

Centre for Peace and Conflict Studies
Welcome To All New and Continuing Students
Semester 2, 2011

This letter contains important information so please keep it for future reference.

STAFF

CPACS full-time staff include Associate Professor Jake Lynch (Director), Dr Wendy Lambourne (Postgraduate Coursework Coordinator), Dr Lynda-ann Blanchard (Postgraduate Research Coordinator) and Neven Bondokji and Punam Yadav (part-time Administrative Assistants). Part-time lecturers in 2011 include Emeritus Professor Stuart Rees, Adjunct Professor Sev Ozdowski, Dr Ken Macnab, Professor John Langmore, Dr Erik Paul, Professor Frank Hutchinson, Mr Peter Herborn, Ms Annabel McGoldrick, Mr Abe Quadan, Dr Spase Koroski, Ms Lynette Simons, Ms Leticia Anderson, Dr Sandra Phelps and Ms Lucy Fiske.

CPACS OFFICE

The Administration Office in Room 119 is usually open between the hours of 9 am – 5 pm Monday to Friday. Please note that the office is closed for one hour over lunch, and at times it may be unattended as the Administrative Assistants are often required to complete errands outside of the office. If you need to speak to Neven or Punam urgently please phone beforehand to make sure that the office will be attended. The CPACS Administrative Assistants can be contacted on 9351 7686 or via email at arts.cpacs@sydney.edu.au

TIMETABLE AND COURSE PLANNING

The CPACS timetable is available online at http://sydney.edu.au/arts/peace_conflict/teach/timetables.shtml. Please check the CPACS timetable for details of units of study offered in intensive format during each semester and in Summer and Winter School, which may not appear as options when you enrol online. You are strongly encouraged to discuss your study program with the Postgraduate Coursework Coordinator and to attend the CPACS new student information session in Mackie Seminar Room 107 on Monday 25 July (Week 1) from 12 noon – 2 pm. Please note that the PACS6904 Dissertation Seminars commence in Week 2 of the semester. You are required to obtain approval from the Postgraduate Coursework Coordinator to undertake the dissertation or to enrol in cross-listed units of study. To make an appointment, please email Wendy at wendy.lambourne@sydney.edu.au.

WELCOME LUNCH

CPACS will be hosting a welcome lunch for all new and continuing students in the second week of semester from 12.30 – 2 pm on Wednesday 3 August in the Posters for Peace Gallery. This will give you the opportunity to meet CPACS staff and your fellow students whilst enjoying some refreshments in the ambience of the Gallery. RSVP for the welcome lunch by Tuesday 2 August to Neven or Punam in Room 119, Tel. 9351 7686, email: arts.cpacs@sydney.edu.au

COURSE OUTLINES AND READERS

Course outlines are provided by the Lecturer in the first class. Course readers are purchased from the University Copy Centre which is located at:

Shop 2, Lower Ground Level, Sports and Aquatic Centre, Maze Crescent, Darlington Campus (Redfern side of City Rd).

Opening hours are 8.30am - 4.30pm Monday to Friday. Tel. 9351 4582.

You will need to know the codes for the relevant units of study (e.g. PACS6911) when purchasing readers.

The Copy Centre gets very busy at the start of semester, so if you want to avoid long queues and to make sure that the reader you want is in stock and available for you to purchase, then it is a good idea to order your readers online. You can then pick up your reader from the Copy Centre after 10 am the following day. Visit the Copy Centre website at: <http://sydney.edu.au/ups/ucc/>. Please note also that there is normally a long queue for Undergraduate students which you can avoid as a Postgraduate student!

ASSIGNMENT SUBMISSION AND COLLECTION

Students are required to read and retain for future reference a copy of the *CPACS Assignment Presentation and Assessment Guidelines 2011*. These guidelines include essential information about presentation and submission of assignments; academic referencing styles; late penalties, extensions and special consideration; marking and re-examination procedures; plagiarism; academic writing advice and study skills; and course evaluations. Your lecturer will provide copies of the Guidelines during the first week of classes, and they are also available on the CPACS website at: http://sydney.edu.au/arts/peace_conflict/teach/assessment.shtml.

STUDENT INFORMATION AND EVENTS NOTICES

Copies of student information and events notices are available from the table just inside the door of the Mackie Building outside the CPACS Resource Centre. These notices include timetables, assignment cover sheets, assessment guidelines, dissertation guide, newsletters, CPACS brochures and flyers for CPACS seminars and other events. Students are welcome to use this table for displaying notices of events of interest. Events notices are also available in the Posters for Peace Gallery, noticeboards around CPACS and are circulated via email.

STUDENT EMAIL ADDRESSES

It is essential that you regularly check your University student email address. Important information from the University, Faculty and from CPACS is sent to this email address. You are able to organise for email to be forwarded from your University email to an alternative email address if you wish. The Administrative Assistants maintain email lists for current and past CPACS students. Emails sent to students include administrative information as well as notices of CPACS and other events of interest.

YOUR CONTACT DETAILS

If you have alternative contact details, or if you change address or phone number during the year, it is important that you advise the CPACS Office as well as advising the University. Our database is separate to the University system so it will not be automatically updated if you advise the Faculty that you have moved.

OTHER CPACS RESOURCES

Resource Centre: The CPACS Resource Centre in Room 102 is a reference library available to students. You are not able to borrow books or other resources, but you are able to use them whilst you are at the Centre. The Resource Centre includes numerous reference books, journals and resource boxes for most CPACS units of study, as well as copies of past student dissertations. The Resource Centre is open when our volunteer librarian Peggy Craddock is in on Tuesdays during semester. If you require access at other times, please ask the Administrative Assistant in Room 119, or one of your lecturers if the Administration Office is closed. When using the Resource Centre, please put things back on the shelf where you found them so that staff and your fellow students are able to find resources after you have used them.

Photocopying: If you need to photocopy anything from the Resource Centre, please ask the Administrative Assistant who will provide you with access to the staff photocopier in Room 105. The cost of photocopying is 10c per copy. This goes towards the cost of paper and maintenance of the copier, so in order to keep this convenience going for all students it is important that you pay for the copies you make. Please give money for photocopying to the Administrative Assistant, or to your Lecturer if the Administration Office is closed.

Posters for Peace Gallery: We welcome one and all to the Posters for Peace Gallery! However, please remember that there are staff offices nearby so it is important to keep the noise levels down. Also, please clean up after yourselves so as to ensure that everyone can enjoy the Peace Gallery in comfort.

Kitchen: Students are also welcome to tea and coffee which is available in the kitchen. You may use the milk that is in the fridge but please respect the personal food items also stored there. Please make sure that you wash your cup and put it in the cupboard when you are finished as we don't have cleaning staff to do this.

Seminars and Events: CPACS runs seminars, workshops and other events throughout the year. You will be emailed information about these events from time to time. Students are always welcome to attend CPACS public events. The Sydney Peace Foundation which awards the Sydney Peace Prize each year also organises events open to students.

Volunteering and CPACS Membership: Information on becoming a member of CPACS can be found in the Centre. For students the cost is only \$16.50. Not only will you be supporting CPACS, but you will also get *PeaceWrites* (the CPACS newsletter) posted to you twice a year in addition to receiving discounts on CPACS publications. CPACS is governed by a Council of staff and volunteers including a student representative. Please let the Administrative Assistants know if you are interested in becoming a member or nominating for the Council as a student representative in 2011.

We also welcome students as volunteers. Much of the work at CPACS is done by volunteers. It is essential to our survival so don't be shy about getting involved! We have many things requiring assistance, from helping with mailouts to organising seminars and other events. Please let the Administrative Assistants know if you are interested in volunteering. Students are also encouraged to submit items for publication in *PeaceWrites*.

Welcome and best wishes for the semester on behalf of everyone at CPACS!