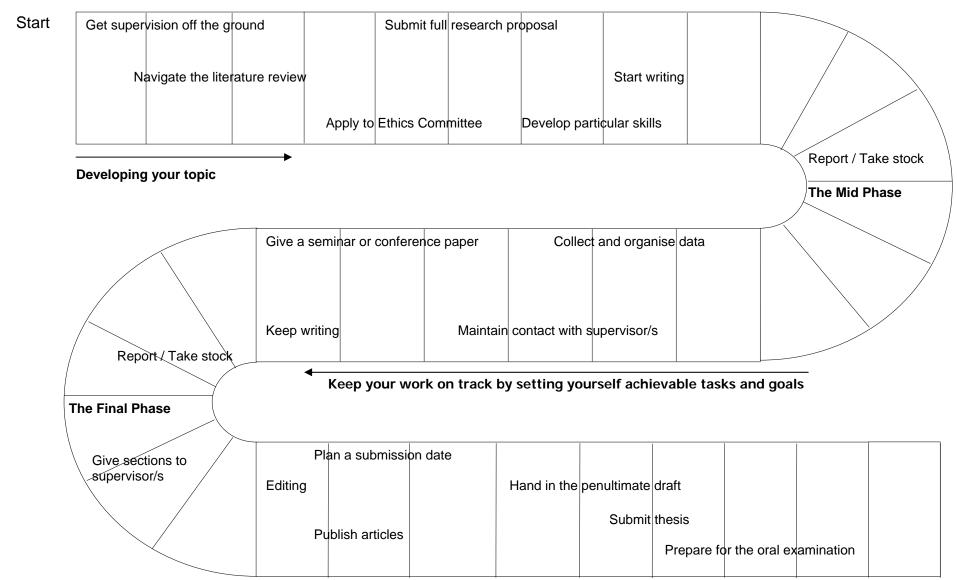
## Visualising the Degree: A PhD Calendar



The Early Phase: Provisional Registration

Dr Frances Kelly (2003), Doctoral Programme, Student Learning Centre, The University of Auckland

Based on the PhD Calendar by Stella Clark and Richard James, The University of Melbourne (2002)

## Supervising a PhD: Supervisor's Calendar

Pre-end Deciding to supervise: - meet student several times (in person, by Skype/videoconference) - discuss their previous work - read previous theses/publications - student develops preliminary research proposal (length varies by dept)	Establish agreement for supervision including role of other supervisor <sup>1</sup> (set additional goals for provisional y Set up overall timeframe for thesis wi student:     Min 3yrs (full-time) / 6yrs (part time) Max 4yrs (full-time) / 8yrs (part time)     Negotiate authorship and IP issues	ear) explication	se: Provisional Registration Receive full research proposal and forward to Departmental Committee Give feedback on draft chapters	Complete Doctoral Provisional Year Review Form <sup>3</sup> - review provisional goals - set further goals - set further goals - extend provisional registration or confirm full registration
Supervision diff - address directly - document issue tried	Give feedback on iculties? draft chapters with student	in regular contact, monitor prog Student disappears? - actively follow up; if no response, let Graduate Centre know <sup>5</sup> Advise student of upcoming conferences and sign off PReSS account request	Changes to registration needed Use <u>DOC6 Change of Conditions</u> form <sup>4</sup> - supervisors, suspensions, absence, part-time/full-time registration Study leave for supervisor	End of 1 <sup>st</sup> year The Mid Phase Give feedback on draft chapters
- if unsuccessful Adviser, Graduat advice Doctoral Annual Report <sup>6</sup> - fill out every year from now on - review goals/set goals	e Centre for	n regular contact, monitor progre	pending? Make arrangements for supervision cover ess Submissio	- n
- continue registration with/without conditions Give feedback draft chapters		Apply for ex   ble at this time) Use DOC6 C   of thesis for form <sup>4</sup> 7 Nominate ex	hange of Conditions	Read examiners' reports and make response <sup>9</sup> Attend oral examination if invited by student
lotes				

## Notes

1	Download <i>Checklist for Staff</i> from https://www.auckland.ac.nz/en/for/current-students/cs- current-pg/cs-current-pg-policies/cs-pg-supervision-tools.html.	Doctoral Annual Reports are sent to students, supervisors and departmental administrators by the Graduate Centre on the anniversary of registration.
2	PhD Development Guide is sent by the Graduate Centre to students and supervisors at time of registration.	Refer to the <i>Guide to Theses and Dissertations</i> distributed by the Graduate Centre or download it from <a href="http://www.auckland.ac.nz/uoa/cs-doc-theses-dissertations">http://www.auckland.ac.nz/uoa/cs-doc-theses-dissertations</a> .
3	Doctoral Provisional Year Review Form may be downloaded from <u>http://www.auckland.ac.nz/uoa/cs-doctoral-forms</u> .	The DOC3 Nomination form may be downloaded from <a href="http://www.auckland.ac.nz/uoa/cs-doctoral-forms">http://www.auckland.ac.nz/uoa/cs-doctoral-forms</a> .
5	DOC6 may be downloaded from <u>http://www.auckland.ac.nz/uoa/cs-doctoral-forms</u> .	Refer to the relevant Statute for guidelines on the responsibilities of the supervisor in thesis examination
	completion.	Approved by Board of Graduate Studies October 2010 Last updated 21.07.14