

GENERAL INFORMATION



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SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Departmental and External Funding

Each department may have funding or scholarships available for graduate support. External funding is also often available for specific research projects. Students should initially consult with the chairperson of the department or the director of the centre about scholarships or external funding opportunities.

Scholarships

Information and advice on scholarships can be obtained from the Scholarships Office.

Phone: +64 7 838 4964 or +64 7 858 5195

Fax: +64 7 838 4600

Email: scholarships@waikato.ac.nz

www.waikato.ac.nz/scholarships

Science & Engineering Masters Fees Awards

A total of 15 awards valued at \$2000 each are available for new MSc, MSc(Tech) or ME students enrolled in the Faculty of Science & Engineering. The award is intended for full-time students but maybe awarded to part-time applicants on a pro-rata basis.

University of Waikato Masters Research Scholarship

This scholarship provides one year of funding for students commencing the final year of a full-time masters degree at the University of Waikato. The scholarship is awarded on academic merit with minimum average grade of A- expected.

University of Waikato Doctoral Scholarship

This scholarship provides three years of funding for students undertaking a full-time doctoral degree at the University of Waikato. The scholarship is awarded on academic merit with a minimum average grade of A- required for eligibility.

There are also many external scholarships available to Science & Engineering graduate students. Please visit www.waikato.ac.nz/scholarships

FACILITIES FOR GRADUATES

Computer Facilities

The Faculty of Science & Engineering has two computer labs for student use. Both labs are only available to students taking courses in the Faculty of Science & Engineering. F1.14 is open from 7.45am – 6.30pm (Monday to Friday). After hours swipe card access to this lab is provided for graduate students only.

The order of priority for using F1.14 is:

- » Booked classes
- » Graduates
- » Undergraduates

R1.22 is open from 8am – 6pm (Monday to Friday). After hours swipe card access to this lab is provided for both undergraduate and graduate students. The order of priority for using R1.22 is the same as that for F1.14. For both labs, students should see their departmental administrator to obtain swipe card authorisation forms.

Each department/centre/unit within the Faculty has designated areas for graduate students and their research studies. These areas are equipped with specialised software and computing facilities for research purposes.

Information Technology Services (ITS) is an independent service division that provides computing services for the University. Students may approach the ITS Service Desk for any computing related support. The ITS Service Desk may be contacted at extension 4008.

In addition, each department, centre and unit within the Faculty has its own computer support consultant. For queries and advice regarding computing facilities within the Faculty, please email: science_csg@waikato.ac.nz

Note(s): *All students using University computer facilities must abide by the computer systems regulations. Attention is drawn in particular to the provisions relating to the privacy of information on the system, the copyright provision covering most of the software and the unlawful possession of material breaching the Code of Conduct. Disciplinary action will result if students or staff are found contravening these regulations. The systems may not be used for work other than university business without prior arrangement. Private computers/laptops are not covered by university insurance if stolen from university buildings or grounds.*

The University Library

www.waikato.ac.nz/library/

The library is a modern and constantly growing facility that is capable of meeting the needs of most areas of research. It has electronic information sourcing and also an extensive interloan scheme, both accessible via the campus network and the internet.

For any queries, help or information contact:

Earth & Ocean Sciences Subject Librarian

Jenny McGhee

Phone: +64 7 838 4466 extn 6511

Email: jmmcgee@waikato.ac.nz

Science Librarian

Cheryl Ward

Phone: +64 7 838 4466 extn 6513

Email: cward@waikato.ac.nz

Cheryl is also available for tours and tutorials.

Your Space

Each department has their own method for allocation of office and laboratory space. In most cases, graduate students are allocated a carrel and lab space as well as computer accounts and access to supplies.

Social Interaction

Regular social functions are held in each department. There are also special social functions for international students. In addition, Māori students are involved in two hui per semester to discuss matters of concern to them.

Students with Disabilities

The Faculty of Science & Engineering is committed to providing equity in education and welcomes students with disabilities. If you have a disability and would like to discuss your support needs, contact the faculty registrar in room F1.06A or phone: +64 7 838 4290. Alternatively you could contact the disabilities co-ordinator for the University, phone: +64 7 838 4719 or email: disability@waikato.ac.nz It is important to make contact before your classes begin to ensure that appropriate support provisions are in place for you.

FACILITIES FOR GRADUATES

Academic Support

Your main source of support in this area will be your supervisor and your department and faculty staff members. Student Learning Support can also provide assistance in the following areas:

1. Workshops in 'Research getting started and finished' and 'Writing and Research.'
2. Help with the process of identifying and clarifying research questions.
3. Assistance with the preparation of a research proposal, literature review, abstract, conference paper or presentation.
4. Advice on establishing and maintaining a good working relationship with your supervisor.
5. Help with many aspects of research writing.
6. Help to overcome 'writer's block'.

Visit www.waikato.ac.nz/pathways/student-learning

INTERNATIONAL STUDENTS

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz

International graduate and postgraduate students should make contact with both the chairperson of their department, and with the associate dean for international students in the Faculty, who can help with any problems or issues outside of the department.

Associate Dean (International)
Professor Richard Coll

Room: KPG.19
Phone: +64 7 856 4100
Email: rcoll@waikato.ac.nz

There is also an international student support person in each department, and students may obtain their names from department administrators. International student support persons are able to give guidance to students about academic and general matters and refer students on as appropriate for further advice, tutoring or counselling.

English Language Requirements

All applicants to the Faculty of Science & Engineering whose admission is on the basis of study completed overseas where the medium of instruction is not English, are expected to provide evidence of competence in the use of English language. The following test scores are considered to be evidence of such competence. Other evidence may be considered on a case-by-case basis. Applicants for graduate study may need to demonstrate a higher level of competence.

The following apply for entry to all graduate and postgraduate qualifications in the Faculty of Science & Engineering:

- » An IELTS overall score of at least 6.5 overall (including at least 6.0 or better in the Writing band), or
- » A Paper-based TOEFL score of 577 plus a TWE (Test of Written English) of 5 or better, or
- » An iBT (Internet Based TOEFL) score of 90 with a Writing score of 22, or
- » A B grade or better at Level 8 in the Certificate of Attainment in English Language.

Please note that students applying for an MSc in Biological Sciences require a higher score. The English language proficiency requirements for admission to particular qualifications are at the discretion of the dean concerned.

COMPLAINTS PROCEDURE

In you feel you have been unfairly disadvantaged, you should in the first instance consult the lecturer concerned. If the situation is not resolved you should then consult your supervisor. Your next port of call should be the chairperson of the relevant department. Unresolved complaints should then be referred to the associate dean (postgraduate). Appeals may also be made to the office of the Vice-Chancellor.

Please also feel free to contact the faculty registrar if you feel that you have been unfairly disadvantaged in your dealings with staff in any part of the University.

CODE OF CONDUCT

It is a basic assumption that researchers are committed to the highest standards of professional conduct when undertaking and supervising research. They have a duty to maintain the highest standards of probity in research applicable to their discipline and to the good standing of the University.

- » Rigorous opposition to all forms of fraud, including misrepresentation and falsification of results.
- » Observance of highest standards of safety in relation to themselves, co-workers and research participants.
- » Maintenance of confidentiality where appropriate and full attribution of the sources of assistance and guidance.
- » Acknowledgement of authorship of all published material.
- » Researchers should only participate in work which conforms to agreed ethical standards, and for which they are capable to perform.

Misconduct constitutes:

- » Fabrication of data by claiming results where none have been obtained.
- » Falsification of data by changing records or falsely claiming the use of techniques, methods or levels of precision.
- » Plagiarism including the direct copying of handwritten, typed, printed or published text or notation; use of other people's data, arguments or literature reviews without appropriate acknowledgement or permission; and deliberate use of published or unpublished ideas from other people without adequate attribution or permission for such use.
- » Misleading ascription of authorship, including listing authors without their permission where this is relevant, attributing work to others who have not contributed to the research and failing to acknowledge work primarily produced by a student, trainee or associate.
- » Other practices that deviate from those accepted within the research community for proposing, conducting or reporting research, such as intentional infringement of the University's code of ethical behaviour.

Misconduct does not include honest error or honest difference in the interpretation or judgement of data.

SAFETY AND SECURITY REGULATIONS

All laboratories have a designated laboratory safety supervisor. Each laboratory safety supervisor is responsible for the safe operation of their laboratory and has full authority over all operational and health and safety matters relating to the laboratory. Their name and contact details are on the laboratory safety signage, posted on the entrance doors to each laboratory complex. Make sure you know who your laboratory safety supervisor is and how to contact him/her.

Make sure you know what hazards exist in any laboratory you are using, what safety compliance is required and what personal protective equipment is needed.

There is a laboratory safety folder in each laboratory which contain details of the hazards and safety requirements pertinent to the laboratory; details of any special handling requirements and precautions necessary when using equipment and instrumentation; matters related to storage of chemicals; details of any training that may be required to work in the laboratory and; copies of Material Safety Data Sheets for any toxic or dangerous substances that may normally be used in the laboratory. Make sure you are familiar with all the information in the laboratory safety folder in any laboratory that you work in.

Make sure you know where the fire exits, fire extinguishers, and first aid boxes are located in any laboratory or workshop you occupy.

1. It is forbidden to eat or drink in laboratories.
2. Smoking is forbidden in all areas of the science blocks.
3. Bare feet are forbidden in the science blocks. Jandals and sandals are not adequate foot protection in workshops and some laboratories. Beware – the vinyl flooring can become very slippery when wet.
4. Chemicals and equipment must not be taken for private use. Equipment taken out of the buildings for research use must be properly logged.
5. It is forbidden to carry out experimental work in laboratories after hours unless permitted by the laboratory safety supervisor, and at least one other person is in the building and knows you are there.
6. Card keys are issued through the departmental offices to research students and staff who need access to the buildings after normal working hours. Security staff are authorised to ask anyone who cannot produce a card key to leave at once. You must not lend your card key to anyone else; this may lead to your key being withdrawn. Visitors must be approved by the laboratory safety supervisor. You are responsible for any friend or relation who visits you in the laboratory.
7. All visitors must report to the Faculty Office F1.07, or relevant department for a visitors pass.
8. Experimental equipment that is left running overnight must have a Leave On Card attached showing the date, your name, address, and contact phone number. Normally, water stills and water-cooled equipment should not be left running overnight. The security staff may turn off unlabelled equipment. Before use, any electrical equipment must have an up-to-date electrical test sticker attached; if not, advise the laboratory safety supervisor. Electrical equipment should be unplugged from the mains supply when not in use. All hoses must be securely fixed to equipment using approved clamps.

9. Acids, strong alkalis, solvents, hydrogen peroxide, and formaldehyde should normally be supplied and stored in glass or approved types of containers only. Plastic containers can become brittle and break.
10. The Science Store will issue chemicals and other requirements only to properly authorised users. Make sure you know the authorisation system applied by your department. A filled-out Requisition Form is required, stating full name, department, account code and authorising signature.
11. The Science Store will issue 2 or 2.5 litre containers of any chemical only to customers who come equipped with an approved Winchester carrier.
12. Gas cylinders must be securely restrained in laboratories. Chains are recommended. Gas cylinders may be moved about the corridors only in purpose-built trolleys and should have their regulators removed or capped before moving out of position. Valves must never be greased.
13. Glassware and other equipment must be clean and free from contaminants or mercury residues before being taken to a Technical Service for repair. All equipment for repair must be accompanied by a signed Contaminant Declaration Label available from your laboratory safety supervisor. Workshop job forms are available on the intranet (<http://info.sci.waikato.ac.nz/>).
14. All laboratory drains empty via neutraliser pits. Milk and other biological material should not be flushed down these drains; use the toilet and tearoom drains which are connected directly to the main sewage system. For advice on the disposal of chemicals, consult your laboratory safety supervisor.
15. Field trips require special safety precautions. Faculty policy relating to field trips and industrial site visits can be viewed on the intranet (<http://info.sci.waikato.ac.nz/>).
16. Only authorised users may drive University vehicles. Consult your department to obtain the necessary authorisation. University vehicles cannot be used for personal purposes.

Responsibilities

It is your responsibility to find out about any hazards associated with your laboratory work and to ensure that you wear gloves, masks and other protective equipment as advised. You must be fully trained to use equipment and this must be documented. Each laboratory area has its own safety folder and instructions – make sure you are familiar with them.

In case of fire, you must report it to a staff member and leave the building.

SAFETY AND SECURITY REGULATIONS

Occupational Safety and Health Issues

If you have any safety and health concerns, contact your laboratory safety supervisor in the first instance. Your first contact in all matters relating to the use and function of any laboratory that you work in should normally be with the Laboratory Safety Supervisor.

The chair of the Faculty Occupational Health and Safety Committee is:

Faculty Operations Manager
Stephen Bergin

Email: s.bergin@waikato.ac.nz
Room: F1.01
Phone: +64 7 838 4292

OTHER CONTACTS FOR EMERGENCY USE ARE:

Faculty Chemical Safety Officer

Wendy Jackson

Phone: +64 7 838 4532

Evacuation Officer

Ivan Bell

Phone: +64 7 838 4117

Radiation Subcommittee Chairperson

Associate Professor Alan Langdon

Phone: +64 7 838 4102

Chemical Emergencies

Phone: +64 7 838 4466 extn 8888

University Security

Phone: +64 7 838 4444

Laser Safety Officer

Rainer Künemeyer

Phone: +64 7 838 4630

Sources of Health and Safety information in the Faculty are from a regular Faculty Safety Bulletin and the Health and Safety notice board in the Science Tearoom.

Many staff in the Faculty hold current first aid certificates; these are listed in the internal phone book, website: <http://phonebook.waikato.ac.nz>

