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THE HRD DEVELOPMENT PROGRAMME AT MASSEY UNIVERSITY

WELCOME



**From Professor Giselle Byrnes,
Assistant Vice-Chancellor
Research, Academic and Enterprise**

Welcome to Massey University, as a PhD candidate you are a member of our research institution and representative. This booklet has been developed to provide you with guidance the programme of workshops, seminars and online skills training designed to support the intellectual and research development of Masseys PhD candidates.

Massey University recognises the importance of providing high calibre research skills training to all its PhD candidates, and this is evidenced in two of the university's key documents; The Road to 2025, and the Research Strategy.

Our programme which is mapped against the Vitae.ac.uk framework aims to support students at every stage of their study, beginning with induction and continuing through major milestones, right up to thesis submission and examination.

We recommend you discuss your training and development needs with your supervisor/s, who will be able to advise you on which aspects are most useful and appropriate for your needs. Your supervisor will also be able to advise on appropriate development opportunities that are not part of this programme, but which may be available locally (College or Academic Unit level) and may assist you with the timely , successful completion of your study.

THE ROAD TO 2025

As the engine of the new New Zealand, Massey University is an innovative, bold and enabling organisation. Demonstrating these attributes requires us to develop a culture where ideas are valued and where our students are supported, challenged to succeed, and provided with opportunities to develop knowledge, skills, capabilities and experiences that prepare them for their future as global citizens. Underpinning this are two of the seven big goals for Massey University.

Prof Giselle Byrnes
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Research, Academic and Enterprise

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PROGRAMME FRAMEWORK

From 2016 onward Researcher Development within Massey University will be guided by the VITAE Researcher Development Framework (RDF). The RDF is structured around four domains (see Figure 1) encompassing the knowledge, intellectual abilities, techniques and professional standards to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. Within each of the domains are three sub-domains and associated descriptions, which describe different aspects of being a researcher.

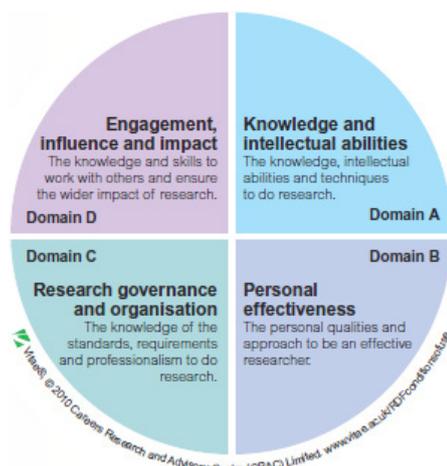


Figure 1. The four domains of the VITAE development framework.

These domains constitute the Universities 'Researcher Development Statement' (RDS) which acts as the key reference statement for the development of post-graduate researchers' skills and attributes and researchers employed by the University.

BACKGROUND TO THE RDF

The RDF and its 4 guiding domains were created through interviews with researchers and empirical data leading to the identification of the characteristics of excellent researchers. Each of the domain descriptors is linked not only to what is required to do research effectively but to the different stages of individual researcher development from initial Higher Research Degree (HRD) enrolment, through to individual research projects and research supervision.

ADVANTAGES OF THE RDF

The RDF is a guide to your development as a professional researcher enabling you to proactively articulate your research skills, identify your strengths and prioritise your development needs. You can use the RDF to develop your individual research skills and those of researchers you supervise optimising their and your performance. The RDF is widely recognised within the UK, Europe, Canada and Australia and provides you with a shared language that you can use in CVs, fellowship and grant applications moving forward.

THE RDF FOR DEVELOPING RESEARCHERS

For individuals seeking to improve and develop their personal skills the RDF can be used to:

- Aid self-reflection and set development goals.
- Choose the most appropriate formal and informal development opportunities provided by the University.
- Consider how your skills and experiences will enhance your career prospects.
- Highlight, articulate and evidence the transferability of your skills.

As a developing researcher you can use the RDF to:

- Select individual areas for development.
- Focus on short or long-term development needs.
- Prioritise development on those areas most relevant to you.
- As means of talking to others about your research strengths and weaknesses.

USING THE RDF TO IDENTIFY YOUR DEVELOPMENT NEEDS

Utilising the RDF effectively requires researchers to conduct a degree of self-evaluation, identifying their own strengths and weaknesses in regard to research. In doing so researchers should compare themselves against the skills, knowledge and attributes incorporated into the VITAE development framework.

These are divided between four key domains focused on different aspects of what makes an excellent researcher. Three sub-domains within each domain focus attention and specific skills, knowledge and attributes relevant to researchers. These in turn are linked to specific development activities provided by the University.

Within this programme booklet is a breakdown of the various development opportunities provided by the University and the domain and sub-domains those opportunities relate to. To select the appropriate development activity for their needs researchers need to identify their strengths and weaknesses relative to the RDF and then select the most appropriate development activity for their needs.

USING THE RDF TO SELECT A PROGRAMME: AN EXAMPLE

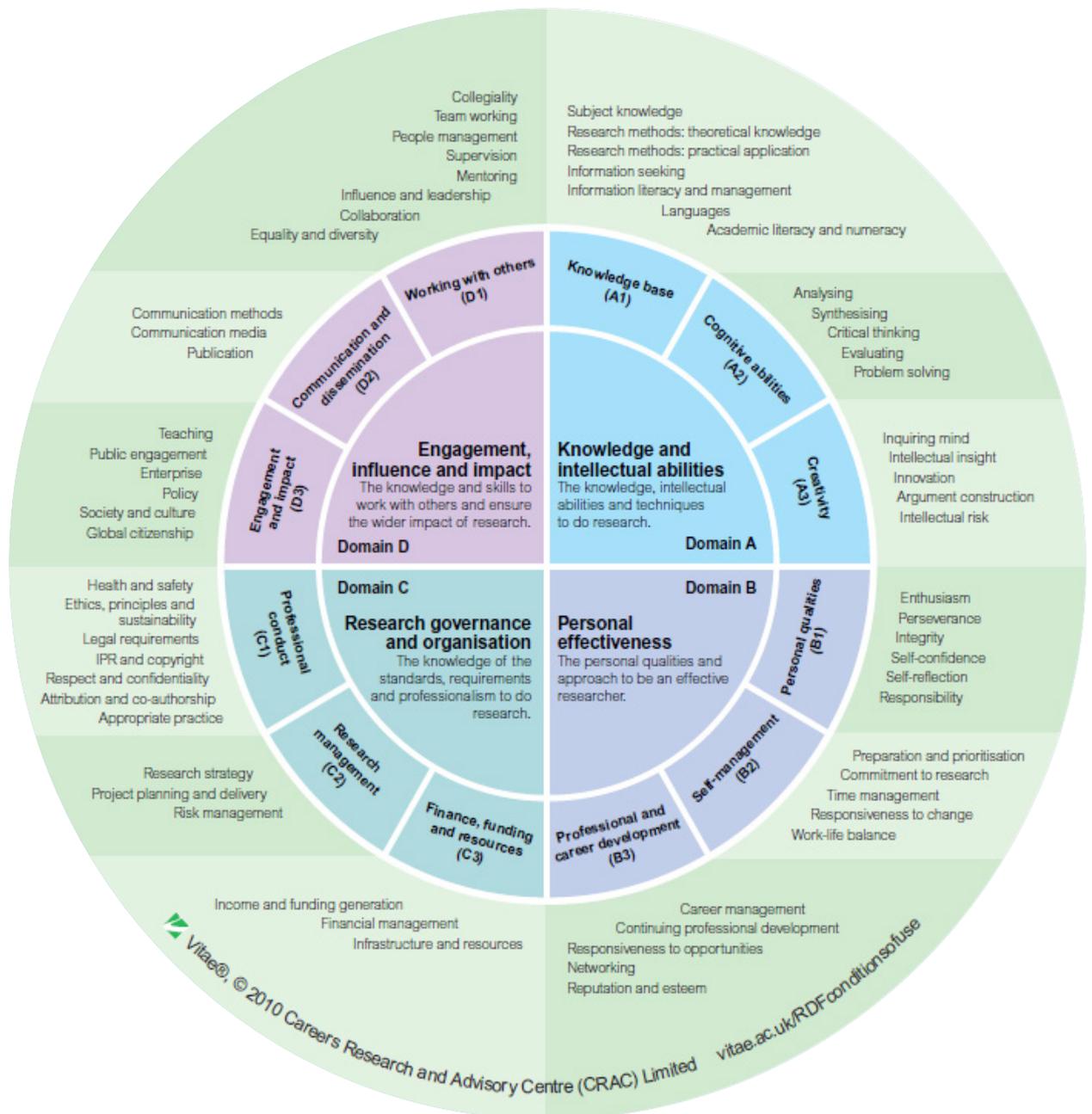
Jane Smith is a PhD candidate that has been at Massey University for 3 months. Post the induction session her literature review is well underway and the thesis question and methodology is forming. Recognising her lack of experience Jane compares her existing knowledge, skills and experience against the RDFs four domains. She identifies Domain C "professional conduct" as an area that she needs to develop further in before undertaking the qualitative research that she has planned. The most applicable and imperative of these training needs is around "Ethics, principals and sustainability". Working through the opportunities provided by Massey University she identifies the 'Human ethics' workshop as fulfilling her requirements and enrolls.

THE VITAE RESEARCHER DEVELOPMENT DOMAINS

To keep track of your own development as a researcher and in research related activities the VITAE RDF sets out the skills and abilities that are associated with effective researchers. These skills and abilities are organised into four domains: knowledge and intellectual abilities; personal effectiveness; research governance and organisation; and engagement, influence and impact. Individual researchers can use the framework to assess their own skill level in each domain and identify areas where further training or development would be beneficial.

Through Massey University subscription to Vitae.ac.uk website candidates can use the RDF Planner for professional development, an online tool developed to help individuals identify strengths, potential areas for development, an action plan, review achievements and create a portfolio of evidence. To gain access to this aspect of the Vitae website please contact Marise Murrie (m.d.murrie@massey.ac.nz) or Alexis Boniface (a.boniface@massey.ac.nz)

The remainder of the vitae.ac.uk website can be accessed by registering online with your Massey University email address.



DOMAIN A

KNOWLEDGE AND INTELLECTUAL ABILITIES

This domain relates to the knowledge and intellectual abilities needed to be able to carry out excellent research. It consists of three sub-domains: knowledge base (A1), cognitive abilities (A2) and creativity (A3)

A1 – KNOWLEDGE BASE

This sub-domain addresses researchers knowledge of:

- Their area of research, the advances within it and its relationship to other research areas.
- The methods and experimental techniques appropriate for research design.
- Sources of information, bibliographic software and other information technologies.

It also focuses on knowledge specific behaviours such as:

- Making original contributions to knowledge.
- Identifying, applying and developing methods and experimental techniques appropriate for research projects.
- Conducting effective and comprehensive information searches.
- Recording, managing and handling information/data using appropriate bibliographic software and information technologies.

A2 – COGNITIVE ABILITIES

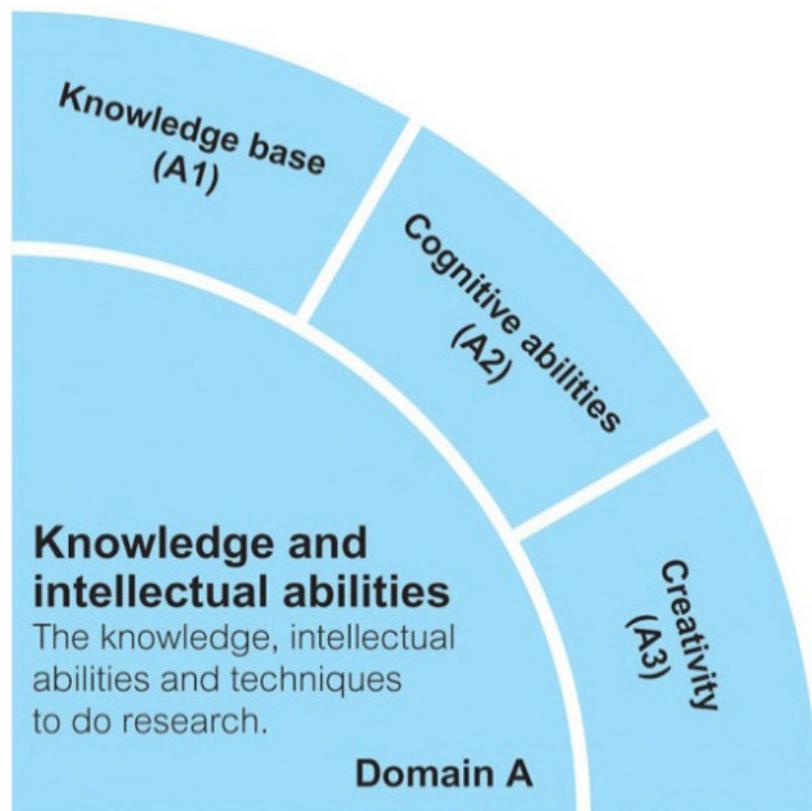
This sub domain addresses the following behaviours and attitudes:

- Analysing and evaluating findings using appropriate methods.
- Thinking originally, independently and critically, developing theoretical concepts.
- Critically synthesising information from diverse sources,
- Evaluating progress, impact and outcomes of research.
- Recognising and validating problems, formulating and applying solutions to a range of research problems.
- Willingness to give and receive constructive criticism.

A3 – CREATIVITY

This sub-domain encompasses the following behaviours and attitudes:

- Developing new ways of working.
- Identifying new trends, creating new opportunities.
- Developing convincing and persuasive arguments to defend research.
- Taking intellectual risks, challenging the status quo.
- Taking a creative, imaginative and inquiring approach to research.
- Being open to new sources of ideas.



DOMAIN B

PERSONAL EFFECTIVENESS

This domain contains the personal qualities, career and self-management skills required to take ownership for and engage in professional development.

B1 – PERSONAL QUALITIES

This domain encompasses the following attitudes:

- Approach research with enthusiasm, passion and confidence.
- Is resilient and perseveres in the face of obstacles.
- Is self-reflective, seeks ways to improve performance and strives for research excellence.
- Is pro-active, independent, self-reliant and takes responsibility for self and others.
- Shows integrity

B2 – SELF-MANAGEMENT

This sub-domain encompasses the following behaviours and attitudes:

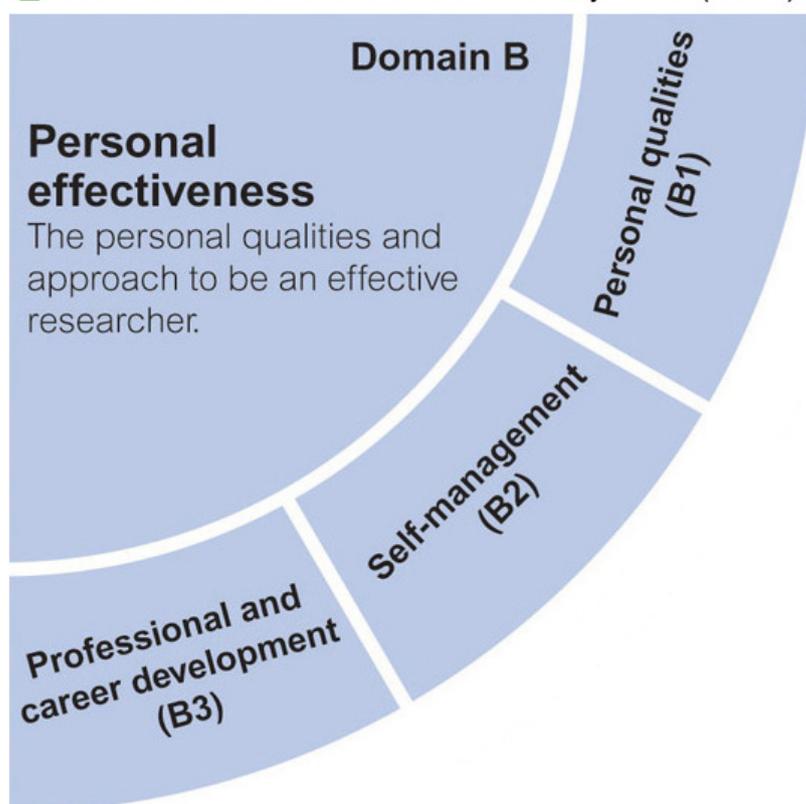
- Anticipation and response to directions and trends in research.
- Plans, priorities and conducts research in proactive way.
- Delivers research projects and results on time and effectively.
- Develops awareness of, and helps to achieve, work-life balance for self and colleagues.
- Has a strategic approach to research.
- Has focus, commitment and ambition.
- Is flexible and responsive to change.

B3 – PROFESSIONAL AND CAREER DEVELOPMENT

This sub-domain focuses on researchers knowledge of career and employment opportunities inside and outside academia and the following behaviours:

- Taking ownership of and managing professional development.
- Showing commitment to continuing professional development and enhancing employability.
- Maintaining and developing relevant skills and experience in preparation for a wide range of opportunities within and outside of academia.
- Actively networks for professional and career purposes and seeks to enhance research reputation and esteem.

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DOMAIN C

RESEARCH GOVERNANCE AND ORGANISATION

This domain relates to the knowledge of the standards, requirements and professional conduct that are needed for the effective management of research.

C1 – PROFESSIONAL CONDUCT

This sub-domain focuses on researchers' knowledge of:

- Health and safety issues, confidentiality and the ethical requirements.
- Legal requirements and regulations.
- The principles of intellectual property rights and copyright issues.
- Organisational and professional requirements and environmental impact of research.
- The concept of corporate and social responsibility

It also covers the following behaviours and attitudes:

- Respect, acknowledge and attributes the contribution of others.
- Seeks to protect where appropriate, the intellectual assets arising from research and to maximise the wider value of research findings.
- Acts with professional integrity in all aspects of research governance.
- Uses institutional resources responsibly and appropriately.
- Seeks ways of working in a sustainable manner.
- Respects, upholds and meets professional standards and requirements.

C2 – RESEARCH MANAGEMENT

This sub-domain includes researchers' knowledge and behaviour in regard to:

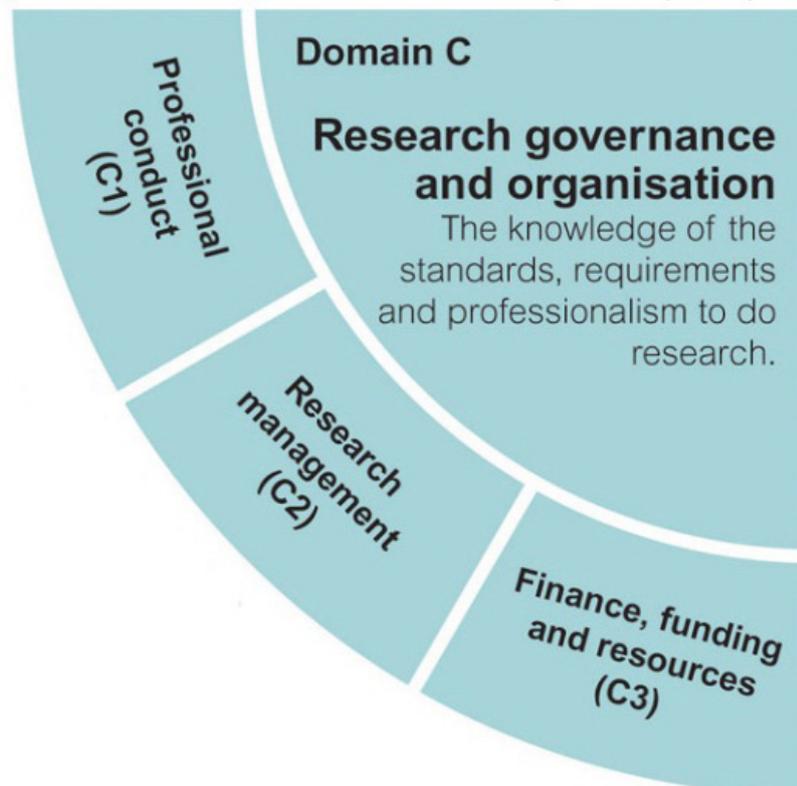
- The contribution of research to the health of disciplines and institutional missions.
- Knowledge and application of appropriate project management tools and techniques.
- Setting of goals and plans and management of resources to deliver results.
- Effectively assessing and managing risk.
- Evaluating the effectiveness of research projects.

C3 – FINANCE, FUNDING AND RESOURCES

This sub-domain focuses on researchers' knowledge and behaviour in regard to:

- The requirement for research income generation and financial management.
- Mechanisms for funding, the range of funding sources and the processes for making applications.
- Local administrative systems, reporting procedures and infrastructure processes.
- Responsibly managing finances, resources and infrastructures related to research.

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DOMAIN D

ENGAGEMENT, INFLUENCE AND IMPACT

This domain relates to the knowledge, understanding and skills needed to engage with, influence and impact on the academic, social, cultural, economic and broader context.

D1 – WORKING WITH OTHERS

This sub-domain incorporates the following behaviours and attitudes:

- Collegiality & team work.
- Building relationships in academic and commercial contexts.
- Supervising, mentoring and developing the potential of less experienced researchers and colleagues.
- Leading, motivating, influencing and persuading through listening and convincing discussion.
- Build and sustaining collaborative relationships and working pro-actively.
- Recognising the potential for working in sustained partnerships with a range of stakeholders.
- Respecting individual difference and diversity.

D2 – COMMUNICATION AND DISSEMINATION

This sub-domain incorporates researchers' knowledge of:

- Appropriate communication and dissemination mechanisms for different audiences
- The importance of engaging in the processes of publication and dissemination of research results and impacts

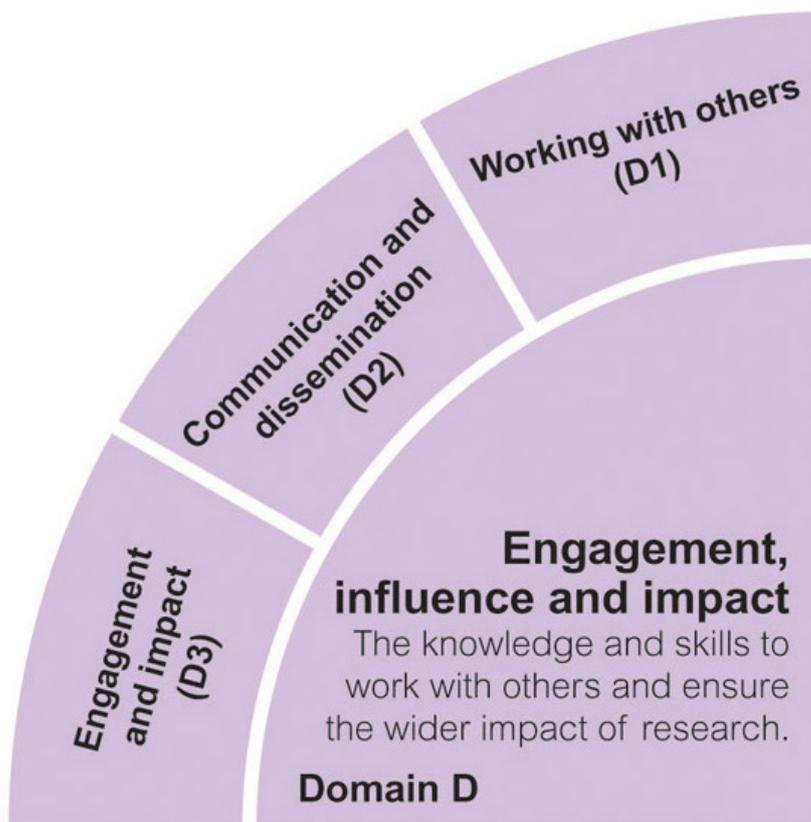
It also addresses the following behaviours:

- Communicates effectively in both written and oral modes with a range of audiences formally and informally through a variety of different techniques and media.
- Actively engages in publication and dissemination of research results and impacts

D3 – ENGAGEMENT AND IMPACT

This sub-domain incorporates the researchers' knowledge of:

- Global, organisational, cultural, economic and environmental contexts and the wider impact of research.
- The social and ethical implications of research and public attitudes to these issues.
- The range of mechanisms to support knowledge transfer and maximise the impact of research.



HOW TO SELECT, BOOK AND CANCEL YOUR DEVELOPMENT ACTIVITIES

HOW TO SELECT YOUR DEVELOPMENT ACTIVITIES

The activities (workshops, seminars etc) listed in this programme are available for all academic and research staff and HRD candidates at Massey University; although some events are only available to and suitable for a particular audience. For each event, the target audience is indicated and the content described.

Please read this information carefully and consider if you are likely to benefit from attending the event before booking a place. If you are unsure or would like more information please contact:

E m.d.murrie@massey.ac.nz
P 83852

ADDITIONAL OPPORTUNITIES

Please note: There will be additional opportunities and events that occur throughout the year that may be of interest. Keep an eye out within your College & Academic Unit, as well as the Events webpage located within the Researcher Development webpages on the Massey website. <https://www.massey.ac.nz/massey/research/higher-research-degrees/researcherdevelopment/events.cfm>

HOW TO REGISTER FOR ACTIVITIES

Places can be limited on some activities, as are the number of programme offerings. If there is additional demand then additional offerings may be considered.

There are a number of registration options at this stage dependent upon who is facilitating the workshop, the details are alongside the workshops within this booklet.

This is a new programme at Massey University, if there are additional workshops that you would like to be included or have a suggested change please feel free to contact:

Marise Murrie
(m.d.murrie@massey.ac.nz).

HIGHLY RECOMMENDED WORKSHOPS

Please note a number of these sessions are held in the VLT: Video Linked Teaching rooms;
Albany AT4 | Palmerston North GLB1.14 | Wellington 5C17

TYPE **Seminar** Information rich session where participants are not expected to prepare anything.
Workshop expectation that participants will participate in skill development activities within the workshop.

WELCOME TO YOUR DOCTORATE INDUCTION

Duration **1.5 days**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **3x**

There is an expectation that all HRD candidates at Massey University will complete this session. The induction programme is to welcome all new Massey University Higher Research Degree (HRD) candidates (DClinPsych, EdD, & PhD).

Overview

The Induction Session for HRD candidates introduces candidates to the policies and processes that govern an HRD at Massey University. The session also introduces all the supports services available at Massey University.

Whether you are new to the University, have been here several months or even have completed previous degrees at Massey University, the Induction programme will provide you with the knowledge of resources and procedures to successfully complete your HRD at Massey University.

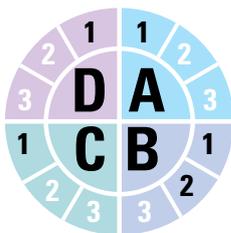
The Induction Session for HRD Candidates is aligned to Massey University Orientation activities, and it is recommended if you are new to your campus that you attend other Orientation activities being offered around the university to help you familiarise yourself.

Outcomes

Upon completion of this workshop participants should:

- Be aware of the resources and systems available at Massey University to assist in their candidature
- Be aware of all role and responsibility of both themselves and supervisory team regarding policies and processes within a candidature (including reporting, admission, confirmation, examination arrangements, complaints procedure etc.)

Relevant Vitae RDF Domains A1, B1, B2, C1, D1



RESPONSIBLE RESEARCH CODE OF CONDUCT

Duration **2 hours**
Register **Development Calendar**
Type **Seminar**
Frequency **2x**

Highly recommended for all HRD candidates. This session introduces Supervisors and HRD candidates to the code of responsible research conduct, and to the principals of research integrity, the new policy at Massey University, and the Ethics processes.

Overview

In 2015 a new Code of Responsible Research Conduct was introduced at Massey University. This session is an opportunity for research active staff and PG candidates to hear about what that means in terms of how they conduct their research and the processes that surround it at Massey University.

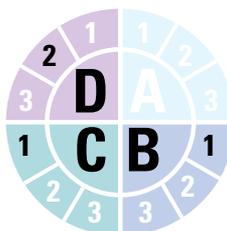
If you supervise PG candidates this session will be of interest, as candidates may be unfamiliar with the principles of Responsible Conduct of Research and the policies and processes which govern research at Massey University. Their candidature may be the first experience that they have with these principles, and they will be reliant upon the supervisory team to guide them. This session, facilitated by Dr Brian Finch, Director Research Ethics, will introduce the principles of the Responsible Conduct of Research. The session will then look at the potential impact the policy may have upon the role of a higher research degree (HRD) supervisor and candidate. The ethical approval processes at Massey University are now online. The second half of this session will introduce these procedures, outlining the roles and responsibilities of the supervisor in guiding and informing HRD candidates through these processes.

Outcomes

By the end of the session you will:

- Be confident in implementing Massey University's proposed RCC policy and current Code of Ethics;
- Understand the ethics processes at Massey University.

Relevant Vitae RDF Domains B1, C1, D2



RESEARCH DATA MANAGEMENT

Duration **2 hours**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **3x**

Overview

Research data management (RDM) is about how data underpinning research is collected, stored and cared for and how it is maintained and used in the long term. Well-managed research data is an important part of a high-quality research project because it supports the optimal use and re-use of data: making it easier to find, understand, validate and publish if appropriate.

Expectations for data management from funders and publishers are growing and are likely to be encountered by early career researchers during their working lives. Massey University has a position on data management (the Code of Responsible Research Conduct, for example, states 'proper storage and availability of data') and pan-organisational efforts are underway to make it easier for researchers to secure, work with and manage their data effectively. Education and awareness building is a critical part of this, particularly for PhD candidates.

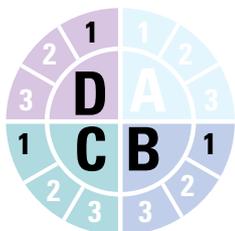
The Library is developing support and training to University researchers in research data management. Initiatives now being offered include:

- Online guidance in good practices
- A principles-based, hands-on workshop aimed at all PhD candidates who are interested in learning the basic principles of managing their research data effectively and efficiently during their research projects.

Purpose

- Outline the current RDM landscape at Massey University
- Explain why the Library is delivering support and training, including benefits to candidates and Supervisors
- Provide an overview of the content of the workshop for candidates and online guidance, including links to Vitae
- Understand the formal requirements for data management at Massey University and the support available to meet them, so you can inform your candidates.)

Relevant Vitae RDF Domains B1, C1, D1



COMPLETION AND BEYOND

Duration **Full Day, 9.00am-4.00pm**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **2x**

Overview

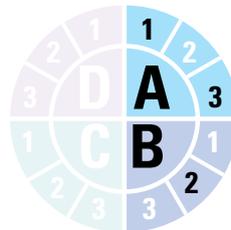
Completion and Beyond is a seminar designed to help guide HRD candidates in the final leg of their journey and to inspire and help them strategise for careers beyond completion.

Outcomes

Upon completion of this workshop participants should be able to:

- Feel confident in their knowledge of the policies that govern the oral examination and submission processes;
- Clarify the responsibilities of the candidate, supervisors, Head of Unit, examiners and the convenor in the process;
- Articulate what constitutes a "good" thesis; learning outcomes and assessment criteria.

Relevant Vitae RDF Domains A1, A3, B2



CANDIDACY RELATED WORKSHOPS

PREPARING FOR THE PhD CONFIRMATION

Duration **2 hours**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **2x**

Overview

Confirmation of Candidature is the first major milestone of a research higher degree. Each PhD candidate is required to prepare a robust project proposal, present on their proposed thesis work.

In this workshop, participants will be briefly introduced to the administrative process of the confirmation event, and then explore the requirements of the Confirmation of Candidature process and learn how to maximise their chances of successfully preparing and presenting.

Relevant Vitae RDF Domains A2, C1, D2



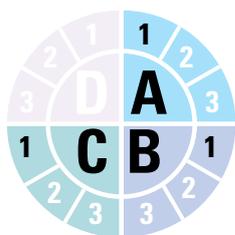
PROJECT MANAGEMENT

Duration **2 hours**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **2x**

Overview

This course aims to introduce PhD candidates to the principles underpinning effective project management and the application of these principles to their dissertation projects. Various aspects of planning, implementation and monitoring will be addressed, as well as the personal and organisational context of PhD research. Participants will leave the course with a concrete research plan and a clear understanding of what is required to implement it.

Relevant Vitae RDF Domains A1 B1 C1



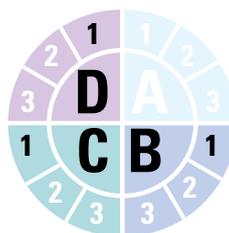
MANAGING WITH YOUR SUPERVISOR

Duration **2 hours**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **2x**

Overview

This will be a Panel session of supervisors and recently completed candidates discussing how to form and maintain a productive working relationship with your research supervisor/s.

Relevant Vitae RDF Domains B1, C1, D1



PREPARING FOR THE PhD ORAL EXAMINATION

Duration **1 hour**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **2x**

Overview

The session, is intended to help candidates prepare for the oral examination as it is conducted at Massey University. It will look at a range of practical matters including a brief overview of the administrative requirements and processes, and the roles of the convenor, candidates, examiners and the supervisor. It will review the regulations and guidelines for examiners and candidates, and discuss common practice. It will also discuss practical questions such as how to prepare for the event, what to bring to the examination, and what happens after the examination.

Outcomes

Upon completion of this workshop participants should be able to:

- Feel confident in their knowledge of the policies that govern the oral examination and submission processes
- Clarify the responsibilities of the candidate, supervisors, Head of Unit, examiners and the convenor in the process
- Articulate what constitutes a "good" thesis; learning outcomes and assessment criteria.

Relevant Vitae RDF Domains A1, A2, C1, D2



PLANNING PROFESSIONAL DEVELOPMENT

Duration **1 hour**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **1x**

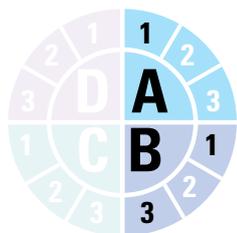
Overview

"As part of a continuous professional development process, researchers at all levels of their careers should ... be encouraged to manage their own careers..."

Towards a Framework for Researcher Careers October 2008 There's more to a doctoral researcher than research.....engaging with your own professional development will enable you to expand your range of skills and better understand the way in which you work. As a doctoral candidate you are encouraged to invest in your professional development. This will enable you to:

- Learn new skills
- Be a more effective researcher
- Navigate ethical frameworks
- Build extensive networks
- Enhance your employability in a challenging job market.

Relevant Vitae RDF Domains A1, B1, B3



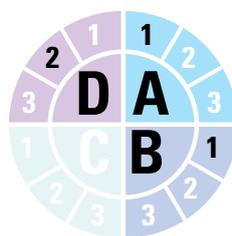
ASSERTIVENESS AND INFLUENCING

Duration **1.5 hours**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **1x**

Overview

This session will describe the main features of assertive, submissive and aggressive behaviour, and help participants identify their own preferred behavioural profile, identify non-verbal behaviour and the impact that this behaviour can have on others. An insightful workshop in terms of the Supervisors/Candidate relationship, and beyond into the workplace and other areas of life. This session is valuable for anyone who wants to enhance their assertiveness skills, build a confident, credible image and develop effective relationships

Relevant Vitae RDF Domains A1, B1, D2



SKILLS AND PERSONAL DEVELOPMENT WORKSHOPS

MANAGING INFORMATION

Duration **1.5 hours**
 Register **Library website**
 Type **Workshop**
 Frequency **3x**

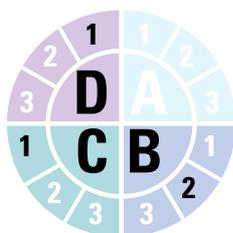
Overview

This workshop is designed to help researchers analyse their information needs in order to inform decisions about search tools and strategies; then to develop search strategies and how to search appropriate databases effectively.

Outcomes

- organise and manage your literature search results and use them effectively
- understand the benefits of referencing software and be aware of software choices and further training
- use good file management to keep your research files secure and well-organised

Relevant Vitae RDF Domains
 B2, C1, D1



ENGAGING WITH YOUR LITERATURE: CRITICAL READING AND THINKING

Duration **1.5 hours**
 Register **via Doctoral Stream**
 Type **Workshop**
 Frequency **2x**

Overview

As a PhD candidate when evaluating the work that has already been conducted in this area you will need to read critically most of the time, so it's important that you understand how to approach a text with a critical eye. Critical reading involves evaluating and judging the accuracy of statements and the soundness of the reasoning that leads to conclusions.

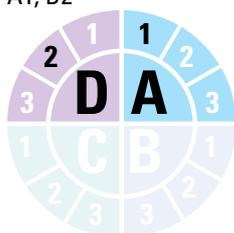
Critical reading raises many questions such as:

- Who/what is the author/source? Is the author/source credible?
- Is the information relevant to the context?
- What are the author/s conclusions?
- Does the author provide adequate support for the conclusion? What questions were the Author/s trying to solve/answer?
- What are the author/s underlying assumptions and are they warranted?

What to consider when reading critically:

- Underlying assumptions
- The argument
- Evaluating an argument

Relevant Vitae RDF Domains
 A1, D2



RESEARCH COMMUNITY AND KEEPING UP TO DATE

Duration **1.5 hours**
 Register **Library website**
 Type **Workshop**
 Frequency **3x**

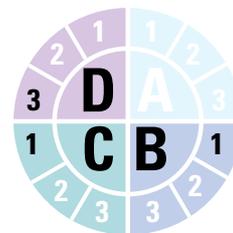
Overview

Identify your research community and engage with it effectively; develop your research identity and raise your academic profile; develop a current awareness strategy to stay abreast of new developments and publications in your field.

Outcomes

- identify your research community and engage with it effectively
- develop your research identity and raise your academic profile
- develop a current awareness strategy to stay abreast of new developments and publications in your field

Relevant Vitae RDF Domains
 B1, C1, D3



CORE WRITING SKILLS WORKSHOPS

Duration **1.5 hours**
Register **via Doctoral Stream**
Type **Workshop**
Frequency **Every two months**
(Mar, May, Jul, Sep, & Nov)

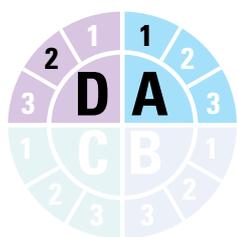
Overview

This series of five workshops will provide you with a toolkit of writing skills and good habits to take you from the beginning of your thesis to the successful end.

Subjects covered in this series will include:

- Writing the research report for confirmation
- Nuts and bolts of writing
- Writing good paragraphs
- Writing introductions and conclusions
- Writing methods and results

Relevant Vitae RDF Domains A2, D2



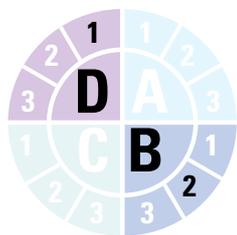
MINDFULNESS FOR ACADEMIC SUCCESS

Duration **1 hour**
Register **s.counselling@massey.ac.nz**
Type **Workshop / Programme**
Frequency **Semester II**

Overview

This programme will provide you with an experiential introduction to the principles and practice of mindfulness. Each session includes learning a new mindfulness practice and experiential exercises, as well as opportunity for small and large group discussion, and time for questions. It is an opportunity to experience and explore mindfulness, and to learn how to put the practices and principles into action in your everyday life.

Relevant Vitae RDF Domains
B2, D1



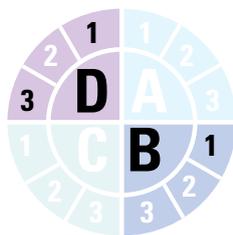
PRESENTATION SKILLS

Duration **1.5 hours**
Register **via Doctoral Stream**
Type **Workshop**
Frequency **2x**

Overview

An important skill to develop throughout your PhD candidature is presenting; whether it is presenting to your colleagues, as part of your candidature (Confirmation and oral examination) or at a conference, no matter how good or important your research is, if it is not delivered in an interesting and effective way, chances are it won't be heard at all. Strong presentation skills can advance a career. This workshop is designed to outline the basic structure of a presentation and some hints and tips on developing dynamic introductions and 'hooks' to powerful closings.

Relevant Vitae RDF Domains B1, D1, D3



TIME MANAGEMENT

Duration **1 hour**
Register **m.d.murrie@massey.ac.nz**
Type **Workshop**
Frequency **3x**

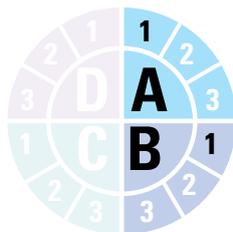
Overview

As a new PhD candidate, the time until your thesis is due for submission can seem a long way off - and it is easy to think that there will be plenty of time to get your research finished and your thesis written.

But for many research students it can still be a close run thing. To be successful in your research degree - and in your career beyond - you need to give your work the time it needs. Moreover, you will need to manage that time carefully so that you use it as productively as possible and so you can keep a healthy balance between your research degree and your personal and other commitments.

This workshop will talk about time management techniques and tools and recently completed candidates will share their top tips for meeting those deadlines.

Relevant Vitae RDF Domains A1, B1



STRESS LESS

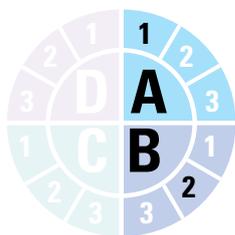
Duration **1 hour**
Register **xxx**
Type **Workshop / Programme**
Frequency **Semester II**

Overview

Stress Less programme is designed to help you learn about how stress can affect you physically, mentally, and emotionally. During the three sessions there will be an opportunity to map what kinds of things happen to you when stress builds up, and to explore what might be stressing you out right now. We will then take some time to learn some easy but effective techniques to lower the physical effects of stress; as well as introducing you to mindfulness, which has been shown to be really effective at helping people worry less, respond rather than react, be more accepting and gentle with themselves, and tolerate difficult emotions.

Relevant Vitae RDF Domains

A1, B2



INTRO TO END NOTE

Duration **1.5 hours**
Register **Library website**
Type **Workshop**
Frequency **3x**

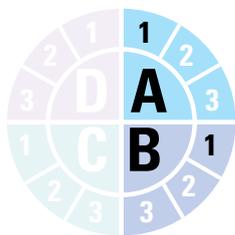
Overview

An introductory workshop.

It will teach you:

- How to create your own EndNote library
- How to use EndNote to put your references into format
- How to use EndNote for in text citations
- How to use EndNote to correctly format your in text citations and your reference list

Relevant Vitae RDF Domains A1, B1



SEARCH FOR SCIENCE

Duration **1.5 hours**
Register **Library website**
Type **Workshop**
Frequency **3x**

Overview

The literature review is a HUGE part of any doctoral or masters thesis, and keeping alert to new research is a vital professional skill for scientists and engineers. For your thesis or research project, and for life after study, you need to become an expert in the literature of your topic. This can be a very time-consuming process unless you take a do-it-once-and-do-it-right approach.

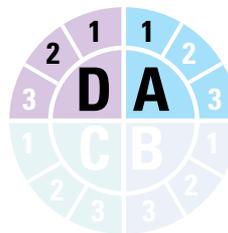
The Searching for Science workshop will help you do just that. The workshops are delivered by science and engineering information specialist librarians; by focussing on these disciplines, we will deliver training tailored to your specific needs. The session will be hands-on and by sending you material to engage with before the workshop we will give you the opportunity to concentrate on the requirements of your own research.

Listen to what students said about the Searching for Science workshop in November - <https://connect.massey.ac.nz/sfspromo0415/>

Places are limited

Essential background material will be sent to you before the workshop. Each workshop will last for an hour with an additional 30 minutes allowed for hands-on assistance from the presenters.

Relevant Vitae RDF Domains A1, D1, D2



CAREER DEVELOPMENT WORKSHOPS

HOW TO IDENTIFY AND WRITE FOR FELLOWSHIPS AND POSTDOCS

Duration **1 hour**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **2x**

Overview

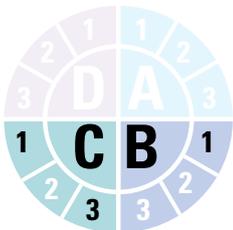
This session provides guidance on how to identify potential funding sources and the key components of a funding application and answers questions that emergent researchers often have about the process.

Every research application includes a predictable set of components, all of which are important. Addressing all of the review criteria effectively is essential for a well-reasoned plan that has potential to get funded. The fundamental aim of this workshop is to provide participants with advice on how to present your proposed research in the most compelling and competitive way.

Workshop will cover:

- What are major factors that affect success in a competitive process?
- How do you best present your CV?
- How do the funding award decisions get made? How does understanding these processes increase your chances of funding?
- What are the best ways to identify potential funding sources and to network with funding bodies?

Relevant Vitae RDF Domains B1, C1, C3



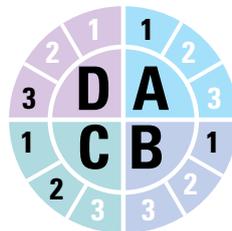
HOW TO DEVELOP A BUSINESS CASE

Duration **2 hours**
Register **m.d.murrie@massey.ac.nz**
Type **Seminar**
Frequency **2x**

Overview

This workshop is an introduction to the business cases, The Better Business Case methodology. This methodology is the one that has been adopted by the NZ Government and is used in all government departments, universities and CRIs. Regardless of the templates that may be used the theory and process outlined in this workshop will provide you with the tools

Relevant Vitae RDF Domains A1, B1, C1, C2, D3



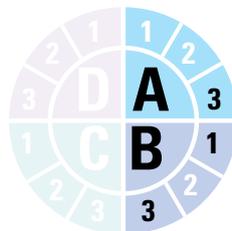
INCREASING YOUR EMPLOYABILITY

Duration **1.5 hours**
Register **via Doctoral Stream**
Type **Seminar**
Frequency **1x**

Overview

You'll need a mix of qualifications, skills, experience and contacts to find and secure employment. In this workshop we'll explore what employers typically look for and what you can do from now to enhance your employability. It will help you to start to identify, understand and describe your own competencies and attributes and the 'Employability Characteristics' that all Massey students develop through their time here. Finally, it should help you to answer the question 'Why should we hire you?'

Relevant Vitae RDF Domains A3, B1, B3



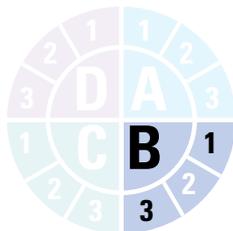
CAREER OPTIONS IN OR OUT OF ACADEMIA

Duration **1.5 hours**
Register **via Doctoral Stream**
Type **Seminar**
Frequency **2x**

Overview

This workshop will help you to identify career options for PhD graduates. It will focus on career areas researchers typically enter, strategies for generating career ideas and how you might explore these ideas in more depth

Relevant Vitae RDF Domains B1, B3



CV AND COVER LETTER DEVELOPMENT

Duration **2 hours**
Register **via Doctoral Stream**
Type **Seminar**
Frequency **2x**

Overview

Many of the skills that you have been developing in all aspects of your life thus far are transferable to a vast range of career options. In this workshop we'll explore how you might identify those skills, translate them to meet the needs of employers and communicate them effectively in your CV and cover letters.

Relevant Vitae RDF Domains B1, C1



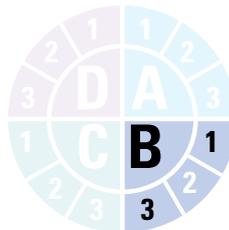
PREPARING FOR JOB INTERVIEWS

Duration **1.5 hours**
Register **via Doctoral Stream**
Type **Seminar**
Frequency **2x**

Overview

Job interviews address the extent to which you might fit with, and contribute to, an organisation. In this workshop we'll explore how employers might determine how your past experience might predict your future performance. We'll look at how you can prepare for job interviews, answer common interview questions and the importance of presentation.

Relevant Vitae RDF Domains B1, B3



COMMUNICATION, ENGAGEMENT & IMPACT WORKSHOPS

DEVELOPING YOUR 3MT PRESENTATION

Duration **2 hours**
 Register **m.d.murrie@massey.ac.nz**
 Type **Workshop**
 Frequency **1x**

Overview

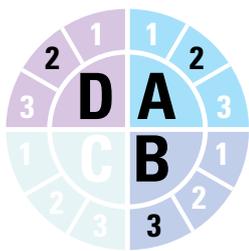
Are you interested in taking part in Massey University Three Minute Thesis (3MT®) 2017 competition? Then come along to the training session where you can learn and hear hints and tips on:

- Designing a slide with impact and a clear message
- Developing your narrative for a short presentation
- Oral presentation skills, and using the space well.

There will be the opportunity to workshop ideas for your presentations, practice your presentation or test your slide. This session is a must for students looking to maximize their results in the Three Minute Thesis (3MT®) competition.

Relevant Vitae RDF Domains

A2, B3, D2



SHUT UP AND WRITE

Duration **1 hour**
 Register **m.d.murrie@massey.ac.nz**
 Type **Workshop / Programme**

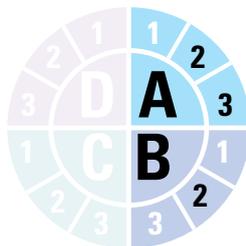
Overview

The sessions use the Pomodoro technique—timed bursts of writing interspersed with timed periods of relaxation—in a relaxed, friendly environment in order to support and encourage improved writing productivity. In addition to the impetus provided purely by setting aside the time specifically to write, being surrounded by others who are pursuing the same goal is surprisingly motivating. Meeting others from around the university who are researching and writing carries the added benefit of breaking down some of the isolation that research students in particular often experience, and which can prove very debilitating.

The session is facilitated, not taught. Participants bring their own writing task. They are not required to share, explain or justify what they are writing. The presence of others is a mechanism for motivation and support, not critique.

Relevant Vitae RDF Domains

A2, A3, B2



HOW TO WRITE A GREAT SPEECH FOR THE 3MT COMPETITION

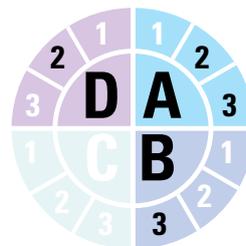
Duration **1.5 hours**
 Register **m.d.murrie@massey.ac.nz**
 Type **Workshop**
 Frequency **1x**

Overview

Interested in competing in the 3MT competition? Learn top techniques for writing your three minute speech and five common mistakes speakers make in the competition. Dr Heather Kavan lectures in Speech Writing and will share with you the tips and strategies she wishes she'd known when she was a PhD student explaining her research. When you've finished the session, you'll be on your way to writing a winning speech. Heather has been assisting with 3MT training for a number of years and this is an invaluable workshop for anyone looking to participate.

Relevant Vitae RDF Domains

A2, A3, B3, D2



PREPARING A SUCCESSFUL FUNDING APPLICATION

Duration **1.5 hours**
 Register **m.d.murrie@massey.ac.nz**
 Type **Seminar**
 Frequency **2x**

Overview

This session provides guidance on the key components of a funding application and answers questions that emergent researchers often have about the process.

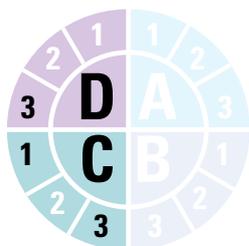
Every research application includes a predictable set of components, all of which are important. Addressing all of the review criteria effectively is essential for a well-reasoned plan that has potential to get funded. The fundamental aim of this workshop is to provide participants with advice on how to present your proposed research in the most compelling and competitive way.

Workshop will cover:

- How can you use the abstract, title, and research aim sections to market crucial concepts?
- What are major factors that affect success in a competitive process?
- How can you strengthen each section of your proposal?
- How do you best present your CV?
- How do the funding award decisions get made? How does understanding these processes increase your chances of funding?
- What are the best ways to identify potential funding sources and to network with funding bodies?

Relevant Vitae RDF Domains

C1, C3, D3



SCIENCE COMMUNICATION BASICS

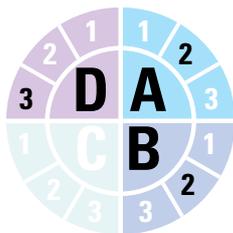
Duration **1 hour**
 Register **m.d.murrie@massey.ac.nz**
 Type **Seminar**
 Frequency **2x**

Overview

Communicating effectively with the media can be challenging. The best way to approach any media contact you may have in your careers is to have some skills and strategies at your disposal that will ensure your message is conveyed simply and clearly. This workshop will help you to understand what media people are looking for, why they operate the way they do, what the potential pitfalls are and how you can speak confidently and positively with reporters and get your message through.

Relevant Vitae RDF Domains

A2, B2, D3



PUBLISHING

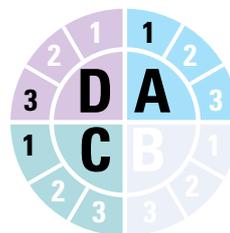
Duration **1.5 hours**
 Register **Library website**
 Type **Workshop**
 Frequency **3x**

Learning outcomes:

- identify what you need to know about open access, copyright and publishing agreements in order to make good decisions about publication choices
- evaluate journals and publishers in order to identify the most appropriate journals and publishers for your research field
- write so that your publications are easily discoverable

Relevant Vitae RDF Domains

A1, C1, D3



PUBLICATION IMPACT

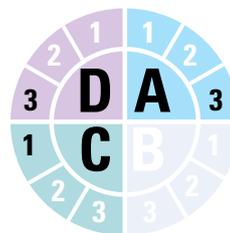
Duration **1.5 hours**
 Register **Library website**
 Type **Workshop**
 Frequency **3x**

Learning outcomes:

- recognise the importance of monitoring your publication impact for your career and the University
- strategically monitor your publication impact to report and inform the University

Relevant Vitae RDF Domains

A3, C1, D3



SUPPORT AND SERVICES AVAILABLE AT MASSEY UNIVERSITY

STUDENT PROFILES

All PhD candidates are given automatic access to a Massey University PhD Profile Page, if your research is of a confidential nature you are given the option to 'opt' out.

The pages are designed to help you start to build your profile as a researcher, and your work, and give you a place to refer people to regarding your expertise.

You can link to Papers, News Articles, recordings etc, you can also catalogue your research progress, awards, scholarships, all in a place that is easily discoverable. Once you have completed your profile you submit; this then goes to your primary supervisor for approval. Once approved the profile will go up on the Massey University website, and will appear as a link on your Supervisors profile page.

On the Graduate School website there are suggestions on how to complete your profile and an example, and some exemplars.

There are a number of support services and resources University. You will have been introduced to some of them through this booklet and below are some more details regarding each of those resources.

CENTRES OF TEACHING AND LEARNING

Massey University is committed to providing an exceptional and distinctive learning experience for all students. To support this goal the National Centre for Teaching and Learning provides strategic leadership for teaching and learning development. It works in close partnership with three campus-based Teaching and Learning Centres at Albany, Manawatū and Wellington to offer a range of world-class services for staff and students.

Each of the three campus based Centres provide a wide range of support services and learning resources to help enhance doctoral students' academic skills. On the Albany and Wellington campuses the Centres are located in the campus Libraries. The programmes will be developed to help doctoral candidates develop a full range of the academic skills that are essential to completing your doctorate successfully, including in the key areas of writing, critical thinking, and study practices.

The Albany Centre for Teaching and Learning has developed a number of popular seminars and workshops and also provides support for one-on-one consultations. For more information on the seminar programme please refer to: Albany Seminar Series

Location **Level 3, Albany Library Building
East Precinct**
Phone **+64 9 441 8143**
Email **slc-alb@massey.ac.nz**

The Manawatū Centre for Teaching and Learning offers an extensive skills development programme for postgraduate students. For more on our services and

available to you throughout your candidature at Massey resources, please see: Manawatū Campus: Seminars and Workshops or drop in to see us on Level 2 of the Student Centre on the Palmerston North campus.

Location **Student Centre, Level 2
Manawatū Campus**
Phone **+64 6 350 2251**
Fax **+64 6 350-5760**
Email **slc-pn@massey.ac.nz**

The Wellington Centre for Teaching and Learning has a small dedicated staff that provides workshops and consultations. For more information please contact:

Location **Block 5, Ground Floor
(level A, in the Library)
Entrance E, Tasman Street
Wellington**
Phone **+64 4 8015799 extn: 63389**
Email **wnlearn@massey.ac.nz**

CAREER AND EMPLOYMENT SERVICE

The Massey University Career and Employment Service strives to enhance the employability of the university's students and recent graduates by enabling them to make informed and independent career decisions; to develop skills that can be transferred into their chosen career and to facilitate their transitions from study to work.

We recognise the diversity of Massey students and graduates and are committed to addressing their individual needs regardless of race, religion, gender, disability, marital status, social class, age or sexual preference.

How can we help?

- Use this link to find out more about the Career and Employment services that can help you.

Whether you are an on-campus or a distance student, and no matter what stage you are at in your career thinking, we can provide you with careers information and advice.

Are you seeking one-to-one support?

If you are based on a Massey campus, or are visiting one, the career adviser based there can meet with you on a one-to-one basis. Alternatively, we can help by telephone; email or webcam (via Skype).

Our help is **free** for prospective and current Massey students and for recent Massey graduates. You can access our contact details and find out more about making an appointment with us by selecting the link below:

- How to contact a careers consultant.

CHAPLAINCY AND RELIGIOUS SERVICES

We want to help you achieve your career and life's goals, by encouraging and supporting you wherever you are in your life's journey. We believe that life is a spiritual journey and are here to listen and discuss a wide range of topics.

- Having doubts about what you are doing?
- Feeling stressed out?
- Wondering about the worth of it all?
- Wondering where God fits into your life?
- Wanting to pray with someone?
- Wanting to find a balance and meaning in your life?

We're here - a listening ear; a supportive friend. Services are available on all three campuses, Albany, Manawatū and Wellington.

STUDENT WELLNESS CENTRE

Being a successful student isn't just about academics - you need to look after yourself as well. Our service offers a range of helpful services and support options.

Campus Health, Medical and Counselling Services

The Health and Counselling Centre is designed to provide students with a comprehensive range of professional and confidential health services. These services are aimed to keep you active, healthy and able to achieve your goals at University.

IN AN EMERGENCY OR LIFE THREATENING SITUATION PLEASE CONTACT 111.

Each campus has a dedicated team of professionals, including highly skilled counsellors, nurses, doctors and a physiotherapist who are able to assist you. We have skilled practice nurses available full time for appointments and telephone advice.

- Albany Campus
- Manawatū Campus
- Wellington Campus

Health and Counselling Resources

We have a comprehensive repository of resources available you to online. The Counselling Resources on the Web (CROW) web pages <http://crow.massey.ac.nz> provide you with the opportunity to browse resources and material at your own pace..

HEALTH AND COUNSELLING CONTACTS

Albany Campus

Normal opening hours

Monday - Friday, 8.30am - 5.00pm

Late opening hours

Tuesday only, 8.30am - 6.00pm

Location **Level 2, Student Central**

Phone (on campus) **41400**

(off campus) **(09) 443 9783**

Fax **(09) 443 9784**

Email **studenthealth@massey.ac.nz**

Manawatū Campus

Normal opening hours

Monday to Friday, 8.30am to 5.30pm

Semester break opening hours

Monday to Friday, 8.30am to 4.30pm

Location **Level 1 Registry, Turitea Road
Manawatū Campus**

Phone (on campus) **ext 85533**

(off campus) **(06) 350 5533**

Counselling Service

Email **s.counselling@massey.ac.nz**

Health Service

Email **Medical-Centre-PN@massey.ac.nz**

Wellington Campus

Normal opening hours

Monday to Friday, 8.30am to 4.30pm

Location **Student Health Centre (SHCC)
Third Floor, Student Services Building
Wellington**

Phone (on campus) **ext 62088**

(off campus) **(04) 801 2542**

Willis Street Physiotherapy

Location **Third Floor, Student Services Building,
Wellington**

Freephone **0800 842 749**

Text to book **027 7749 746**

Email **info@masseyphysio.com**

STATISTICS

Massey University Statistics Consulting Service (SCS)

The SCS staff meet with students in need, often with their supervisors present, to plan a way through the collection and analysis of data. While it is preferable to meet with clients before any data is collected, we do help people whose data collection and analysis is proving challenging for them. This service is a fee-paying service under normal circumstances. You may be able to have department funding meet the costs, but please do make contact with us even if your department or supervisor is unsure of how to pay. More details are available at:

http://www.massey.ac.nz/massey/learning/colleges/college-of-sciences/clinics-and-services/statistical-consultancy/statistical-consultancyservice_home.cfm

INTERNATIONAL STUDENT SUPPORT

Each campus has an international support office to help answer your questions and provide you with a range of services and support while you are studying with us. This includes information on the Campus, enrolment processes, assisting with visa renewals, accommodation arrangements and airport college. We also run comprehensive orientation programmes and throughout the year you will have the opportunity to enjoy social events and functions.

We encourage you to use as many of these services while you are here. As well as contacts within University we have extensive contacts with agencies and community organisations - if you have a questions, we should be able to help or be able to put you in touch with the right people.

INTERNATIONAL STUDENT SUPPORT OFFICES STAFF AND CONTACTS

Our staff are here to help you at any stage of the process.

Albany Campus

Location **Quad Building A**
Phone **0064 9 414 0800**

Manawatū Campus

Location **Registry Level 2, Turitea**
Phone **0064 6 350 5916**

Wellington Campus

Location **Student Centre, Block 4**
Phone **0064 4 801 5799**

STUDENTS' ASSOCIATIONS AND SOCIETIES

Massey has six students' associations. They aim to make sure that university students enjoy the best university experience possible. They provide leadership to the student body and are also student advocates to the university and wider community.

Students' associations are also responsible for running events such as Orientation Week and the 'Unity in Diversity' festival.

Students' associations and societies offer university students at Massey:

- Events of all sizes, from weekly lunchtime activities to Orientation Week and the University Games
- Broadcasts and publications designed and delivered by, and aimed at, university students
- Representation and advocacy at all levels
- Information about the huge range of clubs and societies - sports, cultural, leisure, religious
- Advice and support
- Student leadership
- Facilities of all kinds

Check the links below for details each association provides.

Auckland Campus

- **Albany Students' Association**
- **Māori Students' Association**

Manawatū Campus

- **Māori Students' Association at Massey University Manawatū**
- **Massey University Students' Association**

Wellington Campus

- **Massey Wellington Students' Association**

Massey Extramural

- **Massey University Extramural Students' Society**

MASSEY LIBRARY

Each campus Library provides services and resources to support the research, teaching and learning goals of the University. For PhD students there are research collections, many of which are available as e-books and e-journals workshops, help at service points (including IT Help), by email and phone, and individual appointments. In addition there is self-help material on the Library website.

Resources

From the Library website (<http://library.massey.ac.nz>) you can search Discover (covering many article databases and the Library Catalogue) to locate books, theses and journal articles on your topic. Subject Guides list relevant article database and key resources in broad topic areas

Subject Librarians

Subject Librarians aligned with the Colleges are based on each campus. They can provide individual appointments to help with in-depth information queries and use of Library resources, assist with reference management, referencing styles and tools, and support the EndNote software which is free to all Massey staff and students.

Contact details for Subject Librarians are on the Library website at <http://www.massey.ac.nz/massey/research/library/about-us/addresses-and-staff/sections/information-research-services.cfm>.

Research Data Management Librarian

A Research Data Management (RDM) Librarian has recently been appointed to establish Library services in this field.

The RDM Librarian, based at the Manawatū campus, supports researchers to care for their data by advising on good practice for organising, documenting, storing and safeguarding data throughout its lifecycle. The aim is to assist with use, re-use and access, and to help with sustaining data longevity.

Individual consultations, including assistance with completing plans, are available and RDM Basics Workshops are planned for later in xxxx(see below).

Contact details:

Natalie Dewson

Phone **356 9099** ext **86204**

Email **n.m.dewson@massey.ac.nz**

IT Help

IT Services staff are based in each Library to provide IT help to students. Support is provided for student computers in the Library, printing, logging on, wireless access on personal devices, and Microsoft Office programs, including long documents. Support is not provided for specialist software; students should approach their lecturer about this.

Workshops

The Library offers workshops in the Researcher Development Library Workshop series, EndNote, and Research Data Management, and IT Services staff provide long document training.

Workshops are listed on the Library website at <http://www.massey.ac.nz/massey/research/library/help-and-instruction/library-tours-and-classes/library-tours-and-classes-schedule.cfm>.

Researcher Development Library Workshops cover:

- Searching
- Managing information
- Research Community & Keeping Up-to-Date
- Publishing
- Publication Impact (for those who have already published)

R

R is a free software environment for statistical computing and graphics. It compiles and runs on a wide variety of UNIX platforms, Windows and MacOS.

R is a:

- powerful, free and open source, crossplatform, statistical and graphing software packackage;
- programming language; software environment for statistical computing

There are a huge number of helpful and well maintained online training resources available for self-paced learning with R, here are a couple of links to get you started: <http://www.cyclismo.org/tutorial/R/>https://en.wikiversity.org/wiki/How_to_use_R

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS is responsible for the provision, maintenance and support of information and communication technology at Massey University. ITS is primarily focussed on support and provision for staff, but also provide some expertise and access to development provision and software to Massey University PostGraduate students.

SOFTWARE PACKAGES

Links below to software packages that are free to you as a Massey University student:

NViVO – <https://www.massey.ac.nz/massey/staffroom/national-shared-services/information-technology-services/help/training-resources-for-staff/nvivoadditional-resources.cfm>

Training guides available:
<http://www.qsrinternational.com/>

SPSS – <http://www.massey.ac.nz/massey/staffroom/national-shared-services/information-technology-services/software-at-home/software-at-home-forstudents/spss-at-home-for-postgrads.cfm>

MiniTab – <http://www.massey.ac.nz/massey/staffroom/national-shared-services/information-technology-services/software-at-home/software-at-home-forstudents/minitab-at-home-for-students.cfm>

SAS – <http://www.massey.ac.nz/massey/staffroom/national-shared-services/information-technology-services/software-at-home/software-at-home-forstudents/sas-at-home-for-students.cfm>

EndNote – <http://www.massey.ac.nz/massey/staffroom/national-shared-services/information-technology-services/software-at-home/software-at-home-forstudents/endnote-at-home-for-students.cfm>

MyPortfolio – <http://myportfolio.ac.nz/>

