GENERAL INFORMATION

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SCHOLARSHIPS AND FINANCIAL ASSISTANCE

School and External Funding

Each School 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 Graduate Convenor or the director of the centre about scholarships or external funding opportunities.

Dr Michael Mucalo is the Faculty representative for the Scholarships Committee and can also be contacted for advice.

Scholarships

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

Phone: 07 838 4489 or 07 858 5195
Fax: 07 838 4600
Email: scholarships@waikato.ac.nz
www.waikato.ac.nz/scholarships

Brian Perry Charitable Trust Graduate Scholarship
This Scholarship is open to applicants who intend to enrol in the first year of a Masters degree in the Faculty of Science and Engineering in the year of tenure. The scholarship Selection Panel will give preference to applicants of high academic calibre who have also shown leadership potential, involvement in team situations, sporting interests and activities, and community involvement. The Scholarship has a value of $5000.

Broad Memorial Award
This award was established in 1983 as a result of a donation by Mrs Margaret Broad. The fund is in memory of Dr John Broad and Philippa Broad who died in the Mount Erebus air disaster. Philippa had intended to start an Master of Science in Earth sciences at the time of the disaster. The fund is used to assist enrolled students who are undertaking research towards a masterate or doctoral thesis in Earth sciences and who are engaged in Antarctic research or in a research topic of current interest in Earth sciences.

Dr Stella Frances Memorial Scholarship
The Department of Conservation and the Waikato Regional Council offer a scholarship for students in the final year of a masters degree at the University of Waikato to the value of $5,000 per year. It is available to students studying environmental issues in the Waikato region.

Fisher & Paykel Healthcare Graduate Scholarship in Biophysics
This scholarship aims to encourage graduate-level study in biophysics at Waikato University. Recipients will receive up to $5,000 per annum for a maximum of two years of MSc study.

Golden Plover Wetland Research Award
This scholarship is intended to support a student who is conducting original research into any aspect of the ecology or management of wetland at masters level at any university in New Zealand.

Hilary Jolly Memorial Scholarship
The scholarship shall be awarded for full-time study in the field of freshwater ecology at masters or doctoral level at the University of Waikato.
SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Lucy Cranwell Student Grant for Botanical Research
The commemorative grant of $2000 is awarded annually by the Auckland Botanical Society to a student completing botanical field research.

NZ National Agricultural Fieldays Sir Don Llewellyn Scholarship
This scholarship was established by the New Zealand National Fieldays Society to assist students to undertake research, at the University of Waikato, with a specific focus on the agricultural sector. The Scholarship is open to candidates enrolling/enrolled, at master's or doctoral level, in the year of application for this scholarship. The award has a value of up to $22,000.

Science & Engineering Masters Fees Awards
A total of 15 awards valued at $2,000 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.

Terry Healy Memorial Award
This award was established in 2011 as the result of donations from family, colleagues, friends and students of the late Professor Terry Robin Healy. The fund commemorates the major contributions Professor Healy made to Earth and ocean sciences during his 38-year career at the University of Waikato. This scholarship is open to students enrolled or intending to enrol in a masters or doctoral degree in Earth Sciences. Several awards will normally be made each year.

Tess Embling Memorial Scholarship
This scholarship was established to commemorate the spirited life and achievements of Tess Embling. The scholarship is open to students enrolling or enrolled in the first year of a masters degree in the Faculty of Science & Engineering at the University of Waikato. Preference will be given to students studying in the fields of biological or environmental science.

University of Waikato Taught Postgraduate Fees Scholarship
These fees scholarships support part- and full-time domestic and international students studying at the University of Waikato. These awards support coursework rather than research papers. The Scholarship provides up to $3,000 for part-time students and up to $6,000 for full-time students, applied to the recipient’s tuition fees for the relevant qualification, in the year of tenure.

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.

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.

Whanganui River Enhancement Trust Scholarship
The scholarship is open to students who are enrolled as a full-time student undertaking research towards a masters thesis, honours degree or postgraduate diploma. Each scholarship is awarded for a period of one year and has the value of $5,000 for honours and postgraduate students.
FACILITIES FOR GRADUATES

Computer Facilities

The Faculty of Science & Engineering has three computer labs for student use. All three labs are only available to students taking courses in the Faculty of Science & Engineering. F.1.14 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 F.1.14 is:
» Booked classes
» Graduates
» Undergraduates.

R.1.22 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 R.1.22 is the same as that for F.1.14. LSL.1.16 is open from 8am – 6pm (Monday to Friday). After hours swipe card access to LSL.1.16 is provided for graduate students only. Students should see their School administrator to obtain swipe card authorisation forms and to sign a Terms of Use agreement form for the computer labs.

Each school/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.

For queries and advice regarding computing facilities within the Faculty, please email: fsen_csg@waikato.ac.nz or contact extn 5006.

In addition, students may approach the ITS Service Desk for computing related queries. The ITS Service Desk may be contacted on extn 4008. Information Technology Service (ITS) is a service division that provides IT services to the University community.

Note(s): All students using University computer facilities must abide by the computer systems regulations. Personal devices should be connected using the wireless network only. 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 Sciences Subject Librarian**
Jenny McGhee
Phone: 07 838 4466 extn 6511
Email: jmmcghee@waikato.ac.nz

**Science Librarian**
Cheryl Ward
Phone: 07 838 4466 extn 6513
Email: cward@waikato.ac.nz
Cheryl is also available for tours and tutorials.
FACILITIES FOR GRADUATES

Your Space
Each School has its own method for allocation of office and laboratory space. In most cases, graduate students are allocated a desk and lab space as well as computer accounts. Access to reagents or other materials or equipment essential for research is by negotiation with the chief supervisor and Graduate Convenor.

Social Interaction
Regular social functions are held in each School. 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. Alternatively you could contact the Disabilities Co-ordinator for the University, phone: 07 838 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.

Academic Support
Your main source of support in this area will be your supervisor and your school 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

Under the Ministry of Education’s Code of Practice for the Pastoral Care of International Students there are statutory requirements in regards to the information we must include in our publications. These are:

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

Immigration
Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz

Eligibility for Health Services
Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz

Accident Insurance
The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

Medical and Travel Insurance
International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.
INTERNATIONAL STUDENTS

International Student Support

International graduate and postgraduate students should make contact with both the Graduate Convenor, and with the Associate Dean for international students in the Faculty, who can help with any problems or issues outside of the School.

<table>
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<tr>
<th>Associate Dean (International)</th>
<th>Room: FG.G.04</th>
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<tr>
<td>To be advised</td>
<td>Phone: 07 838 4625</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:science@waikato.ac.nz">science@waikato.ac.nz</a></td>
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</tbody>
</table>

There is also an international student support person in each School, and students may obtain their names from School 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
- 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.

The English language proficiency requirements for admission to particular qualifications are at the discretion of the Dean concerned.
COMPLAINTS PROCEDURE

If 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 Head of School. 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, SECURITY AND RESPONSIBILITIES POLICY

All graduates must read, understand and acknowledge the booklet: Introduction to Health and Safety in the FSE, before starting work in the Faculty. Student research projects need to be discussed between the student, their academic supervisor and the laboratory safety supervisor BEFORE the project begins.

All laboratories have a designated laboratory safety supervisor. Each laboratory safety supervisor is responsible for the safe operation of his/her laboratory and has full authority over all operational and health and safety matters relating to the laboratory. The supervisor’s 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.

There is a laboratory safety folder in each laboratory which contains 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.

Student inductions must be completed with the academic or laboratory safety supervisor BEFORE starting any laboratory work. Make sure you are familiar with all the hazard, accident and emergency information in the laboratory safety folder in any laboratory that you work in.

ALL laboratory hazards must be appropriately controlled. Report any new or uncontrolled hazards to the laboratory safety supervisor immediately.

Students must comply with the safety requirements of the laboratory, which includes the use of gloves, masks and other protective equipment as advised. You must be fully trained to use laboratory chemicals and equipment, and this must be documented.

You will be advised where the fire exits, fire extinguishers, and first aid boxes are located in any laboratory or workshop you occupy. If you are unsure or have questions regarding what to do in an emergency, please ask your laboratory safety supervisor for assistance.

1. It is not permitted to eat or drink in laboratories.
2. Smoking is not permitted in all areas of the Science & Engineering buildings.
3. Bare feet are not permitted in the Science & Engineering buildings. 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 not permitted 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 School 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.
7. All visitors must report to the Faculty Office FG.G.04, or relevant School for a visitors’ pass. You are responsible for anyone who visits you in the laboratory.
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 School. A filled-out Requisition Form is required, stating full name, School, 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. For advice on the disposal of all samples and chemicals, consult your supervisor or the 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 School 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, activate the alarm, and leave the building.
SAFETY, SECURITY AND RESPONSIBILITIES POLICY

Occupational Safety and Health Information and Contacts

If you have any safety and health concerns, contact your 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:

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<th>Faculty Manager</th>
<th>Shelley Catlin</th>
<th>Phone: 07 838 4292</th>
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OTHER CONTACTS:

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<tr>
<th>Faculty Chemical Safety Officer</th>
<th>John Little</th>
<th>Phone: 07 838 4103</th>
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<tr>
<td>Faculty Field Trip Health and Safety Officer</td>
<td>Annie Barker</td>
<td>Phone 07 838 4392</td>
</tr>
<tr>
<td>Evacuation Officer</td>
<td>Ivan Bell</td>
<td>Phone: 07 838 4117</td>
</tr>
<tr>
<td>Radiation Subcommittee Chairperson</td>
<td>Dr Johan Verbeek</td>
<td>Phone: 07 838 4947</td>
</tr>
<tr>
<td>Laser Safety Officer</td>
<td>Associate Professor Rainer Künnemeyer</td>
<td>Phone: 07 838 4630</td>
</tr>
<tr>
<td>Health and Safety Officer</td>
<td>Andrew Alston</td>
<td>Phone: 07 838 4493</td>
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Sources of Health and Safety information in the Faculty can be found on our info.sci website: [http://info.sci.waikato.ac.nz/health_safety/has_intro.shtml](http://info.sci.waikato.ac.nz/health_safety/has_intro.shtml) and the Health and Safety notice board in the Faculty of Science & Engineering Tearoom.

Many staff in the Faculty hold current first aid certificates; these are listed in the internal phone book: [http://phonebook.waikato.ac.nz](http://phonebook.waikato.ac.nz)

CONTACTS FOR EMERGENCY USE ARE:

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<tr>
<th>Chemical Emergencies</th>
<th>Phone: 07 838 2889 extn 8888 or 027 629 1802</th>
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<tr>
<td>University Security</td>
<td>Phone: 07 838 4444</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>Phone: 111</td>
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