



The UC PhD lifecycle

Also refer to the “Welcome to your Masters thesis year” document.

Many of the comments and suggestions made in this document, particularly as they relate to supervision and keeping track of your progress, are equally useful for a PhD thesis. Please read this document in conjunction with this lifecycle guide (but remembering that the milestones & forms that are specified are for a Masters degree).

When you have completed the enrolment processes for a PhD WRM at UC, you are good to go. Here is what is will happen next;

1-3 months after enrolment

You should prepare a brief **RESEARCH PROPOSAL** (max 1500 words, not including references) that will be handed in to the **WCFM Administrator**. Give yourself time to run this by your supervisors for their comments and incorporate their feedback. Note the deadline for this is 3 months. The format for this proposal is flexible, but it should be written in such a way that it can be understood by someone outside your immediate field, and include the following;

- An overview of the water management issue
- Where the gaps in knowledge are
- Your research hypothesis or question
- Your objectives for the research (how you will go about answering the question)
- Application of your proposed research outcomes to freshwater management
- A place for three or more signatures (and dates): for you, your supervisors and the WCFM Director or PG Co-ordinator to approve your research proposal.

6 months after enrolment

You will need to submit a signed, finalised **DOCTORAL SUPERVISORY AGREEMENT** form to the PG office.

This document and others are available on the UC PhD webpage:

<https://www.canterbury.ac.nz/postgraduate/phd-and-doctoral-study/>

12 months after enrolment.

The formal **PhD CONFIRMATION** process happens at this time. A written report (preferably the first chapter of your PhD as well as a literature review and proposed methodology) and an oral presentation of your research will be made to a panel, which includes your supervisors, the Director of the WCFM and an external assessor. Guidelines are available for the Confirmation written report (which must be submitted to members of the panel at least 7 days prior to the confirmation meeting) on the Waterways website. The panel will be convened by the

primary supervisor and the Waterways Director. The panel will complete a report for the PG office on your PhD progress and direction shortly after this meeting, with a recommended course of action (confirm/ not confirm/ confirm with actions to be completed) that will dictate whether or not you are able to continue with your PhD research. Individual panel members will also provide you with feedback during and, if needed, after the meeting.

More information is available on the UC PhD confirmation webpage:

<https://www.canterbury.ac.nz/postgraduate/phd-and-doctoral-study/agreement/>

Years 2 & 3 (& possibly 4)

For this period only the **6 MONTH PROGRESS REPORTs** to the PG office are required. Copies of these are signed by all supervisors and submitted to the PG office.

See here for more information:

http://www.canterbury.ac.nz/postgrad/doctoral_students/phd_reporting_milestones.shtml

Note: Oral presentations

It is expected that PhD students present at the Waterways Centre Postgraduate conference (November) at least twice during their PhD, and at appropriate national and international conferences, as opportunities and funding allow (usually at least 2 national conferences, and 1 international conference during the PhD period).

At the end of the thesis

Submission guidelines should be reviewed at least a month prior to submission so examiners can be selected, etc. See this website here: <https://www.canterbury.ac.nz/postgraduate/phd-and-doctoral-study/thesis-submission-for-examination-doctoral/>

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Many of the comments and suggestions made in this document, particularly as they relate to supervision and keeping track of your progress, are equally useful for a PhD thesis. Please read this document in conjunction with this lifecycle guide (remembering that the milestones etc that are listed relate to a Masters degree).

When you have completed the enrolment processes for a PhD WRM at LU, you are good to go. Here is what is will happen next;

Almost immediately ...

You will need to fill out a **MUTUAL EXPECTATION AGREEMENT** which provides a working title and confirms the commitment of the supervisors to the research. This document and the research proposal (below) are available on our Waterways website: <http://www.waterways.ac.nz/pgstudentforms.shtml>

Review the PhD House Rules at this link: <http://www.lincoln.ac.nz/Study/Postgraduate/House-Rules/>

Between 3 - 6 months

You will need to complete a full **RESEARCH PROPOSAL** for the PG coordinator of the Faculty you are in. It will need to be signed off by all supervisors. The proposal template is provided by LU, and this includes a detailed description of what needs to be included and how it should be formatted. This document is loaded on our Waterways website here: <http://www.waterways.ac.nz/pgstudentforms.shtml>

You will also need to do a **SEMINAR** (oral presentation) at a Faculty seminar forum, in this time frame, potentially as part of the **Progress Review meeting** (see below).

There will be **6 MONTH PROGRESS REPORTS** due in June and December of this year, and for every year you are enrolled. Copies of these need to be signed by all supervisors before submission. That form is available here:

<http://www.waterways.ac.nz/pgstudentforms.shtml>

Around 12 – 15 months

There will be a formal progress review meeting between you, your supervisors and a nominated assessor from the university. This is similar to a confirmation panel, and utilises a form available on the PG forms website.

At end of thesis

Lincoln University requires students to deliver a formal **RESEARCH SEMINAR** at the end of their PhD. However, it is expected that PhD Students affiliated with the Waterways Centre will present at the Waterways Centre Postgraduate conference (November) at least twice during their PhD, and this may be considered the equivalent of the research seminar.

There are also submission guidelines on the Lincoln website, last on the page:

<http://www.lincoln.ac.nz/Study/Postgraduate/House-Rules/>

Note: Other oral presentations

It is expected that PhD Students affiliated with the Waterways Centre will also present at appropriate national and international conferences, as opportunities and funding allow (usually at least 2 national conferences, and 1 international conference during the PhD period).