



MASSEY  
UNIVERSITY

TE KUNINGA KI PŪREHURŌA

UNIVERSITY OF NEW ZEALAND



# DOCTORAL RESEARCHER DEVELOPMENT AT MASSEY UNIVERSITY

# WELCOME KIA ORA,



## **From Associate Professor Tracy Riley, Dean, Research**

Welcome to Massey University. As a doctoral candidate you are a member of our research community. This booklet has been designed to provide guidance on the workshops, seminars and online skills development available to support intellectual and research growth of Massey's doctoral candidates.

Massey University recognises the importance of providing high calibre research skills development to all its doctoral candidates, and this is evidenced in two of the university's strategies; the Research Strategy and Doctoral Education Strategy.

Our programme, which is mapped against the Vitae framework ([vitae.ac.uk](http://vitae.ac.uk)), 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 research development strengths and needs with your supervisor/s, who will be able to advise you on which aspects are most useful and appropriate for you. Your supervisor will also be able to advise on appropriate development opportunities that are not part of this programme, but which may be available through your unit, College, and discipline. The purpose of researcher development is to support a timely, successful completion of your doctoral degree.

Massey University is committed to investing in the next generation of researchers by creating an environment where the world's best young researchers can flourish. Massey University aims to develop researchers who are creative, forward-thinking, and autonomous problem solvers engaging in national and international communities of research practice. We aim to develop excellent researchers who can make a difference.

**Associate Professor Tracy Riley, Dean, Research**  
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Research, Academic and Enterprise

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# DOCTORAL RESEARCHER DEVELOPMENT AT MASSEY UNIVERSITY

This programme is designed to provide support and developmental opportunities to doctoral (i.e. DClinPsych, DSW, PhD) candidates to enable timely, successful completion of your thesis and also in preparation for life as a researcher.

The programme content is aligned to and partially informed by the Vitae Researcher Development Framework (<https://www.vitae.ac.uk>), which will be explained in the following pages of in the booklet.

As you look through the programme, we hope you will appreciate and take advantage of the broad range of opportunities available to candidates working towards the completion of their thesis, and looking towards their own career development while here at Massey University.

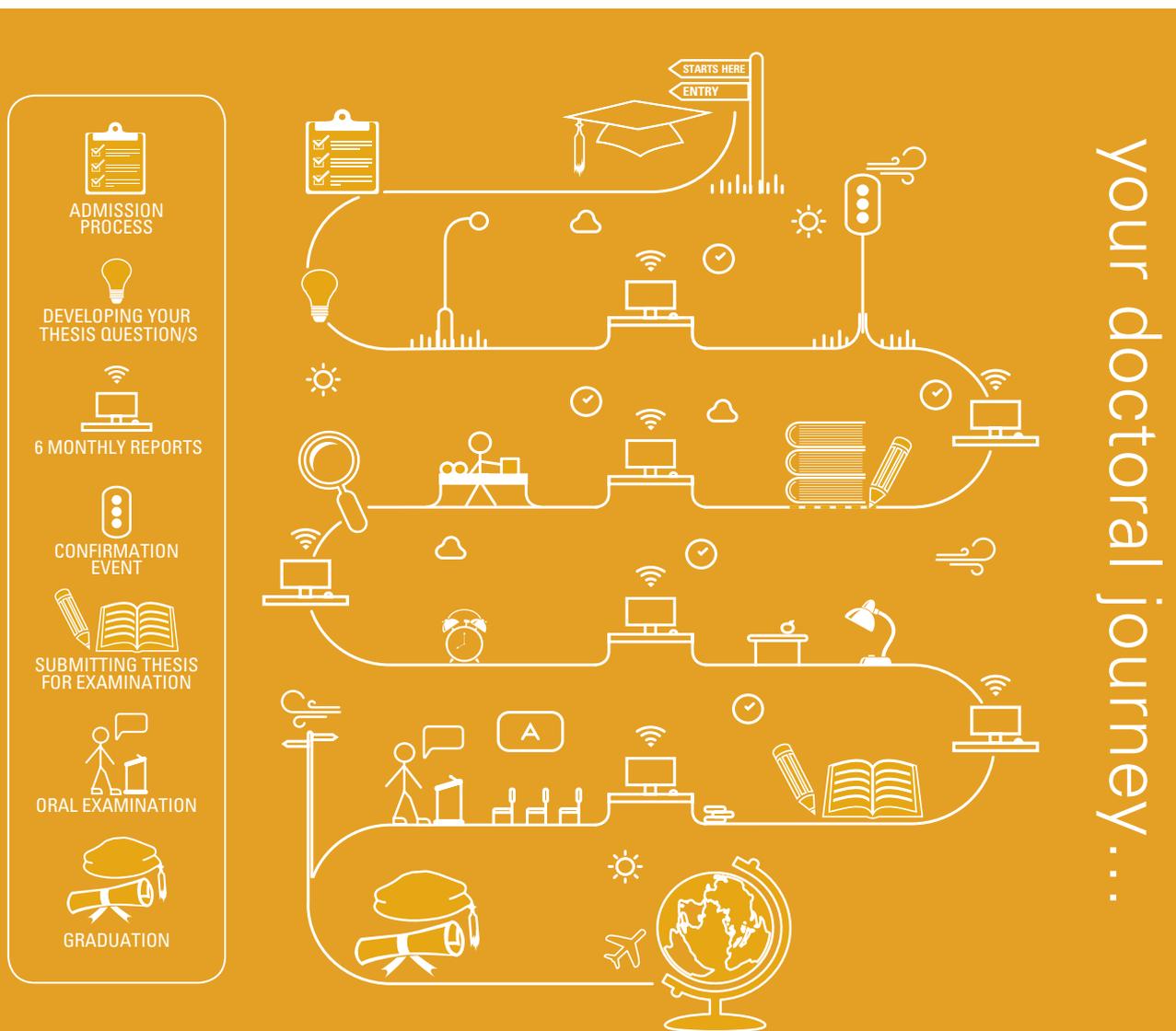
Please note this booklet contains core workshop and development opportunities at the date of publishing. This is an ever evolving programme with additional opportunities that will arise during your candidature.

Please keep an eye on the Doctoral Stream site for latest information (<https://stream.massey.ac.nz/login/index.php>).

## OVERVIEW OF THE PROGRAMME

There are highly recommended development workshops on page ten which include Code of Responsible Research Conduct; Ethics processes; Research Data Management guidelines, and milestone processes related to your candidacy, such as confirmation and examination.

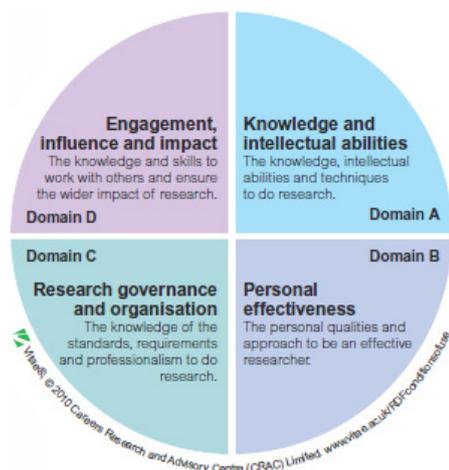
The workshops and seminars offered at Massey University are short information or skill development sessions from a number of excellent service units from across the university. These include: the Library; National Centre for Teaching and Learning; Information Technology Services; Graduate Research School; Research and Enterprise; Career and Employability Services; and the Student Wellness



Services.

## PROGRAMME FRAMEWORK

Researcher development at Massey University is 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 Researcher Development Framework (RDF).

## BACKGROUND TO THE RDF

The RDF and its four 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 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;
- explain your research strengths and weaknesses to others.

## 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.

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. Researchers should identify their strengths and weaknesses relative to the RDF and then select the most appropriate development activity for their needs.

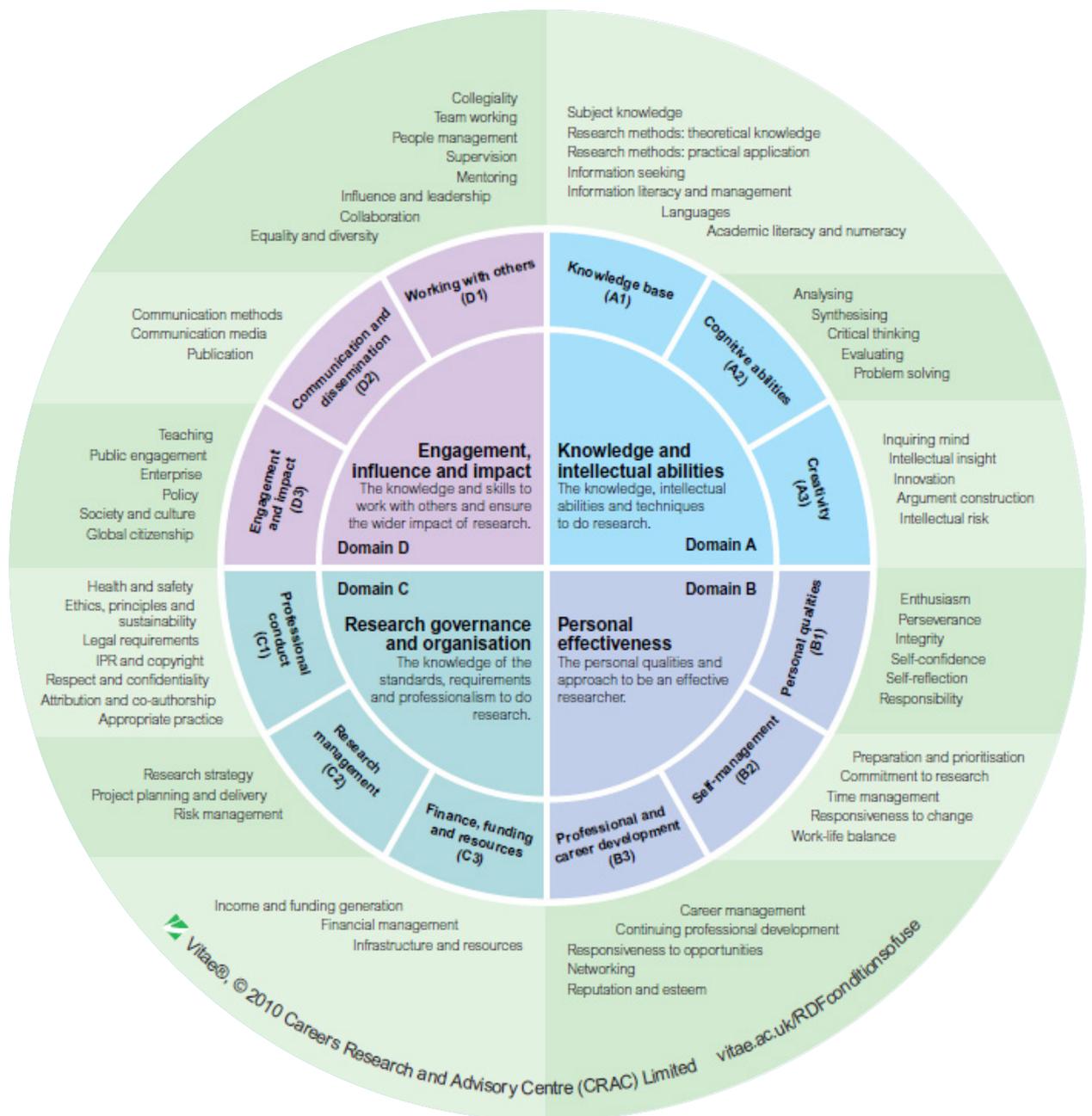
## USING THE RDF TO SELECT A PROGRAMME: AN EXAMPLE

Jane Smith is a doctoral candidate who has been at Massey University for 3 months. Following the induction session, her literature review is well underway and the thesis question and methodology are forming. Recognising her lack of experience, Jane compares her existing knowledge, skills and experience against the RDF's 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, principles 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. This is an online tool developed to help individuals identify strengths, potential areas for development, formulate an action plan, review achievements, and create a portfolio of evidence.

Massey University has a subscription to Vitae ([vitae.ac.uk](http://vitae.ac.uk)), allowing candidates to utilise the RDF planner for professional development. To gain access to this aspect of the Vitae website, please contact Marise Murrie ([m.d.murrie@massey.ac.nz](mailto:m.d.murrie@massey.ac.nz)) or Alexis Boniface ([a.boniface@massey.ac.nz](mailto:a.boniface@massey.ac.nz)). The remainder of the website can be accessed by registering online with your Massey University email address.



# RESEARCHER DEVELOPMENT INITIATIVES TO BUILD AND CELEBRATE PERSONAL EXCELLENCE

## THREE MINUTE THESIS COMPETITION (3MT)

A firm fixture on the Massey postgraduate calendar, the Three Minute Thesis (3MT®) is a fast paced and exciting speech competition that challenges post graduate candidates to summarise the significance of their thesis work/ research project in three minutes for a panel of judges and a diverse audience. You are allowed one single PowerPoint slide as a visual aid.

For full details refer to the webpage <http://www.massey.ac.nz/3mt/>. Training preparation sessions are held in June, with campus heats and finals in July and August.



## THESIS WRITING BOOT CAMPS

Initiated at the end of 2017: the Thesis Writing Boot Camps have proven to be incredibly popular and very successful. They are offered twice a year on the Auckland Ōteahā and Manawatū Turitea campuses, with one mid-year on the Wellington Pukeahu campus.

Providing dedicated, distraction free time, space and collegiality; the TWBC also includes some voluntary workshops aimed at developing doctoral candidates writing skills and habits.



## DEAN'S LIST INAUGURAL LECTURES

Annually, Massey University hosts the Dean's List Inaugural Lectures, an exciting and innovative event. The event is designed to celebrate Massey University's recently completed doctoral candidates who have been acknowledged by all of their examiners as producing an exceptional thesis (Dean's List Recipient). The lectures celebrate and showcase doctoral graduates who are academically outstanding and provides a platform for them to present their work in an engaging and accessible way to the wider university and the public. The lectures are set to establish themselves as a highlight of the Massey University calendar.



The lectures follow the tone and format of the University's Professorial Inaugural Lectures and provide the very best of our graduate doctoral graduates with a unique opportunity to celebrate and communicate some of the amazing breadth of cutting edge research taking place right across the university.

This prestigious event also reflects the university's commitment to provide innovative personal and professional development opportunities for its postgraduate research students. Those who are invited to lecture have a unique chance to present their research to the university community, the public, and the media – but it is also a the next step into making new contacts, developing their presentation skills, and establishing themselves as professional researchers.

These are public events so please keep an eye out and join us for the 2019 event.

All lectures are introduced by the Dean, Research, Associate Professor Tracy Riley, and are followed by a drinks and nibbles reception.

## ADDITIONAL OPPORTUNITIES AND EVENTS

For more information on the Thesis Writing Boot Camps, Dean's List Inaugural Lectures and additional upcoming researcher development opportunities and events, visit <http://www.massey.ac.nz/?rbef25553s> and/or Doctoral Stream site. Also, keep an eye out within your College and Academic Unit.



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# HOW TO SELECT, BOOK AND CANCEL YOUR DEVELOPMENT ACTIVITIES

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## HOW TO SELECT YOUR DEVELOPMENT ACTIVITIES

The activities (workshops, seminars, etc.) listed in this programme are available for all academic and research staff and doctoral 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/workshop before booking a place. If you are unsure, would like more information, or if there are additional workshops that you would like to be included, please contact either:

### Marise Murrie

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

P 83852

### Alexis Boniface

E A.boniface@massey.ac.nz

P 83884

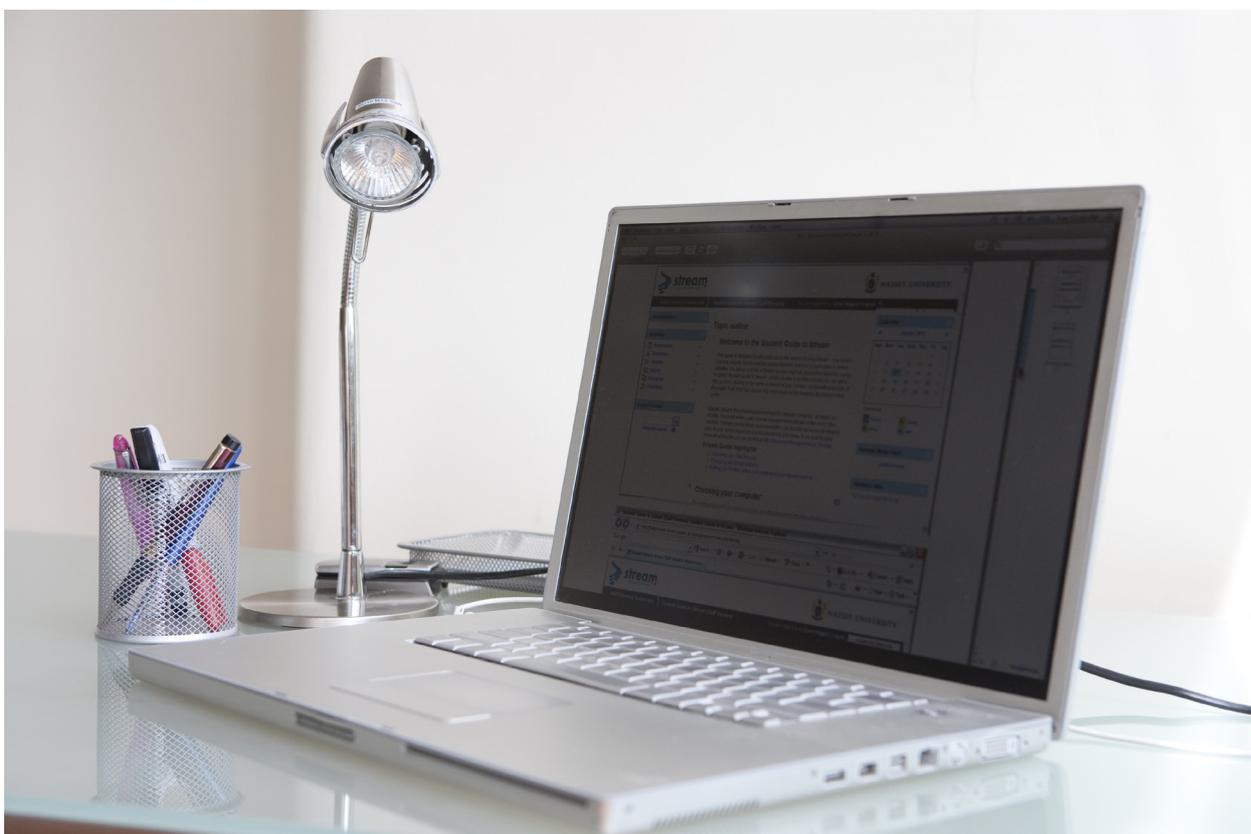
## ADDITIONAL OPPORTUNITIES

Places can be limited on some activities, as are the number of programme offerings. If demand is strong, 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.

When registering via Doctoral Stream, visit: <https://stream.massey.ac.nz/login/index.php> and follow these steps:

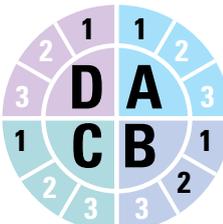
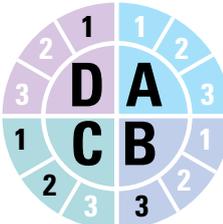
- Sign into Stream using your student ID and password (not staff ID, if you have one);
- Select the Doctoral Community;
- Go to the development calendar or catalogue;
- Choose the workshop you would like to attend;
- Select the campus;
- Save your choice.



# HIGHLY RECOMMENDED WORKSHOPS

Please note that a number of these sessions are held in the VLT (Video Linked Teaching rooms):  
**Auckland Ōteahā AT4 | Manawatū Turitea GLB1.14 | Wellington Pukeahu 5C17**

**TYPE** **Seminar:** Information rich sessions where participants are not expected to prepare anything.  
**Workshop:** Interactive session in which participants are expected to engage.

WORKSHOP / DESCRIPTION	DATE / TIME / REGISTRATION	RDF DOMAINS
<p><b>WELCOME TO YOUR DOCTORATE INDUCTION</b></p> <p>There is an expectation that all doctoral candidates at Massey University complete this session. The induction session welcomes all new candidates (DClinPsych, EdD, &amp; PhD).</p> <p><b>Overview</b></p> <p>The induction session for doctoral candidates introduces the policies and processes that govern doctoral study at Massey University. The session also explains support services and resources available during your research study at Massey, including helpful tips for thriving and successfully completing your doctoral studies.</p> <p>This session is integrated into the Massey University Orientation programme (<a href="http://www.massey.ac.nz/massey/student-life/starting-university/orientation/orientation_home.cfm">http://www.massey.ac.nz/massey/student-life/starting-university/orientation/orientation_home.cfm</a>). If you are new to campus it is recommended that you attend other orientation activities being offered around the university to help you familiarise yourself.</p> <p><b>Outcomes</b></p> <p>Upon completion of this workshop participants should:</p> <ul style="list-style-type: none"> <li>be aware of the resources and systems available at Massey University to assist in their candidature; and</li> <li>be aware of the roles and responsibilities of both themselves and their supervisory team regarding policies and processes within candidature (including reporting, admission, confirmation, examination arrangements, complaints procedure, etc.).</li> </ul>	<p>Duration <b>1.5 days</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Seminar</b></p> <p>Frequency <b>3x</b></p>	<p><b>A1, B1, B2, C1, D1</b></p> 
<p><b>HUMAN ETHICS – UNDERTAKING RESEARCH WITH HUMAN PARTICIPANTS</b></p> <p>This seminar is for new staff members, researchers, staff members supervising student’s research and postgraduate students.</p> <p><b>Overview</b></p> <p>All staff and students conducting research with human participants are required to attend this human ethics training seminar (Academic Board and Council rulings: 1998 and September 2000). The Director of Ethics at Massey University will facilitate this workshop, contributing shared knowledge, experience and best practice.</p> <p><b>Outcomes</b></p> <p>On completion of this seminar, you will have:</p> <ul style="list-style-type: none"> <li>a raised awareness of ethical issues when conducting research involving human participants;</li> <li>skills needed to undertake ethical analyses of proposed research involving human participants; and</li> <li>knowledge of policy and procedures for gaining approval of research involving human participants.</li> </ul>	<p>Duration <b>3 hours</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Seminar</b></p> <p>Frequency <b>3x</b></p>	<p><b>B3, C1, C2, D1</b></p> 

**CODE OF RESPONSIBLE RESEARCH CONDUCT**

Highly recommended for all doctoral candidates. This session introduces supervisors and doctoral candidates to the Code of Responsible Research Conduct and the new policy at Massey University.

**Overview**

The Code of Responsible Research Conduct was introduced at Massey University in 2015 and has expectations and implications for all researchers. This session gives research-active staff and research candidates an opportunity to hear about what that means in terms of how they conduct their research and the processes that surround it.

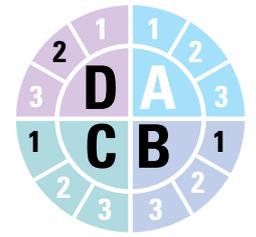
This session, facilitated by the Director of Ethics, will introduce the principles behind research integrity, the standards expected of researchers, and the responsibilities of both individuals and the institution.

**Outcomes**

At the conclusion of this session you will understand:

- the code governing research at Massey University; and
- the processes and support at Massey University.

Duration

**2 hours**Register  
via **Doctoral  
Stream**Type  
**Seminar**Frequency  
**2x****B1, C1, D2****STRENGTHS@MASSEY**

Highly recommended for all doctoral candidates

**Overview**

A three-session Strengths@Massey Programme will be run to help doctoral candidates better understand their key strengths and explore how they can best use their strengths in their doctoral journey. It is based on the Gallup Strength Finder assessment tool and provides participants with ideas about how to maximise what they already do well in order to achieve their fullest potential.

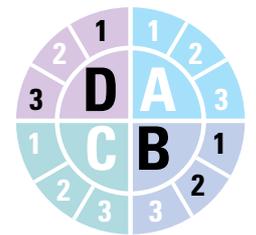
Supervisors join the group in the final session, which has proved invaluable for candidates and supervisors in the past. The dates will be advertised directly to candidates who will be invited to attend with their supervisors' approval and support.

**Outcomes**

Upon completion of this seminar, candidates should:

- have a better understanding of appropriate career paths;
- know how to improve their study habits; and
- have better relations with supervisors and the wider university community.

Duration

**3-4 hours**Register  
via **Doctoral  
Stream**Type  
**Workshop**Frequency  
**2x****B1, B2, D1, D3**

## LIBRARY SUPPORT FOR RESEARCH DATA MANAGEMENT

### 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.

### Outcomes

Upon completion of this seminar, participants should be able to:

- outline the current RDM landscape at Massey University;
- explain why the library is delivering support, including benefits to doctoral candidates and supervisors;
- provide an overview of what is covered by the library's services, including links to Vitae; and
- understand the formal requirements for RDM at Massey University and the support available to meet them.

Duration

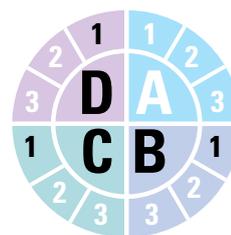
**1 hour**

Register  
via **Doctoral  
Stream**

Type  
**Seminar**

Frequency  
**2x**

**B1, C1, D1**



## COMPLETION AND BEYOND

Highly recommended for all doctoral candidates.

### Overview

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

### Outcomes

Upon completion of this seminar, participants should be able to:

- confidently understand 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; and
- articulate what constitutes a "good" thesis; learning outcomes and assessment criteria

Duration

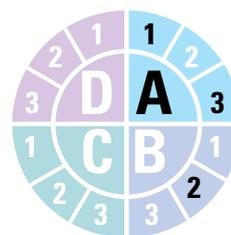
**Full Day,  
9.00am-4.00pm**

Register  
via **Doctoral  
Stream**

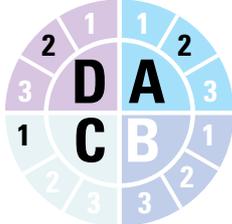
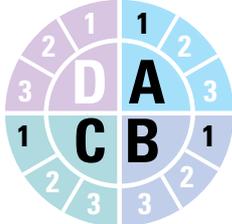
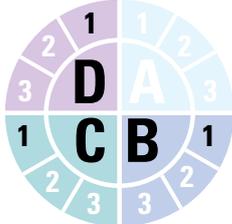
Type  
**Seminar**

Frequency  
**2x**

**A1, A3, B2**



# CANDIDACY RELATED WORKSHOPS

WORKSHOP / DESCRIPTION	DATE / TIME / REGISTRATION	RDF DOMAINS
<p><b>DOCTORAL CONFIRMATION PROCESS</b></p> <p><b>Overview</b> Confirmation of Candidature is the first major milestone of a research higher degree. Each doctoral candidate is required to prepare a robust project proposal and present their proposed thesis work.</p> <p>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.</p>	<p>Duration <b>2 hours</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Seminar</b></p> <p>Frequency <b>2x</b></p>	<p><b>A2, C1, D2</b></p> 
<p><b>PROJECT MANAGEMENT</b></p> <p><b>Overview</b> Project management is a core skill for all researchers. This session aims to introduce doctoral 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 doctoral research. Participants will leave the session with a concrete research plan and a clear understanding of what is required to implement it.</p> <p>Please note this session does not include software package training.</p>	<p>Duration <b>2 hours</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Seminar</b></p> <p>Frequency <b>2x</b></p>	<p><b>A1, B1, C1</b></p> 
<p><b>MANAGING WITH YOUR SUPERVISOR/S</b></p> <p><b>Overview</b> One of the key predictors regarding doctoral success and completion is a mutually positive relationship with your supervisor/s. A discussion with a group of experienced supervisory panel members on how to form and maintain a productive relationship with your research supervisor/s.</p>	<p>Duration <b>1 hour</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Seminar</b></p> <p>Frequency <b>1x</b></p>	<p><b>B1, C1, D1</b></p> 



## DOCTORAL ORAL EXAMINATION

### 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 familiar with the policies that govern the oral examination and submission processes;
- understand the responsibilities of the candidate, supervisors, Head of Unit, examiners and the convenor in the process; and
- be able to explain what constitutes a “good” thesis; learning outcomes and assessment criteria.

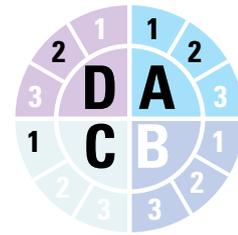
Duration  
**2 hours**

Register  
**via Doctoral Stream**

Type  
**Seminar**

Frequency  
**2x**

**A1, A2, C1, D2**



## ASSERTIVENESS AND INFLUENCING

### Overview

An insightful workshop in terms of the supervisory/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. 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.

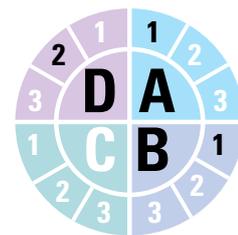
Duration  
**2 hours**

Register  
**via Doctoral Stream**

Type  
**Seminar**

Frequency  
**1x**

**A1, B1, D2**



# SKILLS AND PERSONAL DEVELOPMENT WORKSHOPS

WORKSHOP / DESCRIPTION	DATE / TIME / REGISTRATION	RDF DOMAINS
<p><b>SEARCHING ESSENTIALS</b></p> <p><b>Overview</b> The literature review is a huge part of any doctoral or master's thesis, and keeping alert to new research is a vital professional skill. 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 session will be hands-on and by sending you material to engage with before the workshop, it will give you the opportunity to concentrate on the requirements of your own research.</p> <p><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>analyse your information need to inform your decisions about search tools and strategies;</li> <li>develop search strategies and search appropriate databases effectively;</li> <li>organise and manage your literature search results and use them effectively; and</li> <li>understand the benefits of referencing software and be aware of software choices and further training.</li> </ul> <p><b>Places are limited</b> 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.</p>	<p>Duration <b>1.5 hours</b></p> <p>Register <b>Library website</b></p> <p>Type <b>Workshop</b></p> <p>Frequency <b>3x</b></p>	<p><b>A1, D1, D2</b></p>
<p><b>RESEARCH DATA MANAGEMENT BASICS</b></p> <p><b>Overview</b> This principles-based, hands-on workshop is aimed at all doctoral candidates (current and potential) wanting to learn the basics of managing research data effectively and efficiently during research projects.</p> <p>The workshop will use presented content, discussions and exercises to explore key data management topics including planning, organising, storage and backup, and documentation. You will also have the opportunity to ask questions.</p> <p><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>understand the research data management landscape, and how good practices support your research;</li> <li>understand some practical aspects of looking after data including what you need to do to securely store, make sense of, and maintain access to your data; and</li> <li>identify 3 important things you need to do to kick start your own data management plan.</li> </ul>	<p>Duration <b>1.5 hours</b></p> <p>Register <b>Library website</b></p> <p>Type <b>Workshop</b></p> <p>Frequency <b>3x</b></p>	<p><b>A1, B1, C1, D1</b></p>

## RESEARCH COMMUNITY AND KEEPING UP TO DATE

### Overview

This session will help you to 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.

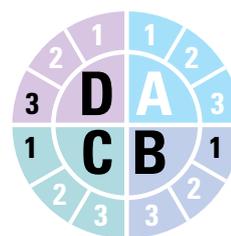
Duration  
**1.5 hours**

Register  
**Library website**

Type  
**Workshop**

Frequency  
**3x**

**B1, C1, D3**



## PRESENTATION SKILLS

### Overview

An important skill to develop throughout your doctoral candidature is the ability to present. 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 to provide some hints and tips on developing dynamic introductions and 'hooks' to powerful closings.

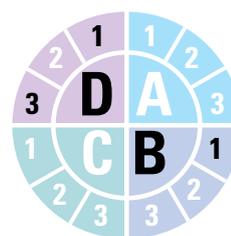
Duration  
**1.5 hours**

Register  
**via Doctoral Stream**

Type  
**Workshop**

Frequency  
**2x**

**B1, D1, D3**



## TIME MANAGEMENT

### Overview

As a new doctoral 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 present time management techniques and tools and recently completed candidates will share their top tips for meeting those deadlines.

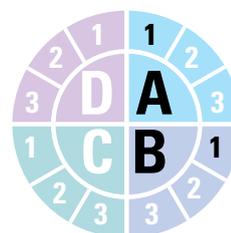
Duration  
**1 hour**

Register  
**via Doctoral Stream**

Type  
**Workshop**

Frequency  
**2x**

**A1, B1**



## RESEARCHER TOOLBOX ONLINE TIPS AND TRICKS WEBINAR SERIES

### Overview

Short, 15-minute online webinars will be provided throughout the year on topics related to your research. They offer tips and tricks in a bite-sized format. Check the Library's Research Services webpage ([http://www.massey.ac.nz/massey/research/library/library-services/research-services/research-services\\_home.cfm](http://www.massey.ac.nz/massey/research/library/library-services/research-services/research-services_home.cfm)) and click on the 'Join a Webinar' button for details and dates.

Some of the topics covered are:

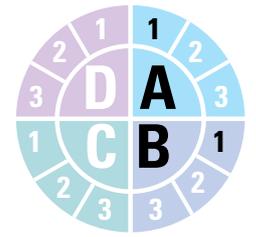
- ORCID
- Create a Data Management Plan
- 'Fake news' in an academic context
- Data as information sources
- Finding images to use in your research
- How to choose the best journal to publish in
- Leveraging the institutional repository, Massey Research Online for maximum impact
- Finding out who is citing your work

Duration  
**15 minutes**

Register  
**Library website**

Type  
**Online workshop**

A1, B1



## INTRODUCTION TO ENDNOTE

### Overview

EndNote is a popular computer program which Massey students can download free from the Library website. It sits within MS Word and can be used to import, manage and format references.

### Outcomes

- how to create your own EndNote library;
- how to use EndNote to format references into the required style; and
- how to use the cite-while-you-write function effectively.

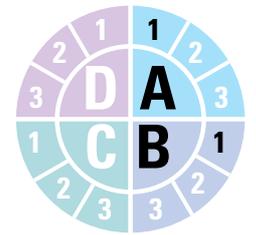
Duration  
**1.5 hours**

Register  
**Library website**

Type  
**Workshop**

Frequency  
**3x**

A1, B1



## SEARCHING FOR SCIENCE AND HEALTH

### Overview

Searching for Science and Health is designed to prepare postgraduate candidates with the essential skills to successfully and efficiently set up searches and alarms. For your thesis, you need to become an expert in the literature of your topic. These workshops are delivered by science and engineering information specialist librarians; by focussing on these disciplines, training will be 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 and Health workshop in November - [\\_https://connect.massey.ac.nz/sfspromo0415/](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.

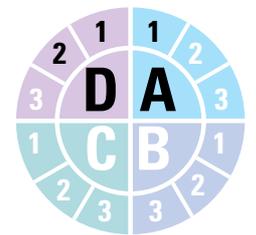
Duration  
**1.5 hours**

Register  
**Library website**

Type  
**Workshop**

Frequency  
**>6x**

A1, D1, D2



## WRITING SKILLS WORKSHOPS

### Overview

This popular series of workshops has been specially designed to support the writing development of doctoral candidates at Massey University. The workshops are presented and facilitated by learning consultants from the Centre for Teaching and Learning who are experienced in supporting doctoral students through each stage of their writing process.

Also, newly added to this series of workshops for 2019 is a session facilitated by Massey University's librarians that covers how to create and structure long documents, as well as tips on using Endnote.

### April 10: Setting and Achieving your Writing goals

- Explore, Discover, Contribute
- Set SMART writing goals
- Just write and build momentum
- Repeat, repeat, repeat
- The benefits of writing groups.

### April 15: Writing the Confirmation Report

- Brief review of PhD confirmation process
- Writing the confirmation report: Looking at the structure and style.

### May 8: Presenting your Research

- Maximising the impact of slides
- Communicating clearly through voice and gesture
- Dos and don'ts of 3MT / Pecha Kucha presentations.

### June 12: Thesis with Publication

- Overview of thesis with publication, including how it differs from a traditional thesis
- Thinking about ways to structure and write a thesis with publication
- Discussion about authorship and publishing.

### July 10: Improving your Thesis Writing Style

- Mastering the 3 C's: Clarity, Conciseness, and Coherence in your thesis writing
- Interpreting and responding to supervisor feedback on thesis writing style.

### August 14: Long docs: Learning how to navigate your thesis as a long document

- Structuring your document
- Creating a table of contents
- Working with sections and page breaks
- Inserting headers, footers, page numbers etc.
- Tips on dealing with Endnote citations in long documents.

### September 11: Writing Results and Discussion Chapters of Quantitative Research Based Theses

- Overall chapter structure
- Commenting on numerical data in tables and figures
- Critical discussion of results in relation to hypotheses and existing research.

### October 9: Writing Results and Discussion Chapters of Qualitative Research Based Theses

- Options for chapter structure: integrated or separate
- Quoting and summarising from data
- Critical discussion of evidence in relation to chosen methodological approach and existing research.

### November 13: Editing your Thesis

- Managing the revision process
- Key issues to focus on during editing
- Guides, tools & support for thesis editing.

Duration  
**1.5 hours**

Register  
via **Doctoral  
Stream**

Type  
**Workshop**

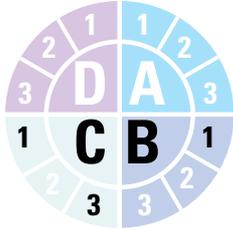
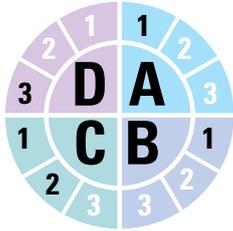
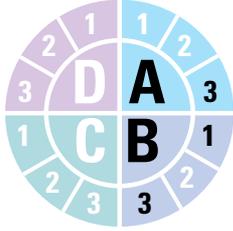
Frequency  
**Please refer to  
dates provided**

Time  
**12pm to 1.30pm**

**A2, D2**



# CAREER DEVELOPMENT WORKSHOPS

WORKSHOP / DESCRIPTION	DATE / TIME / REGISTRATION	RDF DOMAINS
<p><b>SCHOLARSHIPS, FELLOWSHIPS AND POSTDOCS</b></p> <p><b>Overview</b> This session will identify some of the key resources available at Massey University to help you search for scholarship, fellowship and postdoc opportunities. Once you have identified a potential funding source, it is important to put your best foot forward when completing the application. Learn how to present yourself and your research in the most competitive and captivating way.</p> <p><b>Workshop will cover:</b></p> <ul style="list-style-type: none"> <li>• the major factors that affect success in a competitive process;</li> <li>• presenting your best CV;</li> <li>• how funding award decisions get made;</li> <li>• how understanding these processes can increase your chances of funding;</li> <li>• the best ways to identify potential funding sources and to network with funding bodies.</li> </ul>	<p>Duration <b>1 hour</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Seminar</b></p> <p>Frequency <b>2x</b></p>	<p><b>B1, C1, C3</b></p> 
<p><b>HOW TO DEVELOP A BUSINESS CASE</b></p> <p><b>Overview</b> This session is based on the Massey University business case framework, which consists of three elements:</p> <ul style="list-style-type: none"> <li>• university planning – aligning with university strategy and planning processes;</li> <li>• business planning – planning and developing the case, quality assurance and final approval;</li> <li>• business case support – supporting the business case owners and writers.</li> </ul> <p>For most researchers, the development of a business case to further their research is inevitable. This workshop will provide you with the basic necessary tools and guidance to develop a business case based on the Better Business Cases (BBC) model that is used by all Government Departments/Crown Research Institutes and Universities in NZ.</p>	<p>Duration <b>2 hours</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Seminar</b></p> <p>Frequency <b>2x</b></p>	<p><b>A1, B1, C1, C2, D3</b></p> 
<p><b>INCREASING YOUR EMPLOYABILITY</b></p> <p><b>Overview</b> It is important to have a mix of qualifications, skills, experience and contacts to find and secure employment. This workshop will explore what employers typically look for and what you can do to enhance your employability.</p> <p>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?'</p>	<p>Duration <b>1.5 hours</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Seminar</b></p> <p>Frequency <b>2x</b></p>	<p><b>A3, B1, B3</b></p> 

### CAREER OPTIONS IN OR OUT OF ACADEMIA

**Overview**

This workshop identifies career options for doctoral 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.

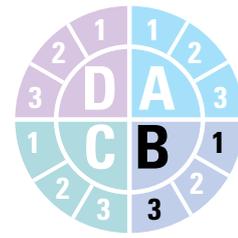
Duration  
**1.5 hours**

Register  
**via Doctoral  
Stream**

Type  
**Seminar**

Frequency  
**1x**

**B1, B3**



### CV AND COVER LETTER DEVELOPMENT

**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. This workshop explores how you might identify those skills, translate them to meet the needs of employers and communicate them effectively in your CV and cover letters.

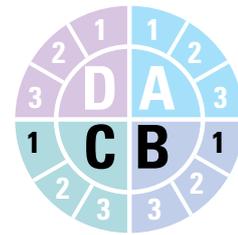
Duration  
**2 hours**

Register  
**via Doctoral  
Stream**

Type  
**Seminar**

Frequency  
**1x**

**B1, C1**



### PREPARING FOR JOB INTERVIEWS

**Overview**

Job interviews address the extent to which you might fit with, and contribute to, an organisation. This workshop explores ways employers might determine how your past experience might predict your future performance. Key areas include how you can prepare for job interviews, answer common interview questions and present yourself appropriately.

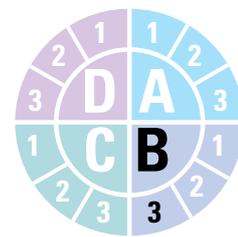
Duration  
**1.5 hours**

Register  
**via Doctoral  
Stream**

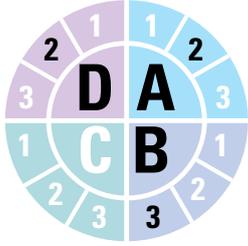
Type  
**Seminar**

Frequency  
**1x**

**B1, B3**



# COMMUNICATION, ENGAGEMENT & IMPACT WORKSHOPS

WORKSHOP / DESCRIPTION	DATE / TIME / REGISTRATION	RDF DOMAINS
<p><b>DEVELOPING YOUR 3MT PRESENTATION</b></p> <p><b>Overview</b>            Are you interested in taking part in the Massey University Three Minute Thesis (3MT®) competition? If so, come along to the training session where you can hear hints and tips on:</p> <ul style="list-style-type: none"> <li>designing a slide with impact and a clear message;</li> <li>developing your narrative for a short presentation; and</li> <li>oral presentation skills, and using the space well.</li> </ul> <p>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.</p>	<p>Duration <b>2 hours</b></p> <p>Register <b>via Doctoral Stream</b></p> <p>Type <b>Workshop</b></p> <p>Frequency <b>1x</b></p>	<p><b>A2, B3, D2</b></p> 

## HOW TO WRITE A GREAT SPEECH FOR THE 3MT COMPETITION

**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 research 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.

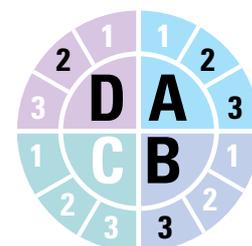
Duration  
**1.5 hours**

Register  
**via Doctoral Stream**

Type  
**Workshop**

Frequency  
**1x**

**A2, A3, B3, D2**



## PREPARING A SUCCESSFUL FUNDING APPLICATION

### 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:

- utilising the abstract, title, and research aim sections to market crucial concepts;
- the major factors that affect success in a competitive process;
- strengthening each section of your proposal;
- presenting your best CV;
- how funding award decisions get made;
- how understanding these processes can increase your chances of funding;
- the best ways to identify potential funding sources and to network with funding bodies.

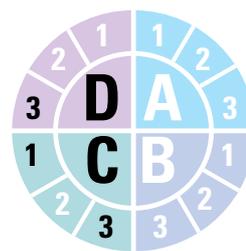
Duration  
**1.5 hours**

Register  
via **Doctoral  
Stream**

Type  
**Seminar**

Frequency  
**2x**

**C1, C3, D3**



## COMMUNICATING YOUR RESEARCH: SCIENCE COMMUNICATION BASICS

### Overview

Engaging the public with your research can improve the quality and impact of your work, and raise your profile. It also enables members of the public to act as informed citizens and can also inspire the next generation of researchers. This workshop is designed to equip researchers with the skills to inform and enthuse non-academic audiences about the research that staff and students are participating in and to demonstrate the economic and societal benefits that research brings.

Writing for popular press and public engagement is becoming an increasingly important part of a researcher's responsibility as a recipient of public funding and ideally should be planned as part of the research at the outset.

### Outcomes

This workshop will identify the following:

- 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.

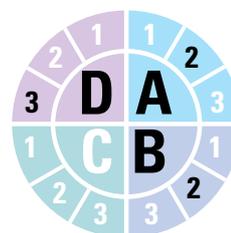
Duration  
**1 hour**

Register  
via **Doctoral  
Stream**

Type  
**Seminar**

Frequency  
**1x**

**A2, B2, D3**



## INTERCULTURAL COMMUNICATIONS

### Overview

University life is becoming increasingly culturally diverse - and doctoral studies are no exception. Cultural diversity is a potential stimulus for creativity, but can become a source of misunderstanding and even conflict unless individuals are prepared to develop the necessary insights and communication skills.

Dr Franco Vaccarino (Senior Lecturer in Cross-Cultural Communication) looks at a range of cultural dimensions which impact how people from one culture interact with others from different cultures. One of the aims of this workshop is to self-reflect on how one interacts and communicates with others.

Duration

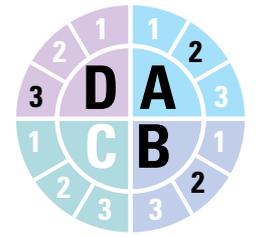
**4 hours**

Register  
via **Doctoral  
Stream**

Type  
**Seminar**

Frequency  
**3x**

**A2, B2, D3**



## PUBLISHING YOUR RESEARCH

This face-to-face workshop is designed to clarify aspects of today's publishing landscape and help you make informed decisions on where to publish. Coverage includes open access, copyright and what to be aware of when looking at publishing agreements. Tips on ensuring maximum discoverability of your publications is also included. This workshop would be particularly valuable to students undertaking thesis by publication.

Check the Library's Research Services webpage [http://www.massey.ac.nz/massey/research/library/library-services/research-services/research-services\\_home.cfm](http://www.massey.ac.nz/massey/research/library/library-services/research-services/research-services_home.cfm) and click on the 'Take a Workshop' button for details and dates.

Duration

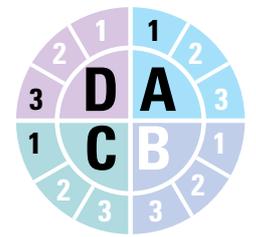
**1 hour**

Register  
**Library website**

Type  
**Workshop**

Frequency  
**3x**

**A1, C1, D3**



## PUBLICATION IMPACT

### Outcomes

On completion of this workshop you will learn how to:

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

Duration

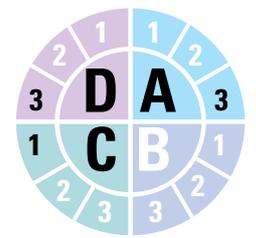
**1.5 hours**

Register  
**Library website**

Type  
**Workshop**

Frequency  
**3x**

**A3, C1, D3**



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# INTRODUCTION TO UNIVERSITY TEACHING

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The National Centre for Teaching and Learning (NCTL) provides strategic leadership and development opportunities for teaching and learning to staff and doctoral candidates. The NCTL currently offers a semester long course titled "Introduction to University Teaching".

Introduction to University Teaching covers the fundamentals of lecturing and introduces research evidence on how to provide effective lectures to support learning. This course is accredited with the AdvanceHE Higher Education Academy in the UK. It is based around the UK Professional Standards Framework (UKPSF), an internationally-recognised framework for benchmarking success within Higher Education teaching and learning support. International recognition of your university teaching expertise has the following benefits:

- emphasises your professional practice in higher education teaching;
- entitles you to use the letters AFHEA after your name;
- conveys your teaching expertise to employers in the educational sector;
- raises your profile of teaching to students and stakeholders; and
- encourages contact with other members of the Massey HEA community.

The course explores activities, knowledge, and values essential to engaging with students during a lecture. There are four HEA recognition categories: Associate Fellow, Fellow, Senior Fellow and Principal Fellow. This course is at the Associate Fellow level, the entry-level category. It is aimed at those who are early in their academic careers, including doctoral candidates who perform some level of teaching. Some teaching experience, either prior to or during the course is essential, as the course requires reflection on teaching practice.

The Introduction to University Teaching course is offered fully online so you can undertake it regardless of where you are located. There are two major content modules to work through and there are fortnightly group discussions about the content. Assessment is a 1400 word Account of Professional Practice that requires reflection on teaching and connection with the UKPSF. Two referee reports are used to verify that the Account of Professional Practice is an accurate reflection of your teaching.

Courses start 2 weeks into semester. This gives time to get teaching underway before starting the course. Each course runs for 13 weeks. It requires a commitment of at least two hours per week.

Semester 1 Start Date: 11 March 2019

Semester 2 Start Date: 15 July 2019

*I recently completed the Introduction to University Teaching/AFHEA course during the last year of my PhD, and while I was teaching some university courses. I found the course material interesting and practical. It helped me to engage the students in the courses I taught, develop my own teaching style, and produce lectures and activities that were more interactive with the students. I feel that this course has armed me with useful information that will be valuable when I apply for academic or teaching positions after finishing my PhD.*

**Kathryn Strang** – AFHEA

*Transferring the knowledge that you once received from your lecturers to a new generation of students is a really humbling experience. One step is exciting these students with the material. A second step is to understand and apply the most effective approaches to help students absorbing and retaining the knowledge. The "Introduction to University Teaching" is a perfect opportunity as a doctoral student to make your first steps into the world of teaching and has provided me with a fundament to develop effective teaching strategies to keep new students excited!*

**Wouter Peeters** – AFHEA

This course is a terrific way for you to gain recognition for your teaching, while giving you the opportunity to reflect and enhance your personal and professional development.

To find out more please contact:

Fiona Murray

E: [f.m.murray@massey.ac.nz](mailto:f.m.murray@massey.ac.nz)

P: 85230

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# SUPPORT AND SERVICES AVAILABLE AT MASSEY UNIVERSITY

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## STUDENT PROFILES

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

The profile is designed to help you start to build your body of work as a researcher, and to provide a place to refer people to regarding your expertise. You can link to papers, news articles, and recordings, in addition to cataloguing your research progress, awards, and scholarships, all in a place that is easily discoverable. Once completed and submitted, it then goes to your primary supervisor for approval. Once approved, the profile will be published on the Massey University website, and appear as a link on your Supervisor's profile page.

For instructions on how to complete your profile, visit the Graduate Research School website: [http://www.massey.ac.nz/massey/research/higher-research-degrees/phd-student-profiles/phd-student-profiles\\_home.cfm](http://www.massey.ac.nz/massey/research/higher-research-degrees/phd-student-profiles/phd-student-profiles_home.cfm)

## ONLINE SUPPORT GROUPS

The Graduate Research School offers the opportunity to join online doctoral support groups that meet on a regular basis (usually fortnightly or monthly). Groups typically have between four and six people with one member taking responsibility for facilitating each session. The objective of these groups is for students to support each other through discussion of topics that are of interest to the group. Candidates often find it useful to use these groups to set goals and be accountable by reporting back to the group. If you are interested in joining or putting a group together, contact Dr Julia Rayner (GRS Manager) at [J.Rayner@massey.ac.nz](mailto:J.Rayner@massey.ac.nz).

Below you will find a number of support services and resources available to you throughout your candidature at Massey University.

## NATIONAL CENTRE FOR TEACHING AND LEARNING (NCTL)

The NCTL has a number of resources, services and expert staff to help doctoral students at every stage of their journey.

The most relevant NCTL workshops for doctoral students are the monthly core writing skills workshops described on page 18 of this brochure. NCTL staff also run orientation workshops on each campus for new postgraduate students at the beginning of each semester and online 'Postgraduate Study Up' sessions on writing and study skills during the year.

Doctoral students are welcome to book one-to-one consultations with learning consultants based on each campus. These consultations can be a useful complement to discussions with supervisors, as they provide feedback on drafts from a critical reader outside one's own discipline. There are also Pasifika learning advisers based on each campus who can provide guidance and feedback to doctoral students within a Pasifika cultural ethos.

NCTL staff are available across all three campuses. To book a consultation, send an email to the appropriate contact below or complete an online appointment request.

For details of all NCTL services, including those for students with disabilities, please refer to our webpage. Links to specific NCTL services can also be found under the 'Academic Support' tab on Stream (including the ever-popular 'Academic Q & A' forum) and under 'Workshops' at [owll.massey.ac.nz](http://owll.massey.ac.nz).

## NATIONAL CENTRE FOR TEACHING AND LEARNING CONTACTS

### Auckland Ōteihā Campus

#### Location

Level 3, Albany Library  
Building, East Precinct

#### Phone

+64 9 212 7117 extn 49117

#### Email

[ctlalb@massey.ac.nz](mailto:ctlalb@massey.ac.nz)

### Manawatū Turitea Campus

#### Location

Student Centre,  
Level 2, Manawatū Campus

#### Phone

+64 6 951 6540; ext 83540

#### Email

[ctlman@massey.ac.nz](mailto:ctlman@massey.ac.nz)

### Wellington Pukeahu Campus

#### Location

Block 5, Ground Floor (Level A,  
in the library), Entrance E,  
Tasman Street Wellington

#### Phone

+64 4 8015799 extn: 63389

#### Email

[ctlwel@massey.ac.nz](mailto:ctlwel@massey.ac.nz)

## CAREER AND EMPLOYABILITY SERVICE | ĀRAHI UMANGA

<https://masseyuni.sharepoint.com/sites/StudentServices/SitePages/Career-and-Employability-Service---Arahi-Umanga.aspx>

The Massey University Change to Career and Employability Service strives to enhance employability of the university 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?

Visit the website below to find out more about the services offered by Career and Employability: [http://www.massey.ac.nz/massey/student-life/services-students/career-and-employability/career-and-employability-service\\_home.cfm](http://www.massey.ac.nz/massey/student-life/services-students/career-and-employability/career-and-employability-service_home.cfm)

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

### Are you seeking one-to-one support?

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

Our help is **free** for prospective and current students, as well as recent Massey graduates. You can access our contact details and find out more about making an appointment by visiting the website below:

<http://www.massey.ac.nz/massey/student-life/services-students/career-and-employability/contact-us.cfm>

## CHAPLAINCY SERVICE | MINITA WHAKAPONO

<https://masseyuni.sharepoint.com/sites/StudentServices/SitePages/Chaplaincy-Service---Minita-Whakapono.aspx>

Chaplains are here to support students through their time at Massey University.

They have a holistic understanding of life as physical, emotional, intellectual and spiritual. For that reason they offer a variety of events, and they are also around just to listen.

They provide opportunities for learning, dialogue and celebration, as well as a link to faith communities. Services are available on all three campuses:

**Auckland Ōteihā Campus:** Massey Business School building, level 1.

**Manawatū Turitea Campus:** The Centre, Te Wairoa.

**Wellington Pukeahu Campus:** Student Services Trust building, level 2 (above Tussock).

## STUDENT WELLNESS CENTRE

In order to be a successful student, you need to look after yourself. Our centre 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. Visit the website to book an appointment online: <http://www.massey.ac.nz/massey/student-life/services-and-resources/health-and-counselling.cfm#health>

### Health and Counselling Resources

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

## HEALTH AND COUNSELLING CONTACTS

### Auckland Ōteihā Campus

Normal opening hours  
**Monday - Friday, 8.30am - 5.00pm**

#### Location

**Level 2, Student Central**

#### Phone

(on campus) **43700**

(off campus) **(09) 2136700**

#### Fax

**(09) 447 0518**

#### Email

**studenthealth@massey.ac.nz**

### Manawatū Turitea 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 Pukeahu Campus

Normal opening hours  
**Monday to Friday, 8.30am to 4.30pm**

#### Location

**Student Health Centre (SHCC)  
Third Floor, Block 9, Student  
Services Building, Wellington**

#### Phone

(on campus) **ext 63030**

(off campus) **(04) 979 3030**

#### Willis Street

##### Location

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

**Freephone 0800 842 749**

**Text to book 027 7749 746**

##### Email

**info@masseyphysio.com**

## STATISTICS | TATAURANGA

### Massey University Statistics Consulting Service (SCS) - Manawatū Turitea Campus only

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/?se6082244e>

## INTERNATIONAL STUDENT SUPPORT | TAUTOKO TAUIRA MANENE

<https://masseyuni.sharepoint.com/sites/StudentServices/SitePages/International-Student-Support---Tautoko-Tauira-Manene.aspx>

Each campus has an international support office to help answer questions and provide a range of services and support while studying at Massey. This includes information on the campus, enrolment processes, assisting with visa renewals, accommodation arrangements and airport collection. We run comprehensive international orientation programmes and throughout the year social events and functions. We have extensive contacts with agencies and community organisations. We also provide:

- Visa application processing
- Pastoral support [http://www.massey.ac.nz/massey/student-life/services-and-resources/international-student-support/code-of-practice/code-of-practice\\_home.cfm](http://www.massey.ac.nz/massey/student-life/services-and-resources/international-student-support/code-of-practice/code-of-practice_home.cfm) "Code for International Students"
- Support with ways to look for accommodation.

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

## INTERNATIONAL STUDENT SUPPORT OFFICES STAFF AND CONTACTS

### Auckland Ōteihā Campus

#### Location

**Quad Building A**

#### Phone

**+64 9 414 0800**

### Manawatū Turitea Campus

#### Location

**Registry Level 2, Turitea**

#### Phone

**+64 6 350 5916**

### Wellington Pukeahu Campus

#### Location

**Student Centre, Block 4**

#### Phone

**+64 4 801 5799**

## STUDENTS' ASSOCIATIONS

Massey has seven student associations:

### Auckland Ōteihā Campus

- Albany Students' Association (ASA) <https://www.asa.ac.nz>
- Te Waka o Ngā Ākonga Māori (TWONAM) <https://www.facebook.com/te.waka/albany/>

### Manawatū Turitea Campus

- Massey University Students' Association (MUSA) <http://musa.org.nz>
- Manawatahi <https://www.facebook.com/manawatahi/>

### Wellington Pukeahu Campus

- Massey at Wellington Students' Association (MAWSA)
- Kōkiri Ngātahi <https://www.facebook.com/KokiriNgatahi/>

### Distance Learning Te Ako mai i Tawhiti

- Massey Extramural Students' Society (EXMSS) <https://exmss.org>

Student associations are run for students by students and are led by an executive group who are elected every year. They aim to make sure that university students enjoy the best university experience possible.

Student associations are contracted to deliver selected services to Massey students, including:

#### ADVOCACY

Student advocates are available to help students with class disputes, course-related problems, landlord difficulties and general advice. They also co-ordinate the class representative system and assist students who might need financial/budgeting advice or financial assistance (hardship grants).

#### CLUBS AND SOCIETIES

The student associations manage clubs and societies on campus. There is an ever growing list of clubs to join, and student are encouraged to start new ones to meet their interests.

#### MASSIVE

Massive is Massey University's student magazine, produced by students for students.

Visit the web page for details each association provides by campus: [http://www.massey.ac.nz/massey/student-life/student-associations-and-societies-1/student-associations-and-societies\\_home.cfm](http://www.massey.ac.nz/massey/student-life/student-associations-and-societies-1/student-associations-and-societies_home.cfm)

## TE RAU TAUAWHI | MĀORI STUDENT CENTRE

Founded on tikanga Māori principles of whānau, manaakitanga, whanaungatanga, and mātauranga Māori, the Centre offers guidance and support, and nurture all Māori students.

For postgraduate students, this may include delivering workshops on writing literature reviews, research proposals and long documents; in addition, facilitating connection with other student support services and provide an avenue to establish a pathway for Māori postgraduates to whakawhanaungatanga, share experiences, and knowledge with other taura.

For more information visit: <http://www.massey.ac.nz/msc/>



## TE RAU TAUAWHI CONTACTS

### Auckland Ōteihā Campus

To be appointed

### Manawatū Turitea Campus

Manager

Monica Koia ext 85093

Email

[terautauawhi@massey.ac.nz](mailto:terautauawhi@massey.ac.nz)

June Nicklin

Phone

+64 6 951 9402

Merirangi Rewi

Phone

+64 6 951 9414

### Wellington Pukeahu Campus

Awhina Wakefield

Phone

+64 4 979 3571

## COLLEGE AND UNIT-LEVEL SUPPORT

Each college and academic unit also offers opportunities for researcher development, networking and support. You are encouraged to introduce yourself to the unit's postgraduate or doctoral coordinator and head of school/institute to develop a rapport and gain access to opportunities that support researcher development, knowledge, and skills. Your supervisors will be your primary point of contact in terms of guidance, with information on knowledge and skill development related to your discipline.

## MASSEY UNIVERSITY LIBRARY | TE PUTANGA KI TE AO MĀTAURANGA

The library provides services and resources to support the research, teaching and learning goals of the university. There is a library on each campus as well as the highly-regarded Distance Library Service. Doctoral candidates have access to a dedicated research consultation service, workshops, and IT assistance at each campus library. In addition, there is self-help material on the library website.

### Getting Started Finding Resources

From the library website ([http://www.massey.ac.nz/massey/research/library/library\\_home.cfm](http://www.massey.ac.nz/massey/research/library/library_home.cfm)) search Discover to locate books, journal articles, theses and other resources on your topic. Subject guides list relevant key resources and article databases in broad topic areas.

### Subject Librarians

Subject librarians aligned with colleges are based on each campus, and there are also Māori services librarians to support Māori postgraduate candidates or those researching Māori topics. Subject librarians offer individual research consultation appointments at any stage of your doctorate to help with finding, using and managing information, as well as advice on publishing your research and measuring publication impact. Your subject librarian is your first point of contact for library research data management services, and also supports the use of EndNote software (freely available 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

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.

Individual consultations (including planning assistance) are available and RDM basics workshops take place during the year as part of the library's RDLW series.

#### 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)

## INFORMATION TECHNOLOGY SERVICES (ITS)

ITS is responsible for the provision, maintenance and support of information and communication technology at Massey University. ITS provides all Massey staff and post-graduate students with free information technology training workshops, online learning and resources.

## SOFTWARE PACKAGES

Massey University is committed to ensuring that support, training, and resources are available to help students reach their fullest potential.

Visit the Researcher Development website for a plethora of links to helpful resources and packages such as Research Professional, My Portfolio, Qualtrics, Hubnet and EndNote to name a few. <http://www.massey.ac.nz/massey/research/researcher-development/helpful-resources-and-packages.cfm>

## R: THE R PROJECT FOR STATISTICAL COMPUTING

R is a language and environment for statistical computing and graphics. It runs on a wide variety of UNIX platforms and similar systems (including FreeBSD and Linux), Windows and MacOS. It is a 'free software' (that is, respects users' freedom), which is similar to the S language developed at Bell Laboratories.

R provides a wide variety of statistical (linear and nonlinear modelling, classical statistical tests, time-series analysis, classification, clustering, etc.) and graphical techniques, and is highly extensible. The S language is often the vehicle of choice for research in statistical methodology, and R provides an Open Source route to participation in that activity.

There are a significant number of helpful online training resources available for self-paced learning. Here is a link to get you started: <http://www.cyclismo.org/tutorial/R/>





