

ENROLMENT CHECKLIST & INFORMATION SHEET FOR MPhil & DOCTORAL CANDIDATES

If you have any queries during the admission or enrolment process, please get in touch with us: pgresearch@aut.ac.nz

New students should make an appointment to meet initially with the faculty/school contact person listed on their offer letter. The administrator will ensure that initial face to face contact with the supervisory team/advisor has been made and provide a brief orientation to your faculty.

Campus Maps

[Find out more details about each campus](#)

Verified Documentation – If Not Already Submitted

- Identity documents (e.g. passport)
- Signed Offer of Place
- Student Visa (International Students only)

Any outstanding documentation should be submitted to the Student Hub:

AUT City Campus

AUT North Campus

AUT South Campus

Level 2, WA Building

Level 2, AB Building

Level 1, MB Building

You cannot commence study until all documents and a valid visa (international) are received.

Enrolment

Doctor of Philosophy and Master of Philosophy

Once you have accepted your offer of place, please discuss with your supervisor regarding your enrolment start date. **It is important that you contact the Graduate Research School pgresearch@aut.ac.nz to confirm your enrolment start date, and we will inform you when you have been enrolled into your papers.**

You may start your enrolment (research) on one of the following dates/intakes:

- Intake One 1st of February
- Intake Two 1st of May
- Intake Three 1st of July
- Intake Three 1st of October

Professional Doctorates

Students in professional doctorates commence with coursework. While you are completing the coursework component of your programme, your school/faculty will arrange your enrolments. At the end of the last paper, the Graduate Research School will arrange enrolment in the thesis paper and inform you when this has been done.

Fees and Scholarships

Once your enrolment is confirmed, you will need to ensure your fees are paid in full. International Students will have their first year's invoice issued with their offer of place. If you need further assistance, please get in touch with us: pgresearch@aut.ac.nz

You will need to re-enrol and pay fees each year. This includes: Tuition Fee, Student Services Fee, Enrolment Fee, and Insurance (International Students only).

Fees can be paid at the Student Hub. For other payment options see: <https://www.aut.ac.nz/study/fees-and-scholarships/paying-your-fees>

If you are a scholarship recipient, or would like information on scholarships, please contact the Scholarships Office: scholarships@aut.ac.nz

Induction Programme for Doctoral Students

The Graduate Research School facilitates an induction programme for new doctoral students four times during the year. This provides:

- An introduction to being a research student at AUT, and the resources and support available
- The opportunity to meet and talk with other research students, and for further engagement with students through workshops, etc

You are expected to attend an induction programme during your first six months. The Graduate Research School will contact you regarding the next session and making a booking.

Computer Login

Your computer account will be activated within 24 hours of your fees being paid. Your username is printed on the bottom of the Student ID card, which you use to log in to AUT computers, AUT Online, Student Hub Online, and ARION Online.

International Students

International Student Support (ISS) provides international students with specialised knowledge and advice on immigration matters, insurance, and community networking. ISS can assist you with opening a New Zealand bank account, advise you on the Code of Practice that governs your time of study here in New Zealand, offer accommodation advice, living and learning strategies and much more. International postgraduate students can seek assistance or information from the ISS team at studhub@aut.ac.nz or drop into the Student Hub. All advisory services are free and confidential.

In addition to the costs above there is a cost of living to be considered. For more information, please refer to: <https://www.aut.ac.nz/international/preparing-for-your-trip-to-new-zealand>

IT Services

Make sure you have access to AUT's range of IT services available. For more information refer to:

<https://student.aut.ac.nz/study/it-services>

- **[Computer Login](#)**
Your computer account will be activated within 24 hours of your fees being paid. Your username is printed on the bottom of your Student ID card, which you use to login to AUT computers, AUT Online, Student Hub Online and Arion Online.
- **[Student ID Card](#)**
Once your fees invoice has been generated or you receive a receipt you can go to the Student Hub (8am to 5pm week days) to receive an ID card; or, if you have supplied a photo it will be posted to you – please ensure your correct NZ mailing address is recorded on ARION (the student management system) <https://arion.aut.ac.nz>. International students can collect their ID cards from the Student Hub once they arrive in the country.
- **[Student email](#)**
Your AUT student email address will be in the form of firstname.lastname@autuni.ac.nz

Student Services

Student Services provide a range of services to support postgraduate students as they study. As well as academic support provided by Learning Services, there are Student Advisors specifically for postgraduate students.

If you require any assistance or need information on the range of student support available at AUT please contact the Student Hub: studhub@aut.ac.nz

Academic and Study Support

There are many ways to access academic support while you study at AUT. For more information, please visit <https://library.aut.ac.nz/for-researchers/library-support-for-researchers>

Faculty Postgraduate Study Rooms

The Faculty Postgraduate Office will provide you with a form to get access to faculty postgraduate study rooms. Take this form to Security (City Campus: WO201, North Campus: AT Building, South Campus: MB Building).

Centrally Located Postgraduate Study Rooms

There are also centrally located study rooms on all campuses of the university, located on the City Campus(WU415-416), North Campus (AL210), and South Campus (MB level 2).

[PG Study Rooms Access and opening hours](#)

Office Space and Computer Allocated

If available, your Faculty Postgraduate Office will allocate these resources. Most students will be provided with access to shared study spaces with computing facilities available.

Postgraduate Student Researcher Development Programme

The Graduate Research School offers a Postgraduate Student Researcher Development Programme throughout the year to complement those provided by faculties. Seminars and assistance through the series are provided across a range of topics, including: Academic workshops; Computer Skills; and Social Events. These seminars are provided at no cost to candidates. A detailed list of the seminars, timetables and registration is available through the online portal, Student Hub Online. For more information about the programme, please contact grs@aut.ac.nz.