



The Otago doctoral supervision programme



March

- 3 Doctoral supervision – the early phase
 - 3 Convening doctoral examinations
 - 10 Pedagogical approaches and styles
 - 15 Negotiating co-supervision
 - 23 Recruiting and selecting postgraduate research students
 - 25 Key processes for postgraduate supervisors
 - 30 International students and intercultural communication: Cultural differences and their impact
 - 31 Recruiting and selecting postgraduate research students
-

April

- 12 Providing quality feedback in postgraduate supervision
 - 14 Tools for supporting online supervision
 - 15 Developing the research, enabling progress and fostering independence and self-efficacy
 - 20 Mental health, well-being and productivity: Supporting your supervisee, having helpful conversations about mental health, well-being and productivity, and where to direct students for support
 - 21 Pacific perspectives – engaging with Pacific postgraduate students
 - 27 Mental health, well-being and productivity: Supporting your supervisee, having helpful conversations about mental health, well-being and productivity, and where to direct students for support
 - 28 Assisting postgraduate students with writing
-

May

- 3 Preparing postgraduate students for the oral examination
 - 4 Examining a doctoral thesis
 - 10 Pacific perspectives – engaging with Pacific postgraduate students
 - 11 Supervising postgraduate research students by distance
 - 17 Selecting examiners to assess a doctoral thesis
 - 19 Te Rangahau Māori | Ngā Whakahaerenga Pai: Embedding Māori research objectives in doctoral supervision practices
 - 20 Progress reporting for postgraduate supervisors and thesis candidates
-

June

- 2 Mentoring less experienced supervisors
- 17 Key processes for postgraduate supervisors
- 25 Convening doctoral examinations

July

- 6 Including publications in a thesis
 - 15 Convening doctoral examinations
 - 19 Pedagogical approaches and supervisory styles
 - 22 Developing the research, enabling progress and fostering independence and self-efficacy
 - 26 Pacific perspectives – understanding Pacific cultural perspectives on the research journey
 - 28 Negotiating co-supervision
 - 29 Pacific perspectives – understanding Pacific cultural perspectives on the research journey
-

August

- 2 Selecting examiners to assess a doctoral thesis
 - 3 Ethical research and ethical processes at Otago
 - 4 Including publications in a thesis
 - 11 Supporting the career strategy of your doctoral students
 - 13 Fostering a vibrant research culture
 - 16 Doctoral supervision – the early phase
 - 24 International students and intercultural communication: Cultural differences and their impact
 - 24 Supervising postgraduate research students by distance
-

September

- 6 Assisting postgraduate students with writing
 - 23 Key processes for postgraduate supervisors
-

October

- 11 Preparing postgraduate students for the oral examination
 - 28 Progress reporting for postgraduate supervisors and thesis candidates
-

November

- 3 Convening doctoral examinations
 - 29 Annual workshop: Enhancing doctoral supervision practices
 - 30
-
- TBC Assisting students with publications

Whaowhia te kete Mātauranga

Fill the basket of knowledge

The purpose of this programme is to support University of Otago doctoral supervisors. Research unequivocally shows that good supervisory practices are a major factor in determining both the success and quality of the doctoral research experience. The following aim to provide guidance on enhancing supervisor practices in key aspects and processes of the supervision journey. This programme has been developed in collaboration with the Matariki Network of Universities with funding from a University of Otago Quality Advancement Unit 2020 Improvement Grant.

Seminar/workshop details

*All seminars and workshops will be in the HEDC seminar room unless specified.
Zoom links will be sent before each session.*

Annual workshop: Enhancing doctoral supervision practices

This two-day workshop provides a holistic view of postgraduate supervision; useful for new supervisors, or as a refresher. The agenda will be determined by the interests of participants, although topics covered will likely include pedagogical approaches and supervisory styles, models and practices; setting and managing expectations; responsibilities and building positive relationships; good practices in supervision; monitoring progress and co-supervision; supporting candidates with writing and preparing for the examination; key supervision processes at Otago and tips on what to include in relation to doctoral supervision in academic promotional documents. There will also be opportunities to meet and discuss concerns with award-winning supervisors. The case-study approach and conversational nature of this two-day programme have made this a very popular annual event.

Associate Professor Vijay Mallan and Professor Rachel Spronken-Smith
29 and 30 November, 9am–4pm

Assisting postgraduate students with writing

Sometimes it is difficult to get good writing from thesis students. This workshop will give you some ideas about what you can do to assist your students to produce more high-quality writing. In particular, this workshop will discuss pedagogies for developing student writing. We will look at tasks you can set your students, ways of giving feedback on writing, ways of explaining the writing process and structures to support your students to write a good thesis.

Associate Professor Vijay Mallan
28 April and 6 September, 10–11:30am

Assisting students with publications (TBC)

Professor Tony Harland

Convening doctoral examinations

For all existing, new and potential conveners of doctoral examinations, this workshop will provide an overview of the examination process, discuss how to facilitate oral examinations, provide some guidelines for good practice and discuss how to deal with difficult situations.

Professor Rachel Spronken-Smith
3 March 1:30–4:30pm, 25 June 1–4pm,
15 July 9:30am–12:30pm and
3 November 1:30–4:30pm

Developing the research, enabling progress and fostering independence and self-efficacy

Supervisors play a critical role in supporting their students to successfully complete, and must find a balance between providing enough guidance for students to learn research skills while giving students autonomy to become independent researchers. In this workshop, we will consider how to scaffold your supervisory support to develop independent researchers, describe good practice and institutional expectations for supervision in terms of milestones, confirmation, review and timely completion, and raise your awareness of the range of support available for you and your candidates.

Professor Rachel Spronken-Smith
15 April and 22 July, 2–4pm

Doctoral supervision – the early phase

The hardest part of embarking on a new endeavour is often getting started. This workshop makes suggestions for preparing to supervise and getting the supervision off to a good start. What should you discuss? What is better to play by ear? How can you make it likely that the supervision will be productive and enjoyable? Award-winning supervisors will share their experiences in a panel discussion.

Associate Professor Vijay Mallan
3 March and 16 August, 10–11:30am

Ethical research and ethical processes at Otago

Doctoral research at the University of Otago must be conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. The session will cover responsible practice in research, and introduce the ethical principles for research involving human participants in New Zealand. It will also cover the expectations, processes and practicalities of applying for ethical review.

Gary Witte and Jo Farron de Diaz
3 August, 10–11:30am

Examining a doctoral thesis

For new or inexperienced doctoral examiners, this seminar will discuss the areas that examiners are asked to consider when they examine a thesis, and what examiners typically look for in the examination process. We will also consider the process after the report has been written and before the final result is reached, and discuss how to examine a publication-based thesis. Finally, we will discuss what we can learn as PhD supervisors from our experience as examiners.

Professor Paul Trebilco and Professor Rachel Spronken-Smith
4 May, 10am–12pm

Fostering a vibrant research culture

We will consider a range of activities that contribute to a vibrant postgraduate research culture and hear from winners of the Postgraduate Research Culture Award. The workshop should appeal to supervisors, postgraduate co-ordinators and administrators, as well as postgraduate student representatives.

Professor Rachel Spronken-Smith and
Associate Professor Vijay Mallan
13 August, 1–2:30pm (check with RSS)

Including publications in a thesis

The PhD by publication is an alternative to the traditional PhD by monograph approach. In this workshop, we will discuss the Otago policy regarding how publications can be included in a thesis. We will focus on a hybrid or integrated thesis, in which publications can be included as chapters in a thesis, providing certain guidelines are followed.

Professor Rachel Spronken-Smith
6 July and 4 August, 2–4pm

International students and intercultural communication: Cultural differences and their impact

Currently, there are approximately 800 international students enrolled in doctoral studies at the University of Otago. Come to this workshop to:

- Learn more about international students at Otago and how/why we support them the way we do.
- Better understand how our own experiences and communication can influence our interactions with international students (and other people in general).
- Share questions, ideas and experiences in a safe space.
- Get tips and ideas about how to maximise effective communication with your doctoral students, as well as how best to support them and where to refer them for further help.

Danielle Yamamoto-Kerr, Manager,
International Student Services and Mobility
Simone Freeman, Team Leader,
International Student Support
Dr Sarah Carr, DBA Programme Manager
30 March and 24 August, 10–11:30am

Key processes for postgraduate supervisors

We will discuss the key administrative processes of the supervision journey from pre-admission to submission and examination. Other topics include how to supersize your supervision and ensure you are aware of the support available to you and your candidates.

Professor Rachel Spronken-Smith
25 March 9am–12pm, 17 June 1–4pm
and 23 September 1–4pm

Mental health, well-being and productivity: Supporting your supervisee, having helpful conversations about mental health, well-being and productivity, and where to direct students for support

A confidential and non-judgemental session focusing on how to get the best out of your supervisees. Facilitated by Nikki Fahey, Graduate Well-being Coach and a member of the Mental Health and Well-being Team.

Aspects that may be covered:

- Supervisory issues most commonly shared in sessions.
- The spectrum of mental health and well-being – what to do if you notice changes in behaviour.
- Reflecting on your own views on mental health and well-being.
- Why students do not speak up (creating space for students to express issues safely).
- Having difficult conversations; how to respond to disclosures.
- What to do if your student is avoiding meetings or not responding to emails.
- Who you can access support from.

Woven in throughout will be looking after your own well-being while supervising students.

Nikki Fahey, Graduate Well-being Coach
20 and 27 April, 10–11:30am

Mentoring less experienced supervisors

New supervisors can find the experience somewhat daunting, and having a “go-to” person for “how-to” is often of immense help in developing best supervisory practices. This workshop will address issues related to how one can mentor colleagues who have limited experience in research supervision. A framework for mentoring will be discussed. Experienced supervisors will share mentoring ideas to support colleagues who are new to supervision at Otago.

Associate Professor Vijay Mallan
2 June, 10–11:30am

Negotiating co-supervision

Effective supervision is crucial to successful doctoral completion. Otago regulations stipulate that no PhD candidate should depend entirely on the advice and guidance of one supervisor only and thus require that students are supported not only by their primary supervisors but also by one or more co-supervisors or an advisory panel. Nevertheless, there are complexities involved in co-supervision: division of responsibilities, conflicting advice, personality differences, the status of the members in the team, establishing boundaries in roles and responsibilities, negotiating approaches to co-supervision, engaging in a vague work model, addressing power imbalance, negotiating conflicts, and diversity of feedback and authorship issues. In this seminar, experienced supervisors discuss how they manage these complexities and suggest strategies to ensure that joint supervision is a “safety net”.

Associate Professor Vijay Mallan, Dr Nave Wald
and Dr Lara Sanderson
15 March and 28 July, 10–11:30am

On your game: Doctoral research support by subject librarians

Find out which topics, online resources and techniques subject librarians use to foster a community of practice toolkit for your doctoral students at Otago. Keep current and aware of best practice initiatives and strategies in areas like the literature review, data management, reference management, getting published, increasing research impact and researcher profiles.

University subject librarians
30 April, 30 July and 21 October, 10.00–11.15am

Pacific perspectives – engaging with Pacific postgraduate students

For staff who have Pacific students or an interest in Pacific matters, this 90-minute session will give you the opportunity to learn about the experiences of Pacific postgraduate students, and to hear how their culture guides their postgraduate experience. Experienced colleagues will share their perspectives on supervising Pacific students and supporting Pacific research excellence.

Dr Marea Columbo
21 April 10–11:30am and 10 May 1–3pm

Pacific perspectives – understanding Pacific cultural perspectives on the research journey

For staff who have Pacific students or an interest in Pacific matters, this workshop will introduce you to the cultural perspectives of Pacific Island students. This cultural awareness will enhance both your supervisory practices and your students' research journey. You will also learn how you can promote the goals of the Pacific Strategic Framework through your supervision.

Dr Losa Moata'ane
26 and 29 July, 1-2:30pm

Pedagogical approaches and supervisory styles

Successful supervision requires a repertoire of styles which can vary based on the individual learning styles of students. In this workshop, different models of supervision are introduced and supervisors will be asked to locate themselves within these models. Effective approaches will be discussed to address the complexity of supervision in different contexts.

Associate Professor Vijay Mallan
10 March and 19 July, 10-11:30am

Preparing postgraduate students for the oral examination

The aim of this session is for participants to gain insight into the oral examination process at Otago and how they can help their students prepare. Experienced examiners and conveners will share their experiences.

Associate Professor Vijay Mallan
3 May and 11 October, 10-11:30am

Progress reporting for postgraduate supervisors and thesis candidates

Doctoral supervisors have formal responsibilities for monitoring progress. To do this they must comply with institutional procedures for assessing progress. This workshop covers the rationale for progress reporting and seeks to demystify the various components, stages and roles involved in the process.

Professor Rachel Spronken-Smith and Andrew Lonie
20 May and 28 October, 2-4pm

Providing quality feedback in postgraduate supervision

Feedback lies at the heart of any learning experience, and giving and receiving feedback is an important and integral part of postgraduate supervision practice. This interactive workshop draws on recent research in the field. You will:

- Explore how to give and receive oral and written feedback.
- Examine supervisors' written language use and candidates' reactions.
- Develop critical awareness of potential conflict due to language use and cross-cultural differences.
- Increase your skills in giving feedback in a cross-cultural context.

Associate Professor Vijay Mallan
12 April, 10-11:30am

Recruiting and selecting postgraduate research students

There are many factors in considering potential PhD students, and the University admission processes and rules can be bewildering. This presentation aims to clarify some of these and allow you to share your experiences. We will also touch on finding PhD students in the first place (including reaching out to under-represented groups), and then once they are here, what can be done to retain them and improve their experience.

Andrew Lonie
23 March 2-4pm and 31 March 10am-12pm

Selecting examiners to assess a doctoral thesis

The Otago doctoral examination process regulation stipulates that there should be three examiners – an internal examiner, a New Zealand examiner and an international examiner. The selection of examiners is a critical aspect. While examiners are usually selected based on their professional and academic standing. It has been reported that supervisors need to protect their students from the “bad and mad” and look for examiners who show empathy and understanding, yet maintain high standards and integrity (Kiley, 2009). In this seminar, experienced Otago supervisors will share strategies to select examiners who focus on the developmental aspect of doctoral examination.

Associate Professor Vijay Mallan
17 May and 2 August, 10-11:30am

Supervising postgraduate research students by distance

For anyone supervising or preparing to supervise research students within a distance context: where supervisors/students are in different locations. This workshop will help you make decisions about the best ways to interact to facilitate the supervision of your research students. We will discuss reasons for using real-time and asynchronous technologies, review techniques to make interactions with your students work and consider ways of finding out if the approaches you adopt are working.

By the end of this workshop, you will have had an opportunity to:

- Discuss your own supervision contexts.
- Consider student and supervisor needs for establishing and maintaining supervisory interactions.
- Engage with strategies for interacting at a distance with your co-supervisors and your research students.
- Reflect on how the various interaction strategies may work in your distance supervision context.

Dr Sarah Stein
11 May and 24 August via Zoom

Supporting the career strategy of your doctoral students

This workshop aims to support supervisors to help doctoral students with career planning. The Career Development Centre has a dedicated career adviser for postgraduate students – Yvonne Gaut – who will be introducing you to some relevant career theories and practical strategies that you can use with your students.

Yvonne Gaut, Postgraduate and International Career Adviser
11 August, 10am–12pm

Te Rangahau Māori | Ngā Whakahaerenga Pai: Embedding Māori research objectives in doctoral supervision practices

Learn how you can develop supervision practices that are culturally inclusive and enable students to engage with te ao Māori and mātauranga Māori. In this workshop, you will also learn how the University of Otago and Ngāi Tahu are working in partnership to increase the production of quality research that contributes to the achievement of Māori development aspirations, and how you can enact Te Tiriti o Waitangi principles by embedding Māori research objectives in your doctoral supervision practices. Experienced colleagues will share their perspectives on supervising Māori students and supporting Māori research excellence.

Claire Porima, Research Manager, Office of Māori Development and Dr Jacqui Nielsen, HEDC
19 May, 10–11am

Tools for supporting online supervision

This workshop introduces supervisors to technology tools that can be used to support online supervision. It will be a hands-on session in which supervisors will be introduced to Microsoft Teams and Office 365 and shown how to set up a Teams site for supervision. Supervisors will learn how different tools in Teams can be used for presentations, planning and organisation, conferencing and brainstorming. To facilitate hands-on work during the workshop, participants should install Teams on their computing devices by following these instructions: otago.custhelp.com/app/answers/detail/a_id/3135/~/_/microsoft-teams

Associate Professor Joyce Koh
14 April, 10–11:30am via Zoom

Registrations – otago.ac.nz/HEDC

Can't make a session?

There is no need to miss out. If you are unable to attend any session, one-to-one consultations can always be arranged. For further information or queries, please contact:

Associate Professor Vijay Mallan, Higher Education Development Centre
vijay.mallan@otago.ac.nz | 03 479 8489





otago.ac.nz/hedc