Welcome to Waikato

Here at the University of Waikato you will find excellence in teaching and learning in a vibrant and progressive environment. This University is ranked top in 10 subjects under the Government’s Performance Based Research Fund, which means you will be taught by experts at the leading edge of their disciplines.

Our staff work closely with businesses and organisations across a wide range of sectors on a variety of collaborative research projects, adding value to the Waikato region and to the national economy. They bring this real-world experience into the classroom, ensuring your learning is both research-led and practice-relevant.

At Waikato, you will also experience the great lifestyle this University has to offer. We are a campus university, set in 65 lush hectares of gardens and lakes. Our new Student Centre is the focal point for Library services, coffee, food and more, and all our Halls of Residence are on-campus. Both the University and Hamilton city regularly play host to world-class cultural and sporting events.

I wish you well as you embrace the challenge of university study, and urge you to make the most of your opportunities. With limited places available across all the universities, it is more important than ever that you maintain a solid level of achievement to ensure success both in your studies and as you head into the workforce.

Roy Crawford
VICE-CHANCELLOR
UNIVERSITY OF WAIKATO
Welcome to the Faculty of Education

*Kia ora koutou katoa.*

A warm welcome to all of you who are considering postgraduate study in Education, or in Sport and Leisure Studies at the University of Waikato.

The Faculty of Education is committed to making a difference to its students and those with whom they work.

Many of our postgraduate papers are practice-related and designed for professionals. We value biculturalism, and foster excellence and achievement. We also recognise the need to provide for the needs of part-time students through flexible delivery options, including online papers.

Those who enrol in postgraduate programmes need to know that their teachers are engaged in research which is extending our knowledge. As a professional school we are committed to research that makes a difference, and that provides a basis for policy development and practice. The national research assessment exercise for the Tertiary Education Commission’s Performance Based Research Fund demonstrated that the Faculty of Education at Waikato has the highest critical mass of active and high quality researchers who are making a major contribution to our understanding of teaching and learning in Aotearoa/New Zealand as well as our understanding in areas like education, leadership, counselling and sport and leisure studies.

You will find postgraduate study at Waikato stimulating, challenging, and enriching.

*Professor Alister Jones*

DEAN
FACULTY OF EDUCATION
Welcome to Research Postgraduate Studies in Education

From the Director of the Centre for Postgraduate Studies

I extend a warm welcome to all new thesis students at the masters and doctoral levels. Becoming a researcher in Education is a challenging, rewarding and enjoyable journey and I congratulate you for embarking on that with us at the University of Waikato.

The Faculty of Education offers a variety of thesis options. Masters degrees introduce students to the exciting world of research and can lead to doctoral study. Doctoral degrees, such as the EdD and PhD, are the highest qualification offered by Universities. As a research postgraduate student you will be learning to be a researcher creating new knowledge for the wider community. This handbook is designed to provide information to help you make decisions about doing a Masters, PhD or EdD, and as you carry out your research study. I hope that your masters or doctoral experience is one that will prove rewarding in many ways for you now and in the future.

Best wishes for your future study.

Associate Professor Lise Bird Claiborne
DIRECTOR
CENTRE FOR POSTGRADUATE STUDIES
Phone: 07 838 4466 extn 4901
Email: claiborne@waikato.ac.nz
Office: Faculty of Education TT5.03c

From the Postgraduate Studies Administrator

A warm welcome to all new Faculty of Education thesis students. As the Postgraduate Studies Administrator, I am here to help and advise you on our Masters and Doctoral programmes. I will support you as you prepare to enrol and through to the point when you submit your completed thesis for examination. Please feel free to contact me for any information or advice at any stage of your study.

Best wishes in your future academic endeavours.

Sylwia Rutkowska
POSTGRADUATE STUDIES ADMINISTRATOR
CENTRE FOR POSTGRADUATE STUDIES
Phone: 07 838 4500 extn 7725
Email: educ_grad@waikato.ac.nz
Office: Faculty of Education TC2.43a
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**Note(s)**: This handbook is aimed at all thesis students undertaking masters or doctoral study and includes information about designing and implementing a research project and writing a thesis. It is intended to supplement the guidance provided by your supervisors, who are your primary source of direction, advice and support. Information is correct at time of publication (2010).
The Faculty of Education

The Faculty of Education at the University of Waikato is one of the largest Faculties of Education in New Zealand. It has over 40 academic staff with doctorates, who teach a variety of topics and supervise research work across a range of methodological approaches. The Faculty has an established record of high-quality research and publications in applied as well as theoretical fields.

Our staff has particular strengths in curriculum development and processes: for example in science, mathematics and technology education; social studies and geographic education; physical education and leisure studies; arts and language education; counselling; human development; disability and inclusion studies; educational leadership; early childhood education; Māori and bilingual education; policy studies; learning and teaching and assessment; equality, equity and social justice; and feminist post-structuralism. For further details of current research in the Faculty and staff research interests search the Faculty of Education website: education.waikato.ac.nz

Programmes Overview

At the Faculty of Education we offer programmes in the following areas:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Education</td>
<td>Three years full-time</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>Three years full-time</td>
</tr>
<tr>
<td>Master of Philosophy</td>
<td>One year full-time</td>
</tr>
<tr>
<td>Master of Counselling*</td>
<td>Two years full-time</td>
</tr>
<tr>
<td>Master of Education</td>
<td>One year full-time</td>
</tr>
<tr>
<td>Master of Educational Leadership</td>
<td>One year full-time</td>
</tr>
<tr>
<td>Master of Special Education</td>
<td>One year full-time</td>
</tr>
<tr>
<td>Master of Sport and Leisure Studies</td>
<td>One year full-time</td>
</tr>
</tbody>
</table>

*Refer to the Counsellor Education Handbook.

**Note(s):** This is the minimum period of enrolment required to complete these qualifications in full-time study. Part-time study is also available.
## Thesis Timeframes

<table>
<thead>
<tr>
<th>Master Thesis Timeframe</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-enrolment discussion with the Postgraduate Studies Administrator or academic staff members</td>
<td>Informal discussion about your area of interest and proposed topic, led by you.</td>
</tr>
<tr>
<td>Initial research proposal</td>
<td>Notification to the Faculty’s Centre for Postgraduate Studies of your intention to enrol.</td>
</tr>
<tr>
<td>Selection of supervisor</td>
<td>Consultation between the Postgraduate Studies Administrator, the Director of the Centre for Postgraduate Studies and the departmental head to allocate your supervisor if application is accepted.</td>
</tr>
<tr>
<td>Formal enrolment</td>
<td>Online Application to Enrol (ATE).</td>
</tr>
<tr>
<td></td>
<td>Enrolment agreement received by the student.</td>
</tr>
<tr>
<td></td>
<td>Tuition fees paid.</td>
</tr>
<tr>
<td></td>
<td>Final confirmation to you from the Centre for Postgraduate Studies.</td>
</tr>
<tr>
<td>Proposal and research plan</td>
<td>Proposal is being finalised.</td>
</tr>
<tr>
<td></td>
<td>Continued writing of plan with guidance from your supervisor.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Ethics proposal written and submitted before Ethics Committee meeting*.</td>
</tr>
<tr>
<td></td>
<td>Re-submits may be required.</td>
</tr>
<tr>
<td></td>
<td>*See ethics application dates on Faculty website</td>
</tr>
<tr>
<td>Writing and submission of thesis</td>
<td>One year full-time study or part-time equivalent.</td>
</tr>
<tr>
<td>Examination of thesis</td>
<td>The examination period may take approximately 2-3 months depending on availability of a suitable external examiner.</td>
</tr>
<tr>
<td>Graduation</td>
<td>For further information on graduation dates and how to apply to graduate, please visit the following link: <a href="http://waikato.ac.nz/sasd/graduation">waikato.ac.nz/sasd/graduation</a></td>
</tr>
</tbody>
</table>
## Thesis Timeframes

<table>
<thead>
<tr>
<th>PhD Timeframe*</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-enrolment discussion with the Postgraduate Studies Administrator or academic staff members Initial research proposal</td>
<td>Informal discussion about your area of interest and proposed topic, led by you. Notification to the Faculty’s Centre for Postgraduate Studies of your intention to enrol.</td>
</tr>
<tr>
<td>Selection of supervisors</td>
<td>Consultation between the Postgraduate Studies Administrator, the Director of the Centre for Postgraduate Studies and the departmental head to allocate your supervisors if application is accepted.</td>
</tr>
<tr>
<td>Formal enrolment</td>
<td>Enrolment in papers required and invoice paid.</td>
</tr>
<tr>
<td>Full research proposal</td>
<td>Continued writing of proposal with guidance from supervisor.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Ethics proposal written and submitted before Ethics Committee meeting*. Re-submits may be required. *See ethics application dates on Faculty website.</td>
</tr>
<tr>
<td>Confirmation of enrolment</td>
<td>The final research proposal and the letter from the Ethics Committee approving the research are submitted to the University’s Postgraduate Studies Committee (PGSC) usually after six months full-time. If accepted the doctoral enrolment is confirmed.</td>
</tr>
<tr>
<td>Writing and submission of thesis</td>
<td>The minimum time to complete your PhD is two years.</td>
</tr>
<tr>
<td>Examination of thesis</td>
<td>The examination period may take approximately 2-3 months depending on availability of suitable external examiners. Oral examination – for further information please refer to the Postgraduate Studies website: <a href="http://waikato.ac.nz/sasd/postgraduate">waikato.ac.nz/sasd/postgraduate</a></td>
</tr>
<tr>
<td>Graduation</td>
<td>For further information on graduation dates and how to apply to graduate, please visit the following link: <a href="http://waikato.ac.nz/sasd/graduation">waikato.ac.nz/sasd/graduation</a></td>
</tr>
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*For more detailed information on the doctoral application process and enrolment, please refer to the Higher Degrees Handbook.*
The following forms can be found on the University’s website: waikato.ac.nz

All theses:
» Ethics Application Form
» Postgraduate Travel Conference Leave Application Form
» Library Deposit Form (Depositing your digital thesis)

Masters theses:
» Masters Thesis Application Form
» Progress Report Form (Masters)
» Change of Conditions of Enrolment Form (Masters)
» First Masters Thesis Submission Form

Postgraduate Forms

Please see page 16.
Please see page 16.

waikato.ac.nz/education (search postgraduate study)

Doctoral theses:
» Confirmation of Doc Form
» Progress Report Form
» Thesis Submission Form
» Thesis Extension Form
» Change of Conditions Enrolment Form

waikato.ac.nz/sasd/postgraduate
Masters Thesis

Following the successful completion of a Honours or Postgraduate Diploma programme you may apply for entry into one of our Masters programmes. The Faculty of Education offers the following masters programmes:

- Master of Counselling (MCouns),
- Master of Education (MEd)
- Master of Educational Leadership (MEdLeadership)
- Master of Special Education (MSpEd), and
- Master of Sport and Leisure Studies (MSpLS).

They are for graduates interested in advancing their understanding of a subject they have previously studied through research. Masters degrees are research degrees and, apart from the Master of Counselling, are primarily thesis based.

In exceptional circumstances a masters may be completed by coursework alone. Students who completed a masters by coursework alone will not ordinarily be permitted to apply for admission directly to doctoral study. For more information about this option please contact the Centre for Postgraduate Studies.

Candidates who successfully complete a masters qualification and have included a research methods paper, may then apply to continue in that subject at a higher level of study, such as a Doctor of Philosophy (PhD) or Doctor of Education (EdD).

Awards

Masters degrees may be awarded with:

- First Class Honours (75% and up)
- Second Class Honours (First Division) (68-74%)
- Second Class Honours (Second Division) (60-67%), or
- Without a class of Honours.

Candidates who fail a paper will not be eligible for the award of Honours.

Note(s): In order to be eligible for consideration for the award of Honours, the requirements of the degree must be completed in not more than 24 consecutive months of full-time study, or in the case of part-time study an equivalent period not exceeding four calendar years from the date of first enrolment in the degree.
Masters Application and Enrolment

Admission Requirements

Admission into a masters degree normally requires a relevant postgraduate graduate study in the subject area of the proposed degree:

» Bachelor with Honours degree or a
» Postgraduate Diploma
» At least a B+ average in 500 level papers.

When assessing eligibility, please provide original or verified copies of earlier qualifications, which were not completed at the University of Waikato.

Programme Requirements

» One year full-time study or part-time equivalent
» 120 points total at 500 level
» Complete a 120-point thesis or a 90-point thesis plus 30-point approved 500 level paper
» Students who wish to enrol in a thesis must have completed or concurrently enrol in an approved paper in research methodology
» Choice of 30 points from outside the field of the degree.

Note(s): Master of Counselling has different requirements. For more information about the Master of Counselling programme, please refer to the Counsellor Education Handbook.

Pre-Enrolment Discussion

Before deciding upon the direction of your masters study it is a good idea to discuss your options with the Postgraduate Studies Administrator who can direct you to the most appropriate academic staff member. Many masters students start thinking about the area they would like to research while they are a Bachelor with Honours or Postgraduate Diploma students, so it gives them a good opportunity to have preliminary discussions with their lecturers regarding their proposed research project.

Application Process

Students may commence their Masters thesis enrolment at any point during the academic year. Enrolment is calculated from the first day of enrolment on a 12-month basis.

To apply for enrolment in a masters programme please complete the Masters Thesis Application Form available from the Faculty of Education website or please contact the Postgraduate Studies Administrator. Please submit your Application Form before or at the same time you enrol online with the University. To submit an online Application to Enrol (ATE), please go to the following at website: waikato.ac.nz/study/enrol/

Once your academic qualifications and grades have been assessed and the availability of suitable supervision is established, your application will be approved.
Paper Titles and Codes

For further information about the following papers request a Postgraduate Studies in Education Handbook or go online (http://papers.waikato.ac.nz/).

- **DSOE594** – Education Thesis (120 points)
- **HDCO594** – Human Development Thesis (120 points)
- **PCSS594** – Education Studies Thesis (120 points)
- **SPLS594** – Sport and Leisure Studies Thesis (120 points)
- **STER594** – Science, Technology Education Research Thesis (120 points)

- **DSOE593** – Education Thesis (90 points)
- **HDCO593** – Human Development Thesis (90 points)
- **PCSS593** – Education Studies Thesis (90 points)
- **SPLS593** – Sport and Leisure Studies Thesis (90 points)
- **STER593** – Science, Technology Education Research Thesis (90 points)

Research Methods Papers

Prior to enrolling in thesis study students must complete a Research Methods paper. The Faculty of Education offers the following papers in research methodology:

- **DSOE557** – Educational Research Methods
- **PCSS502** – Kaupapa Māori Research
- **STER541** – Research Methods in Science, Mathematics and Technology Education

Supervision

The majority of academic staff are available to supervise masters theses. They are located in the Faculty’s various departments and may be approached for advice on an individual basis. The Centre for Postgraduate Studies administrator and director are also available to discuss students’ research interests. Formal supervision requests are sent via the Centre for Postgraduate Studies and to the Chairpersons of Departments. They normally make any final decisions about supervisor allocation as they have an overview of staff workloads and academic interests. Sometimes supervision for a nominated topic is not available.

See page 20 regarding the Supervision Process.

Getting Underway

Once your supervision has been confirmed you can start work as soon as you and your supervisor(s) are ready. It is normal to begin work before formal enrolment has been completed, although it is not usual to do more than meet with your supervisor(s) to discuss the focus of the literature search and reading to begin on. Contact the Education library for support with accessing library databases. Normally a student then works independently until the formal enrolment process is completed. During this time students can begin work on the structure of their thesis and read relevant literature.
The Research Plan

At the outset, you need to refine your topic and write a plan in consultation with your supervisor. Both you and your supervisor will keep a copy of this plan and refer to it often. It is your blueprint for both your application for ethical review and for how you proceed with your research. It is important to try to conceptualise your whole project and establish parameters that will allow for its completion within the one year for the full-time masters degree programme, or the two years for part-time. A full project for a thesis that is equivalent to three papers will necessarily be smaller than that for a four paper thesis.

For a masters plan include these components:

» Title of the study
» Statement of the research topic/problem and the overarching question that will guide your research
» Explanation of the significance of the study
» Proposed aims/objectives of the study
» Review of selected literature, including research activity in the field, in order to situate your research question within a context
» The methods you plan to use to investigate the research question
» A statement of any ethical issues that you can identify
» A timeline for completion.

Ethical Review

When you and your supervisor(s) have finalised your research plan, you are then in a position to apply to the Faculty of Education’s Research Ethics Committee for ethical review of your project.

See page 19 regarding the Ethics Process.
General Information for Doctoral Study

**Higher degrees at the University of Waikato:** PhD, EdD, MPhil

The term higher degree refers to the degrees of Doctor of Philosophy (PhD), Doctor of Education (EdD) (and other taught doctorates of the University), and the Master of Philosophy (MPhil). The University’s Postgraduate Studies Committee (PGSC) manages these degrees. Applications for PhD, EdD and MPhil may be submitted at any time during the academic year. Registration is calculated from the first day of the month of enrolment.

Prior to making an application into doctoral studies read all available information about doctoral study on the Faculty of Education website and the University’s Postgraduate Studies website.

You will need to have some idea of the status of the research literature in your chosen field. And you will need a realistic appreciation of what it is you are potentially getting yourself into. Doctoral study requires a high level of the skills associated with academic independence, the ability to develop and maintain a study focus, and a realistic amount of available time.

Basically you will need to be an independent scholar, with well-formed study skills, a high level of English (both written and oral), and if you propose to study part-time, you must have 20 hours per week to set aside for study. For full-time study you will need to give it at least 40 hours per week. Depending on the stage your doctorate is at, and in order to meet deadlines, you may need to give it more time than these estimates.

A doctorate is defined by the fact that it makes an original contribution to knowledge. In all components of the degree, the required standards of reading, research and communication (whether in written, oral, electronic, or other formats) are significantly higher than those of a Masterate. Potential students will need therefore to seriously consider whether their family and professional circumstances, historical level of performance and their commitment are suitable for the challenges of doctoral study before deciding to apply.
Pre-Enrolment Discussion

After reading all available information about doctoral study make an appointment with the Director of the Centre for Postgraduate Studies to discuss any issues such as choosing between a PhD or an EdD, your eligibility or any other concerns. This appointment might be via phone, email, or through a face-to-face meeting. If sending an email attach a current resume, with details of your current qualifications (we will want to see the original documents at the time of application, but not necessarily at this first interview), and details of any research you have already completed (perhaps bring a copy of any research reports you have written). Include an outline of three to four pages (with references) of your proposed project, together with a brief statement of how your proposed study links with your current professional and academic background. We want to be sure that you are fully ready to undertake this level of study, and it may happen that we recommend that you do further qualifying research paper(s) before we can support your application for doctoral status.

For application forms and other information, including change of supervisors and progress reports, regarding Higher Degrees please see the Postgraduate Studies webpage: [waikato.ac.nz/sasd/postgraduate/](waikato.ac.nz/sasd/postgraduate/) The University’s *Higher Degrees Handbook* is also downloadable at this page.
Doctor of Philosophy (PhD) Enrolment

Admission Requirements

» Honours or masters degree with at least first-class or second-class (first division) honours
» Research experience, and a
» Background of study in the field in which the research is proposed.

Application Process

Any applications for Higher Degrees come to the Faculty first before proceeding to the Postgraduate Studies Committee (PGSC). The Director of the Centre for Postgraduate Studies, who is the Faculty’s representative on the PGSC, will normally meet any intending candidate for Higher Degrees. The Application to Enrol Form for PhD candidates is available from the Postgraduate Studies website: waikato.ac.nz/sasd/postgraduate

Two-Stage Enrolment Process

Enrolment in a PhD is a two-stage process. On the submission of an initial proposal you will take out a conditional (provisional) enrolment for usually a maximum of six months. This will allow you time to work with your supervisors to complete your full research plan (final proposal). On successful submission of the full research proposal and ethics approval you will gain confirmed enrolment status.

There is provision for application for a suspension from enrolment for up to a maximum cumulative time of 12 months in both Part 1 and Part 2. Candidates are not entitled to access to supervision or any University resources during a period of suspension.

Paper Titles and Codes

When enrolling in the PhD choose one of the following papers:

DSOE900 – PhD (Education)
SPLS800 – MPhil (Sport and Leisure Studies)
SPLS900 – PhD (Sport and Leisure Studies)
STER800 – MPhil (Science and Technology Education)
STER900 – PhD (Science and Technology Education)

Supervision

There are usually two supervisors of doctoral theses, a Chief and a secondary supervisor. It is important for your panel to include at least one supervisor who is an acknowledged specialist in the field in which you are working. Others on the panel will have a range of strengths that you can use to your advantage.

See page 20 regarding the Supervision Process.
The Research Proposal

Initial Research Proposal

For your initial research proposal you will need:

» A working title for the thesis
» A clear and concise outline of the topic or research question and the proposed aim(s) or objective(s) of the study
» An indication of the theoretical basis and research traditions that underlie the proposed work
» A brief description of the research methodology
» A statement identifying any ethical issues
» An indication of specific resources required
» A provisional timeline, showing stages of the work and envisaged date of completion
» References.

Final Research Proposal

The research plan forms the basis of the research project and the subsequent work leading up to the preparation of the thesis. Its development will be a major part of your early work, comprising usually about six months full-time or 12 months part-time study and involving the proactive support of the supervisor(s).

A well-prepared research plan generally increases the likelihood of timely completion of the degree.

The full research plan, submitted to the Postgraduate Studies Committee (PGSC) with a completed Application for Confirmation of Enrolment Form, should contain the following minimum components:

» Working title
» Statement of research topic/problem
» Outline of the significance of your topic (eg it’s importance for advancing knowledge in the field/discipline or region and/or implications for methodology or understanding)
» Literature review in a form consistent with practices of the discipline
» Statement of the research questions
» The methodologies and methods that will be used to investigate the questions forms of analysis
» Thesis outline
» Any resource requirements
» References
» Timetable for the total project and thesis writing, including dates when key objectives should be met
» A copy of your ethics approval letter signed by the Faculty of Education Research Ethics Committee Chair.

Ethical Review

When you and your supervisor(s) have finalised your research plan, you are then in a position to apply to the Faculty of Education’s Research Ethics Committee for ethical review of your project.

See page 19 regarding the Ethics Process.
About the Doctor of Education (EdD)

The professional doctorate is a relatively new concept in New Zealand, but it is well understood in other parts of the world. The Doctor of Education (EdD) is perhaps the best known of the professional doctorates. The emphasis is on the words professional and practice. People who do this doctorate are senior practitioners in their fields. They are people who are proven excellent scholars, and who, although they may be already at the top of their profession, want to commit themselves to supporting and developing their profession through research.

The EdD has two compulsory components, a research portfolio and a 60,000 word thesis. The EdD graduate will:

» Be an experienced and competent professional practitioner;
» Have an in-depth knowledge and understanding of the theoretical bases of empirical studies and professional practices in the relevant field of study to a level beyond that normally attained in masters programmes;
» Apply this knowledge and understanding in professional settings with the objective of enhancing the quality of teaching, learning and administration and the well-being of colleagues and students;
» Have produced advanced, original, applied research;
» Provide leadership at national and international levels in their field of practice; and
» Be able to present and defend their work in an appropriate academic and professional forum.

Timeframes

The programme is available full-time and part-time. Part-time students are expected to attend two taught workshops in their first year, and two in their second year. Normally a part-time student will complete two of the written research portfolio components in each year. The oral presentation should be arranged towards the end of the second year, at a time arranged in consultation with their supervisor and the Postgraduate Studies Office. Ethical approval can be applied for once the research proposal is completed. If this process is not complete by the end of the second year, the student will be required to apply for an extension to re-enrol in Part 1.
Doctor of Education (EdD) Enrolment

Admission Requirements

Admission into a Doctor of Education (EdD) requires an honours or masters degree with at least a B+ average (first class or second class (first division) honours), plus a professional qualification, and at least three to five years’ experience in education or a related profession.

Applicants need to have completed a research methods paper at the postgraduate level and some research experience: this may be through doing a dissertation or thesis for their masters degree. In cases where applicants have significant other relevant experience, this prerequisite may be waived. Students who do not meet these prerequisites may be asked to complete one or two qualifying research papers as a pathway to and preparation for a doctoral application. We may also ask to see any research reports or publications written by the applicant prior to approving an application.

Application Process

Any applications for Higher Degrees come to the Faculty first before proceeding to the Postgraduate Studies Committee (PGSC). The Director of the Centre for Postgraduate Studies, the Faculty’s representative on the PGSC, will normally meet any intending candidate for Higher Degrees.

Application to Enrol Forms

Application to Enrol Forms for EdD candidates are available from the Postgraduate Studies website: waikato.ac.nz/sasd/postgraduate

Enrolment Process

Once the PGSC has approved an application to enrol candidates must enrol in the Faculty of Education and pursue coursework and research for at least three years full-time (six years part-time or mixed mode basis).

Enrolment is approved, in the first instance:

a) For a maximum of two years in Part 1 and a maximum period of four years in both Part 1 and Part 2 if the candidate is registered on a full-time basis, or

b) For a maximum of four years in Part 1 and a maximum period of eight years in both Part 1 and Part 2 if the candidate is registered on a part-time or mixed mode basis.

Candidates are required to maintain continuous enrolment throughout the entire period of their degree. There is provision for application for a suspension from enrolment for up to a maximum cumulative time of 12 months in both Part 1 and Part 2. Candidates are not entitled to access to supervision or any University resources during a period of suspension.

Paper Titles and Codes

When enrolling in the EdD enrol in the following papers:

DSOE995 – EdD Research Portfolio
The EdD Research Portfolio (Part 1)

EdD Research Portfolio Requirements
The EdD Research Portfolio (DSOE995) requirements are:

a) Attendance at four taught workshops offered at specified times to fulfill the requirements of b), c) and d) below;
b) An 8-10,000 word literature review on a specified area of educational theory, policy and/or practice;
c) An 8-10,000 word position paper on a specific topic in the specified field of educational practice;
d) An 8-10,000 word exposition and critical evaluation of a particular research methodology;
e) A full research proposal;
f) An oral presentation of the proposal to a convocation of peers;
g) Ethical approval of the proposal (See page 19 regarding the Ethics Process).

Workshops
Dates for workshops will be announced at the beginning of each year. Variations for part-time enrolments are open to negotiation with the Director of the Centre for Postgraduate Studies by individual students.

In completing Part 1, successful students will have:
» Identified a significant research topic in a current area of professional practice;
» Established and taken up a reasoned and defensible scholarly position in relation to this topic;
» Developed a focused research proposal, observing the requirements of the Postgraduate Studies Committee for a Full Research Plan (please consult the Postgraduate Studies website/hyperlink/Appendix for these requirements).

During Part 1 students are required to participate in structured opportunities to interact with a cohort of their peers. These opportunities are provided in the form of the four annual taught workshops.

Upon enrolment students will be assigned a supervisory panel by the Director of the Centre for Postgraduate Studies. Students are required to maintain contact with their supervisors throughout their programme.

Refer to doctoral workshops information online at the Moodle site: http://elearn.waikato.ac.nz/ (search FOE EdD, PhD Students and Supervisors).

The EdD Thesis (Part 2)

The EdD thesis (DSOE994) is an original project that makes a significant contribution to knowledge and understanding of professional practice in education. Undertaken with your two qualified supervisors, it promotes intellectual independence and the capacity to undertake further research at an advanced level. The EdD thesis requirements are identical with those for the PhD apart from length. The EdD thesis should be around 60,000 words. A full-time student would normally take at least 24 months to complete the thesis; a part-time student up to 48 months.

See page 22 regarding writing and submitting a thesis. Refer to The University’s Higher Degrees Handbook.
Ethical Review Process

All research must be carried out in a way that both respects the rights of those people it involves directly and protects the integrity of the research enterprise in broad terms and the scholarly pursuit of knowledge.

The University requires that formal ethical review procedures are followed before any research involving people as participants may begin. If your project involves collecting data from people it will require prior approval from the Faculty of Education Research Ethics Committee. Proceeding ethically is an integral component of research design, so you need to keep ethical considerations in mind from the very start of project planning.

Ethics Application Forms

It is your responsibility to complete the formal application for ethical review of your project, in consultation with your supervisor(s), and to forward it to the Research Ethics Committee. This form is available at the Centre for Postgraduate Studies webpage waikato.ac.nz/education (search under departments).

Applications are considered by the full Committee, in the first instance, and then followed up by individual Committee members. You and/or your supervisor(s) may, if you wish, ask to be present at the meeting. This option may be helpful if there are any ethical issues you have been unable to resolve fully. Often problem areas are discussed with the Committee Chair whilst the application is being drafted, but only if the supervisor cannot see a way through them. You will receive written confirmation of the Committee’s decision.

Ethics Application Dates

The Faculty of Education Ethics Committee meets every month. Keep this in mind when planning your research timetable with your supervisor(s). Applications (five copies) for consideration should be submitted one week in advance of the date of a meeting. Late submissions may have to be held over to the next meeting. For dates of Ethics Committee meetings go to the Faculty’s Postgraduate Studies webpage waikato.ac.nz/education

In preparing your ethics application consult the online calendar, which details the University of Waikato Human Research Ethics Regulations (http://calendar.waikato.ac.nz/assessment/ethicalConduct.html).
The Supervision Process

Further information on supervision is given in the University webpage:
waikato.ac.nz/sasd/postgraduate/supervision.shtml

Establishing a Successful Relationship

There are various ways to establish an appropriate supervision arrangement. You need to have confidence in your supervisors and a lot of informal talking to staff and other graduates is often useful.

Basically, a successful relationship between supervisor and student rests on professionalism, mutual respect, consideration, courtesy and trust. As a thesis student you can expect to have considerable independence in the way you work. One aspect of studying at this level is to take responsibility for making best use of all the resources you have. Your supervisor(s) are, in fact, a resource. You should take the first step by arranging the first appointment. At the outset, you and your supervisor(s) need to agree about how you will work together. Supervisors have their individual styles and so do students. Here you have a common goal: to complete your research project and thesis in the best way and form possible. Talk about how you will do this, so that you find out what your supervisor(s)’ expectations are and make yours known.

You and your supervisor(s) need to reach an understanding very early on about:

- Availability of the supervisor(s)
- How and when to contact one another
- Whether you will normally discuss your progress face-to-face or by email
- The frequency and length of meetings
- Whose responsibility it is to call meetings
- The format of meetings
- Whether you will record meetings on audio-tape
- The process for submitting draft writing and receiving feedback
- Generally, how you will work together.

Maintaining Contact

It is essential for you to take responsibility to maintain contact with your supervisor(s), to be clear about what has to be done and why, and to do your best to meet deadlines. In the event of problems, such as ill-health, which may interfere with progress, it is important to keep your supervisor(s) informed. If you are unable to keep an appointment, or to meet a deadline, make sure to inform your supervisor(s) as early as possible.

Your supervisor(s) may suggest that you write a brief summary of each meeting. You can offer to do this anyway. These notes, which may be shared by email, will provide both you and your supervisor(s) with an ongoing written record of the supervision process.
Receiving Feedback

When you get to the writing stage, make sure that material you hand in is as well presented as you can manage at this stage. It is usually best not to hand in very rough material or material in the form of notes. However, it is important not to spend too much time crafting very early writing as you may well change quite a lot of it later. If you have scheduled an appointment to discuss something you have written, make sure your supervisor(s) knows well in advance that you would like feedback on your work.

Disputes Over Supervision

Occasionally there are problems in a relationship between a supervisor and a student. These may relate to academic issues, for example, a fundamental disagreement over methodology or content. There may be conflicts in teaching and learning styles or personality. A student may be unhappy over a procedural matter such as the time taken to get feedback on written work or the unavailability of a supervisor.

Ideally, you will be able to work through these matters with your supervisor. If you are unable to do so, you should:

» Talk to a member of staff whom you feel comfortable approaching in confidence to be your advocate in the first instance
» Arrange a meeting with the supervisor’s Chairperson of Department
» See the Administrator for the Centre for Postgraduate Studies
» See the Director for the Centre for Postgraduate Studies.
The Thesis

Refer to the university webpage: waikato.ac.nz/sasd/info-current/exams6.shtml

Word Lengths

The word length for masters theses are:

» Four paper thesis: 30,000 - 40,000 words
» Three paper thesis: 20,000 - 30,000 words

The word length for doctoral theses are:

» PhD thesis: 100,000 words maximum
» EdD thesis: 60,000 word maximum

Timeframes

A realistic time-line for completion is crucial. Among other things, this will include adequate time to edit and proof-read your thesis to get it to a publishable standard, as this is a criterion for writing at this level. You will also need to allow time to have your thesis bound.

Writing Your Thesis

Perhaps the best way to explore how theses are developed and structured is to read exemplars. Some hard-bound theses are available in the University’s libraries and in Departments. University of Waikato theses are deposited in ADT – the Australasian Digital Theses Project – at: http://adt.caul.edu.au/

It is important to be discerning when you read these as the grades are not recorded on them. Some will have just got through; others will be A+ quality.

For successful writers extensive drafting and re-working of text, although time-consuming, is the norm.
Thesis Quality

A good thesis is coherent. This means that all the bits connect and how they connect is spelled out for your readers.

» The introduction introduces both your research project and the way that you have put the thesis together, and very often it explicitly introduces you as both its writer and the researcher.

» Your review of the literature locates your research within what has been written about already and what is being written about, and identifies where your particular project fits and how your research question has arisen. All sources are referenced in the most current APA style.

» You explain what you did, that is, your methods, and account for them in terms of the methodological theory that underpins them and how they are particularly suited to your purpose in this piece of research.

» You say what you found out and then you discuss this, linking it to what the literature has already told you. You identify and discuss what seem to you to be particularly significant insights and observations that demonstrate that your research makes a contribution. If you are a doctoral student you will have been striving for innovation of some kind and the discussion is where you demonstrate this particularly. You explain how what you have done and what you have found out clearly address the research question with which you began.

» You pull back from the detail itself and re-establish the purpose, the themes, the fieldwork, the findings, the conclusions you have reached, the parameters and other aspects of the study that presented limitations, and where related research might go in the future.

» You explicitly tell your readers at the beginnings and ends of chapters, except at the beginning of chapter one and the end of the final chapter, where the connecting argument of the thesis has just been and where it is about to go in the chapter that follows.

A good thesis has a strong critical edge. On the one hand, there is a certain amount of room for descriptive writing as you outline your topic, summarise the research, ideas and theories of others and present your results, for example. However, you will, on the other hand, continually engage in critique, asking questions of yourself, your material and your writing, questions like:

» Why is this so?
» Where is the evidence in the literature or my data?
» How have I supported this assertion?
» What connections can I claim?

A good thesis is of publishable quality. It will demonstrate the hallmarks of excellent writing and professional presentation, features like:

» Clear expression of ideas
» Fluency through its explicit connections within paragraphs, between sections and across chapters
» Logical organisation made obvious by meaningful section and sub-section headings and focused paragraphs the grammar, syntax, spelling and punctuation of formal academic writing
» The best words for saying what you want to say
» Full attention to all relevant academic conventions, usually regarding referencing.
Formatting the Thesis

The thesis must be presented in 12 pt type, in 1.5 or double spacing on A4 paper of at least 60gsm. It may be printed on either one or both sides of the page. Margins for all pages (before binding), including those on which photographs or diagrams are mounted, must be as follows: inner 40mm; outer 30mm; top/bottom 20-25mm.

Submission of the Thesis

If you are a masters student you are required to submit three hard-bound copies of your thesis to the Student and Academic Services Division. The cover must be black buckram, with the binding either sewn or glued. The spine and cover of the binding must be lettered in gold with the initials and name of the author and the title or short title of the thesis. The masters thesis is submitted to the Graduation Office and is accompanied by the completed First Thesis Submission Form and the Library Deposit Form.

If you are a doctoral student you are required to submit two soft-bound copies of your thesis to the University’s Postgraduate Studies Office.

At the time of final submission (for doctoral students this is after examination when any amendments have been completed), you will be required to complete a Library Authorisation to Copy Form.

Your thesis must be accompanied by a declaration, signed by your thesis supervisor, stating:
» Whether the thesis is, in the supervisor’s opinion, ready for examination
» That the thesis embodies the student’s own work carried out under the supervisor’s direct supervision.

Both masters and doctoral students must lodge an electronic version of the thesis with the University of Waikato library. Digital copies of theses completed at the University of Waikato must be deposited directly into Research Commons. Instructions for how to do this can be found at the following website: researchcommons.waikato.ac.nz

The Financial Services Division of the University will be contacted to determine if you have any outstanding debts. Please ensure that you have paid any outstanding library fines before you submit your thesis.

If you have no outstanding debts, you will be issued a receipt acknowledging your thesis submission. Full details, including forms, are available at: waikato.ac.nz/sasd/info-current/exams6.shtml
Exposing/Assessment of Thesis/Portfolio

Formalities and regulations to do with the examining of masters and other higher degree theses are detailed in the University of Waikato Calendar under the appropriate degree regulations. Examiners normally return the grade and a report within 6-8 weeks of the report being submitted, although not always. The Director of the Centre for Postgraduate Studies will notify you in writing of your grade and enclose, if the examiners agree, copies of their reports.

Masters Thesis

A masters thesis usually has an examiner who is external to the University. Your supervisor will also examine the thesis. When your project is nearing completion your supervisor will make an informal approach to a person considered suitable to be an examiner. You may have ideas about the people you would like to have (or not to have) as examiner of your thesis. Although student requests are taken into account, the Centre for Postgraduate Studies has the final say about who the examiner will be. Normally students do not know who is examining their work. Although examiner may prefer to remain anonymous, they usually agree to make their reports made available to students.

Doctoral Thesis

A doctoral thesis (EdD/PhD) is examined by two examiners, one of whom is usually based overseas. Your Chief supervisor also provides a report. After you have received your examiners’ reports, you also participate in an oral examination. There are three possible outcomes of the examination process: accepted without amendments; accepted with amendments; not accepted.

The examination procedures for the thesis are available in the Higher Degrees Handbook at the University of Waikato. This is available at: waikato.ac.nz/research/postgraduate/

Doctor of Education Research Portfolio

Examination of the Research Portfolio proceeds through the Centre for Postgraduate Studies. The papers required for the portfolio will be read by supervisors and feedback given progressively, with negotiated due dates for draft and final papers. The Research Portfolio is awarded a pass or fail at the end of this process. Students who do not wish to continue with the EdD may apply for credit to a Postgraduate Diploma in Education.

The criteria below have been adapted from those used by the New Zealand Journal of Educational Studies for the reviewing of articles. Your lecturer will include similar criteria in course requirements. These give a useful indication of the ’measures’ used to assess whether or not a paper is written at doctoral level:

- Some estimation of the importance of the general area of the paper; The degree of importance of the author’s own contribution (does it show comprehensive reading of the literature; does it critically engage with the debates, theories and methods in the field?);
- The fairness and accuracy of the author’s summarising of past work by others (does it engage with the different theories and approaches within the broad field of study; does it engage seriously with differing points of view?);
- The nature and type of evidence offered to support the arguments of the author’s own contribution; the clarity of presentation of the evidence or argument or analysis (does the author base his or her own conclusions or interpretation on a sound overview of the available evidence or possible approaches?);
- Any important omissions (are key theories, methods or topics left out?).
University Policies and Regulations

Faculty policies should always be in accord with the over-arching University policies. Visit the website http://calendar.waikato.ac.nz/ for further information on the following University policies and regulations:

Research, Assessment and Graduation
- Student Research
- Regulations Ethical Conduct in Human Research and Related Activities Regulations
- Dissertations and Theses
- Assessment Regulations
- Policy on the Use of Māori for Assessment
- Graduation

General Regulations
- Student Discipline Regulations
- Student Complaints Policy
- Computer Systems Regulations
- Library Regulations
- Parking and Traffic Regulations
- Environmental Policy
- Miscellaneous Regulations

Extensions
In special circumstances, a masters student may make a formal request to the Director of the Centre for Postgraduate Studies, in writing, for an extension of up to 21 days. Such requests must include the grounds for the request and be received at least one week before the due date of the thesis.

Extensions of time for doctoral students are administered through the University’s Postgraduate Studies Office but must be signed by supervisors, Chairpersons and the Director of the Centre for Postgraduate Studies.

Graduation
If you are hoping to graduate at a particular ceremony on a particular date, it is important that you submit your thesis in plenty of time to complete the examination process. You also need to ensure that you apply to graduate, and for some this might need to happen before you receive your grade. For further information on graduation dates and how to apply to graduate, please visit the following website: waikato.ac.nz/sasd/graduation
Programme Regulations

The University of Waikato Calendar (http://calendar.waikato.ac.nz/) is the source of regulations governing all degrees in the University, including masters and doctoral degrees.

Faculty of Education Offerings:
» Master of Counselling (MCouns)
» Master of Education (MEd)
» Master of Educational Leadership (MEdLeadership)
» Master of Special Education (MSpEd)
» Master of Sport and Leisure Studies (MSpLS)
» Master of Philosophy (MPhil)
» Doctor of Philosophy (PhD)
» Doctor of Education (EdD)
Faculty Support

The Faculty’s Centre for Postgraduate Studies

The administrator in the Faculty of Education’s Centre for Postgraduate Studies can provide information further information about the support services and resources available to thesis students.

Doctoral Student Workshops

The Centre for Postgraduate Studies runs an annual series of four workshops for all doctoral students (PhD and EdD). The workshops are not intended to replace supervision of a student’s supervisors but complement them.

The aims of the workshops are to:

» Develop students’ generic skills required for doctoral research;
» Contribute to the student research culture of the Faculty and the overall doctoral student experience;
» Provide a place for doctoral students to meet and discuss doing research and being a researcher, with each other and staff researchers;
» Provide gatherings that parallel those of the research community, eg research team meetings, research symposia, conferences, and seminars. It is hoped that these student gatherings will provide a safe place for becoming a researcher;
» Enable the Director of the Centre for Postgraduate Studies and doctoral supervisors to talk with each other and students on research matters.

The workshops are compulsory for EdD students who will have to attend all four in the course of completing their Part 1: the research portfolio. They are voluntary for PhD students.

The workshops are co-ordinated by the Director of the Centre for Postgraduate Studies and involve voluntary contributions from doctoral supervisors and students. They will be one or two days, depending on the numbers enrolling.

Research-Related Presentations

Students are encouraged to attend the regular Faculty of Education Research Colloquium held weekly during semesters (usually on a Friday at 3pm), and to offer a paper at the end of their enrolment.

Adjunct Workshops

In addition to the above required workshops, the Faculty will arrange from time to time other gatherings and workshops designed to support students in their studies. These may include library work, software, thesis writing, and other workshops aimed at increasing the sense of cohort support while also supporting scholarly independence. These adjunct workshops will usually be offered in conjunction with the content workshop dates, but they may also be offered at other times of the year, in conjunction with other Masters thesis or PhD students. Social gatherings are an important part of the workshop events, and these may be arranged by the Centre for Postgraduate Studies and/or other staff and students themselves.
University Support

The University’s Postgraduate Studies Office

The University’s Postgraduate Studies Office runs an annual series of three workshops for doctoral students (see the University of Waikato events calendar http://events.waikato.ac.nz/)

Student Learning Centre

The University’s Student Learning Centre (waikato.ac.nz/pathways/student-learning/welcome.shtml) provides a free, confidential academic skills development service for all students at the university. This services provides: face-to-face consultations, drop-in sessions, online interactive workshops, face-to-face workshops (bookings essential), maths workshops, thesis writing circles, specialised workshops based in the faculties and group consultations.

International Student Support

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the code at the Ministry of Education website (minedu.govt.nz).

The Faculty of Education International Student Support adviser provides support for international students studying in the Faculty of Education.

Contact: Rosanna Luoni
Phone: 07 838 4500 extn 4310
Email: luoni@waikato.ac.nz
Office: Faculty of Education TC2.65

For university-wide support contact Waikato International: waikato.ac.nz/international

Māori/Pacific Student Support

Faculty of Education mentors provides support for Māori and Pacific students studying in the Faculty.

Contact: Shirley Tuteao
Phone: 07 838 4500 extn 7831
Email: shirlt@waikato.ac.nz
Office: Faculty of Education TC1.10

Other University Services

For further information about the university services including student health, counsellor, accommodation services, chaplain etc consult the webpage: waikato.ac.nz/students/choose-waikato/student-support.shtml
Financial Support

Thesis Expenses
The Faculty of Education will usually reimburse reasonable expenses incurred in the development of a thesis, up to $150. This reimbursement is for such things as postage and photocopying, and for the binding of one copy of the thesis. This is usually reimbursed by the relevant department. For more information, please contact your department administrator.

Conference Travel Grant
This grant encourages and enhances the scholarly productivity and reputation of the Faculty of Education by supporting outstanding Masters, PhD and EdD students to present their research at national or international conferences. It is available to students enrolled in a 3- or 4-paper Masters thesis or a PhD or EdD thesis in the Faculty of Education on either a part-time or full-time basis.

Students enrolled in the Faculty of Arts and Social Sciences in Education Studies or Human Development are eligible to apply. Application forms for this grant are available on the Faculty of Education’s website: waikato.ac.nz/education (Search under Postgraduate Studies).

Scholarships/Study Awards
Up-to-date information about scholarships may be obtained from the Scholarships Office. A noticeboard with scholarship information is located in B-block on the ground floor (Refer to map at back). Alternatively check the University website: waikato.ac.nz/research/scholarships/

Breakout is a national database which lists a variety of New Zealand scholarships: fis.org.nz/index.php?page=BreakOut

Teachers interested in study awards to assist them with their studies should consult the Ministry of Education website: minedu.govt.nz

NZAID provides scholarships to citizens of some developing countries to undertake vocational training or tertiary level study in their home country, in New Zealand or in the Pacific region: nzaid.govt.nz/scholarships/

The Māori Education Trust administers scholarships in education for Māori students: maorieducation.org.nz

Tutoring
If you would like work as a tutor or sessional assistant in the Faculty of Education, work is often available in the various departments. This work is intermittent and students should not rely upon it for income. You are welcome to submit a resume to the relevant departmental administrator, detailing the kinds of courses to which you would be qualified to contribute.
Study Space

The Faculty of Education has shared study space available for full-time doctoral students enrolled in the Faculty of Education. There may also be shared space available for masters students working full-time on theses in the Faculty. The Postgraduate Studies Administrator needs advance notification in order to arrange access to these rooms and computers.

Library Support

The library (waikato.ac.nz/library) provides access to books, ebooks, journals, electronic journals, theses, maps, videos, CDs and DVDs. Within the Library there are also computers, photocopiers, scanners and study areas. Faculty of Education distance students can access the full range of library services, including help with reference and information needs via the Virtual Education Reference Desk (VERD). Using the online catalogue, students can identify the material they need and email the Library and request the resources they would like sent to them. The Library meets the costs of posting out material, but students are responsible for return postage. Requests for journal articles will be met via electronic delivery wherever possible. Information about the distance service for education students is available at: waikato.ac.nz/library/business/soe_distance.shtml

Computer Support

Moodle

The University of Waikato’s eLearning environment, Moodle (http://elearn.waikato.ac.nz/), is provided for the purposes of teaching and learning. On this internal site lecturers communicate with their students providing information about papers, assignments etc.

Computer Access

The Faculty aims to provide access to a computer for full-time thesis students studying on campus. This computer is to be used for purposes of study and correspondence. The Graduate Studies Administrator needs advance notification in order to arrange access. The Faculty’s 24-hour computer lab and Education library also provides access to computers. These facilities are located on level 2 of the Faculty’s TL block. Improper use of a University computer could lead to disciplinary action.

Computer Requirements

The suggested computer requirements for studying online are a computer capable of running Apple Mac OSXm Linus or Windows XP/Vista/7 operating systems. The following free software programs are recommended: Mozilla Firefox web browser (v3.5 or newer), Open Office (v3.2 or newer), Zotero referencing plugin for Firefox, and iTunes (v9.1 or newer). The University provides all students with Gmail email accounts as well as access to the free, Google Docs suite of web-based applications.

The University is a member of iTunesU. We recommend that students have a high-speed Internet connection (broadband).
Campus Services

If you are unfamiliar with the many services available at the University of Waikato visit the University's main website: waikato.ac.nz/students/

Postgraduate Studies Contacts

Faculty of Education

Centre for Postgraduate Studies
Freephone: 0800 83 22 42
Phone: +64 7 838 4500 extn 7725
Fax: +64 7 838 4555
Email: educ_grad@waikato.ac.nz
Website: waikato.ac.nz/education

Postal Address
Faculty of Education
University of Waikato
Private Bag 3105
Waikato Mail Centre
Hamilton 3240
New Zealand

Physical Address
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Gate 5, Hillcrest Road
Hillcrest, Hamilton 3216
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THINK OUTSIDE THE SQUARE
TIROHIA KI UTA, TIROHIA KI TAI,
WHANAKE TE MAHARA KOIA

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Toll Free: 0800 83 22 42
Website: waikato.ac.nz/education