

# INDUCTION CHECKLIST

## What you need to do

### Pre-Arrival

Have you:

	Researched relevant web pages to find out more about the university, the department you will be studying with ( <a href="#">Appendix 1</a> ) and the campus you will be studying on ( <a href="#">Appendix 2</a> )
	Identified where your department is within the university ( <a href="#">Appendix 2</a> )
	Sent your supervisor your profile - This is a simple photo and paragraph about yourself and your research interests that your supervisor can share with others in your department. You should send this a couple of weeks before you arrive.
	Organised accommodation and researched related relevant living information ( <a href="#">Appendix 2</a> )
	Looked at all sections of the <a href="#">Provisional Registration form</a> . This is the form that you must complete <b>with your supervisor on arrival</b> to be enrolled in your programme of study. By familiarising yourself with it beforehand means you will be more prepared to have the relevant discussion with your supervisor when you arrive, allowing you to complete it and enrol more promptly.
	<a href="#">Applied for a Student Identity Card</a> . (You should start this process now to avoid delays though you will not actually receive the card until you are enrolled.)
	Advised your supervisor of your intended arrival time to ensure that he/she is on campus and available
	<p>Provided the following information to the Graduate Research School (<a href="mailto:doctoral.applications@massey.ac.nz">doctoral.applications@massey.ac.nz</a>) <b>at least one month</b> before you plan to travel.</p> <ul style="list-style-type: none"> <li>• Name/Student ID</li> <li>• Date of arrival in New Zealand.</li> <li>• Flight details (please note transport to the campus is not provided)</li> <li>• Are you travelling alone? If no, who will be accompanying you (this will help International Student Support provide you with important information).</li> </ul>

### On arrival (within first two weeks)

Have you

	Visited the <a href="#">International Student Support Office</a> and had your <b>Student Visa sighted</b> (This is a requirement before we can enrol you). The International Student Support Office will provide all the necessary information to ensure you know all you need to know about living in New Zealand and studying at Massey.
	Completed the enrolment process (Completed the Application for <a href="#">Provisional Registration Form</a> <b>with your supervisor(s)</b> ). <b>Please note: to be covered by the standard Studentsafe insurance offered through Massey you must be enrolled within 31 days of leaving your country otherwise you need to purchase additional insurance</b>
	Supplied any outstanding documents where applicable (These will be listed on your Offer of Place) – See Campus Information Services as to where you can submit these documents
	Paid any outstanding fees
	Visited your department
	Picked up your Student ID card (Go to your campus <a href="#">ISSO Office</a> )
	Found when the next Graduate Research School Induction Workshops are running which you can attend after enrolling. For 2016 there will be an induction on 15 <sup>th</sup> -16 <sup>th</sup> Nov. For further details please contact <a href="mailto:A.Boniface@massey.ac.nz">A.Boniface@massey.ac.nz</a> or <a href="mailto:M.D.Murrie@massey.ac.nz">M.D.Murrie@massey.ac.nz</a>

## What/Who you need to know

### A. Information relating to your doctoral study

The Graduate Research School will provide administrative support throughout your time as a doctoral candidate.

If you have questions about your admissions application please contact the Admissions Team ([doctoral.applications@massey.ac.nz](mailto:doctoral.applications@massey.ac.nz))

Once you are enrolled if you have questions about your candidacy, you can email [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz)

The Dean of the Graduate Research School and Researcher Development has oversight of the Graduate Research School and can be contacted on [Dean-GRS@massey.ac.nz](mailto:Dean-GRS@massey.ac.nz)

It is really important that you are familiar with the Doctoral Web Book as this outlines all you need to know about your degree, including your responsibilities as well as your supervisors' and Head of Department. It is also important to familiarise yourself with relevant policies and regulations.

[Doctoral Web Book](#)

[Doctoral Regulations](#)

[Doctoral Administration forms](#)

Policies

[Code of Responsible Research Conduct](#)

[Code of Ethical Conduct](#)

[Student Grievance Procedures](#)

[Pastoral Code of Practice](#)

### B. People and resources/facilities in your academic unit

**Below is a suggested list of people to introduce yourself to in your academic unit**

Primary Supervisor and co-supervisors (once they have been agreed, a requirement of provisional registration)

Postgraduate Administrator in your department

Head of Unit/ Postgraduate Director in your department

Academic staff with similar research interests

Postgraduates working in similar areas

Technical/computer support people

Your supervisor or the Postgraduate Administrator in your Academic Unit may organise an induction for you.

This might include access to facilities etc. some of which are listed below. Practices around inductions and what candidates have access to do vary across the university

- Desk/study space
- Access to a computer (if not using own laptop) and relevant software
- Set up of email account and forwarding if you use a staff or personal mail address
- Set up of relevant mailing lists
- Swipe card and PIN code
- Printing and copying access
- Lab facilities (where applicable) and appropriate induction
- Staff/student common room
- Postgraduate research groups within the department
- Any clubs/societies or social events that might be offered in the academic unit
- Location of Fire Wardens in area
- Location of First Aiders in area
- Parking (where applicable)

## C. Academic and other support services across the university

### **Academic Support**

Have you familiarised yourself with important services

The university has a range of services provided to support students in their studies. Some of these provide academic support through individual appointments or workshops such as the library and Centre for Teaching & Learning. You may need to seek advice about scholarships or ethics approval if your research requires this. There are also a range of services that support your health and well-being, and integration into campus life.

#### Library

[Library locations](#)

[Training/Tours](#)

Library consultants – [Subject Librarians](#)

[Theses/Databases/Research Archives](#)

[Guide to presentation of theses](#)

#### Centre for Teaching & Learning

[The Online Writing and Learning Link](#)

#### Statistical Consultancy Service

[Information Technology Services \(ITS\)](#) (helpdesk contact details)

[Scholarships Team](#)

[Ethics Team](#)

### **Other support services**

#### International Student Support

[Careers](#)

[Health, Well Being](#)

[Disability](#)

[Chaplaincy/Muslim Centre](#)

[Recreation Centre](#)

[Fale Pacifika](#)

[Maori support](#)

Student Association

[ASA - Auckland](#)

[MUSA – Palmerston North](#)

[MAWSA - Wellington](#)

[Accommodation/Hall of residence](#)

[Auckland](#)

[Palmerston North](#)

[Wellington](#)

[Harassment](#)

[Massey Contact / Campus Information Services](#)

[Printery](#)

# Appendix 1

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Research Links:

[Massey Business School](#)

[College of Creative Arts](#)

[College of Health](#)

[College of Humanities and Social Sciences](#)

[College of Sciences](#)

General College Links:

[Massey Business School](#)

[College of Creative Arts](#)

[College of Health](#)

[College of Humanities and Social Sciences](#)

[College of Sciences](#)

# Appendix 2

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## [Campus Maps](#)

<a href="#">Auckland</a>	<a href="#">Palmerston North</a>	<a href="#">Wellington</a>
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## [International Student Support Office](#)

Auckland	Palmerston North	Wellington
Albany International & Migrant Student Office	Palmerston North International Student Support Office	Wellington International Student Support Office
Campus Information Services East Precinct Quadrangle Bld A Level 1, Gate 1	Turitea Campus Registry Building Level 2 (Ground Level)	Student Central Block 4 (Ground Level)
+64 9 414 0800	+64 6 951 7787	+64 4 801 5799
	<a href="mailto:isspn@massey.ac.nz">isspn@massey.ac.nz</a>	

## [Campus Information Services](#)

Auckland	Palmerston North	Wellington
Campus Information Services	Campus Information Services	Campus Information Services
East Precinct Quadrangle Bld A Level 1, Gate 1	Registry Building Level 2 (Ground Level)	Student Central Block 4 (Ground Level)
+64 9 414 0800	+64 6 356 9099	+64 4 801 5799
Free Phone – 0800 627 739 E-mail - <a href="mailto:contact@massey.ac.nz">contact@massey.ac.nz</a> Web Chat – <a href="http://chat.massey.ac.nz">http://chat.massey.ac.nz</a> Free Text - 5222		

## [University Accommodation](#)

<a href="#">Auckland</a>	<a href="#">Palmerston North</a>	<a href="#">Wellington</a>
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## [Graduate Research School](#)

Research and Enterprise

Physical Address	Postal Address
Graduate Research School Research and Enterprise Courtyard Complex Tennent Drive Turitea/Manawatu Campus Palmerston North 4474 New Zealand	Graduate Research School Research and Enterprise Massey University Private Bag 11 222 Palmerston North 4442 New Zealand