Predict.
The information included in this handbook is meant to be a general guide for our Postgraduate Students. Full information on UC’s General Regulations and Policies can be found in the UC Regulations website at http://www.canterbury.ac.nz/regulations/
Contents

Overview ........................................................................................................................................... 1

This handbook describes: .................................................................................................................. 1

What we expect of you ..................................................................................................................... 1

What you can expect of us ................................................................................................................ 1

Where do you go for help? ................................................................................................................ 2

Harassment or Grievances .............................................................................................................. 2

How you can help us: ....................................................................................................................... 2

Work with us and be happy ............................................................................................................ 2

Choosing a research topic .............................................................................................................. 2

Part 1 – Important Dates .................................................................................................................. 3

Key Course Dates - University ......................................................................................................... 3

Key Dates - Geology Department .................................................................................................... 3

Key Dates – University ................................................................................................................... 3

Public Holidays (University closed) ................................................................................................. 3

Part 2 - Staff ...................................................................................................................................... 4

Head of Department ....................................................................................................................... 4

Postgraduate Coordinators ........................................................................................................... 4

Degree Programme Contacts .......................................................................................................... 4

Academic Staff ............................................................................................................................... 4

Administrative Staff ...................................................................................................................... 5

Technical Staff ................................................................................................................................ 5


Postgraduate Diploma in Science (Geology) .................................................................................... 6

BSc Honours Thesis Students ......................................................................................................... 6

Duration and Due Dates .................................................................................................................. 6

Supervisors ................................................................................................................................... 6

Research Proposal .......................................................................................................................... 6

Reports on Progress ....................................................................................................................... 6

Printing and Page Limits of Theses ................................................................................................. 6

Examination of Thesis ..................................................................................................................... 7

Codes of Practice .......................................................................................................................... 7

Curation of Thesis Samples and Data ............................................................................................. 7

Sign Out Form ............................................................................................................................... 7

Funding ........................................................................................................................................... 7

Demonstrating .............................................................................................................................. 8

Professional Masters Students (PMEG) ........................................................................................... 9

Supervisors ................................................................................................................................... 9

Postgraduate Student Guide 2018

i

GeologicalSciences
Demonstrating ........................................................................................................................................... 21
Part 4 – The Role of the College of Sciences .......................................................................................... 22
Part 5 – Health & Safety ......................................................................................................................... 23
Emergency contacts ................................................................................................................................. 23
Need more information? Please contact: .............................................................................................. 23
Geological Sciences Health & Safety Induction ...................................................................................... 24
Part 6 – Department Facilities and Services .......................................................................................... 29
Desk Space in Department ....................................................................................................................... 29
Access and Keys to Department ............................................................................................................... 29
Ordering Supplies .................................................................................................................................... 29
Use of Laboratories .................................................................................................................................. 29
Borrowing Equipment, Glassware, Reagents, and Books etc ................................................................. 29
Department of Geological Sciences Rules for Vehicle Use ................................................................... 29
Use of Telephones .................................................................................................................................... 30
Electronic Mail (Email) ............................................................................................................................ 30
The Mail System ....................................................................................................................................... 30
Computer Facilities ................................................................................................................................. 30
Printing Facilities ...................................................................................................................................... 31
Library Facilities ....................................................................................................................................... 31
Printing and Photocopying ...................................................................................................................... 31
University Stationery ............................................................................................................................... 31
Department Administrative Services ....................................................................................................... 32
The Tea/Coffee Room ............................................................................................................................. 32
What the Department does not supply ................................................................................................... 32
Part 7 – Useful Websites ......................................................................................................................... 33
Relevant Organisations in New Zealand ................................................................................................. 33
New Zealand Journals .............................................................................................................................. 33
University of Canterbury ......................................................................................................................... 33
Overview

This Postgraduate Guide is intended as a Postgraduate introduction to the Department of Geological Sciences at Canterbury University. If this is you, welcome, we are very pleased to have you here as part of our team. We will do everything we can to make your time happy, rewarding and fruitful. Thank you for choosing us. Find below what we can do for you, and what we expect from you. When you require further information Janet Warburton, Room 310 (West), extension 94383 deals specifically with Postgrads. However Academic and Technical staff are usually only too happy to be of assistance as well if appropriate. Currently the department is housed in two buildings. Academic offices, the main departmental office and some Postgraduate are located in the West building. Adjacent to the West building is the new Ernest Rutherford building which houses our teaching and research labs, postgraduate offices as well as other Science Departments. The Postgraduate offices house most of our Postgraduate students. The Department also uses the UC Field Stations at Westport, Cass and Harihari.

This handbook describes:

• what we expect of you
• what you can expect of us
• what you need to know to work safely in the department
• what your academic options are

What we expect of you

We expect:

• That you work hard to develop the graduate attributes that are intended by the department and desired by employees and that will make you better globally conscientious citizens.
• A part of this is simply putting in the necessary hours of work for your courses and thesis.
• Only you can write your thesis and this will be a variably fun and difficult task depending on you and your thesis topic.
• You also need to be aware of the regulations and grading framework associated with your thesis.
• But you are expected to also help your peers and instructors towards better outcomes for graduate students of the Department of Geological Sciences.
• A big part of your education is making the most of your environment, the university has a wealth of short courses to learn academic skills that you are expected to take part in http://www.lps.canterbury.ac.nz/lsc/
• We have a long history of a happy and social department and would like to continue to foster this close relationship with our students.
• We hope you as students take part in social as well as academic events in the department and the university.
• We also welcome feedback on any aspects of your graduate experience through one on one feedback or through our graduate committee.

What you can expect of us

• We will strive within our means to help you learn and guide you towards self-directed research and employability.
• We will treat students fairly and equally.
• We will keep our courses up to date and work hard to solve logistical hurdles, and heed your feedback to develop a better learning environment.
• We will work with you to improve your research skills and help you overcome the inevitable research dead ends that may arise during your research journey.
• We will work on your behalf to represent the needs of graduate students of the Department of Geological Sciences within the financial constraints of the University of Canterbury.
Where do you go for help?

Academic advice

**Academic Supervisor** (Rutherford Building) (for Honours, Professional Masters, MSc and PhD students)

- **Dr Kari Bassett**, The 400-level Coordinator, (Room 330, West Building) by phone (ext. 94495) or by email (kari.bassett@canterbury.ac.nz)
- **Dr Clark Fenton** (Postgraduate Coordinator), (Room 320, West Building) (BSc(Hons) and MSc) by phone (ext. 94439) or by email (clark.fenton@canterbury.ac.nz)
- **Dr Ben Kennedy** (Postgraduate Coordinator) (Room 321, West Building) (PhD) by phone (ext. 94437) or by email (ben.kennedy@canterbury.ac.nz)
- **Dr Catherine Reid** (Head of the Department of Geological Sciences) (Room 312B West Building), by phone (ext. 94438) or by email (catherine.reid@canterbury.ac.nz)
- **Anna Chapman** (Advisor, College of Science) (Okeover 111), email anna.chapman@canterbury.ac.nz
- **The Postgraduate Office** located on Level 2 - Matariki (Registry), email: postgraduate-office@canterbury.ac.nz
- **The Postgraduate** representatives.

Harassment or Grievances

There is a choice of contacts. All are appropriate ways for you to seek resolution. Information on the official University of Canterbury Harassment Policy can be found here: [http://www.canterbury.ac.nz/ucpolicy/](http://www.canterbury.ac.nz/ucpolicy/)

- Your Supervisor or the Course Coordinator
- Your representative to the Department of Geological Sciences Student/Staff Liaison Committee
- Any of the academic advice staff mentioned above
- UCSA Education Office

How you can help us:

Tell us what works and what doesn’t.

- Contact any of the academic advice staff mentioned above
- Make suggestions to the Department of Geological Sciences Student/Staff Committee
- Inform the Department Safety Officer **Matt Cockcroft** (ext. 95901) matt.cockcroft@canterbury.ac.nz (safety related concerns)

Work with us and be happy

For many staff in the Department of Geological Sciences, the opportunity to work with postgraduates is the most enjoyable part of their jobs!

Choosing a research topic

Information on how to choose a research topic can be found at the following web address: [http://www.geol.canterbury.ac.nz/postgrad/index.shtml](http://www.geol.canterbury.ac.nz/postgrad/index.shtml)
Part 1 – Important Dates

Key Course Dates - University
The University "Key Course Dates" lists important dates for the university academic year. Please go to the following web address for these dates http://www.canterbury.ac.nz/study/keydates/course-dates/

Key Dates - Geology Department

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Feb - 1 March</td>
<td>Typical start date for MSc thesis but the start date can individually be chosen by every student to suit his/her project. MSc theses are due 12 months after the official start date. Typically the start date for PMEG students is the first Monday in February. Check course outlines for course meeting and due dates.</td>
</tr>
<tr>
<td>28 February</td>
<td>Deadline for Applications to Mason Trust Fund (Round 1) (Form on web)</td>
</tr>
<tr>
<td>8 March</td>
<td>Geological Sciences graduate student orientation</td>
</tr>
<tr>
<td>1st week term 2</td>
<td>Departmental thesis seminar series for BSc Honours and MSc thesis students (400-Level students should attend)</td>
</tr>
<tr>
<td>30 June</td>
<td>Deadline for Applications to Mason Trust Fund (Round 2) (Form on web)</td>
</tr>
<tr>
<td>August</td>
<td>Introduction to Postgraduate programmes for 300 level student (Date to be announced)</td>
</tr>
<tr>
<td>25 Oct – 10 Nov</td>
<td>Due date for BSc(Hons) project</td>
</tr>
<tr>
<td>31 Oct</td>
<td>Deadline for application for new thesis students for Mason Trust Fund (Round 3) (Form on web)</td>
</tr>
<tr>
<td>End of term 4</td>
<td>Departmental thesis seminar series for BSc Honours and MSc thesis students. (Date to be announced) (400-Level students should attend)</td>
</tr>
</tbody>
</table>

Key Dates – University

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 January</td>
<td>UC reopens for 2018 and Summer School</td>
</tr>
<tr>
<td>16 February</td>
<td>Chinese New Year (not a statutory holiday)</td>
</tr>
<tr>
<td>19 February</td>
<td>Lectures start for semester one</td>
</tr>
<tr>
<td>29 March</td>
<td>Lectures end - mid semester break</td>
</tr>
<tr>
<td>04 April - 20 April</td>
<td>Mid semester lecture break</td>
</tr>
<tr>
<td>18 April</td>
<td>Graduation</td>
</tr>
<tr>
<td>20 April</td>
<td>Graduation</td>
</tr>
<tr>
<td>23 April</td>
<td>Lectures resume</td>
</tr>
<tr>
<td>01 June</td>
<td>Lectures end for semester one</td>
</tr>
<tr>
<td>05 June - 08 June</td>
<td>Semester one study period</td>
</tr>
<tr>
<td>11 June - 23 June</td>
<td>Semester one examination period</td>
</tr>
<tr>
<td>25 June - 13 July</td>
<td>Mid-year break</td>
</tr>
<tr>
<td>06 July</td>
<td>Release of results for semester one</td>
</tr>
<tr>
<td>16 July</td>
<td>Lectures start for semester two</td>
</tr>
<tr>
<td>24 August</td>
<td>Lectures end - mid semester break</td>
</tr>
<tr>
<td>27 August - 07 September</td>
<td>Mid semester lecture break</td>
</tr>
<tr>
<td>10 September</td>
<td>Lectures resume</td>
</tr>
<tr>
<td>19 October</td>
<td>Lectures end for semester two</td>
</tr>
<tr>
<td>22 October - 26 October</td>
<td>Study break</td>
</tr>
<tr>
<td>29 October - 15 November</td>
<td>Semester two and whole year examination period</td>
</tr>
<tr>
<td>19 November</td>
<td>Summer school starts</td>
</tr>
<tr>
<td>30 November</td>
<td>Release results for semester two and whole year</td>
</tr>
<tr>
<td>19 December</td>
<td>Graduation</td>
</tr>
<tr>
<td>21 December</td>
<td>Graduation</td>
</tr>
<tr>
<td>21 December</td>
<td>Lectures end - summer school break</td>
</tr>
</tbody>
</table>

Public Holidays (University closed)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 February</td>
<td>Waitangi Day</td>
</tr>
<tr>
<td>30 March</td>
<td>Good Friday</td>
</tr>
<tr>
<td>02 April</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>03 April</td>
<td>University holiday</td>
</tr>
<tr>
<td>25 April</td>
<td>ANZAC day</td>
</tr>
<tr>
<td>04 June</td>
<td>Queen’s birthday</td>
</tr>
<tr>
<td>22 October</td>
<td>Labour Day</td>
</tr>
<tr>
<td>16 November</td>
<td>Show Day</td>
</tr>
<tr>
<td>24 December - 02 January</td>
<td>Summer break - University holidays</td>
</tr>
</tbody>
</table>
Part 2 - Staff

Head of Department
(All students are answerable to the Head of Department who must be consulted for approval on all major matters relating to the Department.)

Dr Catherine Reid
catherine.reid@canterbury.ac.nz
Room: 312B West Building
Phone: 3694438, ext. 94438

Postgraduate Coordinators

Dr Kari Bassett
(400-level coordinator GEOL, ENGE, MDRR in Geological Sciences, ENVR in Geological Sciences)
kari.bassett@canterbury.ac.nz
Room: 330 RWest Building
Phone: 3694495, ext. 94495

Dr Ben Kennedy
(PhD coordinator GEOL, ENGE, MDRR in Geological Sciences, ENVR in Geological Sciences)
ben.kennedy@canterbury.ac.nz
Room: 321West Building
Phone: 3694437, ext. 94437

Dr Clark Fenton
BSc(Hons) and MSc thesis coordinator GEOL, ENGE, MDRR in Geological Sciences, ENVR in Geological Sciences
clark.fenton@canterbury.ac.nz
Room: 320 West Building
Phone: 3694439, ext. 94439

Dr Kari Bassett
Geology
kari.bassett@canterbury.ac.nz
Room: 330 West Building
Phone: 3694495, ext. 94495

Degree Programme Contacts

Dr Marlene Villeneuve
Engineering Geology
marlene.villeneuve@canterbury.ac.nz
Room: 321 West Building
Phone: 36494497, ext. 94497

Assoc. Professor Tom Wilson
Master of Disaster Risk and Resilience
thomas.wilson@canterbury.ac.nz
Room: 326 West Building
Phone: 3694503, ext. 94503

Dr Sally Gaw
Environmental Science
sally.gaw@canterbury.ac.nz
Room: 656 West Building
Phone: 3695904, ext. 95904

Academic Staff
The Department currently has eighteen members of academic staff located in the West Building whose interests and expertise cover a wide range of geological sciences. Their names and main areas of interest are given in the Postgraduate Handbook which is also available at http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/handbooks-and-posters/
Administrative Staff
Rebekah Hunt
Departmental Administrator
rebekah.hunt@canterbury.ac.nz
Room: 310 West Building
Phone: 3694384, ext. 94384

Janet Warburton
Administrative Assistant
(Postgraduate student administration)
janet.warburton@canterbury.ac.nz
Room: 310 West Building
Phone: 3694383, ext. 94383

Technical Staff
Rob Spiers
Technical Services Manager (Petrology)
rob.spiers@canterbury.ac.nz
Room: 109A Ernest Rutherford Building
Phone: 3695950, ext. 95950

Cathy Higgins
Engineering Geology
cathy.higgins@canterbury.ac.nz
Room: 109 Ernest Rutherford Building
Phone: 3695023, ext. 95023

Sacha Baldwin
Fieldtrip Logistics/Cosmogenics/Sample Curation
sacha.baldwin@canterbury.ac.nz
Room: 105A Ernest Rutherford Building
Phone: 3694837, ext. 94837

Sarah Pope
Engineering Geology
sarah.pope@canterbury.ac.nz
Room: 109 Ernest Rutherford Building
Phone: 3695022, ext. 95022

Matt Cockcroft
Geomorphic Modelling and Geophysics
matt.cockcroft@canterbury.ac.nz
Room: 114 Ernest Rutherford Building
Phone: 3695901, ext. 95901

John Southward
Computing
john.southward@canterbury.ac.nz
Room: 263A Ernest Rutherford Building
Phone 3694364, ext. 94364

Chris Grimshaw
Sedimentology/Palaeontology
chris.grimshaw@canterbury.ac.nz
Room: 264 Ernest Rutherford
Phone: 3692054, ext. 92054

Dr Anekant Wandres
GIS/Graphics
anekant.wandres@canterbury.ac.nz
Room: 263C Ernest Rutherford Building
Phone: 3694515, ext. 94515

The Department of Geological Sciences follows the university “Code of Practice for Heads of Department/School, Supervisors, and Students” with respect to Research Work. All policies, regulations and guidelines are available on the University Postgraduate Studies website http://www.canterbury.ac.nz/postgraduate/. The following serves to highlight particular policies and procedures, including those peculiar to the Department of Geological Sciences.

Admission

The notes below on prerequisites and entry qualifications apply to internal students. Students applying for admission from another NZ university or applying for admission from overseas must demonstrate that they possess broadly equivalent qualifications.

Postgraduate Diploma in Science (Geology)

This is a one year course of study corresponding to MSc Part 1 in Geology. The course can be started either in February or July. For entry into PGDip, students should have achieved a minimum of a B+ grade average, have passed required field courses (GEOL 240, 241, 351, 352 or equivalent), and have at least 60 points from other GEOL 300 courses.

BSc Honours Thesis Students

For a student to be eligible for entry into BSc Honours that student must hold a BSc degree with an average grade of B+ or better in their subject of study. They should have satisfied the prerequisites for their chosen subject for BSc Honours. Other equivalent prerequisites may be considered but require approval of both the HoD and the Dean of Science.

Duration and Due Dates

BSc(Hons) projects must be submitted by the 1st day of exams in semester two for normal enrolment unless otherwise approved by the HOD. Alternatively, for students commencing mid-year the project is to be submitted by the 1st day of exams in Semester One.

Supervisors

For BSc(Hons) students, the student will choose an appropriate supervisor based on their interests and chosen project or will be appointed a supervisor by the Head of Department. This will not be official and the student will not be approved into the BSc Research Project paper (GEOL490) until a satisfactory research proposal has been received and approved.

Research Proposal


The proposal will normally be submitted to the Postgraduate Coordinator by 30 November of the academic year preceding enrolment. Students starting mid-year should submit a proposal by 31 June. The proposal requires the approval of the Postgraduate Coordinator. If the research involves a contract with an outside party, it is a requirement that it be approved by the HOD.

Reports on Progress

BSc(Hons) students are not required to submit Progress Reports but are strongly encouraged to regularly meet with their supervisor.

Printing and Page Limits of Theses

- A BSc(Hons) project in GEOL should not normally exceed 60 A4 pages of text, which should normally be in 1.5 spacing, 12pt Arial/Times New Roman/Tahoma or equivalent font, and with 2.5cm margins. The 60 pages include diagrams and tables but not reference lists or appendices. Permission should be sought in advance if there is good reason to exceed the 60 page limit.
- BSc(Hons) students will need to print and submit two copies of the project (soft bound) to the Department Office. One copy
will be given to the external examiner to read and is often kept by him/her. The second copy will be retained in the department as part of our thesis collection. Additional copies should be considered: the supervisor(s), any sponsors, and a personal copy.

- All BSc(Hons) research students are required to submit an electronic version of the thesis to the department on a CD or DVD. This should be done at the time of submission.

**Examination of Thesis**

- An external examiner will be nominated by the Head of Department after consultation with the supervisors. A covering letter from the BSc(Hons) Coordinator on behalf of the Head of Department to the external examiner will detail departmental policy on project length and grading procedures.

  - Normally the student will receive copies of the examiners’ report on the thesis. The student will be informed of the identity of the examiners unless an external examiner wishes to remain anonymous.

  - Communication with the examiner is all dealt with in the department.

  - Students will be advised of their grades for the project with end of year examination results.

  - The degree of BSc(Hons) will be awarded with Honours (First Class, Second Class Division I, Second Class Division 2 and Pass). In making an overall assessment, the project counts for 26.67% of the final grade for GEOL.

**Depositing Theses in the Library and Departmental Thesis Collection**

Once your final grade has been determined the project will be published and deposited in the library.

**Codes of Practice**


A student concerned about any matter in relation to the listed responsibilities should discuss the matter with the supervisor or, if more appropriate, the Head of Department or the department’s Postgraduate Coordinator.

All matters concerning the planning and execution of thesis work should be discussed in detail by student and supervisors at the commencement of the project.

**Curation of Thesis Samples and Data**

Students who collect samples that are difficult to recollect or are archival or are used in the definition of a unit, species, or time period are required to catalogue all their samples before leaving the department. See “Catalogued Collections” on the Department webpage for more information.

Information such as chemistry, isotopes, radiometric dates, and fossil identification can be entered into spreadsheets lodged on the K:\rock collection. This information should also be entered into the Fossil Record File or PETLAB data bases developed by GSNZ and GNS. See Chris Grimshaw ([chris.grimshaw@canterbury.ac.nz](mailto:chris.grimshaw@canterbury.ac.nz)) and Sacha Baldwin ([sacha.baldwin@canterbury.ac.nz](mailto:sacha.baldwin@canterbury.ac.nz)) for more information.

**Sign Out Form**

This is required by the Department to ensure all equipment is returned and your office is left in an acceptable state. You will need to get the form signed by all relevant staff and your supervisor then return it to the Postgraduate Coordinator.


**Funding**

The Department has research funds available through Mason Trust for MSc and PhD thesis students whose home Department is Geological Sciences (pending approval of application). See [http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/](http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/) for dates, procedures and forms. See also Scholarships at UC [http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/](http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/) for information on the various scholarships UC students may be able to apply for.
Demonstrating

Demonstrating in labs and on field trips is available for those already enrolled or with enrolment in progress (pre-enrolled). Employment as a demonstrator should, however, not be seen as a 'right' but as a privilege, and a high standard and appropriate skills are expected.

- Please first see the academic responsible for individual courses if you are interested in demonstrating.
- Academic staff should then inform Rebekah Hunt that their approval is given and a link to a demonstrator contract will be sent to you via email. An employment contract must be signed off before employment commences.

Also note during the first laboratory session you will be inducted into that laboratory by the technician-in-charge of that area. Regulations covered in that induction are mandatory.
Professional Masters Students (PMEG)

For entry into PMEG, students should have achieved a minimum of a B grade average.

Normally all postgraduate students must have 15 points from 100 level MATH courses, 15 points from 100 level STAT courses and 90 points from 300 level courses including the two field trip courses as available in the University of Canterbury BSc schedule or an equivalent degree from elsewhere or approval from the Programme Leader. Courses from an equivalent degree may vary from those of UC but Intro MATH and STAT will be required. Relevant work experience will be taken into account and information should be provided upon application to the Programme Leader and/or the university. Collaboration with industry is encouraged for the research project and students may make use of their experience to arrange suitable research projects.

Supervisors
PMEG students will begin identifying their ENGE691 project and supervisor early in the year based on interest, project suitability and industrial sponsorship.

Research Proposal
Student proposals are due at the beginning of ENGE691.

Reports on Progress
PMEG students are not required to submit progress reports but are strongly encouraged to regularly meet with their supervisor.

Printing and Page Limits of Theses
ENGE691 requirements are available on Learn.

Examination of Thesis
PMEG student projects are evaluated by course coordinator and teaching staff.

Depositing Theses in the Library and Departmental Thesis Collection
A compendium of project manuscripts will be published and deposited in the library.

Codes of Practice
The Department of Geological Sciences endorses the various responsibilities of the three parties as listed in the university guidelines and the Code of Practice, http://www.canterbury.ac.nz/postgraduate/phd-and-doctoral-study/policies-regulations-and-guidelines/. A student concerned about any matter in relation to the listed responsibilities should discuss the matter with the supervisor or, if more appropriate, the Head of Department or the department’s Postgraduate Coordinator.

All matters concerning the planning and execution of thesis work should be discussed in detail by student and supervisors at the commencement of the project.

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Information such as chemistry, isotopes, radiometric dates, and fossil identification can be entered into spreadsheets lodged on the K\rock collection. This information should also be entered into the Fossil Record File or PETLAB data bases developed by GSNZ and GNS. See Chris Grimshaw (chris.grimshaw@canterbury.ac.nz) and Sacha Baldwin (sacha.baldwin@canterbury.ac.nz) for more information.

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This is required by the Department to ensure all equipment is returned and your office is left in an acceptable state. You will need to get the form signed by all relevant staff and your supervisor then return it to the Postgraduate Coordinator. Failure to do so may cause a delay in receiving information on your degree. The Sign Out form is available on the departmental webpage http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/.

Funding
The Department has research funds available through Mason Trust for MSc and PhD thesis students whose home Department is Geological Sciences (pending approval of application). See http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/ for dates, procedures and forms. See also Scholarships at UC http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/ for information on the various scholarships UC students may be able to apply for.
Demonstrating

Demonstrating in labs and on field trips is available for those already enrolled or with enrolment in progress (pre-enrolled). Employment as a demonstrator should, however, not be seen as a ‘right’ but as a privilege, and a high standard and appropriate skills are expected.

Please first see the academic responsible for individual courses if you are interested in demonstrating. Academic staff should then inform Rebekah Hunt that their approval is given and a link to a demonstrator contract will be sent to you via email. An employment contract must be signed off before employment commences.

Also note during the first laboratory session you will be inducted into that laboratory by the technician-in-charge of that area. Regulations covered in that induction are mandatory.
Professional Masters Students (MDRR)

The MDRR is a 12-month, 180-point professional Master’s degree that is offered jointly with Lincoln University. It involves two semesters (120 points) of coursework and a 60-point dissertation or report.

The programme of study includes four compulsory courses with the remainder of the coursework comprising approved optional courses. For entry into MDRR, students should have achieved a minimum of a B grade average. Normally all postgraduate students must have completed an undergraduate degree and have 15 points from 100 level STAT courses approved by the Programme Leader.

**Supervisors**

MDRR students will begin identifying their DRRE691 project and supervisor early in the year based on personal interest, project availability and industry interest.

**Research Proposal**

Student proposals are due at the beginning of DRRE691.

**Reports on Progress**

MDRR students are not required to submit progress reports but are strongly encouraged to regularly meet with their supervisor.

**Printing and Page Limits of Theses**

DRRE691 (Dissertation) requirements are available on Learn.

**Examination of Thesis**

MDRR student projects are evaluated by course coordinator and MDRR teaching staff.

**Depositing Theses in the Library and Departmental Thesis Collection**

A compendium of project manuscripts will be published and deposited in the library.

**Codes of Practice**


A student concerned about any matter in relation to the listed responsibilities should discuss the matter with the supervisor or, if more appropriate, the Head of Department or the department’s Postgraduate Coordinator.

All matters concerning the planning and execution of thesis work should be discussed in detail by student and supervisors at the commencement of the project.

**Curation of Thesis Samples and Data**

Students who collect samples that are difficult to recollect or are archival or are used in the definition of a unit, species, or time period are required to catalogue all their samples before leaving the department. See “Catalogued Collections” on the Department webpage for more information.

Information such as chemistry, isotopes, radiometric dates, and fossil identification can be entered into spreadsheets lodged on the [K:\rock collection](file:///K:\rock%20collection). This information should also be entered into the Fossil Record File or PETLAB data bases developed by GSNZ and GNS. See Chris Grimshaw ([chris.grimshaw@canterbury.ac.nz](mailto:chris.grimshaw@canterbury.ac.nz)) and Sacha Baldwin ([sacha.baldwin@canterbury.ac.nz](mailto:sacha.baldwin@canterbury.ac.nz)) for more information.

**Sign Out Form**

This is required by the Department to ensure all equipment is returned and your office is left in an acceptable state. You will need to get the form signed by all relevant staff and your supervisor then return it to the Postgraduate Coordinator. Failure to do so may cause a delay in receiving information on your degree.


**Funding**

The Department has research funds available through Mason Trust for MSc and PhD thesis students whose home Department is Geological Sciences (pending approval of application). See [http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/](http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/) for dates, procedures and forms. See also Scholarships at UC [http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/](http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/) for information on the various scholarships UC students may be able to apply for.
Demonstrating

Demonstrating in labs and on field trips is available for those already enrolled or with enrolment in progress (pre-enrolled). Employment as a demonstrator should, however, not be seen as a ‘right’ but as a privilege, and a high standard and appropriate skills are expected.

Please first see the academic responsible for individual courses if you are interested in demonstrating.

Academic staff should then inform Rebekah Hunt that their approval is given and a link to a demonstrator contract will be sent to you via email. An employment contract must be signed off before employment commences.

Also note during the first laboratory session you will be inducted into that laboratory by the technician-in-charge of that area. Regulations covered in that induction are mandatory.
MSc Thesis Students

a) Prerequisites for MSc Part 1 are GEOL 351 and 352 (or equivalent field courses) and at least 60 points from GEOL 300 courses. The minimum acceptable qualification for entry to MSc 1 is a B average in the qualifying GEOL 300 courses. Master’s thesis work (MSc Part 2) usually follows a period of course work (MSc Part 1). Normally, the minimum acceptable qualification for progression from MSc Part 1 to MSc Part 2 is a B+ average in the qualifying GEOL 400 papers. It is possible to start MSc Part 1 at the beginning of the first or second semester. MSc Part 2 can be started at any time. The thesis for MSc Part 2 is 12 months long with due date calculated from the official start date.

b) Students with BSc Honours or the coursework of PMEG (Professional Master of Engineering Geology) or MDRR (Master of Disaster Risk and Resilience) may be permitted to enrol in the corresponding MSc degree by thesis only, and subject to the approval of the Dean of Science, students enrolled in the Postgraduate Diploma who have achieved a B+ average grade in their 400 level papers may transfer to the degree of MSc. Students enrolling in MSc by thesis only may start their studies at any time, subject to Head of Department approval.

MSc(DRR) students
The MSc(DRR) is a 12-month thesis-only programme equivalent to MScPart 2

MSc(Engineering Geology) students
The MSc(Engineering Geology) is a 12-month thesis-only programme equivalent to MScPart 2

Duration and Due Dates
The maximum time limit is 12 months from the date of first enrolment for MScPart 2. The maximum time limit for part time students is up to 24 months subject to approval by the Head of Department.

The Master's Thesis Lifecycle
Enrolment, registration and monitoring (progress reports) of master's thesis students occur at the Faculty/College level. http://www.canterbury.ac.nz/science/student-support/postgraduate-advice-and-forms/
Address applications for changes to enrolment (e.g., from full-time to part-time study; a suspension or extension; changes in supervisors) to Anna Chapman, Student Advisor, College of Science. anna.chapman@canterbury.ac.nz
Direct any queries regarding examination to the Postgraduate Office, who conduct the examination of master's theses.

1. Enrol
2. Supervisors
3. Thesis Proposal
4. Thesis registration/Research Proposal Application
5. Progress reports (every six months)
6. Place of Research and study
7. Research Talks
8. Thesis submission

1. Enrol
This is the starting point for becoming a MSc candidate. Enrolment establishes:
• A proposed senior supervisor
• A proposed initial research topic
• Expectations over frequency of meetings with proposed supervisor
• That there are suitable resources available to support the proposed area of research

2. Supervisors
For Masters students, the student will choose an appropriate senior supervisor based on their interests and chosen project. The candidate and Senior Supervisor will be supported by a Co-Supervisor and/or one or more Associate Supervisors, appointed by the Head of Department/s in consultation with the candidate and Senior Supervisor.
Members of the supervisory team, other than the Senior Supervisor, may be from outside the department/school in which the candidate is registered, and may be from another university or from outside the university system.
This will not be official and the student will not be approved into the MSc Research Projects paper (GEOL690, DRR690, ENGE690) until a satisfactory research proposal has been received and approved.

Postgraduate Student Guide 2018 13 GeologicalSciences
3. Thesis Proposal

The proposal needs to be submitted to the Postgraduate Coordinator in a reasonable time prior to the proposed start date for MSc Part 2. Students need, however to heed the deadlines for Marsden Trust applications. A fully signed off proposal is required before any applications to the Trust can be made. The proposal requires the approval of the Postgraduate Coordinator. For students starting a thesis mid-year it should be submitted by 31 May. If the research involves a contract with an outside party, it is a requirement that it be approved by both the Head of Department and the university before the research can proceed.

4. Thesis Registration/Masters Research Proposal Application

This form is to accompany the candidate's research proposal and be forwarded to the College of Science after it has been signed off by the Postgraduate Coordinator within two months of enrolment for the thesis work if full-time, or within four months if part-time.

(Please ensure copies of the Masters Research Proposal and Masters Research Proposal Application are also submitted to the Geology Postgraduate Administrator)

5. Place of Research and Study
MSc students require approval by the Dean of Science to work outside New Zealand and should obtain the “Application to Study (or conduct research) outside New Zealand” form from the College of Science.

6. Progress Reports
Following registration of the research topic the student must report on progress to the HOD/Postgraduate Coordinator via the Senior Supervisor. The reports are due six months following the start date. These reports are required for the duration of the thesis enrolment.


The candidate’s report should give:
- a summary of progress to date
- an outline of any difficulties experienced whether in respect of supervision, resources, or otherwise.
- an outline of the proposed programme for the next six months.

The Senior Supervisor comments on the student’s progress report after having read the student’s summary. The student then has the opportunity to read the Senior Supervisor’s comments and may add comment if s/he wishes. The Postgraduate Coordinator will then submit the candidate’s completed report to the College of Science.

(Please ensure copies of all of your reports are also submitted to the Geology Postgraduate Administrator)

7. Research Talks
It is a requirement that all postgraduate students (both MSc and PhD) undertaking a research project give at least one oral presentation of their work within the Department before the degree can be awarded. Masters students may choose to do this is at the one of the Department thesis seminar series held each year (usually May and October).

8. Thesis Submission

Student’s Tasks
- Ensure that you are enrolled and your fees are up-to-date.
- International students – contact the Enrolments Team to discuss your visa situation.
- Submit a PDF of your thesis to the Postgraduate Office who will send it to your thesis examiners. If you would like help on how to format your thesis take a look at the library’s webpage on the Format of a Thesis. (Please note: You can submit two soft-bound copies of your thesis to the Postgraduate Office if the format of your thesis is such that a PDF version is not appropriate. These copies will be sent to the examiners.)
- Complete the Thesis Declaration Form after discussion with your supervisors. As part of this process you are required to sign off that you’ve submitted your thesis through Turnitin (which checks for plagiarism). See the Turnitin Guidelines for further information.
- If needed complete and return the Co-Authorship Form
Senior Supervisor’s Tasks

- Complete the Supervisor certificate.
- Complete the Masters Examiner request form and return this to the Postgraduate Office.
- Before the thesis is sent out the student will also need to complete the Masters Examiner request form showing agreement of chosen examiners.

Thesis

Printing and Page Limits of Theses

A Master’s thesis should normally not exceed c. 175 A4 pages of text, which should normally be in 1.5 spacing, 12pt Arial/Times New Roman/Tahoma or equivalent font, and with 2.5cm margins. These pages include diagrams and tables but not reference lists of appendices. Master’s theses of excessive length may be penalized by examiners.

Additional information can be found in the Library’s guide to the production of theses: http://www.canterbury.libguides.com/theses

Including Publications in a thesis

The University of Canterbury does not offer a Master’s Thesis by publication. Including Publications in a thesis is however permitted as long as the thesis meets the required formal expectations of being a coherent piece of work. For more information, please see: http://www.canterbury.ac.nz/postgraduate/masters-study/including-publications-in-a-thesis/

Depositing Theses in the Library and Departmental Thesis Collection

- What Happens After You Submit Your Master’s Thesis
- Once your thesis has been examined and a degree awarded, the Postgraduate Office deposit a copy of your thesis in the University Library and it is available for public access.
- It is possible to embargo thesis for a period of time (usually no more than 24 months) if necessary (e.g., due to contractual arrangements with external agencies). Embargoes have to be agreed to by you, your supervisor, the Dean of Post-Graduate Studies and the University Librarian. Please note that embargoed theses have their title and author information available to the public during the embargo, but the files and the abstract are not available.
- For more information on the availability of theses for consultation and copying, and the related form and policy, see restrictions on the use of your thesis (Library website).
- You must also supply the Departmental with one digital and one paper copy of your thesis.

Restrictions on the Use of Your Thesis

- The Thesis Declaration Form that is completed and signed as part of the submission process (see the Postgraduate Studies website) outlines the conditions around the use of your thesis (consultation and copying) once it has been added to the UC Research Repository.
- If you intend to publish part of your thesis material, you may feel obliged to place some limitations upon its use. If this is the case, you should seek the approval of your supervisor who must also sign the form.
- Consult the Thesis Availability Policy for guidelines. Intention to embargo must be indicated on the Thesis Declaration Form. Any restrictions must be approved by the Dean of Postgraduate Studies and the University Librarian, who will also need to sign the Thesis Declaration Form.

Intellectual Property Rights and Publications

(Refer to the IP section of your Proposal) The Department of Geological Sciences strongly encourages students to publish the results of their thesis research. In many cases it will be appropriate for student and supervisor to publish the work under their joint names. It is strongly encouraged that the order of authors and possible inclusion of a member of the supervisory team follows internationally recognised and accepted guidelines like the ‘Vancouver protocol’. However, staff of the department do not claim automatic rights to co-authorship of publications arising from student thesis research carried out under their supervision. The Intellectual Property Guide is available at: http://www.canterbury.ac.nz/postgraduate/masters-study/policies-regulations-and-guidelines/ Candidates should make themselves familiar with the university’s “Thesis Availability Policy” which is available at http://canterbury.libguides.com/theses

Thesis Copyright

Codes of Practice


A student concerned about any matter in relation to the listed responsibilities should discuss the matter with the supervisor or, if more appropriate, the Head of Department or the department’s Postgraduate Coordinator.

All matters concerning the planning and execution of thesis work should be discussed in detail by student and supervisors at the commencement of the project.

Curation of Thesis Samples and Data

Students who collect samples that are difficult to recollect or are archival or are used in the definition of a unit, species, or time period are required to catalogue all their samples before leaving the department. See “Catalogued Collections” on the Department webpage for more information.

Information such as chemistry, isotopes, radiometric dates, and fossil identification can be entered into spreadsheets lodged on the K:\rock collection. This information should also be entered into the Fossil Record File or PETLAB data bases developed by GSNZ and GNS. See Chris Grimshaw ([chris.grimshaw@canterbury.ac.nz](mailto:chris.grimshaw@canterbury.ac.nz)) and Sacha Baldwin-Cunningham ([sacha.baldwin@canterbury.ac.nz](mailto:sacha.baldwin@canterbury.ac.nz)) for more information.

Sign Out Form

This is required by the Department to ensure all equipment is returned and your office is left in an acceptable state. You will need to get the form signed by all relevant staff and your supervisor then return it to the Postgraduate Coordinator.


Funding

The Department has research funds available through Mason Trust for MSc and PhD thesis students whose home Department is Geological Sciences (pending approval of application). See [http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/](http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/) for dates, procedures and forms. See also Scholarships at UC [http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/](http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/) for information on the various scholarships UC students may be able to apply for.

Demonstrating

Demonstrating in labs and on field trips is available for those already enrolled or with enrolment in progress (pre-enrolled). Employment as a demonstrator should, however, not be seen as a ‘right’ but as a privilege, and a high standard and appropriate skills are expected.

Please first see the academic responsible for individual courses if you are interested in demonstrating.

Academic staff should then inform Rebekah Hunt that their approval is given and a link to a demonstrator contract will be sent to you via email. An employment contract must be signed off before employment commences.

Also note during the first laboratory session you will be inducted into that laboratory by the technician-in-charge of that area. Regulations covered in that induction are mandatory.
PhD Students

To be enrolled for the PhD, candidates must normally have qualified for first or second class Honours for either the BSc or MSc. PhD students may start their studies at any time, subject to Head of Department and Dean of Postgraduate Studies approval.

Duration and Due Dates

A full-time PhD student normally will be enrolled for approximately 3 years with a minimum of 2 years, and normally a maximum of 4 years but can be extended to 5 years under extenuating circumstances. A part-time student will be enrolled for a minimum 3 years, and normally a maximum of 7 years. The nature of the examination is explained in the regulations.

The PhD thesis lifecycle

A PhD is a research-intensive degree that usually takes the equivalent of three to four years of full-time study. During this time students will work closely with their supervisory team. The exact nature of each student’s research is different but there are a number of stages that all PhD candidates must complete during the course of their study.

Every six months a PhD Milestone Report is required to be submitted. This marks a student’s progress towards the completion of the PhD degree. For some students, there is additional documentation required if changes arise in their study, such as changing from full-time to part-time or studying away from Christchurch. These additional documents can be found in changes to your doctoral studies.

The PhD lifecycle

1. Enrol
2. Doctoral supervisory agreement
3. Research proposal
4. Doctoral confirmation
5. Progress reports
6. Research talks
7. Thesis submission
8. Oral examination

1. Enrol
http://www.canterbury.ac.nz/future-students/apply-and-enrol/forms/
This is the starting point for becoming a PhD candidate. Enrolment establishes:
• A proposed senior supervisor
• A proposed initial research topic
• Expectations over frequency of meetings with proposed supervisor
• That there are suitable resources available to support the proposed area of research
• The application form can be found here.

2. Doctoral supervisory agreement
The Doctoral supervisory agreement form is submitted six months after you enrol. It confirms:
• The composition of the student’s supervisory team (minimum of two active supervisors)
• The endorsement of the student’s initial research proposal
• That resources are available to support the project

The form includes a supervisor agreement which sets out the expectations around:
• Roles of each supervisor
• Frequency of meetings
• Expectations over publications
• Issues related to intellectual property

It is completed by the student, senior supervisor, Department/School postgraduate coordinator and is submitted to the Postgraduate Office for approval by the Dean of Postgraduate Research.
3. Research Proposal


Your Proposal must be signed off by all Supervisors and a nominated Thesis Committee person. Someone who is not in your Supervisory team but who has some knowledge of your research field. (This person could potentially be the Independent Assessor for your Doctoral Confirmation.)

Your Proposal must be submitted on the official form to the Postgraduate Coordinator within 6 months of enrolling for the degree. The form is available on the department’s website at http://www.canterbury.ac.nz/science/schools-and-departments/geological-sciences/postgraduate-study-and-research/postgraduate-advice-and-forms/

If the research involves a contract with an outside party, it is a requirement that it be approved by both the HOD and the university before the research can proceed. In addition to the research proposal a 12 month oral confirmation presentation and confirmation report is required to be prepared and presented by the student. The presentation and report will be assessed. Continued enrolment in the PhD is dependent on this.

The research proposal for PhD students must be approved by the Dean of Postgraduate Studies.

(Please ensure copies of all of your reports are also submitted to the Geology Postgraduate Administrator)

Place of Research and Study

PhD students who are normally based in Christchurch that wish to study or conduct research away from Christchurch - either elsewhere in New Zealand or overseas - for a period of one month or longer must obtain the approval of the Dean of Postgraduate Research.

If you wish to study or conduct research away from Christchurch, you must fill out the Study outside of Christchurch form and send to the Postgraduate Office in advance of your departure. This form can be completed electronically and preference is for it to be submitted as an email attachment to postgraduate-office@canterbury.ac.nz International Students and New Zealand permanent residents should discuss their plans with the Postgraduate Office Staff as there may be visa and re-enrolment issues.

4. Doctoral confirmation


The Doctoral Confirmation Process involves the student:

- Submitting a written report to their department detailing progress to date and detailing the next steps in the proposed research. The exact nature of this document is determined by each department/school (this is due at 12 months)
- Giving an oral presentation on his/her thesis research and answering questions (this usually happens within two months of the written report being submitted)

The student’s performance on the above two components is evaluated by the supervisory team and at least one additional person. Written and oral feedback is given to the student. The Doctoral confirmation report form is completed by the departmental panel and submitted to the Postgraduate Office for approval by the Dean of Postgraduate Research.

The Dean may:

- Confirm the student’s enrolment;
- Support the student’s continued enrolment subject to certain conditions
- Discontinue the student’s enrolment

5. Progress reports


Doctoral progress report form is required to be submitted every six months (after Doctoral Confirmation) to report on what has been achieved. They plan upcoming milestones and aims, and identify any issues for discussion (with supervisors, Postgraduate Office, Department/School coordinators or the Dean of Postgraduate Research).

Effectiveness of progress reports depends on:

- Taking seriously the process of reflection and planning.
- Candid responses from all.
- A willingness to discuss and address any issues that arise through the process of reflection and planning.

The progress report form is completed by the student, supervisors and Department/School coordinator and is then submitted to the Post Graduate Office for approval by the Dean of Postgraduate Research. The Dean may:

- Confirm the student’s enrolment.
- Support the student’s continued enrolment subject to certain conditions.
- Discontinue the student’s enrolment.

6. Research Talks
It is a requirement that all postgraduate students (both MSc and PhD) undertaking a research project give at least one oral presentation of their work within the Department before the degree can be awarded. Masters students may choose to do this if at the one of the Department thesis seminar series held each year (usually May and October).

7. **Thesis submission**


**Student's tasks:**

- Ensure enrolment is complete and that fees are up to date.
- A PDF copy of the thesis and the completed [Thesis declaration form](http://www.canterbury.ac.nz/postgraduate/phd-and-doctoral-study/thesis-submission-for-examination-doctoral/) are required to be submitted electronically to the Postgraduate Office.
- International students are advised to contact the Enrolments Team to discuss their visa situation.
- Once examiners are nominated, a student is informed of their names and must submit a [Notification of Examiners Form (Doctoral)](http://www.canterbury.ac.nz/postgraduate/phd-and-doctoral-study/thesis-submission-for-examination-doctoral/) indicating that they are either happy with the examiners nominated, or wish to raise concerns. This form must be submitted to the Postgraduate Office before a thesis can be sent to the examiners.

**Senior supervisor’s tasks:**

- Complete the supervisor’s certificate.
- Complete the examiners’ nomination form and obtain Head of Department/School and student sign off.
- Inform the student of the names of the nominated examiners.

8. **Oral examination**


The oral examination is part of the formal process for awarding a PhD. It is usually conducted in person but can be done by video-link. The date of the oral examination is set at the time of submission of the thesis for examination and is usually three to four months from submission. The oral examination is an opportunity to discuss the thesis with knowledgeable experts (the examiners) who will clarify points raised in reports and establish amendments if required.

**The structure:**

- During the examination an oral chair, oral examiner and senior supervisor is present.
- Other members of the supervisory team are invited to attend, and the student can invite support person(s).
- The examination reports are released to the student and supervisor 5 – 10 days before the oral examination.

At the completion of the oral examination a recommendation is made to the Dean of Postgraduate Research. Typically some final amendments are required prior to the award of the PhD – the student will be notified of such requirements by the Postgraduate Office.

**Thesis**

**Including Publications in a Thesis**

The University of Canterbury does **not** offer a PhD Thesis by publication.

The University of Canterbury encourages thesis students to publish their research. The inclusion of already-published work and/or work submitted for publication within a PhD thesis is encouraged where appropriate.

Students are strongly advised to work closely with their supervisors to discuss any inclusion of publications within their thesis and the appropriate format in which to do so.

Please refer to: Including publications in a thesis

Depositig Theses in the Library and Departmental Thesis Collection

- Once your thesis has been examined and awarded a degree, the Postgraduate Office deposit a copy of your thesis in the University Library and it is available for public access.
- It is possible to embargo your thesis for a period of time (usually no more than 24 months) if necessary (e.g., due to contractual arrangements with external agencies).
- For more information on the availability of theses for consultation and copying, and the related form and policy, see restrictions on the use of your thesis (Library website).
- You must also supply the Department with one paper copy and one digital copy of your thesis.

Restrictions on the Use of Your Thesis

- The Thesis Declaration Form that is completed and signed as part of the submission process (see the Postgraduate Studies website) outlines the conditions around the use of your thesis (consultation and copying) once it has been added to the UC Research Repository.
- If you intend to publish part of your thesis material, you may feel obliged to place some limitations upon its use. If this is the case, you should seek the approval of your supervisor who must also sign the form.
- Consult the Thesis Availability Policy for guidelines. Intention to embargo must be indicated on the Thesis Declaration Form. Any restrictions must be approved by the Dean of Postgraduate Studies and the University Librarian, who will also need to sign the Thesis Declaration Form.

Intellectual Property Rights and Publications (Refer to the IP section of your Proposal)

The Department of Geological Sciences strongly encourages students to publish the results of their thesis research. In many cases it will be appropriate for student and supervisor to publish the work under their joint names. It is strongly encouraged that the order of authors and possible inclusion of a member of the supervisory team follows internationally recognised and accepted guidelines like the 'Vancouver protocol'. However, staff of the department do not claim automatic rights to co-authorship of publications arising from student thesis research carried out under their supervision. The Intellectual Property Guide is available at http://www.canterbury.ac.nz/postgrad/doctoral_students/policies.shtml or http://www.canterbury.ac.nz/postgrad/ma_students/policies.shtml

Candidates should make themselves familiar with the university’s “Thesis Availability Policy” which is available at http://canterbury.libguides.com/theses

Codes of Practice

The Department of Geological Sciences endorses the various responsibilities of the three parties as listed in the university guidelines and the Code of Practice, http://www.canterbury.ac.nz/postgrad/doctoral_students/policies.shtml or http://www.canterbury.ac.nz/postgrad/ma_students/policies.shtml

A student concerned about any matter in relation to the listed responsibilities should discuss the matter with the supervisor or, if more appropriate, the Head of Department or the department’s Postgraduate Coordinator.

All matters concerning the planning and execution of thesis work should be discussed in detail by student and supervisors at the commencement of the project.

Curation of Thesis Samples and Data

Students who collect samples that are difficult to recollect or are archival or are used in the definition of a unit, species, or time period are required to catalogue all their samples before leaving the department. See “Catalogued Collections” on the Department webpage for more information.

Information such as chemistry, isotopes, radiometric dates, and fossil identification can be entered into spreadsheets lodged on the K:ock collection. This information should also be entered into the Fossil Record File or PETLAB database developed by GSNZ and GNS. See Chris Grimshaw (chris.grimshaw@canterbury.ac.nz) and Sacha Baldwin (sacha.baldwin@canterbury.ac.nz) for more information.
**Sign Out Form**
This is required by the Department to ensure all equipment is returned and your office is left in an acceptable state. You will need to get the form signed by all relevant staff and your supervisor then return it to the Postgraduate Coordinator.

**Funding**
The Department has research funds available through Mason Trust for MSc and PhD thesis students whose home Department is Geological Sciences (pending approval of application).
- See also Scholarships at UC [http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/](http://www.canterbury.ac.nz/future-students/fees-and-funding/scholarships-at-uc/) for information on the various scholarships UC students may be able to apply for.

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Demonstrating in labs and on field trips is available for those already enrolled or with enrolment in progress (pre-enrolled). Employment as a demonstrator should, however, not be seen as a ‘right’ but as a privilege, and a high standard and appropriate skills are expected.
Please first see the academic responsible for individual courses if you are interested in demonstrating. Academic staff should then inform Rebekah Hunt that their approval is given and a link to a demonstrator contract will be sent to you via email. An employment contract must be signed off before employment commences.
Also note during the first laboratory session you will be inducted into that laboratory by the technician-in-charge of that area. Regulations covered in that induction are mandatory.
Part 4 – The Role of the College of Sciences

Anna Chapman is the Senior Academic Advisor and Bengu Korkut Yalcin is the Student Advisor. Both are located in the College of Science on the 1st floor, Okeover House (behind Matariki Building).

- As a general rule, Anna looks after postgrad students and Bengu undergraduate students.
- PhDs are administered centrally, at the Postgraduate Office located in the Matariki Building. Masters degrees are administered by the College.
- You will have departmental forms to fill in relating to your MSc as well as University forms. It is your responsibility to make sure that they are submitted to the College by the appropriate dates.
- There are a further two important forms that you will need to fill in:
- Other application forms that you may need to complete are: part-time enrolment, suspension of thesis, and extension of submission date. These applications should be discussed with your senior thesis supervisor prior to submitting the application.
- The University guideline forms for MSc students are located on the following website: [http://www.canterbury.ac.nz/postgraduate/masters-study/](http://www.canterbury.ac.nz/postgraduate/masters-study/)
- The University guideline forms for PhD students are located on the following website: [http://www.canterbury.ac.nz/postgraduate/](http://www.canterbury.ac.nz/postgraduate/)
- The application for approval and registration of your Masters’ research proposal must be done no later than:
  - 2 months from the date of enrolment for the thesis work for full-time Masters students and 4 months from the date of enrolment for part-time.
- Familiarise yourself with the Thesis Regulations; Code of Practice; Intellectual Property Guide found on the Student Administration Website: PhD and Theses.
- Ensure all sections and each question in the application form is completed.
- Complete the form as a professional task – do not ‘dash it off’.
- Attach your approved research proposal to the application form.
- The Senior Academic Advisor will contact you if there are any omissions or clarification is needed.
- The Thesis Progress Report is due is due six months after your registration (usually around 1 October).
- Your thesis submission dates, with and without eligibility for Honours, are inserted as a note on your academic record. Please check your academic record for this information.
- All matters related to fees are handled by Student Administration, at the Student Services Centre.
- Please note the "month of grace" for tuition fees was removed on January 21st 2016.
Part 5 – Health & Safety

Emergency contacts

NZ Emergency Services (Fire/POLICE/Ambulance)  Ring: 111
On Campus all emergencies  Ring: 6111
Off Campus or by cell phone  Ring: 0800 823 637
On Campus UC Security Inquiries  Ring: 6888
Off Campus or by cell phone  Ring: 03 364 2888

The Department’s Health and Safety policy meets our legal responsibilities as stated in UC Health and Safety policy documents and national Employment and Health and Safety regulations/laws. We are developing an environment in which our staff and students are informed, aware of their obligations and, willing to contribute to our stated goal of continually improving with respect to our performance regarding Health and Safety issues. All new and current staff, researchers and postgraduate students are required to undertake the College of Science's Health & Safety induction process.

Departmental induction
Planning a field trip?
Vehicle use, policies and booking
Departmental safety handbook

Need more information? Please contact:

Matt Cockcroft
Geomorphology Technician
Departmental Safety Officer
Ernest Rutherford 114
Phone: +6433695901
Internal Phone: 95901
matt.cockcroft@canterbury.ac.nz

Chris Grimshaw
Technician
Sedimentology & Palaeontology
Departmental Health & Safety Representative
Ernest Rutherford 264
Phone: +6433692054
Internal Phone: 92054
chris.grimshaw@canterbury.ac.nz
Geological Sciences Health & Safety Induction

All new Geological Sciences staff, Post Doc’s, long term visitors, and research students must complete and sign off the following induction form with their departmental host, Manager or relevant Health and Safety representative before starting work in the department. Completed induction forms to be returned to the Department’s Safety Officer (Ernest Rutherford Building - Room 114) for filing. Short term visitors are the responsibility of the person they are visiting; the host must make their visitor(s) aware of evacuation procedures, assembly areas, emergency numbers, and any local hazards.

□ Health and Safety Toolkit: The UC H&S Toolkit is THE source for comprehensive processes that comply with NZ H&S practice. It is on the UC staff intranet and available to anyone with a UC login.

□ Emergency procedures: Know the emergency and evacuation procedures for all venues you attend – see the UC Emergency Management web pages or signage and flipcharts placed around UC buildings. See UC Security for tips on staying safe on campus, including stranger danger and recommended walking routes.

Emergency Phone Numbers
- Dial 111 (all phones) for NZ Emergency Services (FIRE/POLICE/AMBULANCE)
- Dial 6111 (campus phone) or 0800 823 637 for UC Security for rapid response to all emergencies, in particular medical emergencies or defibrillator access via the University Health Centre. Sometimes there is a delay of Emergency Services, this is why it is essential to inform Security who can activate appropriate internal support; e.g.; UC Health Centre, Rescue Team, H & S, Incident Management Team. Non-emergency dial 6888.

If an alarm sounds evacuate through the nearest exit and proceed to the assembly area. For emergency evacuations UC has a system of designated wardens and assembly areas:

- In a FIRE evacuate the building by the nearest EXIT and assemble at the relevant location in the table below.
- In an EARTHQUAKE drop, cover, & hold while the ground is shaking, then evacuate to the relevant location in the table below. Here you will receive advice/instruction from the Community Support Group, Security or other officials as to whether you should continue on to meet at Ilam Fields.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Assembly Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ernest Rutherford</td>
<td>James Hight Plaza between the Library and Matariki</td>
</tr>
<tr>
<td>West</td>
<td>Grass area at the southern end of the building – opposite the Erskine Building</td>
</tr>
</tbody>
</table>
Who are the wardens for Geological Sciences? A full list is maintained on the central UC H&S Toolkit.

- Ernest Rutherford Building Warden – Rob Spiers Room- 209A
- Floor Wardens:
  - West Building:
    - Level 3: Rebekah Hunt, Clark Fenton
  - Ernest Rutherford Building:
    - Level 1: Rob Spiers, Matt Cockcroft, Sacha Baldwin
    - Level 2: Chris Grimshaw, John Thyne

In LECTURE THEATRES the lecturer at the time of an alarm assumes the role of Warden and must be familiar with theatre evacuation procedures. This involves clearing the room and reporting to the evacuation control point.

Who are the first aiders in the department: A full list is maintained on the central UC H&S Toolkit.

- The majority of our staff and many post graduates have completed first aid courses and/or outdoor first aid courses.

Who is the Departmental Safety Officer (DSO)?

- Matt Cockcroft (Ernest Rutherford Building, Room114, Ext 95901)

Who is the H&S Rep?

- Chris Grimshaw (Ernest Rutherford Building, Room264, Ext 92054)

College of Science and Dept. of Geological Sciences H&S Plans. Both the College of Science and the Department of Geological Sciences develop a new H&S Plan at the beginning of each year. Copies of the College’s operating H&S Plan will be posted on each of the Department’s H&S notice boards located on each floor at the south end of the corridor. Staff and students in Geological Sciences will be engaged in the development of each new plan. Once completed and signed off, ALL staff, associates and postgraduate students will receive a copy of same via e-mail. An electronic version of the plan is available on the ‘K’-drive under ‘Safety’.

Event reporting (incidents/near miss/injury/illness/discomfort and pain/ serious harm): Forms are available for completion from the photocopier/mailroom room or from the UC H&S Toolkit. Once completed please give to the Department Safety Officer for signoff, the completed forms are then forward to UC H&S central. Please report immediately possible Serious Harm (contact the Departmental Safety Officer who will then communicate with the University Health and Safety Manager for appropriate action).

Hazard identification & management: The purpose of hazard management is to prevent harm or damage to people, plant or property by effectively identifying hazards and applying appropriate controls to eliminate (E), isolate (I), or minimise (M) the hazard. This applies to all employees, self-employed people, contractors, students and other visitors. All staff and research students are encouraged to report to Department Safety Officer, H&S Rep, or a member of the Safety Committee, any perceived or suspected hazardous situation or practice, including a “Near Miss”! A Hazard Form, available from the UC H&S Toolkit, should also be completed and returned to the Department Safety Officer. An annual or 6 monthly, work area Hazard ID is initiated by the DSO in April/September each year; continuous Hazard ID is a part of new equipment purchase; new environment or task and the Field Activity Planning process.

- All electrical appliances must be tested and tagged before use.
- Access to the Labs and Workshop is restricted and must be authorised by the appropriate lab manager.
- Field Activities ranging from group coursework to sole independent research require a plan and notification of intentions (relevant documentation available from the H&S Web page and Department Safety Officer).
- The Geological Sciences Safety Handbook contains accumulated wisdom on safety issues, the College of Science Safety Manual contains more generic safety information; the UC H&S Toolkit contains comprehensive H&S information and guidelines.
- UC is an open campus so lock your office and secure your valuables against stranger danger and theft.

Employer/employee responsibilities: The following extract is from the UC H&S Policy dated April 2016. The UC Policy Library also covers Code of Conduct; Campus Drug and Alcohol Policy; Electrical Safety; Harassment; Smoke Free Policy, and many more.

Health and Safety Roles and Responsibilities

Roles and responsibilities for health and safety matters have been significantly changed with the introduction of the Health and Safety at Work Act 2015 (New Zealand Legislation website). Every member of the University community has a responsibility to maintain excellent health and safety practice; this
responsibility increases incrementally through the levels of the line management structure.

**Officers’ Responsibilities**
The University Council, the Vice-Chancellor, and members of the Senior Management Team (SMT) within their areas of responsibility each have the following, heightened responsibilities as officers under the Act:

- Acquire and keep up-to-date knowledge of health and safety matters for the University.
- Understand the nature of the University's operations and of the associated hazards and risks.
- Ensure the University has appropriate resources and processes to eliminate so far as is reasonably practicable, or minimise so far as is reasonably practicable, risks to health and safety.
- Ensure that the University has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information.
- Ensure the University has, and implements, processes for complying with any duty or obligation.
- Verify the provision and use of the above resources and processes through reviews and audits.

**Workers’ Responsibilities**
University staff and contractors (including sub-contractors) have the following responsibilities:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply as far as he or she is reasonably able with reasonable instructions given by the University in relation to health and safety.
- Cooperate with the University’s policies and procedures relating to health and safety.

The effective delivery of this policy requires everyone to accept a personal responsibility for health and safety. The University will provide professional and competent support and advice to all members of its community.

**Duties of other persons at workplace**
Other people at the workplace, including adjunct appointees, student interns, volunteers or any other person must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the University in relation to Health and Safety.

☐ **The process for employee participation**: H&S Representative nominations and elections are held by UC H&S central in June/July each year, for a 3 year term. See the Combined Unions & University of Canterbury Agreement on Employee Participation in Health and Safety in the H&S Toolkit> under Reps & Committees.

☐ **Information about H&S forums/committees**: Geological Sciences H&S committee meets quarterly, minutes are published on the staff intranet and presented at All Staff Meetings (ASM) by Chair of H&S committee or DSO. H&S is an item on the agenda for all ASM meetings. The College of Science Committee meets up to six times a year. Minutes of these meetings can be found in the UC H&S Toolkit.

☐ **H&S culture**. In this Department we encourage staff/students and visitors to actively participate in and contribute to our desire to do things better with respect to H&S. As a result of life experience, observations both within UC and externally relating to H&S practice individuals will be in a position to initiate positive change with respect to the way we do things. Talk your good idea/observation over with either the Dept. Safety Officer or the H&S Rep. Good ideas can lead to better practice.

☐ **Rehabilitation and designated roles and responsibilities**:
Rehabilitation for work and non-work injury/illness will be addressed in discussion with the Head of Department and Central Human Resources (HR) and H&S advisors, as required, depending on nature of injury and duties. There is also an Employee Assistance Programme – see the HR Toolkit.

☐ **Work injury claims process**: Everyone in New Zealand is eligible for comprehensive injury cover, no matter how the injury happened or where (at work or home). Get medical attention asap if necessary; file a UC H&S Event form (available from the UC H&S toolkit) within 24 hours if the injury is work related an investigation and remediation will follow as required; claim for treatment via Accident Compensation Corporation (ACC) – and provide a medical certificate to the University of Canterbury. All medical information will be filed with HR on a medical file, this file can be reviewed by the staff member at any time and corrections can be requested if required.

In the event of a dispute regarding injury compensation or the rehabilitation process, staff are entitled to a process of review and appeal. Applications to review an ACC decision can be made on the ACC website [www.acc.co.nz](http://www.acc.co.nz). A further appeal of this
review can be made within 28 days to the District Court. Advocates are available to help you through these and other processes at ACC. For full and up-to-date details visit the ACC website www.acc.co.nz.


- Workplace tour please familiarise yourself with the location of:
  - Toilets/sink.
  - Fire extinguishers, fire hoses/ fire blankets, fire exits, exits, break glass alarms.
  - Assembly point (where to go if evacuating).
  - Drinking water.
  - First aid kit locations.
  - Workplace hazard signs and what they mean.
  - Dangerous areas in the workplace (slips, trips, falls).
  - Introduced to the Department Safety Officer/H&S Rep/Building Warden.

- Will you be using a University Vehicle? Yes / No
If Yes please read and sign the Vehicle Use Policy available from Sacha Baldwin (Ernest Rutherford Room 105). Always follow university and department procedures when using department vehicles. The policy applies to all vehicles operated by the department, including "research vehicles" dedicated to particular projects, vehicles loaned from other departments, or hired for departmental business from commercial rental companies.
Please sign and return to the Geological Sciences Department Safety Officer

Geological Sciences Health & Safety Induction Sign Off

In signing this document I acknowledge that I have worked through the Geological Sciences Health & Safety Induction and understand and accept our shared responsibilities.

Employee/Visitor/Research Student Name: __________________________________________

Employee/Visitor/Research Student Signature: ______________________________________

Employer/Management Representative Name: _______________________________________

Employer/Management Representative Signature: ________________________________
Part 6 – Department Facilities and Services

As part of your studies, the Department supplies free the use of equipment, chemicals, glassware and most other day-to-day items required, however, in cases where consumable costs are large, there is an expectation that alternative funding sources will be organized by you or your supervisor. Paper (for use with the Department’s printers), letterhead paper and envelopes for official mail only are also provided.

Desk Space in Department
Masters II and PhD students are offered desk space within the Department. These rooms which house a large number of students are for quiet study only. Meeting rooms and informal spaces are available for discussions.

Access and Keys to Department
You will have access to the Department (excluding most research labs) at all times. All students will be provided with access via their Canterbury Card, which will operate doors in the buildings. Most doors in Ernest Rutherford have swipe access, including student study spaces. However there are some labs which retain key access. This system is new and different from previous Geological key systems. By enrolling as a Postgraduate you should have a basic swipe access to the departmental spaces you require. There will be additional swipe accesses and keys you will need. For the allocation of these see Rob Spiers (Ernest Rutherford room 109A).

He will supply the necessary signed approval form, then an electronic request for that access key will be sent by Rob to Facilities Management. You will receive a notification from Security that the key is available for collection from the Student Service Centre. A refundable deposit of $35 for each key issued is required. Should you need access to some other part of the Department for specific purposes, see the relevant Laboratory Manager. If another key is required see Rob Spiers. At the end of your studies all keys must be returned to Security at Ilam Road, at which time your deposit(s) will be refunded.

Ordering Supplies
Ordering of chemicals, small items of equipment etc is the responsibility of Rob Spiers and/or the relevant Laboratory Manager. To make any purchase you must obtain permission from your supervisor. They will either arrange the order themselves, or ask their technician to do it. Note many items are not held in stock locally, you must anticipate delays in delivery.

Use of Laboratories
If you need to use laboratory facilities within the Department, permission and induction must be obtained from the manager of that facility. You will also need to have a discussion with the Laboratory Manager about the equipment/ procedures you wish to use (this introductory meeting should have occurred as part of the completion of your thesis proposal). Use of a laboratory in another Department of the University, or outside the University campus, must be negotiated by your supervisor.

Borrowing Equipment, Glassware, Reagents, and Books etc
Equipment, glassware, chemicals, other reagents, books and any other literature must not be shifted or moved from a laboratory without agreement from the Laboratory Manager or the technician in charge of that facility/workspace/equipment. The loan will be recorded and you must return the item by the required date. Some staff may be kind enough to lend you personal books, reprints and other literature etc. Don’t abuse this generosity; return the item immediately, otherwise you may spoil the opportunity for future students.

Department of Geological Sciences Rules for Vehicle Use
An approved user will be required to read, complete and sign UC ‘Conditions of Use of UC Vehicles’ which can be found in the UC Policy Library. Hard copies are also available from Matt Cockcroft, Cathy Higgins, Sarah Pope or Sacha Baldwin.

The Department is offering a driving instructor to induct new drivers. This requirement will be for everyone planning to drive in the field, especially if intending to drive students on field trips in the future.

Approved drivers must hold a clean, current, full New Zealand driver’s license (provisional or restricted licenses are not acceptable). Overseas licenses are only valid for 12 months and these must be in English. A register of approved users will be maintained by the
technicians-in-charge of field trips. Students must have permission from the supervisor/trip leader every time they use a department vehicle.

When a vehicle is legitimately booked (an approved user has nominated appropriate dates in the booking schedule), this booking has priority over all other users! In rare circumstances, it may be that the HOD has to over-ride such a booking. If booking is no longer required, then that booking must be cancelled as soon as possible. Vehicle bookings are the user’s responsibility. UC Fleet vehicles are booked via the UC Intranet.

If the fuel gauge indicates the tank as half full or less, then fill it up.

Rubbish must be removed prior to the vehicle being returned to the UC Pool or the Department.

All staff/students wishing to use the 4-wheel drive for that purpose (once you drive off a formed road that is part of the national network), will have to have completed a Dept. approved 4-wheel drive course (certificates for courses other than UC sanctioned training may be recognized).

Have you completed a Field Activity Plan? Have you completed a ‘Field Work Intentions’ form?

Report all damage/problems to Matt, Cathy, Sarah or Sacha. Accidents, incidents and near-misses must also be reported to FM vehicle pool and H&S central.

Vehicles may not be taken home at night. UC pool vehicles are GPS tracked, position and speed are recorded and may be reviewed later. UC may contact you if speeding over a threshold limit.

General
» Fines and penalties are the driver’s expense.
» Vehicle maintenance and security are the driver’s responsibility.
» Do not overload vehicles or trailers. Trailers’ loads should be evenly distributed, although a small excess loaded in front of the axle is acceptable.
» Double check trailer connections and safety chain; make sure indicators and brake lights work.
» No alcohol to be consumed on board and no domestic animals are allowed in UC vehicles.
» UC campus and vehicles are NOSMOKING environments.
» Carry chains (in winter months especially), take instruction about fitting these before you leave campus.

Use of Telephones

Telephones are located mainly in staff offices and research laboratories. Phones may be used in your research laboratory or study area for official university business only.

Personal locator beacons are now available. If (as is very likely) you will be unable to call out using a cell phone or landline, you MUST take a locator beacon with you (talk to Cathy Higgins or Sarah Pope). Always obtain permission to enter private property, and follow the recognised procedure for visits to quarries etc. Be careful to report your return after completion of work.

You MUST take with you sufficient appropriate first aid materials, preventives and medicine for conditions such as asthma, migraine, bee-sting reaction, sunburn, allergies etc.

Electronic Mail (Email)

This is provided through the University Information Technology Services and can be accessed using your University code. You must observe the University “Computer Use Policy and Procedures” when you use computers/email on campus. This information can be found at the following website:

http://www.icts.canterbury.ac.nz/department/policies/

To access your e-mail log in with your user code to http://www.canterbury.ac.nz/currentstudents.shtml

The Mail System

The shared Department mail facility is on Level 1, West Building (Brown Box). Mail is delivered and collected daily at 9.15 am. Incoming student mail is placed in the pigeon holes beside room 311. Outgoing mail is posted in the orange mailbox located on Level 1. Place all external, and internal (i.e. University) mail in the same box. Official University external mail and internal mail does not require a stamp. Private letters may be posted in the “external” mail box, but have to be stamped.

Computer Facilities

John Southward is the Departmental Computer Technician and all questions should go directly to him, Room 263A (Ernest Rutherford Building). The Department maintains computing facilities on level 2 of the West Building. The main computing laboratory is a facility shared with students from the Geography Department and is located in Rm 211/A and includes printing facilities. Two more small specialized computing suites are available. ‘Seismic Interpretation’ is located in Rm 203 and ‘Geological Modelling’ (Rm 204), this suite includes an A4/A3 flatbed scanner 35mm transparency scanning facilities are available on request from John Southward. All of the computing facilities contain CD and DVD recorders.

Software applications range from specialized image processing, and engineering geology applications, through to GIS/CAD.
Applications to the more generic draughting programmes and everyday applications such as Microsoft Office Suite programmes, ArcGIS, AutoCAD, Corel Draw, Surfer, Grapher are some of the more popular applications we currently have deployed.

Computers may be used at any time of day and are reserved for department students. Be mindful that in the case of the main GIS lab (Rm 211/A) you will be sharing with Geography students. Please do not invite others to use our computers and printers since the department has limited supplies, space and facilities. No formal booking is necessary, but should congestion arise please discuss this with John Southward (Rm 263A, ext. 94364). There will also be times when the facilities will be unavailable as they are required for frequent teaching use by both Geology and Geography Departments. When using the computers after hours, please carry identification as you could be approached by a security officer. Problems arising from the use of computers are to be directed to John Southward.

The department provides generic and specialist applications and software for postgraduate student use on departmental computer laboratory and other departmental owned machines. In the case of PhD students the department can provide a desktop IBM-PC compatible machine that is tailored to the student’s individual requirements. Other postgraduate students need to make a case for such a purchase and will typically only be granted in cases where exceptional use of computational facilities can be demonstrated as essential to their coursework in such a way that said use would impede upon our general facilities.

In either case any postgraduate students requiring University-licensed software must make a case for doing so. Some applications can readily be provided under existing licensing agreements whilst others must be purchased individually. In both cases such software can only be installed on University owned hardware.

The department otherwise encourages students to use their own personal computers on campus so long as in doing so they respect the rights of others and follow the University’s acceptable use guidelines with respect to computer systems. The department will also in such cases (where available) arrange connection of machines that meet our guidelines to the University network, thereby providing Internet/Email and network Printing/Shared File access in each case. Note that the department is unable to provide University-licensed software for use on privately owned machines.

The department currently has a zero tolerance policy with regard to misuse of the department computing facilities. This means that anybody caught misusing the systems, this includes playing games, eating and drinking where it is clearly marked not to do so, or any other inappropriate use of the computing facilities will result in immediate expulsion from those facilities and the offending person(s) account(s) will be immediately removed from our systems. If you witness any such misuse of the departmental computing facilities please report this to John Southward as soon as possible.

The department network computer disc systems are not to be used to store MP3’s, videos, games or other non-work related materials. Any such files found will be deleted immediately without question and offending students may have their internet/printing allocation cancelled. If you are going to store such files anywhere please store them on your own discs and not on communal network disc facilities.

Printing Facilities

Printing facilities are currently charged at the following rate: 3c/page, BW or 8c/page colour. The department has in-house facilities to print in colour on paper sizes in excess of A0 size (up to 42” wide), charging for the use of such facilities is to be worked out at the time, but is far cheaper than any commercial rates. In addition, the University provides 100GB/month internet data to all postgraduate students at no charge. Please contact John Southward for further information.

Students are reminded to maintain their computer accounts balances via the central ITS department’s “myUC” system or from any of the EFT-POS based terminals on campus. Failure to do so will cause your account to be suspended if overdrawn.

Library Facilities

The purchases made by the Central Library are recommended by the Department of Geological Sciences. Kari Bassett is the Library Liaison. If you have any books or other resources that you would like to see purchased please send the full citation to her. Geological and topographical maps and aerial photographs will be housed in Room 263B in the Ernest Rutherford Building and are overseen by Anekant Wadres (Room 263C). They are only to be used for work related to your study and research and must be signed out with Anekant (a sign-out folder is provided). Do not write on maps! Note if you remove any aerial photographs from the Departmental collection you MUST insert a card into the vacated spaces in the collection. Such a card will list your name, the photograph number and date of removal. This is a valuable resource and if access is abused, we will make the collection secure to the extent that you require staff assistance to view.

Department copies of GEOL, ENGE, HAZM, DRRE and ENVR theses and honours projects are administered by Janet Warburton (Room 335). These are available for consultation, but must NOT be taken out of the Department building or loaned to third parties. All theses must be signed out and in with Janet.

Printing and Photocopying

Photocopying is available within the Department. The student photocopier is located on the 3rd Floor in West. Students use their Canterbury Card for this. Please refer to current pricing at http://www.ucprint.canterbury.ac.nz/copycentre/

University Stationery

Should you need to mail letters or parcels on official university business, permission must be obtained from your supervisor. The
University Mail Room requires that his/her name and Department is written on the envelope (above the University insignia) to identify the sender.

**Department Administrative Services**

The Department currently has one full-time and one part-time administrative staff: Rebekah Hunt and Janet Warburton (part-time). They will handle and direct your general enquiries.

**The Tea/Coffee Room**

The staff tea room is Room 328 (West Building). All postgraduate students are welcome to use this facility, and to take this opportunity to meet and talk with staff. Tea/coffee is supplied free for the morning (10.30 am) and afternoon (3.30 pm) breaks and at lunch (12.30). Note this is a dual purpose facility, seminars and meetings are also occasionally held in 328. If you are running a meeting/seminar which results in the tea/coffee making facilities being unavailable to staff, then you have an obligation to inform all staff of this fact.

At all other times students must supply their own requirements. This room must be left clean and tidy at all times. You may use the microwave (for heating food only, NO COOKING OF MEALS) but it must be cleaned after each use. This is a room for staff and students of the Department ONLY.

After hours use of this room for non-Departmental purposes requires permission of the Head of Department. Please remember ‘cleanliness is next to godliness’.

**What the Department does not supply**

The Department does not provide any stationery items e.g. pens, pencils, paper, index cards and computer disks. All items required in the production of a thesis, essays reports and other daily work are the students’ responsibility.

Private phone calls are not permitted on university phones at any time of the day.

Private use of the FAX is not permitted.

Students do not have access to computers or printing facilities in the Department of Geological Sciences administrative office. The staff photocopier (located opposite Room 310) is not available to students.

Students may not use University envelopes, letterhead or other stationery items for private communications.
Part 7 – Useful Websites

This is a short list of selected web sites that might be of interest to you. Also summarised are the University of Canterbury web pages listed in this document relevant to your postgraduate degree and your thesis.

Relevant Organisations in New Zealand

- Geoscience Society of New Zealand
- The Royal Society of New Zealand
- GNS Science Ltd
- NIWA – National Institute of Water and Atmospheric Research
- Earthquake Commission (EQC)
- Antarctica New Zealand
- The GeoNet Project - Monitoring geological hazards in New Zealand
- New Zealand Geotechnical Society
- Investigating Earth’s History – An oceanographic expedition in New Zealand
- New Zealand Society for Earthquake Engineering Inc.
- Internet version of the New Zealand Topographic Database (NZ Topo)
- MCDEM Regional Councils CDEM Groups
- Joint Centre for Disaster Research
- Community Resilience (NZ)
- Centre for Disaster Resilience, Recovery and Reconstruction (CDRRR)
- Resilient Organisations
- Resilient New Zealand
- International Centre of Excellence in Community Resilience

New Zealand Journals

- New Zealand Journal of Geology and Geophysics
- Journal of the Royal Society of New Zealand

University of Canterbury

- Geology portal of the University of Canterbury library
- Postgraduate Studies
- Student Support
- Library theses Guide