

SCHOOL OF POPULATION HEALTH
Information Booklet for New PhDs
2015 – 2016

**School of Population Health
Tāmaki Innovation Campus
261 Morrin Road, Glen Innes
Auckland 1072, New Zealand**

CONTENTS

Welcome to the School of Population Health.....	1
CAMPUS INFORMATION.....	3
Access to the Grounds and Building 730 (School of Population Health)	3
Access after Hours.....	3
Address	3
Cafés	4
Childcare.....	4
Emergency Procedures	4
Kitchen Facilities	5
Parking.....	5
Security	5
STUDENT RESOURCES AND SUPPORT.....	6
Postgraduate Website.....	6
Library And Information Commons.....	6
Office Of Tumuaki	6
Hauora Māori & Pacific Health Advisors	6
Mail.....	6
Equipment and Equipment Loan	6
IT Support And Information.....	7
Photocopying	7
PhD Orientation/Induction Sessions, Meetings, Seminars & Workshops.....	7
Other PhD Meetings, Seminars & Workshops	7
PhD Student Group.....	7
Printing	7
PReSS Accounts	8
Additional Funding for SOPH PhD Students	8
Room Bookings	8
Stationary Supplies	8
Statistical/Biostatistical Support.....	8
Telephones.....	8
Transport.....	8
APPENDIX ONE: Guidelines for good living in the Population Health Complex	9
APPENDIX TWO: Additional Funding Request Policy.....	11

Welcome to the School of Population Health

Congratulations on being accepted into the University of Auckland's PhD programme. We wish you all the very best with your studies. Formal orientation days for new PhD students are held twice a year (February/March and July/August) and you will be advised of these via email. However, in the interim we thought it might be useful if we gave you some information about the School of Population Health and the resources and support that is available to you as PhD students.

There are many benefits to being based at Tamaki. We are fortunate to have a building that was designed to encourage the occupants to work together collaboratively. There are also a lot of academic and research staff based at Tamaki who have a great depth and breadth of knowledge that you can tap into. You will also be completing your PhD with a large number of other students and we will try to make it easy for you to share your experiences and skills with each other throughout your journey here.

We hope you enjoy your time with us.

Regards,

Rob McNeill, PhD
Director of Postgraduate Research

KEY STAFF

You will need different staff for different things during the course of your PhD. Below is a list of the key SoPH staff who you might need, with the relevant names and contact details depending on the Section that your main supervisor is in.

- Head of School will be needed for various administrative tasks, as well as being available to help with some academic issues.
- The Tumuaki is available for help with things like addressing Māori responsiveness for ethics applications.
- Heads of Sections are important for a whole range of administrative and academic tasks.
- Group Services Coordinators provide administrative support for Sections and are available to help with various administrative tasks.

Role:	Name:	Contact #:
Head of School	Professor Ngaire Kerse	84467
Tumuaki	Assoc. Professor Papaarangi Reid	81922
School Group Services Manager	Peggy McQuinn	86721
Heads of Section: <ul style="list-style-type: none"> • Audiology • Epidemiology & Biostatistics • Gen. Practice & Primary Health Care • Health Systems • Pacific Health • Social & Community Health • Te Kupenga Hauora Māori • NIHI 	Dr David Welch Professor Robert Scragg Professor Felicity Goodyear-Smith Dr Tim Tenbense Dr Teuila Percival Assoc. Professor Janet Fanslow Assoc. Professor Papaarangi Reid Professor Chris Bullen	88404 86336 82357 89001 86554 86907 81922 84730
Group Services Coordinators (Admin) <ul style="list-style-type: none"> • School Management • Audiology • Epidemiology & Biostatistics • Gen. Practice & Primary Health Care • Health Systems • Pacific Health • Social & Community Health • Te Kupenga Hauora Māori • NIHI 	Evie Kinane Kirsty McEnteer Sue Kelly Tina Elliott (Global Health Group) Angela Robinson Cecile Pilkington Telusila Ve Telusila Ve Wayne McEnteer Evie Kinane	89130 85536 86722 83274 86746 83933 86951 86951 84641 89130
Teaching Administration (Level 2): <ul style="list-style-type: none"> • PhD Programme Group Services Admin 	Upendra Wickramarachchi	83058
PhD Committee Representatives: <ul style="list-style-type: none"> • Audiology • Epidemiology • Gen. Practice & Primary Health Care • Health Systems • Pacific Health • Social & Community Health • Te Kupenga Hauora Māori • NIHI • Student Representatives 	Dr David Welch Dr Bridget Kool Assoc. Professor Stephen Buetow Dr Rob McNeill (Chair) Dr Malakai Ofanoa Dr Peter Huggard Dr Anneka Anderson Assoc. Professor Ralph Maddison Andrew Lynch Zarintaj (Arezo) Malihi	88404 83871 86241 82384 82997 84500 83373 84767 andrew.lynch@auckland.ac.nz arezo.nut@gmail.com
Level 2 Reception: <ul style="list-style-type: none"> • Reception is staffed from 7.30 am to 6pm. They will call taxis, receive courier packages, advise on locations, and organise room bookings if your Group Services Coordinator is unavailable 	Ngere Casey & Edwina Tupe	86335

CAMPUS INFORMATION

Information on the Tāmaki Innovation Campus is available from:

<http://www.Tāmaki.auckland.ac.nz/>

This website will give you up to date information on the campus and the FAQs will help answer your questions regarding:

- Childcare
- Maps of the campus
- Bus and staff shuttle bus timetables
- Recreation Centre

Access to the Grounds and Building 730 (School of Population Health)

Tāmaki Innovation Campus

As a general rule the Campus gates are open **during semester time** as follows:

- 7am to 9pm Monday to Thursday. On Friday the gates close at 6.30pm
- Saturday and Sunday 9.30am to 4.30pm

There are extended hours **during examinations** when the gates are open until 10.15pm Monday to Friday.

At other times access may be limited and you will need to check the Tāmaki Innovation Campus website.

School of Population Health (Building 730)

Is open as follows:

- 8am to 5-15pm Monday to Friday
- Closed Saturdays, Sundays, and University/Public holidays, except for the Tāmaki Library and Information Commons. (refer to the Tāmaki Library Website - <http://www.tamaki.auckland.ac.nz/en/for/current-students/tamaki-library-and-information-commons.html>).

Access after Hours

A proximity card is needed to:

- Enter and leave the grounds through Gate 1
- Enter and leave the main entrance to the building
- Enter and leave doors on Level 3 and/or Level 4 to the stair and lift well

The building can be exited at the south end of Level 3 and through the main doors on Level 1.

Proximity cards are needed for after-hours access to the building, offices and gates and the University of Auckland has a policy for after-hours access which must be strictly adhered to. There is a \$10 non-refundable deposit for an access card.

Please talk to your Group Services Coordinator regarding after-hours access.

Address

Postal:

University of Auckland
Faculty of Medical and Health Sciences
Epidemiology & Biostatistics
School of Population Health
Private Bag 92019
Auckland 1142

Physical:

School of Population Health
Building 730
261 Morrin Rd
Gate 1 Tāmaki Campus
Cnr Morrin and Merton Roads
Glen Innes 1072

Cafés

There are three cafes on site. Opening hours are on the Tāmaki Innovation Campus website.

Café Aurora is on site in the School Complex situated on Level 2. The Café offers fresh food, catering to the medium budget. Café Europa is located in building 733 and is for staff, on-site partners and graduate students. Zesty's Café is located in the Tāmaki Retail Centre (Building (701-6). The Café offers sandwiches, cakes, pies, a small range of convenience items and coffee and drinks. There are also food outlets and a supermarket across the road from the campus.

Childcare

Just Kidz is a privately owned facility located at the Tāmaki Innovation Campus with priority given to university staff and student. It caters for children aged 0 – 5.

Location: Gate 5, 75 Merton Road, St Johns

Phone: +64 9 521 3040

Email: info@justkidz.co.nz

Hours: Monday to Friday 7am – 6pm

Further information on Parent Space and Breastfeeding Room is on the Tāmaki Innovation Campus website.

Emergency Procedures

Accidents

First Aid cabinets are located throughout the building at the following locations:

- Level 1 Kitchen Room 126
- Level 2 Reception Room 201
- Level 3 North foyer Room 366
South Common Area
- Level 4 North foyer Room 466
South Common Area

If the accident is serious and requires urgent medical attention, phone 111 and request an ambulance. Your Group Services Coordinator will hold a list of trained First Aid Officers in the building.

Fire and Emergency Evacuation

If you see a fire, raise the alarm by breaking the glass and switching on the manual fire call box (in a small red box).

A continuous siren sounding in the building is an alert that you must evacuate the building without delay. Make your way to the nearest exit and leave the building and assemble outside away from the building. Exits are signposted by green signs. Do not use the lifts if the alarm is going. Please obey any instructions given to you by any of the Floor Wardens (wearing an orange jerkin), and do not re-enter the building until the alarm has stopped AND the all clear has been given by the Building Warden (wearing a yellow jerkin) or a Fire Officer.

Assembly Points

- (A) Front Car park
- (B) Courtyard (Between Buildings 721 & 731)
- (C) South exit (outside front of Building 721)

Health and Safety

Please note that the Health and Safety in Employment Act 1992 places responsibility for workplace safety with both employer and employee. It is therefore important that if you notice a situation which you believe could be hazardous or unsafe, you report this to the Operations

Manager or Operations Assistant so that the situation can be remedied, and thus reduce the possibility of an injury happening.

Kitchen Facilities

There is a small kitchen area located at each end of Levels 3 & 4. Tea, coffee and milk are available along with hot and cold water and wash up facilities. Stocks are maintained by school administration

Please be aware that it is the responsibility of all who use the kitchens to ensure that dishes are washed and the area is kept clean and tidy. Fridges are in each kitchen and are used to store milk and small daily lunch packets. You are requested not to store food long term as the space is small and used by many. We ask that all using these common areas be considerate and responsible.

The School has no Common/staff rooms but there is seating in the atrium or in areas on each floor.

Parking

A parking permit is available upon application. Your Group Services Coordinator will be able to assist you with this.

Short-term visitors' parking is available to genuine visitors only (i.e. not University staff from other areas nor students who does not have a permit). Also please keep clear of the designated parking area for Clinic patients, located directly opposite the building. There is a disabled parking area between building 730 & 731.

Security

Please be mindful of the risk of theft from the carpark and building. Keep your property secure at all times. If you feel threatened or see someone acting suspiciously, either in the building or carpark areas, please contact 85000. There are red phones on the outside of some buildings which are hot-linked to Security.

Security on Tāmaki Innovation Campus are located at:

Property Services Building

Adjacent to Gate 2A

Phone: +64 9 373 7599 ext 85225

STUDENT RESOURCES AND SUPPORT

Postgraduate Website

The SOPH doctoral website (<http://flexiblelearning.auckland.ac.nz/soph-phd-support/>) contains links to hopefully everything that PhD students need to know. We suggest and you 'bookmark' the link. All SOPH PhD students are also enrolled in a Cecil (the University's current Learning Management System) class, which allows for discussion between students, announcements about events, as well as being a repository for other resources and information that might be useful.

Library And Information Commons

The Tāmaki Library and Information Commons are located off the main atrium on Level 2 of Building 730 (School of Population Health Building).

Hours during semesters are:

- Monday to Thursday 8am – 9pm
- Friday 8am – 6pm
- Saturday & Sunday 10am – 4pm

<http://www.library.auckland.ac.nz/about-us/libraries/tamaki-library-and-information-commons>

Office Of Tumuaki

The Office of Tumuaki and Te Kupenga Hauora Māori (TKHM) provide the Faculty of Medical and Health Sciences's (FMHS) strategic direction for Māori health, promote Māori participation in the faculty, and are responsible for Māori responsiveness. The Tumuaki continues the tradition of this office by championing the Tiriti of Waitangi (Treaty of Waitangi) and the business of the faculty.

Your research and responsiveness to Māori

The purpose of Māori responsiveness is to provide advice for staff and students at FMHS submitting research proposals or ethics applications.

Te Tiriti o Waitangi

The Office of the Tumuaki provides advice to the Faculty of Medical and Health Sciences to ensure it contributes to the University's responsibilities to Māori under Te Tiriti o Waitangi (the Treaty of Waitangi).

Hauora Māori & Pacific Health Advisors

Te Kupenga Hauora Māori: Dr Anneka Anderson

Pacific Health: Dr Vili Nosa

Mail

All outgoing mail should be recorded prior to placing in the outgoing bag. Your Group Services Coordinator will show you where the mail register is kept and how to enter the activity centre/grant/project number that postage is to be charged to.

Equipment and Equipment Loan

Audio/Visual (A/V)

All seminar rooms in the teaching Area on Level 2 have A/V equipment installed. The conference rooms on Levels 3 & 4 have a data projector. If other equipment is needed, please see your Group Services Coordinator.

Fax availability

Fax machines are located in several locations in the building. Please ask your Group Services Coordinator for the location closest to your desk.

Skype

Skype is available in some of the breakout rooms on Level 2. These rooms must be booked through the Room Booking system so please talk to your Group Services Coordinator in the

first instance. Please leave yourself some time to organise this and check that all is working. You will need to borrow a keyboard, mouse and remote from Reception. Simply plug in the equipment and use.

Videoconferencing

There is a permanent videoconferencing unit in 730.321. The room must be booked prior and when booking, it must be stated that this is for a videoconference.

If the room is not available there are two mobile units available in the School that can be used in some rooms on Level 2. You are advised to have a 'trial run' a few days before to ensure you can connect to all parties.

IT Support And Information

All IT enquiries must be directed through the Staff Service Centre, either by phone (+64 9 923 6000 or ext. 86000) or email staffservice@auckland.ac.nz

Any requests for additional software or equipment need prior approval and must be directed through IT, so please check with your Group Services Coordinator in the first instance.

Photocopying

Photocopiers are located in the utility rooms at each end of Levels 3 & 4. You need an ID card to swipe to use the photocopiers. These machines are to be used for small amounts of copying. If you have a large amount to copy please talk to your Group Services Coordinator so you can arrange to have copying done through one of the university Preferred Suppliers. You can also print to the photocopiers and this is the cheaper option when you have a larger amount of material to print.

PhD Orientation/Induction Sessions, Meetings, Seminars & Workshops

The School will run orientation/induction sessions twice a year, usually in February and August. These sessions will give an overview of some of the key people, processes and resources within the School.

Other PhD Meetings, Seminars & Workshops

The School will run a number of other sessions each year, on some key topics such as how to complete your Full Proposal for your Provision First Year Review meeting, but also on topics identified by PhD students and supervisors where appropriate alternative sessions are not available elsewhere in the University.

You are encouraged to use Faculty, University and other services that provide a range of meetings, seminars and workshops on a wide range of topics. You can find information about these through the various Faculty and University websites but will also receive emails about many of these.

PhD Student Group

The School PhD student representative will arrange a number of meetings each year for students to come together to discuss particular issues and to maintain a feeling of being part of the School.

Printing

Access is facilitated by IT support. Printer use is monitored monthly. If you have difficulty gaining access to a printer see your Group Services Coordinator.

Monthly printouts by user and volume for all the network printers are now being monitored on a user basis. This will allow for cost recovery from projects and contracts where applicable.

You are reminded that network printers should not be used for multiple duplication of documents.

Colour printing may be done on some of the photocopiers in the building. Please ask your Group Services Coordinator about this.

PreSS Accounts

Please refer to the Postgraduate Website

<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg.html>

> Postgraduate Research Student Support (PreSS). A copy of FAQs, the University of Auckland Staff and Student Travel Policy documents, together with explanatory notes and commonly used forms are appended. Your Group Services Coordinator will be able to send you electronic copies of these forms.

Additional Funding for SOPH PhD Students

As a SOPH PhD student you are able to apply for additional funding of up to \$1000 per year. The current policy for this funding is outlined in Appendix 2.

Room Bookings

All room bookings for the School are processed electronically. Bookings should be made through your Group Services Coordinator.

Please work through your Group Services Coordinator if you require catering. Socialising in the reception areas on Levels 3 & 4 is not permitted.

Stationary Supplies

Basic stationery supplies are available to all PhD students. Please talk to your Group Services Coordinator.

Statistical/Biostatistical Support

Statistical support is available to all SoPH PhD students through the Biostatistics Unit in the Epidemiology and Biostatistics section.

Telephones

Phones are available throughout the building but are not provided to every workspace. Most interview rooms do have phone connections and these are available, especially to those in open plan areas who wish for privacy. You are reminded that all outgoing calls are charged whether local, national or international and you are required to complete the interview room phone log supplied. Instructions on phone use are available from your Group Services Coordinator. If you do not have a phone in your workspace and this is causing problems with your studies then talk to your Group Services Coordinator.

- Local calls – dial '1' then the phone number required.
- Toll calls – check with your Group Services Coordinator - toll access is not automatic.
- Conference calls - refer to your Group Services Coordinator.
- If you have a password on your phone please ensure you remove it before leaving.

Transport

Your Group Services Coordinator will have a copy of the timetable for the shuttle service between Tāmaki and City campus and the Transport Policy. Please show your ID card to the driver as you enter.

There is also a regular service by both bus and rail to Tāmaki Campus. To check and download information refer to the following website: <http://www.maxx.co.nz>

APPENDIX ONE: Guidelines for good living in the Population Health Complex

The aim of open space is to create a social setting for the most conducive effectiveness and efficiency of our various tasks. The open space allows more communication and interaction which is the "oil" to enable information to flow fast, leading to more informed colleagues, and more optimal opportunities for better productivity.

Hence, discussions are welcomed and, at the same time, we need to respect the "working space" of colleagues.

It is optimal to:

- Invoke the two people - two minute rule. If your communication is likely to be more than two minutes with two or more people, then please use a meeting room¹.
- At all times please keep your level of voice low.
- If others are disturbing you, please ask them if they wouldn't mind using an interview room, or closing the door to their office, if applicable. It is preferable to make this invitation as we all welcome this rather than disturb each other.
- If you sit in an open area and are going to make a sequence of phone calls, or a long call, please use one of the meeting rooms. Note: we are often louder when we talk on the phone.
- Ensure your phone ring is on a low setting and a different tone to those around you. Phones should be answered quickly, or set on divert. Speaker phones are not acceptable in open plan areas, and speaker phones in offices can be heard in the Atrium if used too loud with the louvres open.
- The "hum" that is generated on the floor is great, but be wary about raised voices when speaking to others or when on the phone. If your guest has a loud voice, welcome them into a meeting room.
- Please avoid conducting Skype calls in the open plan areas as this is very intrusive to those around you. If possible book a meeting room for on-line calls/meetings.
- If you need to use a radio (or other audio device) please ensure that this is done with earphones. No music should be audible to your co-workers.
- If you sit in an open area, please use earphones if viewing YouTube videos etc, or at the very least, please keep the volume down low to avoid disturbing others around you.
- Please use your mobile phone for personal calls and conduct calls in a non-work area (such as stairwells) to avoid disturbing others working around you.
- If your meeting involves a large group, please keep the door to the meeting room closed to avoid disturbing those working in neighbouring offices. Please ask participants to take any

¹ Interview/Discussion Rooms can be used for phone calls, confidential calls meetings, discussions, and when there is a need for spreading things out, but not for work that can be done at the normal desk. If free, just use them.

mobile calls in a non-work area (such as stairwells), away from offices and open plan areas, and to refrain from pacing up and down corridors.

- If furniture is moved around in meeting rooms it should be returned to the original/default setting at the end of the meeting. Tables should be wiped down if food/drinks have been served. It is a common courtesy to leave the rooms tidy and ready for use by others after you.
- Conference and meeting rooms can be booked through the University's web room booking service: <https://www.staff.auckland.ac.nz/en/teaching-and-students/teaching-and-learning-1/timetabling-and-room-bookings/room-bookings.html>. The small interview rooms are not in the booking system but will normally have a booking schedule on the door; however, if the room is not in use, feel free to use it.
- There are two bookable conference phones available for use in certain conference rooms. Please book with level two Reception staff.
- Be considerate of other peoples needs regarding draughts, temperature and glare.
- Books and materials on each person's desk and shelves are sacrosanct. Please do not borrow any material without prior approval.
- Please keep kitchen areas clean and tidy. Wash and put away your own cups and dishes. Food to be consumed on a daily basis, such as lunch, can be stored in the fridge. Food to be stored longer, such as pickles or sauces, should be labelled with your name and stored for no longer than five days. Fridges are cleared out weekly to remove all uneaten food. Place recyclable items in the appropriate bins.
- Tea and coffee is supplied for use by you and your guests at any time. You are encouraged to use the Atrium for breaks. You can also use the casual seating areas adjacent to the kitchen areas. Milk is supplied for drinks only and is not meant for breakfast cereals.
- When approaching staff located in open plan area please make your presence felt as you approach to avoid giving them a fright.
- It is important in open space workstations not to create "closed" space and thus defeat the advantages.
- At all times be considerate to others.

APPENDIX TWO: Additional Funding Request Policy

Guidelines for allocation of School of Population Health Funds for Postgraduate Research (Theses, Research Portfolios and Dissertations) Updated February 2015

The School of Population Health has a pool of money available annually to assist research students in covering the costs of their research, subject to review. The maximum that can be applied for is based on the number of points associated with the research project:

- 120 points: \$1,000 (per year for PhD students)
- 90 points: \$750
- 60 points: \$500

This is based on a full-time enrolment, pro rata for part-time enrolments and supervision splits with other departments and faculties. Out-of-time students are ineligible to apply.

To apply for the fund, the student will need to complete an application form (available through the Section Group Services Co-Ordinators). In lieu of a supervisor's signature, the completed form is to be sent via email by the student's supervisor who then sends it through to the School Group Services Manager (Peggy McQuinn).

Requests for funds must be for the purpose of helping to cover the costs of conducting and completing research. All purchases for goods and services must comply with UoA/School financial policy and with UoA preferred supplier agreements. All travel must be booked through the University travel supplier APX. If travel is able to be sourced through another supplier at a reduced cost, approval must be obtained from the School before making a booking to be sure that the cost will be able to be met through the fund.

The UoA **Travel Policy** can be found at:

<https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/finance/travel-and-vehicles/travel-policy0.html>

Various policies around **purchasing and procurement** can be found at:

<https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/finance/procurement-and-purchasing-.html>

Advice on purchasing and other administrative processes is available through your Group Services Co-Ordinator.

Once the application is received, it will be considered by the School's Postgraduate Research Funding Assessment Panel. The applicant can expect to be notified via email within five days of submission of the completed application. If successful, the applicant will also be given advice on how to access the funds that have been allocated.

Note:

- Funding is not available for capital items such as equipment (including devices such as iPhones).
- PhD students will need to present a strong case for accessing funds as their research expenses are expected to be able to be met through their PReSS accounts.
- Students may apply to this fund for travel to conferences to present their research work. PhD students are excluded as conference travel money is provided to them directly through their PReSS accounts for the purpose of travel.

All applications must be submitted by the student's supervisor