Postgraduate Student Information

Welcome to the academic community of the University of Sydney
FAQs: The things you need to know
Frequently asked questions...University jargon

- Do you know what these often-used terms mean? Check the University Glossary for more terms
  - **Unit of Study (UoS):** Subject
  - **Unit of Study Outline/Course Outline:** Your source of information about all your important course content, assessment timetables and unit requirements. Make sure you download these for each of your units so you know everything you need to know, and use them to plan your semester!
  - **Census Date:** Last day to add or withdraw from units of study without academic or financial penalty – usually at the end of March in semester one and the end of August in semester two. Find out dates!
  - **DC (Discontinue Not to Count as Fail) Date:** Last day to add or withdraw from units of study without financial penalty – the unit will not be listed on your transcript but you will still be liable for fees for the unit. Usually around Week 6 each semester, check the website for exact dates.
  - **Credit Points:** Value attached to each UoS undertaken as part of your degree.
  - **Electives and Core Subjects:** UoS required to complete as part of your degree.
  - **Majors:** An area of specialisation you can select to undertake within eligible courses.
  - **Course readers:** A collection of journal articles, book chapters and other material from a range of sources that may be provided to you for a unit. Check your UoS Outline to find if you have prescribed ‘Course readers’ – many readings may be available electronically via the LMS.
  - **MyUni:** Your central portal to all the important services, such as; Blackboard (LMS), Sydney Student, Timetable, CareerHub, Library Services and your student emails!
  - **UG/PG:** Undergraduate (Bachelor degree) or Postgraduate degrees (Grad Certificate, Diploma, Masters).
  - **HDR:** Higher degree research – a Masters or Doctorate (PhD) achieved by writing a research thesis.
What are the different terms for staff?

- **Tutor**: An academic or research student who teaches content in small, interactive groups
- **Associate Lecturer**: Early career academic who provides lectures to students and researches
- **Lecturer**: A more highly ranked academic who provides lectures to students and researches
- **Senior Lecturer**: A more highly ranked academic, usually based on research, who lectures and researches
- **Associate Professor**: A more highly ranked academic, attained through sustained research, teaching and a well-recognised international academic profile; who lectures and researches
- **Professor**: A highly ranked academic, attained through outstanding research, teaching and a well-recognised international academic profile; they may provide lectures to students
- **Dr**: Someone who has completed a PhD, medical or juris doctor (law) degree
- **Dean**: Academic head of your Faculty
- **Chair**: Head of your particular discipline within your Faculty
- **Vice-Chancellor**: Academic Head of the University
- **Deputy Vice-Chancellor**: Head of a particular area of the University, i.e. Research
- **Faculty Manager**: Administrative Head of your Faculty

What is the difference between a lecture, tutorial, seminar and lab?

* **Lecture** – An educational deliverance of information to a large body of students
* **Tutorial** – An smaller, interactive engagement to discuss critical concepts
* **Seminar** – Similar to a lecture, but more interactive and discussion based
* **Lab** – Opportunity for hands-on experience and practical application of concepts
Frequently asked questions...student administration

– Where can I get advice about university administration like enrolment and change of subjects?
   – You can ask for advice from staff at the student centre on Level 3, Jane Foss Russell Building. Current students can also call the help line on 1800 SYD UNI (1800 793 864).

– How do I get my student card?
   – You need to upload a photo via Sydney Student and collect your card when you are emailed that it is ready. Further information is available online here.

– What is my Unikey?
   – Your unikey is your passport into all of the University’s systems, including Sydney Student, email, Blackboard and wifi. Think of a password you won’t forget but no one can guess (use capitals and numbers) and do not tell anyone. If you are having issues with access, contact ICT on: 9351 2000.

– What is MyUni?
   – The student portal that links to all student systems, including Sydney Student, Blackboard, email, the library and Turnitin. You can access it from the link at the top of the front page of the website.

– What is Blackboard?
   – Online network of UOS content, including lecture content, tutorial and lab work information. There may also be assessments or quizzes. It is accessible via MyUni.

– What is Turnitin?
   – A system that allows you to electronically submit your assignments that also checks for originality and plagiarism. It is used to maintain academic honesty and complies with the University of Sydney’s Code of Conduct for Students.

– How will I find out about exams?
   – Your unit of study outline will let you know if there are exams in your unit. The exam schedule comes out during semester and you can download it from MyUni. Find out the date, time and venue early.
Frequently asked questions...student admin continued

– **How will I know what I need for each unit?**
   – Your unit of study outline will state what you need in terms of textbooks, course readers and any additional equipment like a lab coat or stethoscope. It also contains important information like due dates for assessment and contact details for tutors and unit of study coordinators. You may be given a hard copy in your first lecture and it can be downloaded from Blackboard.

– **Where can I buy textbooks?**
   – Your unit of study outline, that is available on Blackboard, will tell you which textbooks you need to buy. The [Co-Op bookshop](#) is located on the corner of Codrington Street and Darlington Road, just next to the University Sports and Aquatic Centre. Order your books [online](#) to skip the queues. Students can also get textbooks from the [SRC second-hand bookshop](#) on Level 4 in the Wentworth Building.

– **Where do I get course readers?**
   – Unit of study outlines will state whether students require a course reader and where to obtain it. Most readers can be ordered from [Publish Partner online](#) and collected from the Copy Centres on either [Darlington](#) or [Cumberland](#) campuses.

– **What do I do if I am sick or I can’t get an assignment done or time or attend an exam?**
   – The [special consideration portal](#) provides you with all the information you need about the time frames and supporting documentation required for requesting an extension, supplementary exam or special consideration. Ensure you are clear about all necessary requirements and policies. You can then apply through Sydney Student.

– **Where do I go for help?**
   – If you have a question about your course content or an assessment, contact your tutor, unit of study coordinator or librarian. If you need assistance with an administrative or enrolment issue, contact the [Student Centre](#). If your issue is personal, there are a range of support services available.
Frequently asked questions...campus

– How do I find out where my classes are located on campus?
  – Class locations can be found on your personal timetables. Ask someone if you don’t know where to find a room or you can use the app ‘LOST ON CAMPUS’ or campus maps.

– What do I do if I have classes on an campus other than Camperdown?
  – Getting around and between our campuses is easy with our free inter-campus shuttle bus, which runs regularly during semester. We also have services for Rozelle, Lidcombe and Camden.

– Where do I catch buses?
  – Bus stops are located along City Road and Parramatta Road. They are marked with small blue bus icons on the campus maps. You can also use the Transport Info site to plan your trip.

– Is there a bank on campus?
  – Commonwealth and National bank branches are located on level 3 of the Wentworth Building. There are several ATMs - find them by selecting the ATM option on the campus maps. Further banking facilities can be found in Broadway Shopping Centre, opposite the University and Victoria Park and on King St, Newtown.

– Can I smoke on campus?
  – The campus is non-smoking except for designated smoking areas. Find them by selecting the smoking area option on the campus maps.

– How do I pay for printing on campus?
  – The printing system will debit directly from your UniKey account that is linked to your Student Card. You can recharge your UniKey account from the University of Sydney UniKey account webpage.

– Are there 24-hour computer labs on campus?
  – There are a range of learning hubs that are open 24 hours on main campus including Carslaw Learning Hub on Eastern Avenue, the Abercrombie Building and Fisher Library. Use your student card for after-hours access. Find out more about IT including free wifi on the Student ICT site.
Insider tips from current students

• Try and get your Student Card AS SOON AS POSSIBLE! Student Cards are your identification, library card and access to buildings. Upload your photo early to avoid the queues!

• Get your OPAL Card. Full-time, domestic students eligible for Opal Card student concession pay only half fare, it’s a no brainer!

• Use TripPlanner to work out which public transport you need to take to get you where you need to go – great if you are not familiar with Sydney!

• Get USU ACCESS Membership during OWeek – it allows you to join any club or society you like and provides discounts at most retail, food and drink outlets on campus – you pay it off in no time!

• Join Sydney Uni Sport and Fitness during OWeek for a special pack to get you started at the gym – you can join team for fun competitions and use all their facilities including the gym, classes, pool and indoor climbing wall – great to keep fit and relax. Remember – it’s all about Work/Life/Study BALANCE!

• Get to your first lecture (and all the others) for every unit – that is where you will find out everything you need to know about that unit.

• Don’t be afraid to ASK FOR HELP! Your lecturers and tutors are here to help you learn, the Student Centre staff can assist with administrative issues and the Support Staff, especially the FREE Counselling Service, CAPS, can help you manage any issues before they become BIG PROBLEMS.
Student conduct and safety

- Every student has the right to feel safe, welcome and respected at all times on all University of Sydney campuses.

- The University of Sydney has a campaign called Safer Communities for All - a ZERO tolerance policy to anti-social behaviour including bullying, harassment, racial vilification, homophobia and sexual violence or assault.

- In Semester 2 2017 University is rolling out the Epigeum Consent Matters online education module for all students. The module is designed to help students understand sexual consent. For more information visit: sydney.edu.au/consent.

- The Student Code of Conduct explains the rights and responsibilities of students – familiarise yourself because ignorance is no excuse. It is available in the University Policy Register.

- Student misconduct has serious implications, including expulsion and legal consequences.

- If you ever feel unsafe on campus, call security, 24 hours a day, 7 days a week: 9351 3333 (further details on page 28 of this presentation).

- In an emergency, call 000 for police, ambulance and fire brigade services.

- Visit the Student Affairs website if you would like to make a formal or anonymous complaint about unacceptable behaviour. You can also call 8627 5559 Monday – Friday, 9am – 5pm or email studentaffairs@sydney.edu.au.

- If you need to talk to someone confidentially about an upsetting incident experience, call 1800 SYD HLP (1800 793 457). This service can also connect you to other University support services during business hours (9am-5pm), and 24-hour external help from the NSW Rape Crisis Centre or other services.
Creating a safer community for all

– Being inclusive is embedded in our culture, but we know it has no meaning unless we do as we say. That’s why we run programs and initiatives that demonstrate how we live our values.

– We believe racism in any form is abhorrent and must be countered, so we’ve partnered with the Australian Human Rights Commission's campaign *Racism. It Stops with Me.*

– Sydney University is an ALLY of Lesbian, Gay, Bi-sexual, Trans-sexual, Trans-gender, Queer and Intersex people. Queer spaces and unisex bathrooms are available on campus.

– Sexual violence and harassment are unacceptable and not tolerated at Sydney.

– Find out more about our [current campaigns](#) at the University.
Academic Honesty

What is plagiarism and how can I avoid it?

This is the dishonest practice of taking someone else's work or ideas and passing them off as one's own, and is not acceptable at the University. Submit only your own work.

Undertake the Academic Honesty module and download the certificate after completion.

Academic dishonesty is a serious student misconduct issue and has consequences including expulsion.

There are a range of other resources to assist you to ensure the academic honesty of your work:

Educating for Academic Honesty: guidelines, resources and workshops specifically for students

Citing and academic honesty: library module regarding academic honesty and rightful attribution of information.

Referencing and Citation Styles – Library guidelines regarding acceptable referencing practices.

Academic Honesty workshops run by the Learning Centre

There is also information available about intellectual property and ownership rights:

Intellectual property policy 2016

Intellectual property: information about regulations regarding copyright, trademarks, confidential information and physical materials

Top Tips

Some faculties and disciplines have preferred referencing styles. Check your Unit of Study outline to see if they specify which style to use and how to reference (in text, footnotes etc).

If you need any more assistance, speak to an Academic Liaison Librarian for more information or use the online live Chat Now feature on the Library website between 10am – 4pm, Monday to Friday.
Academic Policies

All policies and procedures of the University of Sydney can be located on the website.

Use the Search feature at the top of the page to search for “Policy Register” or go directly to Policy Register site and select the following for topic specific policies:

- **Postgraduate** – policies specific to graduate students
- **Coursework** - policy and procedures relating to units of study and course structures
- **Research** – policies relating to research and ethics
- **Intellectual property** – information about ownership of information and data management
- **Academic honesty** – information related to plagiarism and referencing policies
- **Academic dishonesty** – information relating to student academic discipline rules
- **Assessment** – policies regarding assessable work
- **Examinations** – policies about the exam procedures and provisions
- **Misconduct** – policies about unacceptable practices at the University

For information about policies and processes relating specifically to higher degree research students, visit the HDR Current Students website.
Who Does What?

The University

Academic Board
- Approve Examiners
- Ratify Examinations
- Define the PhD

Faculties & Supervisors
- Look after your candidature

Director, Graduate Research
- Develops PhD Programme
- New Learning experience
- Designs HDR+

HDR Admin Centre
- Manage:
  - Progress plans
  - Changes to status
  - Scholarship payments
  - Examinations
Accessing online student systems
MyUni student portal

It’s really important to log on to MyUni and to check your University email address every day.
The easiest way to do this is through the Current Students site, from the TOP of the University website homepage: sydney.edu.au
Logging on to MyUni

From the Current Students page, select MyUni from the list of popular system logins.

You can also find key information specifically for current students regarding administration, support services and careers on this page.
Inside the portal

The QuickLaunch panel has all the important systems that students should access on a regular basis, and includes:

- **Blackboard** – access to UoS outlines and resources for your subjects
- **Email** – your Sydney email account
- **Timetable** – timetabbling system
- **Careers** – Sydney Career Hub
- **Sydney Student** – self-administration system

Check **Student Notifications** and **Important Messages** for news and upcoming events.

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**Consent Matters: online education module now available for all students**

The University is rolling out Epigeum’s Consent Matters online education module for all students to complete. Developed by a collaboration of academics based in the UK and Australia, the online consent module has been designed to help you understand sexual consent, respect, good communication and positive intervention. The module takes about an hour to complete but doesn’t have to be done in one go. [Register and complete Consent Matters online now](#).

**Academic Honesty Education Module**

A reminder that all commencing coursework students who have not yet completed the university's Academic Honesty Education Module need to do so before the census date (31 August). Unless you have previously completed the module, this includes all students starting or transferring to a new degree, or enrolling in the Business School for the first time. You can find the module in your LMS (Blackboard).
Sydney Student

Sydney Student is the University of Sydney’s online student record and administration system

– Accessed online using your unikey and password
– Provides 24/7 access for students to a broad range of online information and student administration functions, including:
  – Update personal information including contact details
  – Financial information, pay fees, manage SydPay
  – Accept an offer of admission
  – Manage and vary enrolment: change units of study, defer, reduce study load, apply to transfer degrees
  – Apply for credit for previous study
  – Apply for special consideration
  – Academic progression information, grades and transcripts
  – Messages and enquiries

sydneystudent.sydney.edu.au

IMPORTANT!

Keep Sydney Student up to date!
If you change your address, phone number, bank account or name, make sure you update Sydney Student!
This is a requirement of your enrolment.
In-person admin enquiries: Student Centre

Level 3, Jane Foss Russell Building, Darlington Campus

Face to face consultations regarding a range of student administration and enrolment issues, including:

- **Application information** for prospective students
- **Student cards, transcripts** and forms
- **Admissions, deferring and transferring** degrees
- Issues with online enrolment, re-enrolment and Sydney Student
- **Course advice** and **planning**
- Varying **study program** and **study load**
- **Credit**/recognition of prior learning
- **Special consideration**, **complaints** and **appeals**
- **Scholarships** and **fees**
- Student **exchange and study abroad**
- **International student** information and **visas**
- **Timetables**
- **Exam** information
- **Graduations**
- **Key dates**

**Phone:** 1800 SYD UNI (1800 793 864) or +61 2 8627 1444 (outside Australia)

**Email:** Send enquiries via the [online form](#)

**Opening hours:** 8.30am to 6pm, Monday to Friday
Student IT resources
sydney.edu.au/ict/student/
Student ICT site

Current students

Student IT

When you enrol, you will be provided with a University student email account and it is important you log in to check your emails regularly. While on campus you will also have access to wi-fi, computers, printers and scanners.

1. Emails and wireless
2. Print, scan and copy
3. Apps

Emails and wireless

You can find information on your UniKey, where to find computers and study spaces on campus, or help with the Learning Management System (LMS).

ICT Help

ICT can help you with your unikey and password, accessing wifi, finding out how to get the software you need and provide learning spaces across campus. Call them on 9351 2000 or visit sydney.edu.au/ict/student/
General Student Computing Information

On campus

– **Staff available at:** Carslaw West, Fisher Library, Abercrombie Building between 8am and 8pm, Monday to Friday (check website as hours may vary throughout the year)

– **Study Spaces:** including learning hubs with 24 hour access - Carslaw West, Carslaw East, PNR, Abercrombie Building and Fisher Library

– **Free wifi access** across all campuses

– **Virtual desk tops** allowing you to customise your on-campus IT experience and access it from any computer on campus

– **Printing and scanning:** Information about locations and costs

UniKey

– Student login/username for all online student systems

– Make sure you pick a strong password that no one else knows or can guess

– Visit a staffed Learning Hub to reset your UniKey password or call 9351 2000

– Guidelines for use are under the [Use of ICT Resources policy](#)

Sydney Email

– Your official source of information and communication from the University – check it everyday!

– Student email address: <YourUniKey>@uni.sydney.edu.au

– You can forward to another account you check regularly if you would like
Student Support Services
Student Support Services

What services are provided?

The following free* and confidential services for all students are located on Level 5, Jane Foss Russell Building, Darlington Campus:

- Mana Yura Aboriginal and Torres Strait Islander Student Support
- Careers Centre
- Child Care Information Office
- Counselling and Psychological Services (CAPS)
- Disability Services
- Financial Assistance
- Student Accommodation Services

Other services not in JFR:

- Multifaith Chaplaincy Centre (M240 – Lvl 2 Merewether Bldg)
- University Health Services (Lvl 3, Wentworth Bldg)

* University Health Service is bulk-billed for domestic students through Medicare and offers services to international students through their Overseas Student Healthcare Cover (OSHC). Please ensure you have the relevant card with you at your appointment.
Mana Yura Aboriginal and Torres Strait Islander Student Support Services

- Available to all Aboriginal and Torres Strait Islander students at any point of their degree
- Level 5, Jane Foss Russell Building, 9am – 5pm, Monday to Friday
- Email: support.cadigal@sydney.edu.au
- Phone: 02 8627 8619

• Offers academic, pastoral and administrative support
  - ITAS – Indigenous Tutorial Assistance Scheme
  - Cadigal alternative entry pathway
  - Cadigal orientation and Academic Skills workshop
  - Student Support Officers - for ongoing support
  - Mentoring program: MOBS
  - Information about scholarships and financial assistance

• Student also have access to a culturally safe space (Old Teacher’s College, Camperdown campus), facilities including a computer room, kitchen and lounge and an Indigenous research library

• Pastoral care and academic support services are also available to Faculty of Health Science students at Yooroang Garang at the Cumberland campus

• Further information available on the Support for Indigenous students website
Careers Centre

- Comprehensive range of workshops and services to help develop you employability skills.
- Book an appointment to see a professional careers advisor via CareerHub or phone (02) 8627 8403 for an appointment.
- More information available on the Careers website.

**Services include:**

- One-on-one appointments for careers advice
- Workshops run throughout the semester to develop resume writing, interview skills and how to find graduate positions
- Organise events and recruitment sessions on campus with employers including the annual Careers and Internship/Vacation work Fairs
- Sign up for Sydney CareerHub where you can get job alerts and access a range of services provided by the Careers Centre
The Childcare Information Office provides information about:

- Application processes for childcare centres on and around campus

- Information about childcare support options at the University including school holiday programs and parents facilities

- Community resources for parents and local contacts

- Phone: 02 8627 2004

- Email: child.care@sydney.edu.au

Further information is available on the [Childcare Information](#) website

The University also provides [facilities for parents](#) on campus including parents rooms with accredited breastfeeding spaces.
Counselling and Psychological Services (CAPS)

Not just here for major crises – CAPS can also help with the stress or anxiety of juggling study and work, help you build skills to manage your time better, deal with procrastination and manage exam nerves.

**Services include:**

- Free and confidential
- For Local and International Students
- Registered Clinical Psychologists and Social Workers
- Social, academic, work, relationship, personal or mental health **concerns**
- Workshops available throughout semester
- eTools: online self-help resources and eBooks

**Level 5, Jane Foss Russell Building**

Open 9am-5pm Monday to Friday

Phone 8627 8433 for an appointment or drop in

- Short appointments (25mins)
- Long appointments (50mins)

Find out more on the [CAPS website](#), including access to their online resources.
Disability Services

The University is committed to accessible education for all. For more information, see the University’s Disability Action Plan website.

Assists with liaison with faculties to provide reasonable adjustments to help you in your studies and provide practical assistance to students who require it.

- Students with temporary or chronic medical or physical problems, hearing or vision impairments, psychiatric conditions and learning disabilities can register
- Practical support:
  - Disability support officers for one on one appointments
  - Academic plans
  - Assistive technology
  - Note taking
  - Library assistance
  - Academic adjustments
  - Equipment loans
- Level 5, Jane Foss Russell Building (accessible premises)
- Phone 8627 8422 or email: disability.services@sydney.edu.au
- For more information visit the Disability Services website.
Financial Assistance

This service offers financial assistance to currently enrolled students who can demonstrate financial need

- Student bursaries
- Interest free loans

Enquiries: 02 8627 4809
Email: student.financialsupport@sydney.edu.au

More information available on the Financial Support website

There is also a Scholarships Office which deals with Scholarships and Prizes. To find out more visit sydney.edu.au/scholarships
Professional women and men who have been appointed by their faith community and officially recognised by the University to provide spiritual support and pastoral care to students and staff on campus.

- There are chaplains representing 11 different faith groups available for students to speak with.
- There is also an Islamic Prayer Room available in the Old Teachers College, Camperdown campus that is open from 7am to 6pm during semester.
- Drop into the Centre to speak with someone or make an appointment.
- Level 2, Merewether Building, Darlington Campus (corner City Road and Butlin Ave)
- See the Multifaith Chaplaincy Centre website for more information.
Student Accommodation Services

Wondering where you’ll live while studying at The University of Sydney?

– There are a wide range of on-campus options, both catered and self catered on the Camperdown, Darlington, Cumberland and Camden campuses that students can apply to live in.

– You can also access off-campus, private accommodation through the accommodation database.

– You can also get information about private residential colleges on campus.

– For information about your options, visit Accommodation Services online or drop into their office on Lvl 5, Jane Foss Russell Building.

Phone: 02 9351 3322

Email: accommodation.info@sydney.edu.au
University Health Service

- Male and female general practitioners (doctors/physicians) available
- Bulk billed services you can book online, over the phone or in-person
- Remember to bring your Medicare Card or OSHC card (international)
- Drop-ins are subject to availabilities on the day
- Additional services include vaccinations; women’s health; sexual health; sports medicine; pathology testing
- Nurse and pathology collection facilities available
- Appointments 9am – 5pm, Monday to Friday
Located on Level 3, Wentworth Building
Phone: 02 9351 3484 or book an online appointment
For more information, visit the University Health Service website.

Other health services

- Allied health care services including chiropractic, physiotherapy, dentistry and optometry are also available on Level 3, Wentworth Building. Please contact them directly to make an appointment and find out about any fees involved for services.

- CAPs provides free, confidential mental health support services to University of Sydney students. Referrals are NOT required for students to access services.
Work/life balance

It’s not just about study...

– SSEE Project¹ Finding: “While 85% of lecturers and incoming students think it is important to have outside interests, only 50% of continuing students actually had structured interests outside study.”

– Study is really important, but so is your social and mental health! Sydney is a leading city in the world – get out and explore it’s suburbs, beaches, national parks and festivals all through the year.

– Keep fit and healthy! Eat well, get enough sleep, be social and ensure you have regular exercise – there are lots of options available through Sydney Uni Sport and Fitness and the USU.

Getting involved on campus

**Sydney Uni Sports & Fitness (SUSF)**

State of the art facilities including aquatic centre, weights and fitness equipment, indoor-climbing centre, group fitness classes, social team sports and on-site personal trainers.

Visit the [SUSF website](http://fyhe.com.au/expectations/resources/ssee-project-glossary/) for more information.

**University of Sydney Union (USU)**

Discover over 200 clubs and societies and get your ACCESS Card

Visit the [USU website](http://fyhe.com.au/expectations/resources/ssee-project-glossary/) for more information.

University Of Sydney
Campus Security
sydney.edu.au/campus-life/safety-security.html
Security Services

Location:
G12 Services - Corner of Codrington St and Abercrombie St, Darlington
Security Enquiries: 9351 3487
Security Emergency: 9351 3333

Role and Responsibility
The University Campus Security Unit provides services to students and staff, 24 hours a day, 365 days a year, including:

- Vehicle Patrols
- Foot Patrols
- Gate Box Security
- Static Security
- First Aid Response
- Emergency Response
- Escort services for students
- Campus security bus
- Lost and found on campus

Check online for more information.
Sydney University
Postgraduate Representative
Association (SUPRA)

supra.net.au
Sydney University Postgraduate Representative Association (SUPRA)

- SUPRA is an independent representative association providing free and independent advice, advocacy and support services to the postgraduate students at the University of Sydney about academia, University and legal matters.
- SUPRA promote the interests of postgraduate students to the University and government.
- SUPRA publish publications including the eGrad, the weekly email newsletter, PG Survival Guide and Thesis Guide.
- SUPRA coordinate postgraduate student equity networks including:
  - Aboriginal and Torres Strait Islander students
  - International students
  - Women’s Network
  - Queer students
  - Students with a disability
  - Rural and remote students
- Additional services include:
  - Independent casework and legal advice from registered solicitors on a range of issues including:
    - Academic appeals and advocacy
    - Special consideration
    - Appeals regarding grades, show cause and exclusion
    - Intellectual property and ethical conduct
    - Fees and financial advice
    - Academic honesty
    - Tenancy and welfare issues
    - Legal matters
    - Visa information
    - Tax issues

Postgraduate Survival Guide: University policy, student advice, important contacts.
Wall Calendar: A1 size wall calendar with important dates of interest to Postgrad students, a great way to stay organised.
Involvement with SUPRA

Membership
- All University of Sydney postgraduate students are members and subscription is free.
- Members can access free advice and advocacy service, networks, events and activities at any time and are encouraged to actively participate in the association.

SUPRA Council
- The council is the governing body of the association and comprises 29 elected student representatives, including 23 general councillors and 6 representatives of the equity networks.
- Councillors sit on a range of University committees and working parties to provide a PG student voice in discussions and decisions that will impact PG students and their education.
- Council meets monthly and all members are welcome to attend.

SUPRA Executive
- The SUPRA Executive Officers oversee daily running of the office, budget, policies and operations and activities of SUPRA officers.
- Officers work on a range of campaigns and organise events and activities including OWeel.

Community involvement
- SUPRA is involved in local campaigns and submissions to government when they arise.
- SUPRA affiliations with two peak bodies representing students at a national level: the Council of Australian Postgraduate Associations (CAPA) and Council of International Students Australia (CISA).
- SUPRA encourages members to participate with them on campaigns, causes and issues they are passionate about – get in contact for more information.
Contact SUPRA

Location: Level 2, Holme Building (A09) Science Rd, Camperdown Campus Next to the Parramatta Rd Footbridge

Phone: 02 9351 3715 Email: admin@supra.usyd.edu.au Visit the SUPRA website for more information

We can arrange telephone and Skype appointments for students on satellite campuses.
Library website

- **Actions**
  - Search databases
  - Opening hours

- **Search databases**
  - Search catalogue, databases, unit of study readings and past exam papers

- **Opening hours**
  - Customise your opening hours search based on different libraries and dates

- **Assistance**
  - I'm new to the Library
  - Get help in making the most of your Library experience

  - I'm new to research
  - Get help in making the most of your Library experience

  - I'm new to teaching
  - Get help in making the most of your Library experience
Library services

Library services at the University of Sydney include

– 11 libraries across the campuses
– 24/7 access to Fisher library and The Quarter (PG coursework only)
– Dedicated spaces including The Quarter (PG Coursework), SciTech, Thinkspace
– Online access to full catalogue
– Online electronic access to huge range of eBooks, journal articles and other resources 24/7
– Dedicated Academic Liaison Librarians for each faculty
– Online Chat: 10am – 4pm weekdays
– Workshops and online training courses
– Research assistance including using EndNote, systematic literature searches and referencing
– Information about academic honesty policies
– Bookable study spaces
– Special request book ordering

Visit www.library.sydney.edu.au
The primary role of the Learning Centre is to assist students to develop the skills which are necessary for learning and communicating knowledge and ideas at university. The services offered by the Learning Centre include:

- Central Workshop Program: some targeted specifically to UG and PG students. Register online early – workshops fill up fast!
- Individual student consultations
- Online resources for self study
- Programs for international students (Workshops for English Language and Learning)
- Research and publications
- **Our services are free to all enrolled students.**

What we can assist you with:

- ✓ Academic writing workshops
- ✓ One-to-one writing consultations
- ✓ Online writing resources
- ✓ Presentation skills workshops

We don’t provide the following:

- X Editing and proof reading of assignments
- X Course content tutoring
- X Teaching of general English Language courses

Room 722, Level 7
Education Building, Manning Road
Camperdown Campus

Email: learning.centre@sydney.edu.au
Web: www.sydney.edu.au/lc
Phone: 9351 3853
Learning Centre Postgraduate Workshops

Examples of some PG specific workshops

- Preparing a Thesis Proposal
- Preparing for Postgraduate Study – Research
- Writing a Thesis Including Publications
- Writing a Literature Review
Electronic Resources

- The Successful Writing at Uni website lists resources to help you write better assignments and theses.
- The Getting Your Message Across in Science site provides guidelines and examples of how to give a successful oral presentation and how to make a poster. Authentic footage of student presentations given in the School of Biological Sciences is used to illustrate the skills of presenting. In addition, activities in evaluating both oral presentations and posters are included.
- The Write Site provides online support to help you develop your academic and professional writing skills. There are modules on grammar, using sources and structuring assignments.
- The WRiSE (Writing a Report in Science and Engineering) site is an online learning environment designed to help you develop and improve your report writing skills in science and engineering.
- The iWrite site contains interactive tutorials to help engineering students to improve their assignment writing across the undergraduate years. It is especially useful for students writing their 3rd or 4th year thesis or project report.
- Help Yourself provides quick answers to the most common questions and problems for students, from first year undergraduates to PhD students. It also includes links to follow for more detailed information.
- The Clearer Writing site is an on-line interactive course to improve the clarity of your writing, with a particular focus on well-structured and coherent paragraphs.
- This Reading in Biology site is designed to assist you to develop the general and critical reading skills you need to help you with scientific report writing.
- More resources available on the Learning Centre resources page.
The Mathematics Learning Centre offers bridging courses and assists eligible undergraduate students to develop the mathematical knowledge, skills and confidence that are needed for studying mathematics or statistics at university.

Individual assistance and group tutorials are free. There are fees for bridging courses.

**Services available include:**

- **Bridging courses:** for maths and statistics. Fees may be involved
- **Online resources** for algebra, differential calculus and integration skill development
- Assistance with specific issues with units of study and supplementary tutorials for MATHS1013, MATHS1014 and MATHS1003
- Workshops, lecture notes and unit of study materials
- Drop in sessions and one on one consultations

Room 177, Level 1
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Camperdown Campus

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Web: www.sydney.edu.au/mlc
Phone: 9351 4061
Centre for English Teaching (CET)

Academic Skills for University Success MOOC
Academic Skills for University Success MOOC

- Collaboration and teamwork
- Creativity and imagination
- Critical thinking
- Problem solving

Are “soft skills” considered to be essential 21st Century Skills for student success.

If you want the opportunity to develop these and other academic skills, CET’s MOOCs (Massive Open Online Courses) provide you with an innovative online experience and gives you the opportunity to develop your academic skills anywhere, anytime, extending your learning beyond the classroom and connecting you with our global community of learners.

Watch a video about the MOOC [here](#).

Available courses:

- [Information & Digital Literacy for University Success](#)
- [Problem-Solving Skills for University Success](#)
- [Critical Thinking Skills for University Success](#)
- [Communication Skills for University Success](#)
- [Academic Skills for University Success: Capstone](#)

Further information available at [Centre for English Teaching](#) (CET) website.
Good luck and enjoy your time at the University of Sydney!