Postgraduate Student Welcome
Summary
Academic Policies and Intellectual Property

Associate Prof. Anthony Masters,
Chair, Academic Board
Academic Policies

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

– [www.sydney.edu.au](http://www.sydney.edu.au) – use the Search feature at the top of the page to search for “Policy Register” or go directly to [http://sydney.edu.au/policies/](http://sydney.edu.au/policies/) and select any of the following:


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


- [www.itl.usyd.edu.au/projects/eah/student_resources.htm](http://www.itl.usyd.edu.au/projects/eah/student_resources.htm) - Educating for Academic Honesty resources and workshops specifically for students


- [sydney.edu.au/stuserv/learning_centre/QSP.shtml](http://sydney.edu.au/stuserv/learning_centre/QSP.shtml) - workshops run by the Learning Centre regarding academic honesty

Intellectual Property
There is also information and resources to inform you about intellectual property.


- [sydney.edu.au/research_support/output/intellectual_property/index.shtml](http://sydney.edu.au/research_support/output/intellectual_property/index.shtml) - information regarding rights of research output
Sydney University Postgraduate Representative Association (SUPRA)
supra.net.au

Kylee Hartman-Warren, President, SUPRA
- The heart and face of the postgraduate community at the University of Sydney
- Promote and represent the interests of USyd postgrads to University and government.
- FREE & independent advice and advocacy on academia, the university, and legal matters

***GETTING HELP!***

- Independent casework and legal advice on:
  - Academic appeals and advocacy
  - Special consideration for personal circumstances
  - Show cause and exclusion
  - Intellectual property and ethical conduct
  - Fees help and financial advice
  - Academic honesty
  - Tenancy and welfare issues

SUPRA Publications

Postgraduate Survival Guide:
University policy, student advice, important contacts

Thesis Guide:
A practical guide for writing a thesis

Wall Calendar:
A1 size wall calendar with important dates of interest to Postgrad students, a great way to stay organised.
Membership

- EVERY USyd postgrad is a constituent-
  to become a member you have to subscribe
  - Subscription is FREE
  - Advice and Advocacy is FREE
  - Events and Activities are FREE
- Members may access our services and participate in the association actively

SUPRA Council

- The governing body of the Association
- 29 students elected by student body
  - 23 General Councillors
  - 6 Councillors representing areas of Equity (Aboriginal and Torres Strait Islanders, Disabilities, International Students, Queer, Rural and Regional, Women)
- Council meets monthly and any Subscriber can participate

Council Activity

- Councillors sit on University Committees and Working Parties who make decisions about students and their education.
- Executive oversees the day to day activities, policies, budget and operations of the SUPRA Offices.
- Dedicated officers work on campaigns to help students in a variety of equity groups or in other areas.
- Dedicated officers organise event activities that are free and fun for students to attend. Check your O-Week flyer for more details.

Community Involvement

- SUPRA gets involved with local campaigns and submissions to the government as they arise.
- SUPRA affiliates with two peak bodies who represent with students on the national level.
- If any of this work sounds interesting or you’re passionate about a cause, campaign or issue contact us to see how we can help you.

Affiliations: SUPRA affiliates with two national bodies who represent students to the federal government. CAPA focuses on postgraduates and CISA focuses on international students. They can be reached at www.capa.edu.au, and www.cisa.edu.au.
Contacting SUPRA

Location:
Level 2, Holme Building (A09)
Science Rd,
Camperdown
Campus

We are right
next to the
Parramatta Rd
Footbridge.

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

www.supra.usyd.edu.au
(02) 9351 3715
admin@supra.usyd.edu.au
Student perspective: what you need to know

Rebekah Davies,
Current PG Student
INSIDER STUDENT TIPS – ADVICE FROM A SENIOR STUDENT

• Try and get your Student Card AS SOON AS POSSIBLE! Student Cards are your identification. Upload your photo early to avoid the queues! Find out more: sydney.edu.au/campus-cards/student/

• Get an ACCESS Card during O Week– 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 know your library and your librarians – they are your friends and a wealth of knowledge! They are also quiet spaces for you to study – especially The Quarter – accessible only to PG students

• Use your online resources – they are available 24/7 and mean you can often study from anywhere

• Get a wall calendar free from the Co-Op bookshop and put in all your classes and assessments from your Course Outline so you have a visual representation to plan your semester.

• Get your OPAL Card (full-time students only) - students eligible for Opal Card 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! Check out: tp.transportnsw.info

• 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 Counselling Service can help you manage any issues before they become BIG PROBLEMS.
Frequently Asked Questions

– **Key dates each semester (especially for Coursework students)**

  – **Census Date:** Last day to add or withdraw from units of study without academic or financial penalty—usually around the end of March and the end of August each semester. Find out dates!

  – **Discontinue Not Fail (DNF) 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 of each semester but check the website for exact dates.

– **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. Online resources that explain academic honesty and how to prevent plagiarism: library.usyd.edu.au/skills/elearning/learn/plagiarism

– **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 honestly and complies with the University of Sydney's Code of Conduct for Students. For further information: sydney.edu.au/legal/regulations/conduct

– **What should I do if I am sick and can't get an assignment or exam done on time?**

  – You will need to apply for special consideration. The policies and processes currently vary between faculties (it will be standardised in 2016). Until this time, contact your faculty for the correct procedure for applying.

– **Can I get an extension on my assignment?**

  – Extensions differ from faculty to faculty and depend on the reason you require one and the documentation you can provide. Directly contact your appropriate faculty for the most current and up to date information.
LOGGING ON TO ‘MY UNI’

• The Quick Launch pane 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 Mail account – CHECK THIS EVERY DAY
  • **Timetable** – timetabling system
  • **Careers** – Sydney Career Hub
  • **Sydney Student** – self-administration system

**IMPORTANT!**
Keep Sydney Student up to date!
If you change your address, phone number, bank account or name, make sure you update Sydney Student!
Have you uploaded your student card photo yet?

Your student card identifies you as a student of the University of Sydney, and is used for library borrowing, building access, examinations as well as being proof of entitlement while travelling with your Concession Opal card. Log into Sydney Student and go to My Studies > Enrolment and upload a passport-style photo.

Continuing enrolments 2015

Enrolment remains open for students continuing in their course in 2015. Please complete your enrolment to secure your place in your course and get access to your timetable and study resources as soon as they are available.

Please note, HDR students need to enrol no later than Friday 30 January in order to be considered enrolled for the full 2015 academic year.

If you require help with Unit of Study in the Sydney Student system go to the online guide. For other information about enrolment, please visit the enrolment website.

Pay by BPAY for your chance to win

All students paying their Semester 1 fees via BPAY will be entered into a draw to win one of five $1,000 Coles Group and Myers vouchers (NSW Permit No. LP/14/000877). Terms and Conditions apply. Find out more.

Student cards now valid for duration of enrolment

Your student card will now be valid for the duration of your enrolment at the University of Sydney.

You will no longer be issued with a new card each year. You can continue to use your card to borrow items from the library and access buildings approved by your faculty. Travel concession arrangements for 2015 will be announced in the coming months. 2014 travel concession will remain valid until 31 March 2015.
Student Support Services

Presented by
Adi Piersol
Student Support Services
Student Support Services

What services do we provide?

The following services are located on Level 5, Jane Foss Russell Building:

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

Other support services include:

- University Health Services (Wentworth)
- Learning Centre (Level 7, Education Building)
- Mathematics Learning Centre (Level 4, Carslaw)
- Multifaith Chaplaincy Centre (M240 – Lvl 2 Merewether Bldg)

They are Free and Confidential for all students
- **Counselling and Psychological Services (CAPS)**
  - They’re not just there for major crises – they 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.
  - 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
  - **Open 9am-5pm Monday to Friday**
  - Short appointments (25mins) 11.00am-3.00pm
  - Long appointments (50mins)
  - Find out more or access their online resources at [sydney.edu.au/current_students/counselling](http://sydney.edu.au/current_students/counselling)
- **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.
    - 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
- **Disability Services**
  - Can help liaise with you faculty 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:
    - Assistive technology
    - Note taking
    - Library assistance
    - Academic adjustments
    - Equipment loans
  - For more information go to [http://sydney.edu.au/current_students/disability](http://sydney.edu.au/current_students/disability)

- **Aboriginal and Torres Strait Islander students**
  - Offers academic, pastoral and administrative support
  - ITAS – Indigenous Tutorial Assistance Scheme
  - Cadigal Orientation and Academic Skills workshop
  - Student Support Officers - for ongoing support
  - Student also have access to a culturally safe space (Old Teacher’s College, main campus) and Yooroang Garang (Cumberland campus)
Scholarships and Financial Support

Scholarships: scholarships.officer@sydney.edu.au

The University of Sydney offers a diverse range of scholarships and prizes to currently enrolled undergraduate and postgraduate coursework students. Take a look online at the:

- ‘Now open’ page
- Wentworth Medal – worth $10,000
- Literary prizes

Financial Support Service: student.financialsupport@sydney.edu.au

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

- Bursaries
- Interest free loans
- Emergency cash payments

Enquiries: 1800 SYD UNI (1800 793 864)
STUDENT SUPPORT SERVICES (Cont.)

Find out more about these services on the website: sydney.edu.au/

- **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, as well as access to off-campus, private accommodation through the accommodation database. For information about your options, visit Accommodation Services online or drop into their office in the Jane Foss Russell Building (Level 5).

- **Child Care Information Office**
  
  Provides information about childcare centres on and around Sydney University campuses, application processes, community resources and local contacts.
OTHER STUDENT SERVICES INCLUDE:

- **Sydney Health Service (Level 3, Wentworth Building)**
  - Bulk billed services you can book online, over the phone or in-person
  - Drop-ins are subject to availabilities on the day
  - Remember to bring your Medicare Card
  - Nurse and pathology collection facilities available.

  Contact: (02) 9351 3484 or [Book an online appointment](#)

- **Multifaith Chaplaincy Centre (Level 2, Merewether)**
  - 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. See their website for more details: [http://sydney.edu.au/campus-life/health-wellbeing-success/faith-and-religion.html](http://sydney.edu.au/campus-life/health-wellbeing-success/faith-and-religion.html)
  - There is an Islamic Prayer Room available in the Old Teachers College from 7am to 6pm during semester.

- **Campus Security**
  - Our Campus Security hotline (9351 3333) is available to anyone who feels unsafe on campus. Our security officers wear distinctive uniforms that are easy to identify and we encourage you to approach them if you need assistance. Please note that if you are in danger or emergency medical assistance is required, contact triple zero immediately (000).
ACADEMIC SUPPORT

1. Learning Centre  
sydney.edu.au/lc
2. Maths Learning Centre  
sydney.edu.au/mlc
   - Workshops
   - Online resources including Self-help guides
   - Supplementary tutorials
   - Bridging courses
   - Assignment feedback (after you receive your mark)
3. Libraries
   There are 11 libraries across the University of Sydney, every Faculty has dedicated librarians to assist you and lots of resources are available online: sydney.edu.au/library/
4. 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 6000 or visit sydney.edu.au/ict/student/
5. Student Affairs Unit
   Administer the University student appeals process and offer you advice: sydney.edu.au/student_affairs/index.shtml
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, Transgender, Queer and Intersex people. Queer spaces and unisex bathrooms are available on campus.

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

Questions and Answers

Overview of University Services
Graduate Research – Assoc Prof Ross Coleman
ICT – Matthew Etherden
Libraries – Pat Norman
Learning Centre – Dr George Ridgway
Careers – Karen Cavanaugh
Graduate Research

Associate Professor Ross Coleman
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
What's Changed

- The old...
What We Have Changed (1)

- Progression Plans
  - You own
  - Embed planning into the research endeavour
  - Update continuously
  - Records your professional development
  - You describe training needs
  - Reviewed every year

- Milestones activities
What We Have Changed (2)

– Mandatory Milestones
  – WHS
  – Ethics training
  – Research Data Management Plans
  – Major piece of writing
  – Other communications skills
    • Faculty / School / Dept. extras

– Many courses added to your transcript
What We Have Changed (3)

- Postgraduate Essentials
  - Supplement Learning Centre courses
  - Online, open ended and 24/7 access
  - Thinking points for you
  - Work with your supervisor
  - Rolling improvements

- Sydney Statistical Consulting Service
Student IT resources

Mr Matthew Etherden
Information and Communications Technology
General Student Computing Information

Staff available at:
Carslaw West, Fisher Library

24 Hour computer Access
Carslaw West, Carslaw East and Fisher Library Learning Hubs

Free internet access – UniSydney

Paid Printing

UniKey
– Student login/username
– Guidelines for use are under the Use of ICT Resources policy
– Visit a staffed Learning Hub to reset your UniKey password

Sydney Mail
– Student email address: <YourUniKey>@uni.sydney.edu.au
– Log in via MyUni
The Student IT website – sydney.edu.au/ict/student
University of Sydney Library

WELCOME

Pat Norman
University Library
Library Services for Students

Welcome! One Library: 11 locations on 8 campuses

ALL STUDENTS
Your student card is your Library card
Use the barcode number on it to:

- borrow books
- access libraries after hours and more...

Find the library that suits you
There are libraries in different locations, on different subjects with different facilities. Whether you need a quiet space for individual study or want to work on assignments with friends, there is a library space to meet your needs.

- look at location maps
- check opening hours
- computing facilities
- wireless access

which library? English podcast | Mandarin podcast

Study and research help

POSTGRADUATES AND HONOURS
- Request journal articles or books not held by any of the Sydney University libraries
- Sign up for a class on Endnote or download the software from our website
- Download a research plan
- Submit your thesis or publish it online
- Contact your Academic Liaison Librarian

INTERNATIONAL STUDENTS
- Always check your faculty/school for special library training sessions they may arrange.
- The University of Sydney International Students website has up to date news, events and relevant programs.
- Our CrossSearch service has multi language support, which you can access via the top right corner drop down menu.
- Many of our databases have multi language interface support, such as Factiva, Expanded Academic ASAP, LegalTrac, Gala Virtual Reference Library and the databases on Proquest and Ebsco platforms.
Learning Centre
sydney.edu.au/lc

Dr George Ridgway
Our role and services

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
- Faculty Program
- 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:

✗ Editing and proof reading of assignments
✗ Course content tutoring
✗ Teaching of general English Language courses
Workshops coming soon…

March / April Program
Monday 14 March - Friday 29 April 2016

Register online from Monday 7 March
Get in early – workshops fill up fast!
Learning Centre

Room 722, Level 7
Education Building
Manning Road

Email: learning.centre@sydney.edu.au
Web: www.sydney.edu.au/lc
Phone: 9351 3853
Learning Centre Postgraduate Program for March – April 2016

Preparing a Thesis Proposal (3 hours)
• Wed 23 March 11-2pm OR Wed 20 April 3-6pm
  Target group: Masters by research, doctoral students. Bring: sample proposal from your department (if available).
  Provides an overview of the proposal with particular emphasis on the introductory stage and the expression of aims, research questions and hypotheses.

Preparing for Postgraduate Study – Research
• Mon 14 March 12noon-3pm (3 hours)
  Target group: Masters by research, doctoral students (early stages). Covers preliminary stages of independent research; planning, research approaches and methodologies, characteristics of quality research, establishing and managing a bibliography.

Writing a Thesis Including Publications (3 hours)
• Wed 16 March 2-5pm OR Thu 24 March 10-1pm OR Tue 12 April 2-5pm
  Target group: doctoral students. This workshop is based on a study of recent successful theses and will cover:
  format of a thesis which includes publications, tools to enhance cohesion; and strategies to avoid duplication in the several literature reviews required, plus any other areas of concern.

Writing a Literature Review (6 hours)
• Sat 19 March 10-5pm OR Fri 8 April10am-5pm OR Fri 15 April 10am-5pm
  Target group: Masters by research, doctoral students. Bring: 4 or 5 research articles relevant to topic, literature review from own field. Examines purpose of review as well as structuring, synthesising and evaluating the literature.
WORKSHOP PATHWAY FOR MASTERS BY RESEARCH AND DOCTORAL STUDENTS

BEGINNING OF CANDIDATURE
bring a draft proposal or sections of it

WRITING A THESIS PROPOSAL

WRITING UP RESEARCH IN THE SCIENCES / HUMANITIES / SOCIAL SCIENCES
bring a draft of part of the middle section of your thesis

Useful workshops as you go through your candidature might be:
- The Process of Getting a Journal Article Published
- Writing a Journal Article in the Sciences
- Working with your Thesis Supervisor
- Procrastination and Managing Time
- Functional Grammar for Academic Writing
- Grammar Clinic for Editing and Proofreading
- Vocabulary Development for Data Description
- Writing in an Academic Style
- Clearer Writing
- Postgraduate Oral Presentation Skills

If a big literature review is expected in your proposal, you may have to do this workshop twice!

FINAL DRAFTING: WRITING INTRODUCTIONS, CONCLUSIONS & ABSTRACTS
bring your working drafts

WRITING A LITERATURE REVIEW
bring the review from your proposal &/or a draft of a section of your review

OVERVIEW OF A THESIS
bring a draft of your contents page/thesis outline & draft of any part of your thesis

WORKSHOPS YOU CAN DO BEFORE YOU ACTUALLY BEGIN YOUR CANDIDATURE, WHICH WILL HELP YOU TO PREPARE FOR YOUR RESEARCH WRITING:
- Preparing for P/G Study: Research
- Critical Reading of Research Articles
- Writing a Critical Review on a Single Text or Object
- Writing a Critical Review on a Topic Area

END OF CANDIDATURE
Electronic Resources

Online Resources

- 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 *WriteSite* 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.
I will champion equal opportunities for all Australians.

Gough Whitlam
Former prime minister
and social reformer
BA ’38 LLB ’46

Leadership for good starts here.

sydney.edu.au/leadership
CAREERS CENTRE

For all students

• One-to-one career consults
• Professional careers skills workshops – including career planning, job search, resume writing, interview skills, networking
• Employer events on campus – Careers Fairs and Employer Information Sessions
• Access to jobs database
• And more!

PLUS targeted services and programs for:

• International Students
  • Career Development Program
  • International Student Employability Forum
• Higher Degree Research Students
CAREERS CENTRE

CHECK OUT THE CAREERS CENTRE WEB SITE
sydney.edu.au/careers

• Careers and Employer Events & Workshops
• Wealth of online careers information:
  • Finding jobs
  • Applying for jobs
  • Careers advice & resources
• Sydney CareerHub …
CAREERS CENTRE

SYDNEY CAREERHUB

Log in via the Careers Centre website sydney.edu.au/careers to:

• Register for upcoming employer events and careers workshops
• View the latest job vacancies
• Book one-to-one career consult appointments

Update your communication settings to receive selective updates on jobs, careers fairs, employer events on campus and upcoming careers workshops!

You can also access CareerHub via MyUni