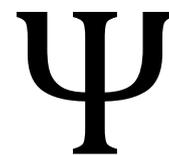


2022

**HANDBOOK FOR POSTGRADUATE
RESEARCH STUDENTS IN
PSYCHOLOGY***

**School of Psychology
Te Kura Hinengaro Tangata**



*For more information on coursework, see the Postgraduate Prospectus for Psychology.

The School of Psychology is represented on Massey University's three campuses and extramurally/distance learning as well.

Manawatū Campus (Palmerston North)
School of Psychology
Massey University
Private Bag 11 222
Palmerston North 4442
Phone: +64 6 356 9099 ext. 85071

Albany Campus (Auckland)
School of Psychology
Massey University
Private Bag 102 904
North Shore MSC
Auckland 0745
Phone: +64 9 414 0800 ext. 43116

Wellington Campus
School of Psychology
Massey University
P O Box 756
Wellington 6140
Phone: +64 4 801 5799 ext. 63210

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://psychology.massey.ac.nz>

Massey University web page <http://www.massey.ac.nz>

The information contained in this publication is correct at the time of printing, 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 postgraduate research in psychology	6
Philosophy of postgraduate studies	7
Academic integrity	7
Ethical responsibility	7
Cultural awareness	7
Helpful people for research	8
Postgraduate student email list	10
Funding sources for postgraduates	11
Scholarships and bursaries	11
Applying for scholarships	11
University scholarships	12
School financial assistance	12
School research funding	12
Student conference funding	14
External research funding	14
Time limits for your degree	15
Students with interests in clinical psychology	15
Grading System	16
	16
Thinking about research	17
The nature of a thesis or research report	18
Honours	18
Masters	18
Doctoral study	18
Research resources	18
Regulations	19
Getting started with research	19
Find a topic	19
Find a supervisor and complete the Agreement to Supervise form	20
Responsibilities of a Supervisor	21
Plan the research	23
‘EndNote’ – Bibliographic Database	23
Carry out the research	24
Ethics	24
Access to participants	24
Data analysis	25
Writing up your research	25
The completed thesis / research report	27
Word limits:	27
Submission	27
Due Dates	28
Embargo	28
Assessment	28

Publication	29
Authorship	29
Resources	29
Research Facilities and Equipment	29
The library	30
Library access and Distance Library Service	30
Research consultations	30
Computers	30
Computing access	31
<i>Regulations</i>	31
Computers and Health	32
Software	32
Technical services	33
Psychological test libraries	33
Resource rooms	33
Mailboxes	34
Summary	34

Welcome to postgraduate research in psychology

Welcome to the research programmes 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, regardless of which campus you are based on or whether you are studying at distance. It will give some idea of the people and support available to you as you select and complete your studies, 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 or your supervisor.

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

We also have the 'Postgraduate Prospectus' which provides more information on postgraduate study, especially the programmes based on coursework. It's available at https://www.massey.ac.nz/massey/learning/departments/school-of-psychology/postgraduate-study/postgraduate-study_home.cfm.

The Handbook and Prospectus contain different information and you'll find it helpful to read both.

Wishing you enjoyable and successful studies in Psychology.

Associate Professor Dianne Gardner
Postgraduate Co-ordinator

Important

It is important to remember that you need to be continuously enrolled throughout your thesis or research report. If you need to take time out from study, or if you need an extension of time, 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, we hope 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 <https://www.massey.ac.nz/massey/about-massey/university-management/avc-academic/academic-integrity/integrity-home.cfm>.

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.

There is information on ethics, especially research ethics, here:

https://www.massey.ac.nz/massey/research/research-ethics/human-ethics/human-ethics_home.cfm.

Cultural awareness

As part of Massey University's commitment to the Te Tiriti o Waitangi, the School of Psychology has a bi-cultural programme. The Māori Advisory Group and Māori staff and students play an important role in facilitating the ongoing development of this programme, although it is the responsibility of all staff and students to authentically embrace being Te Tiriti led. 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 for research

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

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

Director of Clinical Psychology Training / DClinPsych and MClInPsych Co-ordinator

The Director of Clinical Psychology Training and coordinator of the Doctor of Clinical Psychology and Master of Clinical Psychology programmes 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 practica, and issues related to clinical training.

Email: Psych.Clin.Coordinator@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

The Health Psychology coordinator can be consulted about the Health Psychology programme:

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

Thesis Co-ordinator

Dr Michael Philipp 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: M.Philipp@massey.ac.nz

PhD Co-ordinator

Doctoral co-ordination is handled by the Head of School. All enquires are to be sent to the Head of School Office Manager, Hope Wade. The Head of School signs all enrolment and scholarship applications and all six-monthly reports (DRC3 formd) for PhD candidates.

Email: Psych.HOSOM@massey.ac.nz

Head of School

Consulting the Head of School 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 the Office Manager to arrange an appointment:

Email: Psych.HOSOM@massey.ac.nz

School of Psychology administrative staff

The administrative staff for Psychology on **Manawatū Campus** include Melanie Robertson, Anne Ormsby, Karen Emeny and Judy Tildesley. 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 J.Mak@massey.ac.nz.

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

OR

Contact the Information Technology Services Desk on extension 82111)

Technical Assistance

Malcolm Loudon and Hung Ton are available to assist across the School. Again, their assistance should be accessed through your supervisor:

Email: M.R.Loudon@massey.ac.nz

Email: H.Ton@massey.ac.nz

Postgraduate student email list

You should 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

You should be able to subscribe to the psych-grad list by clicking on this [link to subscribe](#).

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 *Ethics, Forms and Funding Sources* page:

<https://www.massey.ac.nz/massey/learning/departments/school-of-psychology/postgraduate-study/thesis-research-resources/ethics-forms-funding.cfm>

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

- **Prior approval** has been gained through the relevant campus *Postgraduate Research Fund* (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 need 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.

Research costs might include:

- Library interloans (some loans from other libraries are free).
- 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. Note however that many surveys are now conducted online, so printing costs are not required.
- Web Survey development is covered within the School budget when undertaken by our Programmer / Analyst, Harvey Jones.
- 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.
- 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. All compensation and reimbursement to participants must meet the requirements of the Code of Ethics.

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 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 Reports.

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 your supervisor for information about conference funds for this year. Your supervisor should contact the Head of School Office Manager on:

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:

<https://www.massey.ac.nz/researchsupport/>

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.

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:

<https://www.massey.ac.nz/calendar/>

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, please contact your supervisor in the first instance. For thesis or research projects, you need to be enrolled continuously until you submit your completed thesis or project.

Students with interests in clinical psychology

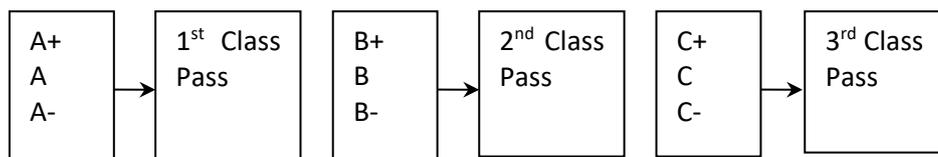
Normally, entry to the Doctorate is by completion of a BA (Hons), BSc (Hons) or Masters degree, incorporating the required clinical courses and achieving at least Second Class, Division I Honours.

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 on time (due dates are shown in the Portal). You cannot start the doctorate until enrolment in the DCLinPsych is complete, and not being enrolled may also affect your library borrowing privileges.

Grading System

The School of Psychology uses the following system for grading both research and coursework:

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: https://www.massey.ac.nz/massey/staffroom/teaching-and-learning/centres_tl/centres_tl_home.cfm.

- Make use of the library and your Liaison Librarians who can provide advice on identifying and using relevant information sources.
- The subject librarians' names and contact details are here: <https://www.massey.ac.nz/massey/research/library/about-us/addresses-and-staff/sections/information-research-services.cfm>
- 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: Quantitative Data Analysis* is strongly recommended to develop essential knowledge as a basis for the analysis of your data.

If you require computer skills training, discuss this with your supervisor.

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.

Information on thesis courses is here: https://www.massey.ac.nz/massey/learning/departments/school-of-psychology/postgraduate-study/postgraduate-papers/postgraduate-papers_home.cfm#thesis.

Honours

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

Masters

The MA (Coursework Pathway) requires a research report worth 60 credits (175.873 *Research Report Psychology (60)*), 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 *PhD Psychology*).

The Doctor of Clinical Psychology includes a thesis that is done in 3 parts (175.991 *Thesis Part A*, 175.992 *Thesis Part B*, and 175.993 *Thesis Part C*).

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:

https://www.massey.ac.nz/massey/learning/departments/school-of-psychology/postgraduate-study/thesis-research-resources/thesis-research-resources_home.cfm.

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 (many are available via Zoom teleconferencing), and to meet other students.

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 <https://www.massey.ac.nz/massey/learning/departments/school-of-psychology/postgraduate-study/thesis-research-resources/thesis-topics-and-supervision.cfm>.
- **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 on https://www.massey.ac.nz/massey/research/library/help-and-instruction/theses/theses_home.cfm.
- This is the link to the Library's Finding Theses page: <https://www.massey.ac.nz/massey/research/library/find-information/finding-theses.cfm>.
- 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:

https://www.massey.ac.nz/massey/learning/departments/school-of-psychology/postgraduate-study/thesis-research-resources/thesis-research-resources_home.cfm

When both you and your supervisor have signed it, send it to a.s.ormsby@massey.ac.nz.

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 you 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 can be used to keep track of your references and reading material. Endnote 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 https://www.massey.ac.nz/massey/research/library/help-and-instruction/endnote/endnote_home.cfm.

This site also provides support information and access to the Library's training sessions for EndNote.

Carry out the research

Ethics

All research with human participants requires ethical consideration. Ethics information is here:

<https://www.massey.ac.nz/massey/research/research-ethics/human-ethics/forms-and-procedures.cfm>

The first step is to read the Code of Ethical Conduct (<https://www.massey.ac.nz/?c86775206t>), then discuss ethical issues in your research with your supervisor and colleagues. 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>.

The next step is to complete the risk assessment process and submit the relevant forms. There are two submission processes.

One is for Low Risk Notifications, in which the application is submitted online and approval is given without the application being reviewed by the ethics committee.

Full Ethics committee review is carried out for projects which do not meet the criteria for a low Risk Notification. Your supervisor will be able to provide you with guidelines for the preparation of an ethics proposal. The committees meet each month (apart from December and January), and the deadline for submitting applications is 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 Massey University Human Ethics Committee, 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.

Access to participants

Where studying a particular topic depends on gaining access to a special population such as hospital patients, employees of an organisation, etc., written permission should be obtained as early as possible. No organisation or agency should be approached until the research has been approved by your supervisor and, where required, ethical approval has been obtained.

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.

Students undertaking research courses are able to remotely access the SPSS software on Massey servers within the restrictions of the software licensing using the VMWare Horizons Client. Installation of SPSS on to personal student computers is not available under Massey's license for this software.

You are expected to conduct your own analyses and this is likely to require some study time. Your supervisor will be able to suggest whether other members of staff can help you with specific research skills or issues.

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 uses the current APA style. OWLL has information on referencing using APA style referencing at <http://owll.massey.ac.nz/referencing/apa-style.php>.

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 page 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).

<https://www.massey.ac.nz/?wcb542106s>

Submission

Honours research reports (175.799) and 60 credit coursework Masters projects are submitted digitally, as a Microsoft Word file to Anne Ormsby on A.S.Ormsby@massey.ac.nz. There is no need to also provide a hard copy. 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 can 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.

https://www.massey.ac.nz/massey/research/higher-research-degrees/masters-student-information/thesis-submission-and-publishing/thesis-submission-and-publishing_home.cfm.

Note that 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.

For all projects and theses, we **strongly advise submission by the due date**. Theses and projects 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.

Due Dates

Honours reports

175.799 *Research Report (30 credits)* is due on 15 November:

Masters theses (120cr) and Research reports (60cr)

While your Portal may show that your Masters *qualification* ends at the end of Semester 2, for thesis submission it's the due date for the *course* that matters. These are:

175.894 *Thesis 120cr Part 1* will be given a Continuing (CT) grade.

175.896 *Thesis 120cr Part 2* and 175.873 *Research Report Psychology (60cr)*:

- Double Semester: near the end of February.
- Semester One Full semester: near the end of June.
- Semester Two Non-standard: near the end of February.

The due dates vary slightly from year to year. You can check them here:

Theses:

https://www.massey.ac.nz/massey/learning/programme-course/course.cfm?paper_code=175896

Research reports:

https://www.massey.ac.nz/massey/learning/programme-course/course.cfm?paper_code=175873

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:

https://www.massey.ac.nz/massey/research/higher-research-degrees/masters-student-information/thesis-submission-and-publishing/thesis-submission-and-publishing_home.cfm.

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 feedback 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

Research Facilities and Equipment

Research facilities and equipment in the school include:

- Access to Windows-based computer laboratories in the School of Psychology (Manawatū) or Central Computer Laboratories. Software available includes Microsoft Office Suite, SPSS for Windows, NVivo and SAS.
- Postgraduate students can access a variety of software; printing, web and library resources, using the Central Computer Laboratories or Psychology computers dedicated for Postgraduate use. Remote access to computer lab software running on Massey servers is also available via a virtual client application.
- A wide range of audio-visual equipment.
- An extensive psychological test library
- Bespoke software development, web applications and surveys

Within the school there are also facilities managed by experimental psychology staff to support their research activities. These laboratory facilities and equipment are situated on the Manawatū campus and include:

- Psychophysiology laboratories capable of recording peripheral nervous system measures like electromyography, cardiovascular function, and skin conductance (managed by Dr Michael Philipp);
- Eye-tracking facilities (managed by Dr Stephen Hill and Michael Philipp);

- The International Media Psychology Laboratory, including fully and partially ambulatory virtual reality, mixed and augmented reality, specialized video gaming equipment and software (managed by Dr. Aaron Drummond);
- Functional Near-Infrared Spectroscopy (fNIRS) laboratory (managed by Dr Ute Kreplin).

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:

<https://www.massey.ac.nz/library/>

You can use material from any of Massey's three campus libraries. The [subject guide for Psychology](#) as accessed from the "How do I find information" link 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.

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.

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 training courses is available for postgraduate students via the 'Training' link:

<https://www.massey.ac.nz/massey/staffroom/national-shared-services/information-technology-services/help/learning-resources-for-students.cfm>.

Computing access

Student ID and PIN codes provide password access to the Massey's lab computers and online resources such as Library abstract databases. (Please note that the password for this access differs to that of the [SMS Portal](#), where your personal records and enrolment details are accessed). Files may be saved to a Microsoft OneDrive (for the period of your enrolment), or to your own portable storage device. 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.

Information about computer labs and teaching rooms for students can be found at:

https://www.massey.ac.nz/massey/staffroom/national-shared-services/information-technology-services/labs-and-teaching-rooms/for-students/for-students_home.cfm.

Regulations

The University has strict policies on information technology and communication systems. Breaches of the policy on use and access to ITS are treated seriously.

Improper use of the IT system includes, but is not limited to:

- a) unauthorised access to the IT System or circumvention of restrictions on access;
- (b) use of the IT System for purposes other than to meet pre-authorised administrative, or teaching course work, course and research requirements for which access was granted;
- (c) use of the IT System to produce, store, transmit, or display any materials which are obscene, offensive, slanderous or illegal;
- (d) use of the IT System for private gain or unauthorised commercial use;
- (e) making unauthorised copies of software and data;
- (f) distribution, propagation or creation of computer viruses;
- (g) physical abuse of any IT System;
- (h) electronic abuse or harassment of individuals via the IT System;
- (i) contravention of the rights of an individual;
- (j) contravention of the statutes, regulations and charter of the University and New Zealand statutes including the Privacy Act 1993, Human Rights Acts 1993, Official Information Act 1982 , Public Finance Act 1992, Employment Relations Act 2000; and
- (k) such other activities deemed improper use from time to time." (*Use and access to information technology systems policy*, June 2013).

Computers and Health

Extensive use of computers, without appropriate precautions, can contribute to musculoskeletal 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. 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, interpersonal 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!

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. Your supervisor can

advise on this. Virtual access to software hosted on Massey servers also provides remote access to software such as SPSS and other General computer applications.

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
Wellington:	Carrie Wilson Email: C.Wilson1@massey.ac.nz

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 room 2.20, houses a range of materials. Te Rau Aroha in room 2.21 and room 2.08 are for use by postgraduates.

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.

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 the Campus Co-ordinator 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.