, and the degree for which the report or thesis is submitted.

It is often a good idea to start writing the introduction and method sections before the data collection is completed, particularly if the data collection is quite lengthy.

Do not underestimate the time it will take to finish writing up your research; in general allow 6 – 8 weeks for an Honours research report and 4 months full-time for a Masters thesis. The number of drafts required will vary, but you can expect to write each section at least twice.

The acquisition of good writing skills is your responsibility. You can expect your supervisor to provide editorial comment on at least one complete draft of the work, or they may identify writing problems at the proposal stage and, if necessary, encourage remedial action.

It is a good idea not to spend too much time on the first draft. It is rare that this will be satisfactory and it is less frustrating having to change something that has taken a short time to write than to change work on which a long time has been spent. It is usual to write a portion and give it to the supervisor to look at while proceeding with the next part.

The finished product must be in typed form. It is up to you to ensure that typographical, grammatical and formatting errors are kept to an absolute minimum, as these can downgrade the work and will be reflected in the final grade.

Writing up the thesis can be a real challenge for your personal focus, organisation and self-discipline skills. Making progress is often simply a case of persistence and taking small steps at a time. If you find yourself procrastinating, then try one or more of the following:

- Make notes from your last discussion with your supervisor
- Draft your contents page
- Type out your references
- Draft the structure for a section or chapter
- Note down points you think you will refer to
- Set yourself a target for writing a given number of words each day
- Write anything so that you have something on your screen
- Give yourself a treat or a short break after a work period, but come straight back
- Don't allow yourself to do anything else until you have written something.

The aim is to produce some writing as regularly as you can, and then work from there.

The completed thesis / research report

Word limits:
30 credits   8000 - 10,000 words
60 credits   15,000 - 20,000 words
120 credits   30,000 - 40,000 words
DClinPsych: Up to 65,000 words (excluding appendices and bibliography).
PhD: Up to 100,000 words (excluding appendices and bibliography).

Submission

Honours research reports (175.799) and 60 credit coursework Masters projects are submitted digitally. Once it is complete, submit it as a Microsoft Word file to Anne Ormsby (Postgraduate Programme Administrator) A.S.Ormsby@massey.ac.nz. There is no need to double up the submission with a print copy (hardcopy). You will receive a letter acknowledging your submission.

120 credit Masters theses are submitted online via the portal. The portal also provides the forms to be filled in to go with the submission. You have the option to leave all printing requirements with the University (this is the default option) or you can opt to self-print your thesis. Full online submission is usually preferred. It is more cost effective and timely than self-printing.

The web link below will take you to Thesis Submission and Publishing page, detailing what is required for you to submit your thesis under the online submission process as well as how to submit online.

http://www.massey.ac.nz/?t3e9c4348g

The dates below were correct at the time of publication of this Handbook but you should still check via the website for your course.

175.799 Research report (30 credits): **17 November 2019**
                        http://www.massey.ac.nz/course/?p=175799&o=1260064
175.873 Research Report (60cr): **23 February 2020**
                        http://www.massey.ac.nz/course/?p=175873&o=1259228
175.896 Thesis 120 credit Part 2: **23 June** 2019 if started in S 1; **23 February 2020** if started in S2
                        http://www.massey.ac.nz/course/?p=175896&o=1260092

Masters theses must be submitted by full-time students within 2 years of first enrolling for the Masters degree, if eligibility for Honours is to be retained.

Advantages of early submission: Theses submitted after 30 November are unlikely to be examined in time for scholarship application deadlines. You may also miss out on graduation at the mid-year ceremonies in the following year. It is best to plan to complete and submit your thesis, project or report in late November.

Information on submitting doctoral dissertations is here:

http://www.massey.ac.nz/?t20854228e

Embargo

If you and your supervisor agree that a thesis should be embargoed, then you need to complete an RF05 Application for Approval to Embargo. This can be downloaded from:

http://www.massey.ac.nz/?t3e9c4348g

Assessment

Honours reports and 60 credit coursework Masters reports are normally assessed by two members of the School of Psychology staff who are nominated by the supervisor. You are not told who the markers are but will receive written feed-back and a final grade.

120 credit Masters theses are assessed by one member of the School of Psychology staff and one external examiner (usually from another New Zealand University). The examiners are nominated by the supervisor. The thesis is awarded a single grade that contributes to the level of Honours associated with the degree. You will receive the examiners' reports, however the identity of examiners and their specific grade recommendations are withheld.

Following submission of a thesis or research report it may take 3-6 months before the final result is available. Examiners need time to review, mark and report on the thesis, and there are administrative processes involving the School, the College, and the University.

Publication

The School of Psychology encourages students to publish their Masters and PhD research. If you are interested in publishing your research you need to discuss publication with your supervisor and reach an agreement about the authorship and timing of publication.

Authorship

Depending on the relative contributions of student and supervisor, the options might range from sole authorship by you, to joint authorship. Any disagreements over who should be senior author are best avoided by discussing the issue early in the supervision process. In the event of such a disagreement you can refer the situation to an arbiter such as the Postgraduate Co-ordinator.

You may have little energy for writing up your work for publication immediately following submission of the thesis. This is not unusual and some time may be needed for renewal of energy and enthusiasm before working on a draft for publication. If you still have no interest in publishing the research after a suitable period of time has elapsed, a written agreement should be made with your supervisor concerning authorship rights to the research.

Resources

The library

As a student of psychology, the services and collections of the Library will possibly be the major resource for you in your studies.

Massey University Libraries have extensive collections of print and on-line material – books, encyclopedias, journals, journal article databases, CDs, videos, DVDs, theses. They are all listed in the Library's catalogue, accessed through the Library's Home Page:

http://www.massey.ac.nz/library/

You can use material from any of Massey's three campus libraries. The **subject guide** for **Psychology** on the Library's Home page is a good starting point to identify and link to relevant journal article databases, web sites and reference resources of relevance to psychology.

Library access and Distance Library Service

Thesis and research report students can usually be enrolled as extramural students and receive the distance library service. If you are enrolled for a thesis or research report and you live near a campus, you are expected to visit that campus library for access to books, journals, photocopying and other library services. If, however, you live a significant distance from a campus and are enrolled as an internal student, then you may be eligible to receive distance library services. If you think you are eligible to receive distance library services, contact the Distance Library Service.

The Distance Library Service delivers course-related library materials to the homes of eligible students (usually students studying predominantly block mode or extramural courses). More information about this is available on the Library's Home Page http://www.massey.ac.nz/library/ click on "Distance Learning" or by contacting:

Phone: 0800 MASSEY

Email: Library@massey.ac.nz

Research consultations

You may want to take advantage of the Library's Research Consultation Service. One of the Liaison Librarians can give you a one-hour session, either in person or by phone, providing advice on identifying and using relevant information sources. This is a free service. Ask at any Massey University campus library. We urge you to make use of this service.

Interloans

Any material not held by Massey University Libraries can be acquired for you (see 'Interloan' above). The cost of regular New Zealand-based interloan service is NZ$5 per article or book.

Computers

You will have access to computers, library databases and the internet by a variety of means. There are dedicated postgraduate computer laboratories operated by Information Technology Services, public student computing and printing facilities in the 'Information Commons' of Manawatū and Albany Libraries and increasing access to wireless networking services across the University.

Postgraduate students are encouraged to improve their computer literacy and to acquire word processing and other computing skills if they do not already possess them. A variety of face-to-face and CD-based training courses or materials are available for postgraduate students via the 'Training' link at a small cost:

http://www.massey.ac.nz/?h86020821p

Computing access

Student ID and PIN codes provide password access to the computers. Files may be saved to a personal network (H:) drive, a Microsoft OneDrive (for the period of your enrolment), or to your own portable storage device (CD or USB drive). There is no charge for access to software, databases or internet, although there are costs associated with printing. Students can increment their computing budget through the Cashier's Office or Library at either campus or on-line via the SMS Portal and its secure credit card payment system. GST is deducted at the time the money is put into your account.

For available computer labs, please see:

http://www.massey.ac.nz/?f488c1729s

Regulations

The University has strict policies on information technology and communication systems, including the following:

- "No person shall obtain, or attempt to obtain, information from or access to any University information, communication or processing system except as required by the Head of Department, (Section, Unit or Centre) concerned and authorised by the controller of the system; nor shall any person use information or access so obtained for improper purposes."

- "Improper use includes, but is not limited to:

  o unauthorised access to computing, office, cable infrastructure, data network, telecommunication and communications systems including their storage media;
  o use of systems for purposes other than to meet pre-authorised course and research requirements for which access was granted;
  o use of equipment and communications systems for private purposes, charitable use, entertainment or amusement;
  o use of University equipment and facilities to produce, store, transmit, or display any materials which are obscene, offensive, slanderous or illegal;
  o use of computer equipment and facilities for private gain or unauthorised commercial use; avoidance of restrictions on access;
  o making unauthorised copies of software and data;
  o physical abuse of equipment;

- o electronic abuse, menace or harassment of individuals;
- o contravention of the rights of an individual;
- o contravention of the statutes, regulations and charter of the University and the laws of the land including the Privacy and Human Rights Acts (1993), the Official Information Act (1982) , the Public Finance Act (1992), the Employment Contracts Act, the Education Amendment Act(1990) and such other activities deemed improper use from time to time.

- "The University, or authorised controllers of a University information, communication or processing system, reserves the right to take any appropriate action including examining, moving, copying or deleting any information in the event of a suspected or proven breach of this code of practice."

Please ensure that you are fully aware of the statutes and regulations that are in detail on the following web site:

http://www.massey.ac.nz/?i8e272918s

Computers and Health

Extensive use of computers, without appropriate precautions, can contribute to musculoskeletal discomfort (occupational overuse syndrome). Advice on how to avoid this health problem is contained in Appendix A.

Software

The software provided on Massey student computers includes Microsoft Office (Word, Excel, PowerPoint), web browsers, SPSS statistical package, EndNote (bibliographic software) and access to e-learning environments (Stream).

There is also a range of software available for installation on your personal computers while enrolled in study, including Microsoft Office 365, EndNote and various statistical packages. More details are available from:

http://www.massey.ac.nz/software-for-students/

Technical services

The School offers students a range of technical services and facilities through the technical staff that can be found in the Workshop on the ground floor of the Manawatū campus. As noted previously, technical services are usually arranged through your course co-ordinators or supervisor. The technical staff also maintain lists and organise the loan of a range of audio equipment, software and journals held by the School and some members of staff. Albany and Wellington students should enquire at the Psychology Office on your campus.

Psychological test libraries

The School of Psychology has extensive Psychological Test Libraries at Albany and Manawatū campuses and a limited Psychological Test Library at Wellington campus. These libraries contain a variety of tests and books which are available to you on short-term loan, normally for a period of two weeks. Loan material **must** be signed out on the card system in the Test Library and signed in upon return. To access tests contact:

        Albany: Please seek the advice of the Albany Campus Co-ordinator.

        Manawatū: Hung Ton
                          Email: H.Ton@massey.ac.nz
                          Phone: +64 6 356 9099 ext. 85067

        Wellington: Carrie Wilson
                          Email: C.Wilson1@massey.ac.nz
                          Phone: +64 4 801 2794 ext. 63581

Psychological tests that are not available at your campus may be available at the Manawatū Campus.

Resource rooms

The School of Psychology maintains two resource rooms at Manawatū. Tuia te Mana Māori (Māori Resource Room) in P2.20, houses a range of materials. Te Rau Aroha in P2.21 is a facility for use by postgraduate Māori students.

At Manawatū Campus, copies of completed Honours research reports, Masters theses, and Doctoral dissertations by students in the School are held in the Thesis Library. These items may be borrowed using the loan system operated by Anne Ormsby.

At Albany, there is a Māori Resource Room in Room 3.26, on Level 3 of the North Shore Library Building, Albany Village. This is the room that Te Puawaitanga, the support group for Māori Psychology students, is based in. Theses/ research reports are currently held in the Test Library space in the School.

At Wellington, theses, dissertations and research reports are held in the Thesis Library in room 7C50. These can be borrowed using the loan system operated by the School. Contact Megan Burnett to access these.

Note: Theses are also available through the Massey Library at each campus. You can also search for Massey theses, theses held at other universities in New Zealand and overseas theses using the Library's Home Page:

                        http://www.massey.ac.nz/library/

Noticeboards

Information of interest to postgraduate students is posted on various notice boards around the School of Psychology. These notices provide a range of information including messages from Course Co-ordinators, details of social events, opportunities for employment, scholarships, potential research topics and supervisors, as well as funded research positions.

Albany: The notice board is situated on Level 3 of the North Shore Library Building.

Manawatū: There are three notice boards on Level 2 of the Psychology Building on Manawatū Campus. They are: opposite Room 2.06, in 2.08 and 2.23.

Wellington: The notice board for Psychology is in Block 7, by room 7C50 and in K1.

Mailboxes

If you do not regularly visit your home campus please ensure that mail other than freepost participant responses is sent directly to your home address.

Albany: Located in the department, on the third level of the North Shore Library Building, Albany Village.

Manawatū: Postgraduate Study Room, 2.08, on Level 2 of Psychology Building. There is one box for each letter of the alphabet. Students who undertake marking are provided with a personal mailbox.

Wellington: If you require a mailbox, please contact Campus Co-ordinator Ian de Terte; or the College Administrator, Ms Megan Burnett, in Block 7.

Summary

At some point in the not-too-distant future you will be finished with postgraduate study. Your feelings at this point might include a great sense of release and relief. It is also possible that you will experience some feelings of loss - this 'thing' that has been dominating your life is gone now. So, what do you do now? The options are limited only by your imagination, situation and resources. Here are some more or less serious suggestions:

- Take a holiday.

- Celebrate with close family and friends.

- Take the dog for more walks / Give the cat some special treats.

- Plan what you are going to wear to your graduation.

- Read a good book.

- Give some time to your family and friends.

- Write up and publish your research.

Remember that learning is life-long. Although you may have achieved your qualification, as you continue to work in the area, you will need to keep up with developments, in psychology in general and in your chosen area within psychology in particular.

Appendix A

Management of Musculo-Skeletal Discomfort (Occupational Overuse Syndrome)

It is important to be aware of the symptoms and causes of musculo-skeletal discomfort and the social and physical factors which may aggravate musculo-skeletal discomfort.

Information on these and on correct workplace set-up and the physical adjustment of furniture can be obtained from:

http://www.massey.ac.nz/?aa6ea3205t

It is important to be familiar with and ensure that you apply the information that is available. Please check the poster on exercises in the computing rooms. There are four areas you need to consider in the management of musculo-skeletal discomfort. These are:

- the design of your equipment and tasks,

- the organisation of your work,

- your working environment, and

- early attention to any musculo-skeletal discomfort.

Each of these is considered in turn.

You need to ensure that the equipment you are using is appropriate for your size. If you are using fixed equipment you may need to consider having it altered to avoid having to hold static and undesirable postures for long periods of time. Where tasks require long periods of static muscle contraction you should take micro pauses (very short but frequent rests) and if possible arrange for other tasks to provide variation.

Your work should be organised so that there is a variety and make sure that appropriate breaks are taken. You should avoid setting unrealistic targets or rewarding yourself on the basis of work rates which involve long periods of static posture.

Social and physical factors in your work environment may contribute to earlier onset of musculo-skeletal discomfort. Social factors which may influence the work environment include: workload, deadlines, inter-personal relationships, supervision styles, your control over your work environment and your mental attitude towards new software and / or research reports / assignments. You need to deal with any of these factors if it is a continuing source of stress. Undesirable physical aspects of the environment may also add to background stress. You need to consider that the lighting, ventilation, humidity, temperature and noise levels are not providing additional stress.

If you do develop musculo-skeletal discomfort it is important to seek help early rather than persisting with the pain. Further assistance and ergonomic evaluation of your workplace can be obtained through the University Health and Safety Co-ordinator. If pain persists it is important to seek appropriate medical assistance and treatment. Don't underestimate the disabling effects of musculo-skeletal discomfort!