

The Research Student's Guide



THE UNIVERSITY OF
SYDNEY

FACULTY OF EDUCATION & SOCIAL WORK

THIS GUIDE IS FOR RESEARCH STUDENTS and has been created especially for new postgraduate students commencing higher degrees by research in the Faculty of Education and Social Work, University of Sydney. The Guide aims to provide students with useful information to assist with settling in to their research candidature.

Information on the web...

Most of the information compiled in this Guide is from other websites (text in blue are links to the source website). The University website has a search engine to help you find what you are looking for – use this if your query is not covered in this guide.

University of Sydney Website	http://sydney.edu.au/
Faculty of Education and Social Work	http://sydney.edu.au/education_social_work/
The Learning Centre	http://sydney.edu.au/stuserv/learning_centre/index

Most importantly, to stay informed, ensure you check your university email on a regular basis – the university assumes you do.

WELCOME to the Faculty of Education and Social Work! We wish you all the best for a very productive and successful academic experience and look forward to meeting you in the very near future.

Updated on 13/07/11

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STUDENT ASSOCIATION

SUPRA (Sydney University Postgraduate Representative Association)

<http://www.supra.usyd.edu.au/>

SUPRA is an independent representative association providing advice, advocacy and support services to the postgraduate students at the University of Sydney. SUPRA provides student advice and has a number of publications you may find useful.

Publications

SUPRA eGrad is SUPRA's regular electronic newsletter. It contains useful information on a wide range of subjects such as student advice and advocacy, scholarships, policy updates, and upcoming events. eGrad is sent out to SUPRA Subscribers – to be added to the list, refer to their website.

On the SUPRA website you will find SUPRA publications such as:

- Postgraduate Survival Guide – 12th ed
(<http://www.supra.usyd.edu.au/assets/file/2011PGSGWeb%281%29.pdf>)
- Thesis Guide (<http://www.supra.usyd.edu.au/assets/file/Publications/SUPRAthesisguide.pdf>)
- Show cause and exclusion survival guide
(<http://www.supra.usyd.edu.au/assets/file/Show%20Cause%202011%20Web.pdf>)
- SUPRA's Child Care Handbook
(<http://www.supra.usyd.edu.au/assets/file/Publications/ChildcareGuide2009.pdf>)

There are also numerous helpful fact sheets and brochures covering academic appeals, employment, plagiarism, etc. To view all of SUPRA's publications, go to:

<http://www.supra.usyd.edu.au/article.php?id=31>

Advocacy Officers

SUPRA has four Advocacy Officers who are there to help with candidature-related issues, such as:

- Appeals, Complaints and Termination (coursework and research course appeals, show cause, complaints, corruption)
- Harassment and Discrimination
- Special Consideration and personal circumstances affecting your studies
- Supervision
- Research issues (thesis, ethics, intellectual property, making progress, stats help)
- Academic Honesty and Plagiarism
- Working in Groups
- Fees (tuition fee and ancillary fees, compulsory fees)
- Finances (PELS, FEE-Help, Scholarships, Research Training Scheme, PRSS)
- Centrelink and Financial Assistance
- Administration (changing subjects, enrolment, etc)
- Tenancy

The above is not a comprehensive list so contact SUPRA even if your area of concern does not appear in the list.

Drop-in appointments of 30 minutes are available on Mondays, Tuesdays and Thursdays 2-4pm (arrive by 3.30pm at the latest). Alternatively, you can contact an advisor via email, telephone, post or completing a web form. For full details, go to:

<http://www.supra.usyd.edu.au/article.php?id=34>

Legal Service

(Keywords: legal advice)

Redfern Legal Centre has a new SUPRA funded branch office on the Darlington campus in the

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SUPRA offices. A solicitor is available to provide free legal advice, representation in court and a referral service to postgraduate students who are SUPRA subscribers.

The solicitor can assist you with a wide range of legal issues including:

- Administrative law (government etc)
- Consumer complaints
- Intellectual Property
- Court action against the University
- Credit & debt
- Criminal law
- Discrimination and harassment
- Domestic violence
- Employment law
- Family law (advice only)
- Motor Vehicle Accidents
- Tenancy law
- University complaints
- Victims compensation
- Other general complaints

The Service operates a drop-in-advice session on Thursdays from 2-4pm (no need for an appointment).

Alternatively, you can contact or make an appointment via email, telephone, post or completing a web form. For full details, go to:

<http://www.supra.usyd.edu.au/article.php?id=38>

SUPRA's Office

The following services are available from SUPRA's office:

- Free computer and internet use for postgrads
- Free tea and coffee
- Daily newspapers
- SUPRA Publications and University pamphlets and information
- Contact lists for proofreaders, editor, typists and binders
- Conference/Meeting room
- Discount printing and photocopying - both black & white and colour
- Self-serve plastic binding equipment
- Discount fax services
- Internal University phone

Office hours are Monday to Friday, 9am – 5pm.

SUPRA welcomes you to drop by. Your involvement makes SUPRA stronger.

Change of location. SUPRA moved on 20 June 2011.

New address:

H08 – University Computing Centre

Boundary Lane

Darlington Campus

University of Sydney NSW 2006

Phone: 9351 3715

Toll free: 1800 249 950

Email: admin@supra.usyd.edu.au

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FACULTY OF EDUCATION AND SOCIAL WORK

Student Administration Office, Level 3, Education Building A35

The Student Administration Office, also known as the Faculty Administration Office, is an outlet for graduate students to gather advice and assistance from staff on all administrative matters such as admissions, enrolments, results processing, graduation assessment, and thesis submission procedures. They can also refer students to other University units, such as the Fees Office, Information Technology Services, Student Services, Student Centre and International Office.

Important staff for Higher Degree Research Students

Role/Responsibilities	Officer	Email	Contact No.
International Student Enquiries/ coursework enquiries	Gilbert Cheng	gilbert.cheng@sydney.edu.au	9351 4054
Manager, Division of Graduate Studies	Maria-Grace Guerreiro	maria.guerreiro@sydney.edu.au	9351 7048
Manager, Division of Doctoral Studies/Graduate Research Adviser			
<ul style="list-style-type: none">• Service Division of Doctoral Studies committee;• RHD student enrolments;• Submission of thesis proposal/intention to submit forms• Thesis Submissions	Venice Jureidini- Briozzo	venice.jureidini@sydney.edu.au	9351 7049

Office Hours:

Monday – Thursday 10:00am – 4:00pm. Friday 10:00am – 1:00pm If you are unable to attend during these hours, please telephone to arrange a suitable time.

Information on Units of Study (UOS)

If you are undertaking a unit of study and require information about the unit you can contact:

- (1) either [Gilbert Cheng](#) or [Maria-Grace Guerreiro](#) (contact details above)
- (2) the course convenor. To find out the course convenor look up the UOS in the [faculty postgraduate handbook](#) – link provided below.

Timetabling information can be found here:

http://sydney.edu.au/education_social_work/current_students/assistance_forms/timetables/index.shtml

Postgraduate Studies Handbook

Students should refer to the Faculty of Education and Social Work Postgraduate Handbook for academic staff contacts and information about courses, course convenors and units of study. The handbook is available to download from here: <http://ses.library.usyd.edu.au/handle/2123/6638>

The handbook is a convenient source of reference for postgraduates about the requirements for postgraduate research degrees within the University. It does not attempt to be comprehensive in its coverage but rather, where appropriate, to provide direction to better sources of information. Included is information on:

- Discontinuation or withdrawal
- Period of candidature
- Special Consideration
- Suspension of studies
- Degree regulations and policies

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Division of Doctoral Studies

The aim of the Division of Doctoral Studies is to support and strengthen research education in the faculty through the promotion and implementation of best practices in the area of research supervision, research student support, research training and the management of research students' candidature.

Staff and their respective roles in the division are listed below.

Academic Staff

Academic Role/ Responsibilities	Academic	Contact details:
Director <ul style="list-style-type: none"> • Leadership of doctoral activities in the Faculty; • Approval of RHD examiners • Approval of RHD examination outcomes 	Professor Brian Paltridge	9351 3160 brian.paltridge@sydney.edu.au
Associate Director <ul style="list-style-type: none"> • Admissions to research higher degrees in the Faculty; • Approve requests for deferment • Allocation of supervisors; • Changes of supervisors; • Scholarships 	Dr Ruth Phillips	9351 6899 ruth.phillips@sydney.edu.au
Research Higher Degrees Coordinator <ul style="list-style-type: none"> • Student progress; • Approval of requests for extensions, leave of absence, study overseas; suspensions; • Oversee annual progress interviews; • Support for RHD students in the Faculty; • Support for supervisors in the faculty 	Dr Lina Markauskaite	9036 5320 lina.markauskaite@sydney.edu.au
Professional Doctorates Coordinator <ul style="list-style-type: none"> • Management of the EdD and DSW 	Dr Lesley Scanlon	9351 6380 lesley.scanlon@sydney.edu.au
Thesis Proposal & Examination Co-ordinator <ul style="list-style-type: none"> • Coordination of thesis proposal meetings, upgrade to PhD meetings; • Coordination of review of examiners' reports; • Sign off on notice of intention to submit a thesis for examination 	Dr Aek Phakiti	9351 6312 aek.phakiti@sydney.edu.au
Director International Students <ul style="list-style-type: none"> • Advice in regards to academic or personal matters 	Dr Kevin Laws	9351 6396 kevin.laws@sydney.edu.au
Research Progress Managers <ul style="list-style-type: none"> • Management and chairing of thesis proposal meetings; • Chairing of annual progress interviews; • Review of examiners' reports 	Dr Kellie Burns	9036 7880 kellie.burns@sydney.edu.au
	Dr Paul Ginns	9351 2611 paul.ginns@sydney.edu.au
	Dr Helen Proctor	9036 5401 helen.proctor@sydney.edu.au
	Dr Ilektra Spandagou	9351 6379 ilektra.spandagou@sydney.edu.au
	Dr Lindy Woodrow	9351 6419 lindy.woodrow@sydney.edu.au

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Administrative staff

Role/Responsibilities	Name	Contact Details.
Manager, Division of Doctoral Studies (responsibilities see pg 7)	Venice Jureidini-Briozzo	9351 7049 venice.jureidini@sydney.edu.au Student Administration Office, Level 3, Education Building A35
Research Student Liaison Officer <ul style="list-style-type: none">organise Induction Seminarsorganise Research Student Forumsadministration support for PRSSprovide information/referral service for research studentsmaintain and continually improve faculty research training publications and website for research students	Suin Jung	9351 6268 suin.jung@sydney.edu.au Room 2a09, Education Annex A36

Student representatives

The **Division of Doctoral Studies Committee** meet every month to discuss issues relating to research higher degrees including:

- units of study/workshops/seminars for Higher Degree Research Students (HDRSs)
- procedures and policies (e.g completing offshore, annual progress interviews, thesis length, etc.)
- thesis proposal meetings, examinations, etc.
- supervisor support program
- library support

If there is an issue you would like raised at these meetings, please contact one of the student representatives on this committee:

Lea Mai (<http://fdp.edsw.usyd.edu.au/users/lmai>)

or

Mary-Helen Ward (<http://fdp.edsw.usyd.edu.au/users/mhward>).

The **Faculty Research Committee** meets every two months to discuss research issues in the faculty relating to:

- research career development
- research funding (attracting and dispersing funds for staff)
- research culture and environment in the faculty
- National research policies

If there is an issue you would like raised at these meetings, please contact the student representative on this committee:

Giedre Kligyte (<http://fdp.edsw.usyd.edu.au/users/gkligyte>)

Computing Facilities

Keywords: computer access, shared office space

There is an [Access Lab \(Room 232\)](#), in the Education Building. Please use the link provided (or go to page 26) to obtain further information about facilities available here and opening hours.

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Room A35.636, (Education Building) is available to **part time students**. It has the following facilities:

- 3 pcs (all the pcs are loaded with SPSS and NVivo)
- 1 mac
- scanner
- printer
- telephone
- filing cabinet
- shelf space

Full-time students can use room 636 whilst waiting for their laptop at the beginning of their candidature.

As this is a shared space area, please keep this area clean and do not leave items on the desk overnight.

Room A36.2a06 (Education Annex) is also available to **part time students**. It has the following facilities:

- 1 desk with a pc
- 1 desk with an Ethernet cable (to connect your own laptop to the internet)
- Telephone
- there is a network printer down the corridor

This is a shared space area, please keep this area clean and do not leave items on the desk overnight.

Directories

Keywords: phonebook, address book, staff directory, student directory

There are two directories that are useful to students and staff.

- (1) All staff working at the University can be found through the University Directory (http://sydney.edu.au/staff/people_departments/directories/index.shtml) You need to know the correct spelling of the person's name.
- (2) All staff and HDRSs at the Faculty of Education and Social Work can be found through the Faculty Directory (<http://fdp.edsw.usyd.edu.au/>). You can refine this directory according to:
 - Academic Staff (<http://fdp.edsw.usyd.edu.au/users?classification=1>)
 - Administrative Staff (<http://fdp.edsw.usyd.edu.au/users?classification=2>)
 - HDRS (<http://fdp.edsw.usyd.edu.au/users?classification=3>)

New HDRSs are added onto this directory after the census date each semester (31 March and 31 August).

Note: Names and contact details of people in directory 1 and 2 are not from the same source and may not coincide. So if you can't find someone, try both.

Equipment loans

Equipment available for loan from the faculty's [Precinct Officers](#) (men and women in the blue uniforms at the front desk of the foyer, level 3, Education Building A35) are as follows:

- Camcorder (Panasonic M40)
- Data Projector (PU-880, ELMO and Sony)
- Mac Laptop (Powerbook G3 and iBook)
- PC Laptop (Toshiba Satellite and HP)
- Visual Presenter (ELMO)
- VHS, DVD, CD player or cassette deck

This equipment is available for **short-term, occasional use only** and must be returned at the end of the day. All bookings must be made via the A – V Booking slip which can be picked up from outside room 319, Education Building A35 (near the after hours entry/exit). Please hand this in to the Precinct Officers, at least 24 hours in advance, preferably sooner to guarantee availability.

For queries about any of the above equipment, please contact the faculty's Precinct Officers on 9351 6333

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Converting VHS to DVD

The faculty's [Precinct Officers](#) hold equipment that can convert VHSs to DVDs. To access this service, complete the request form and bring a blank DVD with you. Blank request forms be picked up from outside room 319, Education Building A35 (near the after hours entry/exit)

First Aid

The Faculty's First Aid officer is [John Usman](#), Room 314, Education Building A35, T: 9351 6349.

There is also a bed in the 'Recovery Room' (Room 454, Education Building A35) where staff and HDRS can lie down when feeling unwell.

Please note, all the university's security officers are also first aid officers.

Faculty mail room

The faculty mail room is located in Room 460, Education Building A35. Pigeon holes for most staff members can be found here. The exceptions are:

- Social work academic and administrative staff have their pigeon holes in room 743a, Education Building A35.
- Staff located in the Dean's Unit, level 3, Education Building A35, have their pigeon holes in the reception area leading to the Dean's Unit (there's also a pigeon hole in room 460 titled 'Dean's Unit Staff')

If you would like to receive research related post at the faculty (post will be left in the faculty mail room, room 460), it will need to be addressed in the following way:

your name
your course name (or Research Higher Degree Student)
Education Building A35
University of Sydney NSW 2006

Your post will be left on the self along the right wall (as you enter the room) according to the first letter of your surname. Large packages will be left on the table in this room.

If you would like to receive research related faxes, the fax number is 9351 4580/2606. Again, the fax will need to state *your name*, and *your course name (or Research Higher Degree Student)*. Your fax will be left on the same self as for your post.

Book/material give a ways

Any non-postal material left on the table in the mail room is to 'give a way'. There are quite often books and newsletters left here that may be of interest to you.

Facilities available to Research Higher Degree Students

Keywords: office space, desk space, office for students

Full-time HDRS are entitled to (per student):

- loan of a laptop for the duration of your degree
- access to a shared desk with one other student (along with storage: filing cabinet and bookshelf to be shared with another student. There will be printer and telephone access as well – to be shared amongst a few students.)
- photocopier use in the Education Building A35 and Education Annex A36
- after-hours access to the Education Building A35 and if appropriate, Education Annex A36
- a home page on the Faculty Directory: <http://fdp.edsw.usyd.edu.au/users?classification=3>
- a stationery package will be supplied to students each semester. You will be notified via email when the packages are ready to be picked up.

For full details about the space allocation policy, contact [Suin Jung](#).

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Part-time postgraduate research students are entitled to:

- Access to [room A35.636](#)
- Access to [room A36.2a06](#)
- photocopier use in the Education Building A35
- after-hours access to the Education Building A35 and if appropriate, Education Annex A36
- a home page on the Faculty Directory (<http://fdp.edsw.usyd.edu.au/users?classification=3>)

To be eligible for the above, students must be currently enrolled. If a full-time student suspends for a semester, he/she must return their laptop and give up his/her shared desk. Eligible students, upon arrival (after enrolment), should complete the relevant forms and submit these to the [Research Student Liaison Officer](#). Applications for each of these facilities are provided to students at enrolment as part of the Induction Kit. Applications are also available on line:

- Application for a laptop
(http://sydney.edu.au/education_social_work/current_students/assistance_forms/rhd_laptop.php)
- Application for a shared desk
(http://sydney.edu.au/education_social_work/current_students/assistance_forms/rhd_office_space_application.php)
- Application for after hours access
(http://sydney.edu.au/education_social_work/current_students/assistance_forms/rhd_after_hours_application.php)

Other computers can be accessed through the University's Access labs – For a complete list of Access Lab locations, please go to: <http://www.usyd.edu.au/ict/switch/labs/locations.shtml>

Colour printing

There is no colour printer for student use in the Education Building A35. A colour printer (for A4 & A3 printing) is available in the Access Lab in Fisher Library.

Click here for costs: <http://www.usyd.edu.au/ict/switch/labs/printing-scanning.shtml#print>

Research Software & Equipment

[Dr Rosalie Robinson](#), Research Officer, is in on Mondays, Tuesdays, and Wednesday mornings. Rosalie can assist you with:

- (a) loan of research equipment such as transcribers and recorders (digital and tape)
- (b) follow up/discuss research software problems such as SPSS, EndNote (after emailing first)
- (c) enquire about HERDC publication issues
- (d) enquire about general research issues
- (e) arrange for LISREL and MLwiN to be loaded onto your university owned computer (To arrange for other research software (eg. NVivo & SPSS) to be loaded onto your university owned computer, go to [Research software](#) in this guide).

Contact details:

Mondays – Tuesdays: 9am – 5pm, Wednesdays 9am – 12.30pm

Room: Dean's Unit, Level 3 Education Building A35

Phone: 9351 8945

Email: rosalie.robinson@sydney.edu.au

Please note: 2011 Rosalie is on long service leave. [Camilla Pilgrim](#) can assist you with (a), (c), and (e) during this time. Camilla will work the same days as Rosalie's usual days as above.

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Summary table: Resources and facilities for research students

Resource and Facilities	Contact Information
After hours access	Suin Jung at suin.jung@sydney.edu.au
IT help (assistance with computers, printers, telephones & MyUni)	ICT Helpdesk: 9351 6000
Laptop Allocation (f/t only)	Suin Jung at suin.jung@sydney.edu.au
Shared desk (f/t only)	Suin Jung at suin.jung@sydney.edu.au
Photocopier code Includes access to scanners	Suin Jung at suin.jung@sydney.edu.au
Postgraduate Research Support Scheme – aka PRSS	Suin Jung at suin.jung@sydney.edu.au
Loading SPSS and NVivo on a university owned laptop	Your supervisor via ICT website : (requires staff unikey login)
Some research equipment (& some software)	Camilla Pilgrim at camilla.pilgrim@sydney.edu.au
Stationery (f/t only) (a stationery package containing 5 reams of paper provided each semester)	You will receive an email when packages are ready to be picked up (once a semester)
Other facilities – fridges & microwaves	Education Building A35: rooms 401 & 407 Education Annex A36: at end of level 2a

Unless indicated by f/t only = full-time students only, facilities are available to both full-time and part-time students.

Presentation templates

(Keywords: university crest, university emblem, university coat of arms, new brand, branding)

University logo

Students may request to use the logo for the following cases:

- Postgraduate students to use on research theses once the degree has been awarded
- conference presentations and posters where their supervisor is a co-author or where they have the support of their supervisor
- on promotional material for official University events

Please contact your supervisor for a copy of the logo. (The logo **may not** be used on assignments, essays, reports or theses that have not been examined.)

Business cards with the university logo

Research students can have business cards printed with the university logo. Students must obtain permission from their supervisor and their supervisor's details must appear on the back of the card. Minimum quantity is 250 and cost is \$80 + gst (at Nov 2010). Please contact the University Publishing Service for full details and to order: http://sydney.edu.au/ups/orders_quotes/online_stationery.shtml

PowerPoint template

Students can use a PowerPoint template with the university's new branding in conference presentations where their supervisor is a co-author or where they have the support of their supervisor. It is available to download from this page (on the right):

http://sydney.edu.au/education_social_work/doctoral_division/student_presentations.shtml

Do not change the format or colour of the template in anyway. You can add our faculty colour, teal. Prescribed fonts are replica or arial.

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Poster template

A poster template for use by HDRSs for our faculty has been created by Dorian Peters, Educational Multimedia Designer, CoCo Research Centre. This template is also available on the same page:

http://sydney.edu.au/education_social_work/doctoral_division/student_presentations.shtml

and click on 'Poster Template' (on the right).

Stationery templates

Students are not authorised to use university stationery unless it is for official business.

Faculty run workshop and seminar series

http://sydney.edu.au/education_social_work/doctoral_division/workshops_seminars.shtml

A number of free workshops are set up each semester to assist HDRS with their research.

Here are some past workshops the Faculty has run:

- Introduction to computer-assisted text analysis: Handling data with NVivo.
- Follow-up workshop for NVivo
- Techniques and tools for developing surveys
- Ethics training seminar

Year-long workshops series are run to assist HDRS progress through each stage of their degree. These workshops are recommended for students enrolled in the following degrees: MPhil, PhD, DSW, and EdD. Once registered for the specific series, it is expected the student will attend all the workshops offered throughout the year. Year-long workshops series are as follows:

- **first year of study** - [Thesis proposal writing series](#)
- **second year of study** - [Thesis and dissertation writing series](#)
- **final year of study** - [Writing for publication series](#)

Announcements about future workshops will be made via:

- the Faculty Bulletin (http://sydney.edu.au/education_social_work/bulletin/)
- email to all HDRS
- on the faculty website:
(http://sydney.edu.au/education_social_work/doctoral_division/workshops_seminars.shtml)

Assistance with research methodology

After having attended either [EDPK5003 Developing a research project](#) or the [Thesis proposal writing series](#), you are still not happy with your methodology and project design, and you need some specialist advice, consultancy sessions are available from:

- Dr Rachel Wilson on research methods. For details go to:
http://sydney.edu.au/education_social_work/doctoral_division/workshops_seminars.shtml
- Dr Lina Markauskaite on e-research, designing complex studies and using huge databases. For details go to:
http://sydney.edu.au/education_social_work/doctoral_division/workshops_seminars.shtml

Major Milestones in your Research Degree

Thesis Proposal Meeting

All research students must present a detailed research proposal (in writing and verbal presentation) via a Thesis Proposal Review Meeting. The proposed thesis project must be accepted by the Proposal Review Committee in order for the student to proceed further with their degree.

Click here to download the "Thesis Proposal Meeting Guide":

http://sydney.edu.au/education_social_work/current_students/postgraduate_research/index.shtml

It contains information about procedures, committee members, and guidelines on how to prepare a research proposal. It's an excellent resource!

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Ethics Approval

University's Human Ethics Committee (HREC)

http://www.usyd.edu.au/ethics/human/general_information/index.shtml

Once your thesis proposal has been approved by the Proposal Committee, you will need to seek ethics approval from the HREC (unless your research project does not involve human participants as subjects). The HREC has been established by the university to assist you in obtaining ethical clearance for your research and to protect the rights of all concerned (including yourself and the university). It should also be noted that many journals now require the letter of approval from an appropriate ethics committee as a precondition for publication.

The University of Sydney's HRECs has a very informative and thorough website with step by step advice on completing and submitting your application.

http://sydney.edu.au/research_support/ethics/human/apply.shtml

Academic support for ethics applications

To assist students to be as well prepared as possible with their ethics applications, the faculty has 'Ethics Advisors' who read ethics applications prior to the applications going to the HREC. The advice and recommendations given by our Ethics Advisors can help polish your ethics application and increase the chances of the HREC approving your application with minimal changes.

The flowchart on the following page indicates the recommended steps a HDRS should take when submitting an application for ethics approval.

Please allow at least one week for a faculty Ethics Advisor to read your application and provide you with invaluable advice.

The annual Ethics Training Seminar was on 31 March 2010 and a repeat evening session on 22 April 2010. If you missed this, you can view the power point from a previous seminar by going to:

http://www.edsw.usyd.edu.au/doctoral_division/past_workshops2009.shtml#ethics

It is hoped that the above assistance will significantly reduce the time involved with getting your ethics approval. However, please keep in mind it may still be a lengthy process.

Allow yourself 3 months to obtain ethics approval from the HREC. This is from the date when you and your supervisor feel the application is ready; it is then submitted to be read by a faculty Ethics Advisor, through the various steps until it is submitted to the Ethics Committee, to when final written approval is received.

You can spend the in between time reading and polishing your literature review, and preparing any other ethics applications that may be needed.

Research in NSW government schools

If you wish to conduct research in NSW government schools, you must obtain separate approval from the Department of Education and Training by undergoing the State Education Research Approval Process (SERAP). For further information, please go to:

- <https://www.det.nsw.edu.au/research/index.htm>
- [Guidelines for approving applications from external agencies to conduct research in NSW government schools](#) (pdf, 269kb)
- [Guidelines for approving applications from external agencies to conduct research in TAFE NSW](#) (pdf, 204kb)
- Contact details for enquiries are listed here: <https://www.det.nsw.edu.au/about-us/statistics-and-research/research-partnerships/contact-the-bureau>

Research in Sydney Catholic Education Office schools or offices

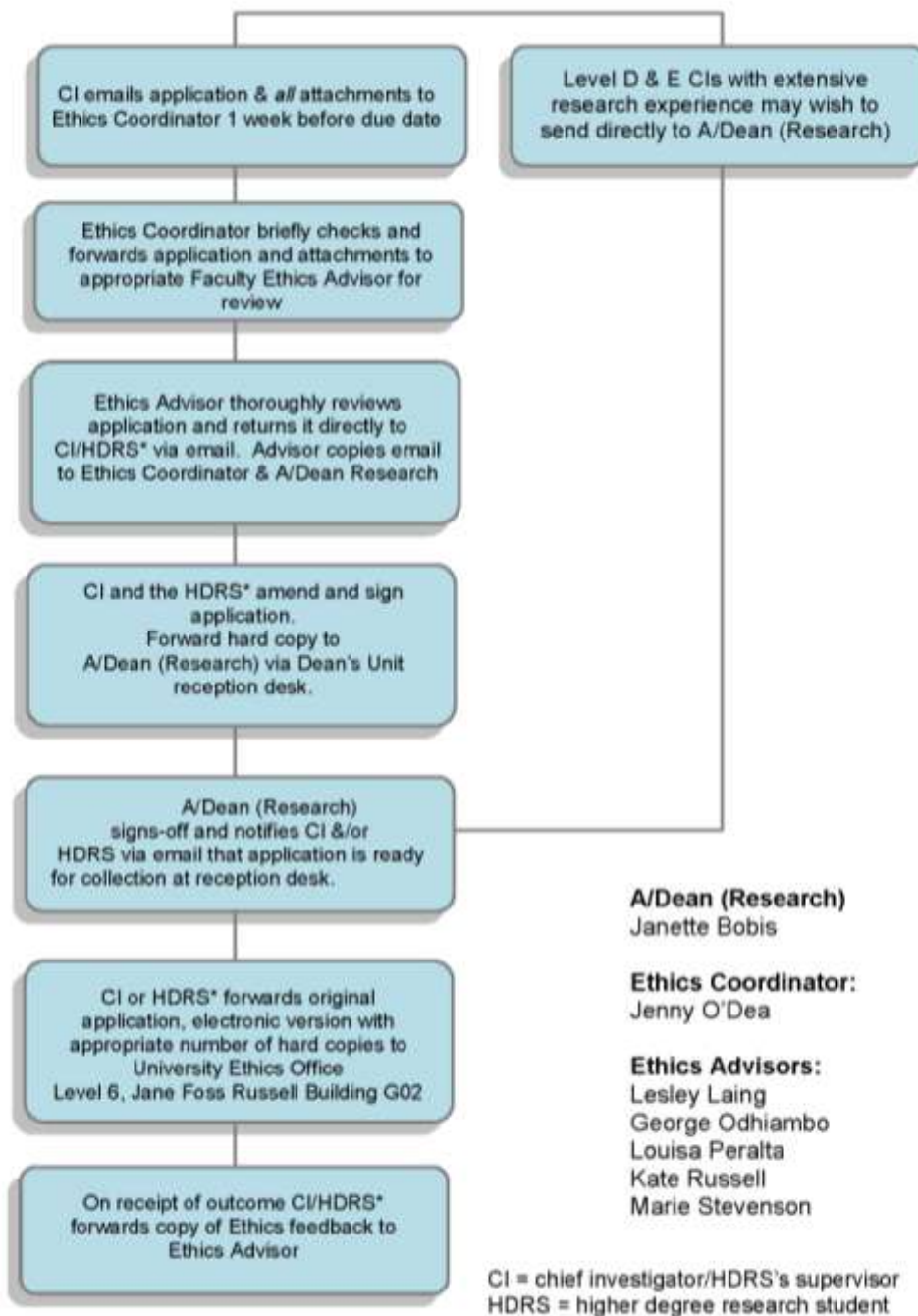
Please refer to their website <http://www.ceosyd.catholic.edu.au/About/Pages/research.aspx>

Research within the NSW public health system

All research involving humans conducted within the NSW public health system must be ethically and scientifically reviewed in accordance with the NHMRC National Statement on Ethical Conduct in Human Research (2007) (<http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>). This includes student research involving humans conducted within the NSW public health system.

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Faculty of EdSW Ethics Application Processing



For further information, please go to:

- NSW Department of Health website on research and ethics:
<http://www.health.nsw.gov.au/ethics/research/governance.asp> – this page has a helpful FAQ section at the bottom of the page
- Contact details for advice and queries:
<http://www.health.nsw.gov.au/ethics/research/contacts.asp>

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Annual Progress Review Meetings

All HDRSs (except MEd (Research) students) are required to have an Annual Progress Review Meeting to discuss the progress of their research. These are held around October every year. Students are invited to submit a choice of meetings times that are convenient to him/her. All meetings are held in the Education Building A35. In special circumstances, the meeting can be conducted by telephone.

For further information go to:

http://sydney.edu.au/education_social_work/current_students/postgraduate_research/apr.shtml

Other Candidature Requirements

It is a condition of your candidature that you present your research at a Research Students Forum (or alternatively, at an international conference). For full details on type and number of presentations required go to:

http://sydney.edu.au/education_social_work/doctoral_division/research_students_forum/index.shtml

The Research Students Forum is held bi-annually, usually in May and October each year. Check the website for exact dates.

Writing Style for Theses

There is no set 'writing style' for the Faculty of Education and Social Work theses. HDRSs should be guided by their supervisor and the style guide for essays and assignments that appear in the Little Blue Book, 2011, pp.20-29. An electronic version of the Little Blue Book can be downloaded from:

http://sydney.edu.au/education_social_work/current_students/assistance_forms/resources/TheLittleBlueBook_current.pdf

If you would like to refer to past theses, go to:

http://sydney.edu.au/education_social_work/doctoral_division/completed_theses.shtml

Referencing should be in the APA (American Psychological Association) style.

[SUPRA](#) has a very helpful publication The Thesis Guide:

<http://www.supra.usyd.edu.au/assets/file/Publications/SUPRAThesisguide.pdf>

Notice of Thesis Submission

At least 3 months before you are ready to submit your completed thesis, please contact the Graduate Research Advisor in the Faculty Administration Office (Venice Jureidini-Briozzo: <http://fdp.edsw.usyd.edu.au/users/venicej>). There are a number of rules and regulations you **MUST** follow when submitting your thesis and a number of forms which need to be completed. The Graduate Research Advisor will have up to date information about these regulations and can assist you in completing all the necessary paperwork. 3 months notice is required to find appropriate examiners for your thesis.

You may also find it helpful to refer to the following:

- p.6 of the Education and Social Work Postgraduate Handbook 2011
(<http://ses.library.usyd.edu.au/handle/2123/6638>)
- pp.23-28 of the Postgraduate Studies Handbook 2011
(http://ses.library.usyd.edu.au/bitstream/2123/7102/1/postgrad_hb2011.pdf)
- University's policy on proof reading and editing of theses and dissertations
(http://www.usyd.edu.au/ab/Proof-reading_editing_theses.pdf)

For practical information about where to get your thesis bound, go to [Thesis Binding](#) later in this document.

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UNIVERSITY RESEARCH RESOURCES

Libraries and Catalogues

<http://www.library.usyd.edu.au/>

The University of Sydney Library is a network of many libraries across several campuses. Opening hours vary across libraries and during semester vacations. Always check the specific library's website for up-to-date information on their opening times.

Fisher Library

<http://www.library.usyd.edu.au/libraries/fisher/>

Fisher Library is the main library for humanities and social sciences.

Curriculum Resources Collection

<http://www.library.usyd.edu.au/libraries/curriculum/>

The Curriculum Collection supports staff and students from the Faculty of Education and Social Work involved with pre-service Education qualifications. It is currently located on level 1 of Fisher library but with the proposed **renovation of Fisher Library in 2011, the collection may be moved to another level.**

The University of Sydney Library website has useful subject guides which lists resources available through the library services and the World Wide Web. Particularly useful are:

- Curriculum Studies Guide (<http://libguides.library.usyd.edu.au/curriculum>)
- Education Subject Guide (<http://libguides.library.usyd.edu.au/educationtopics>)
- Social Work and Policy Studies Guide (<http://libguides.library.usyd.edu.au/socialwork>)

Faculty Liaison Librarian

<http://www.library.usyd.edu.au/contacts/subjectcontacts.html#esw>

(Keywords: library advice, librarian advice, library assistance, librarian assistance)

Our faculty librarians are [Philippa Crosbie](#), [Christine Tennent](#) and [Jacquei Hicks](#). Philippa and Christine support specifically our HDRS so feel free to contact them with your library queries.

Loans

<http://www.library.usyd.edu.au/borrowing/loans.html>

All libraries have after-hours chutes to return your books.

MyLibrary

<https://opac.library.usyd.edu.au/patroninfo>

The library website provides online facilities to:

- renew your borrowed books
- place a request or cancel a hold on books
- check your record for current loans, holds and outstanding fines
- pay your library fines online with a credit card
- make an inter-campus or inter-library loan request, and article or chapter request

Other students have commented on the excellent level of service they receive from Fisher Library and particularly, the efficiency and helpfulness of the inter-library loan request facility.

Assistance and Training Classes

<http://www.library.usyd.edu.au/skills/classes.html>

(Keywords: library classes, library skills classes)

The Library provides information, training courses and seminars about its resources and services, throughout the University, including library research skills, searching electronic databases, internet searching skills and the always popular EndNote classes. For classes specifically designed with Faculty of Education and Social Work Students in mind, go to <http://www.library.usyd.edu.au/skills/socsci.html>.

Electronic Resources

<http://www.library.usyd.edu.au/databases/>

The library provides access to an ever-increasing number of electronic resources including bibliographic and full-text databases, e-journals, and the scholarly e-text centre.

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Temporary library card

http://www.usyd.edu.au/card_centre/applications/temporary.shtml

If you are a postgraduate student who has submitted a thesis (whose student card has expired) you may apply for a temporary library card which requires the following documentation:

- Completed [Postgraduate and Honours Students Borrower's card application form](#) which has been signed by both your Thesis Supervisor or Coursework Coordinator and the Head of Department
- Photo identification such as your driver's licence or passport

Please go to the above webpage for full details plus the application form.

Sydney eScholarship Repository

<http://ses.library.usyd.edu.au/ses/about.html>

The Sydney eScholarship Repository provides a platform for research communities to safely store, and provide online access to documents and data. It archives a wide range of significant university publications, forming a core global resource for today's researchers and those of future generations.

If you have print or digital materials you wish to archive and make accessible online then Sydney eScholarship can help.

You can deposit a copy of your thesis online by going to:

<http://www.library.usyd.edu.au/theses/submitting.html>.

If you have any questions, please contact [Christine Tennent](#), Liaison Librarian for postgraduate research students at the Faculty of Education and Social Work, or email sesr@library.usyd.edu.au

Postgraduate Research Support Scheme (PRSS)

Keywords: financial assistance, financial support. **Except for the text in green, the information in the following section is provided by the University Research Office**

<http://sydney.edu.au/scholarships/research/prss.shtml>).

What is PRSS?

It is a scheme introduced by the University in 2001 to provide direct support for currently enrolled postgraduate research students. Under the scheme, funds are allocated to Schools or Departments (in some cases Faculties) based on their higher degree research enrolment figures in the previous year. The funds are not allocated directly to the students but are awarded by Schools or Departments to eligible applicants on a competitive basis according to the University's general guidelines. Selection committees will consider (1) quality of the applicant and track record relative to opportunity and stage of candidature, (2) demonstrated need for funding, and (3) priorities, if any, placed on the different expenditure categories by the School of Department. In 2011, the total allocation is \$1.356 million *(for the whole university)*.

What are the eligibility criteria for support?

1. Currently enrolled (including international students)

- Enrolled **Research Doctorate students**, full-time or part-time, are eligible to apply for funds under the PRSS provided their candidature does not exceed eight full-time semesters (or part-time equivalent) at the closing date for applications.
- Enrolled **Masters by research students**, full-time or part-time, are eligible to apply for funds under the PRSS provided their candidature does not exceed four full-time semesters (or part-time equivalent) at the closing date for applications.

2. Satisfactory progress towards timely completion of the degree

- Applications will not be considered if the students have not demonstrated satisfactory progress and/or have exceeded the normal period of candidature (see 1 above).

3. Justification for the need and proposed use of funds

- A brief statement justifying the need and proposed use of funds, together with the benefits to the applicant's candidature.

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4. Support by the applicant's supervisor/s

- As per requirement on the application form.

5. Any achievement related to the applicant's research such as:

- Publications (in press or submitted), conference presentations, internal reports or other scholarly activities. A track record of achievement relative to opportunity and stage of candidature provides some indication of satisfactory progress during the candidature, however it is not a pre-requisite for a successful PRSS application.

What sort of things can I apply to get support for?

1. Conference expenses – for the purpose of presenting a paper or poster of which the student is the author and in connection with his/her research. Students who attend a conference without presenting, or presenting a paper or poster of which the student is not the author, are not eligible to apply under this category.
2. Expenses in connection with the use of specialist services, or a visit to use specialist facilities or to learn specialist technique/s directly related to the students' research, but were beyond those normally provided by the School or Department.
3. Field expenses – provided the PRSS funds are not used to defray the infrastructure costs normally provided by the School or Department.
4. Purchase of specialist books, periodicals, software that are essential to the students' research, but are not normally available or difficult to obtain in the University.
5. Purchase of computers or other equipment that are essential to the students' research and are above and beyond the normal infrastructure provided by the School or Department.
6. Thesis production expenses to a maximum amount of \$600 for a Research Doctorate thesis or \$300 for a Masters thesis. Only students who do not hold a scholarship which provides such expenses and who will submit their theses in the current semester or calendar year can apply under this category.

The expenditure/proposed expenditure must have been incurred or will be incurred during this calendar year. A student cannot lodge a second application for the remainder of expenditure incurred under a previous successful PRSS application.

What will not be supported?

Direct research costs will not be supported. Thus, expenditure related to the purchase of consumables (such as chemicals, stationery, questionnaires and disks) normally provided by Schools or Departments, or photocopying will not be supported under the PRSS.

What level of support is available?

Eligible students may apply for a minimum amount of \$200 and a maximum amount of \$1,200 (but can be up to \$3,000 to support presentations at conferences held in countries in Europe, Africa, North and South America, or up to \$2,000 to support presentations at conferences held in other overseas countries) in each application round.

How often can a student apply for support?

Each eligible student can lodge only one application in any PRSS round.

Research Doctorate students: although eligible Research Doctorate students may apply during any PRSS application round, only three successful applications during their candidature (eight full-time semesters, or part-time equivalent) are permitted. That is, a Research Doctorate student can only be awarded funds three times within eight full-time semesters under the PRSS.

Masters by research students: although a Masters by research student may apply during any PRSS application round, only one successful application during the candidature (four full-time semesters, or part-time equivalent) is permitted. That is, a Masters student can only be awarded funds once under the PRSS. If a Masters by research student converts to a Research Doctorate, the total number of successful PRSS applications permitted will be three (including any successful application as a Masters student).

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When should I apply?

Individual Schools or Departments (in some cases Faculties) must hold at least one application round every year.

(In the Faculty of Education and Social Work, applications open mid April and close early June (usually last teaching day of semester 1). In 2011, Suin Jung sent an email to all HDRS on 14 April with the full details and application form. Applications closed 3 June.)

Please check the *List of PRSS administering units* at the end of this document and contact the appropriate office on when applications open and close.

How do I apply?

The application process will be administered by individual Schools or Departments (in some cases Faculties). Please check the List of PRSS administering units at the end of this document and contact the appropriate office for an application form.

Apart from completing the application form, you will be required to provide brief statements on justification for the use of funds and support by your supervisor/s, and any evidence of achievement during candidature.

How are the funds paid if I am successful in getting support?

You will need to submit a claim to your School or Department for items that have been approved as soon as expenditure is committed. The funds can be paid in one of the following ways:

1. Reimbursement to you on presentation of original receipts.
2. Payment to the supplier on presentation of original invoices, purchase orders, quotations, order forms, conference registration forms - receipts from the suppliers for the value of payment/s received must be submitted by the student in a timely matter.
3. Payment using the School's or Supervisor's University Corporate Card for purchase of goods and services as per the University's procedures on the use and responsibilities for University Corporate Cards.

The last date to lodge a claim is 13 January 2012. If you have not spent the full amount awarded by the end of 2011, you should lodge a partial claim by the due date for the expenditure already incurred **as there are no provisions to carry forward any unused funds or to lodge late claims.** Any funds that are not claimed by the successful applicants after 13 January 2012 must be returned by the Schools or Departments for re-allocation centrally in 2012.

Where can I get more information?

Contact your Postgraduate Coordinator, Postgraduate Student Adviser in your School or Department Office, or your Faculty Sub-Dean/Associate Dean in charge of postgraduate research students

Where can I get more information at faculty level?

Suin Jung <http://fdp.edsw.usyd.edu.au/users/sjung>

Rm 2a09, Education Annex A36

Phone: 9351 6268

Email: suin.jung@sydney.edu.au

Research Software

To see a list of software available to download on a university owned computer, you must have a staff unikey login. Go to:

http://staff.ask.sydney.edu.au/app/answers/detail/a_id/115/session/L3RpbWUvMTMwOTg1MTMxNS9zaWQvdWtPSi9ieWw%3D

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The most commonly asked for programs are:

- Adobe
- Endnote
- NVivo
- S-Plus
- SPSS and AMOS

To arrange download please ask your supervisor to:

- Go to:
http://staff.ask.sydney.edu.au/app/answers/detail/a_id/115/session/L3RpbWUvMTMwOTg1MTMxNS9zaWQvdWtPSl9ieWs%3D
- login using his/her unikey login
- Click on the link provided for the preferred software (for NVivo or SPSS use the link titled 'Statistics packages')
- Follow the instructions provided

Any problems, please contact ICT helpdesk on 9351 6000.

NOTE: It is NOT possible to arrange for these programs to be loaded onto a privately owned computer (condition of the licensing agreement).

Support for using research software

ICT helpdesk can provide only basic support with using your research software – mainly in the form of troubleshooting with technical problems – not 'how to use' type questions.

- Endnote – at the beginning of every semester, [Fisher library runs Endnote workshops](#)
- NVivo – every semester, [NVivo workshops](#) are run by Dr Lina Markauskaite. Dates are listed usually after week 4 of semester. For this semester's dates, go to:
http://sydney.edu.au/education_social_work/doctoral_division/workshops_seminars.shtml
- [Some support for using Endnote and SPSS can be provided by Dr Rosalie Robinson](#)
- assistance for using SPSS and NVivo at advanced levels may be provided via [Dr Markauskaite's and Dr Wilson's consultancy sessions](#)

Workshops provided by [ACSPRI](#) can be expensive (look out for courses based in Sydney to keep costs down) but they are comprehensive and covers using AMOS, LISREL, Mplus, NVivo, SPSS and other statistical analysis. Check their website for their next program: <http://www.acspri.org.au/courses>

Self-help resources

NVivo users can keep up to date with developments by subscribing to the QSR e-newsletter. To register go to <http://www.qsrinternational.com/subscribe-to-newsletter.aspx>

Research Support Pty Limited has tips, notes and sample NVivo projects that you can download for free. Go to: <http://www.researchsupport.com.au/>

University Policies and Guidelines

http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_CategoryLink.fp5&-format=/pol/pol_cat_result.html&-lay=www&SubCatID=57&POL_Main::zc_ShowOnWeb=Yes&-SortField=POL_Main::docName&-SortOrder=ascending&-find
(Keywords: supervision guidelines, PhD rules, PhD regulations, PhD examination, university policy)

The website lists all central policies and procedures which have been approved by the Senate and/or the Vice-Chancellor and the Academic Board. Refer to the list for very useful policies such as:

- Code of practice for supervision of postgraduate research students
http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=85&-find
- PhD: Guidelines for Examiners of Doctor of Philosophy Theses
http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=91&-find
- Postgraduate: Degree of Doctor of Philosophy
http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=88&-find
- Postgraduate Research Higher Degree Training Supervision at the University of Sydney
http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=80&-find
- Postgraduate: PhD Candidature: Maximum Length
http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=98&-find
- Proof-reading and Editing of Theses and Dissertations
http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=1680&-find

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UNIVERSITY SERVICES

Accommodation Service

http://www.usyd.edu.au/current_students/accommodation/index.shtml

This website has information on accommodation both on and off campus, as well as specific advice to international students looking for accommodation. The service also keeps an accommodation database (http://www.usyd.edu.au/current_students/accommodation/off_campus.shtml#database) access using your unikey login.

Contact details:

Mondays, 11am – 4pm

Tuesdays, Wednesdays, Fridays, 10am – 4pm

Thursdays, 10am – 1pm

The service is closed for 1 hour for lunch each day

Level 5, Jane Foss Russell Building G02

160 City Road, Darlington Campus

Phone: 9351 3312

Fax: 8627 8484

Email: accommodation.info@sydney.edu.au

Activities and Clubs

http://www.usyd.edu.au/current_students/clubs_activities/index.shtml

(keywords: social activities, social clubs, sports teams, sports clubs, arts, art gallery, bands, swimming, pool, swimming pool, aquatic centre, gym, squash courts, tennis courts, basketball courts, climbing centre, martial arts, cultural life, visual arts, theatrical arts)

There is more to university life than just lectures and tutorials. There are many opportunities to become part of the many activities available on campus. Click on what you are interested in below to be redirected to the relevant website:

- Sydney University Sports Clubs (http://www.susf.com.au/page/sports_clubs.html)
- Fitness classes with Sydney University Sports and Fitness
(http://www.susf.com.au/page/programs_courses.html)
- live music venues on campus
(http://www.usyd.edu.au/current_students/clubs_activities/cultural_life.shtml)
- Seymour Centre (<http://www.seymour.usyd.edu.au/>)
- University Museums (<http://www.usyd.edu.au/museums/index.shtml>)
- Sydney College of the Arts Galleries (<http://www.usyd.edu.au/sca/galleries/index.shtml>)
- Tin Shed Gallery (http://www.arch.usyd.edu.au/about/art_workshop.shtml)

Chaplains and the Multi-faith Chaplaincy Centre

<http://www.usyd.edu.au/chaplains/about/index.shtml>

(keywords: religious support, pastoral support, priest, monk, reverend father, rabbi, clergy, imams, lama)

Chaplains are 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. The Chaplains:

- provide support during times of personal crisis
- provide opportunities for workshop and prayer
- conduct weddings and funerals
- nurture faith and provide spiritual direction
- organise groups for discussion and support
- work closely with particular student groups

Whilst Chaplains are part of the University life, they are not employees of the University.

Chaplains from the following faiths provide support and care on campus:

- Anglican
- Assemblies of God
- Baptist
- Buddhist
- Catholic
- Greek Orthodox
- Islamic
- Presbyterian
- Salvation Army
- Uniting

For further details, click here: <http://www.usyd.edu.au/chaplains/chaplains/index.shtml>

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For the location of the Multi-faith Chaplaincy centre, click here (5 minutes from the Education Building):
<http://www.usyd.edu.au/chaplains/about/location.shtml>

Child Care Information Office

http://www.usyd.edu.au/stuserv/child_care/

Five child care centres currently operate on or near two campuses catering to over 200 children aged from 0 to five years. The Office provides information about the child care centres on or near the Camperdown, Darlington and Cumberland campuses and other relevant government agencies.

For full details, please refer to the above website.

Contact details:

Monday – Friday, 9.30am – 4.30pm

Phone: 8627 8420

Level 5, Jane Foss Russell Building A02

Fax: 8627 8480

160 City Road, Darling Campus

Email: child.care@sydney.edu.au

Counselling and psychological services

<http://www.usyd.edu.au/stuserv/counselling/>

The Counselling and Psychological Services (CAPS) aims to help students develop the skills to build strengths, improve well-being and achieve academic success. The services are free and confidential, and available to all enrolled students.

CAPS runs workshops such as:

- Confident communication
- Get organised
- Managing your feelings
- Mindfulness Training for feelings of stress, anxiety and depression
- Relaxation
- **Building skills for postgraduate research success** – this last workshop is intended for post-graduate research students, focusing on developing the psychological skills and attitudes to help sustain a successful research effort. This skillshop's topics include: "That Which They Never Told You", "Reflections on Resilience", "Secrets of the Postgrad Mind" and "Follow-up Resources".

These workshops are free and open to all students of the University of Sydney. For a list of workshops with times and to enrol online, click here: <http://www.usyd.edu.au/stuserv/counselling/work.shtml>

CAPS also offers individual appointments to assist students with advice and referral information as well as short-term individual counselling sessions. Accordingly there are two types of appointments you can book for:

- (1) For advice and information. These sessions are 25 minutes, you need to attend the CAPS office in person to arrange an appointment – usually for the same day.
- (2) A counselling session. These are 50 minutes and need to be booked either by phone or in person – usually available in a few days time. It is possible to make after hours appointments.

Contact details:

Monday – Friday, 9am - 5pm

Phone: 8627 8433 or 8627 8437

Level 5, Jane Foss Russell Building G02

Fax: 8627 8482

160 City Road, Darlington Campus

Email: counselling.service@sydney.edu.au

Disability Services

<http://www.usyd.edu.au/stuserv/disability/index.shtml>

Disability Services is the principal point of contact and support for current and prospective students with disabilities and works closely with others in the administration and academic departments of the University. This is to ensure that reasonable adjustments relating to teaching and assessment are made for students with disabilities, whilst maintaining the academic integrity and core requirements of the individual courses.

The Disability Services Officers are involved in the provision of services and recommendations of adjustments for students with disabilities.

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Contact details:

Monday – Friday, 9am – 4pm

Level 5, Jane Foss Russell Building G02
160 City Road, Darlington Campus

Phone: 8627 8422

Fax: 8627 8482

Email: disability.services@sydney.edu.au

Employment

Careers Centre

(Keywords: employment, employment service)

<http://www.careers.usyd.edu.au/>

Please note most of links provided below requires unikey login.

The University of Sydney Careers Centre assists current and recently graduated students to build:

- **Employability skills through workshops**
(http://www.careers.usyd.edu.au/student_events_workshops/workshops/index.shtml)
- **plan careers** (http://www.careers.usyd.edu.au/career_advice/index.shtml)
- **look for work** (http://www.careers.usyd.edu.au/finding_jobs/index.shtml)

The Centre maintains a **job vacancy database** which includes graduate and casual vacancies. You do not need to register with the Careers Centre to view their job vacancy database. If you find a job you are interested in, you must contact the employer yourself. The Careers Centre does not arrange interviews. For the job vacancy database, click here: http://www.careers.usyd.edu.au/finding_jobs/index.shtml

Subscribe to Job Alert to receive daily email updates on new jobs added to the database. Job Alerts are relevant for both local and international students seeking work in Australia or overseas. To subscribe to job alert, click here: <http://webapps.ucc.usyd.edu.au/careers/student/jobs/jobsubscribe>

Resume Express is an online, self-paced resume and cover letter writing tool. It is recommended that students access this program so you are able to make the most of the Careers Centre's workshops and are better equipped when approaching employers. Attend their regular Resume Rescue workshops for further assistance. For the resume express, click here:
http://www.careers.usyd.edu.au/students/jobsearch/resume_express/Resume%20Express%20Homepage.htm

For the Careers' Centre **events calendar** which includes workshop times, click here:

http://webapps.ucc.usyd.edu.au/careers/index.php?url=student/jobs/events_calendar

All services are available to currently enrolled students and recently graduated students with Unikey access. All services are suitable for local and international students studying at all levels.

Careers advice page for PhD candidates:

http://www.careers.usyd.edu.au/career_advice/career_options/phd_candidates.shtml

Lists career options for PhD students as well as tips on applying for academic posts and sample interview questions.

The dedicated careers advisor for postgraduate students is Julie Doherty

http://www.careers.usyd.edu.au/about/our_staff.shtml#julie

Contact details:

Monday – Friday, 9am – 5pm

Level 5, Jane Foss Russell Building G02
160 City Road, Darlington Campus

Phone: 8627 8403

Fax: 8627 8477

Email: careers.information@sydney.edu.au

Sydney Talent

<http://www.sydneytalent.com.au/index.html>

Sydney Talent is an initiative of the University of Sydney that connects outstanding students with leading employers for part-time and full-time employment.

Sydney Talent concentrates on the employer – employee relationship and acts like a recruitment service. To look for jobs via Sydney Talent, you must register your interest and submit your CV, and have an initial interview with Sydney Talent. They will then match your skills and interests with a prospective employer and arrange an interview. Once you have employment through Sydney Talent,

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they will remain involved with you providing ongoing support and training throughout the period of your employment.

Contact details:

Level 5, Jane Foss Russell Building G02
160 City Road, Darlington Campus

Phone: 8627 8000
Fax: 8627 8630
Email: sydney.talent@sydney.edu.au

Equal Opportunity Unit

<http://www.usyd.edu.au/eeo/>

The **Staff and Student Equal Opportunity Unit** is responsible for:

- providing policy advice to staff on harassment and discrimination
- providing equal opportunity policy development, promotion and training for staff and students
- coordinating and monitoring equity programs and initiatives
- providing information and advice to staff and students on equal opportunity matters
- resolving individual staff and student concerns about harassment and discrimination
- overseeing the University's Harassment and Discrimination Resolution procedure
- monitoring and reporting to external bodies on the University's progress in the equal opportunity area

If you feel you are being harassed or discriminated against, and you need some advice, contact the Staff and Student Equal Opportunity Unit.

Contact Details:

Monday to Friday, 9am - 5pm
Room 128 – 135, The Demountables H11
Codrington St, Darlington Campus

Phone: 9351 2212
Fax: 9351 3195
Email: equal.opportunity@sydney.edu.au

Financial Assistance Service

http://sydney.edu.au/stuserv/financial_assistance_office/index.shtml

Interest free student loans of up to \$2000 and emergency cash loans (up to \$500) are available to Australian citizens and permanent residents. Loans are for full-time undergraduate and postgraduate students and in some circumstances, can be available for part time students. Please refer to the above website for full details.

Loans for International Students

These are interest free and can be up to \$1000 for essential living and study expenses. The repayment terms are negotiable in each case - within twelve months is preferred and cannot be later than graduation. Please refer to the above website for full details.

Contact Details:

Monday – Friday, 9.30am – 4.30pm
Level 5, Jane Foss Russell Building G02
160 City Rd, Darlington Campus

Phone: 9351 2416
Fax: 8627 8480
E-mail: financial.assistance@sydney.edu.au

Health Service

http://www.usyd.edu.au/current_students/student_services/health_welfare/university_health_service.shtml

(keywords: medical service, medical centre, doctor, medical practitioner, medical doctor, pharmacy)

The University Health Service provides a fully experienced general practitioner service and emergency medical care, for staff and students. The Health Service bulk bills for the cost of consultations.

For information about pharmacies, physiotherapists, podiatrists, optometrist and dentist on campus, please refer to the above website.

The health service is located in:

Holme Building
Phone: 9351 4095
(during semester only)

Wentworth Building
Phone: 9351 3484

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ICT (Information and Communications Technology)

<http://sydney.edu.au/ict/>

(Keywords: computing problems, computer problems, telephone problems, printer problems, problems with MyUni, problems with emails, email problems, change email alias, change email address)

The ICT Helpdesk (<http://sydney.edu.au/ict/contact/helpdesk.shtml>) provides first level assistance to staff and students who need help with their use of university owned communication equipment (includes computers, printers and telephones) and access to University Network facilities.

Contact Details:

Monday – Friday, 8am – 9pm

Phone: 9351 6000

Email: support@usyd.edu.au

Frequently asked questions pages.

Go to this page and use their search engine to find out, how do I: <http://staff.ask.sydney.edu.au/>

- divert my phone?
- access my voicemail messages?

ICT Access Labs

<http://sydney.edu.au/ict/switch/labs/index.shtml>

The ICT Access Labs provide students with access to computers, including printing, scanning, internet access, word processing, and expert staff assistance.

A list of access lab locations is available from: <http://sydney.edu.au/ict/switch/labs/locations.shtml>

The two centres you will most likely use are:

Fisher Access Lab

Level 2, Fisher Library - F03

Eastern Avenue

Camperdown Campus

Education Access Lab

Room 232, Education Building A35

Camperdown Campus

For opening hours of the access labs click here: <http://sydney.edu.au/ict/switch/labs/locations.shtml>

A colour printer and A3 printer is available in the Fisher Access Lab. For printing costs click here:

<http://sydney.edu.au/ict/switch/labs/printing-scanning.shtml>

Wireless Network

<http://sydney.edu.au/ict/switch/internet/wireless.shtml>

Keywords: internet access, wireless internet access

Students at the University of Sydney can connect to the internet using your laptop or mobile phone.

The name of the wireless network is **usyd** and, provided you are in the vicinity of a wireless access point, should automatically appear on your list available wireless network connections when you enable wifi on your device. You can automatically browse the University website and Sydney Mobile, check your student email, log into MyUni and eLearning (previously WebCT) once you connect to the **usyd** network.

In order to browse to **external** websites (eg Google), you will need to establish a virtual private network (VPN) connection which involves downloading and installing setup the Cisco VPN client onto your computer – see below

Virtual Private Networking (VPN)

<http://sydney.edu.au/ict/switch/internet/setup-vpn.shtml>

Virtual Private Networking (VPN) provides a secure connection to the University of Sydney network on campus or from home.

You will need VPN if you need to:

1. browse **external** websites (eg Google) through a wireless connection ON CAMPUS
2. Access any university servers or Internet resources through dial-up or LAN connection OFF CAMPUS.

Some resources within Sydney University have restricted options available to web visitors from outside the local network (e.g. the Library website). Using VPN avoids these limitations and allows the same uses of such resources through a wireless connection or when you're off campus.

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Unikey login

<http://sydney.edu.au/ict/switch/unikey/index.shtml>

(Keywords: expired unikey login, extension of unikey account)

Your UniKey account is your personal key to access the online services and e-facilities provided to University of Sydney students, including access to the university's wireless network. Your unikey account will expire if you are not a currently enrolled student.

You will probably only need to keep your UniKey account open if you wish to access the university's VPN from OFF CAMPUS. Remember, you can ask for a [temporary library card](#) separately to access the university's libraries, and you will still have access to your university email.

To arrange an extension of your unikey account, ICT Helpdesk will need to receive an email from either the [Director or Associate Director of the Division of Doctoral Studies](#) which includes:

- Your UniKey account user name
- The reason for the extension of your UniKey account, specifying the nature of your current, ongoing affiliation with the University of Sydney

Email: ict.helpdesk@sydney.edu.au

Indigenous support through the Koori Centre

<http://sydney.edu.au/koori/>

The Koori Centre provides programs, services and facilities to encourage and support the involvement of Indigenous Australians in all aspects of tertiary education at the University of Sydney.

The Centre provides tutorial assistance, access to computers, an Indigenous Research Library, study space, an orientation program at the beginning of the year and assistance in study and learning skills.

Contact details:

Room 224, Old Teachers College A22
Camperdown Campus
Fax: 9351 6923

Phone: 9351 2046
Toll Free: 1800 622 742
Email: koori.centre@sydney.edu.au

International Student Support

<http://sydney.edu.au/stuserv/issu/index.shtml>

The International Student Support Unit (ISSU) aims to help international students develop successful strategies for coping with the challenges of living and studying in an unfamiliar culture, to achieve success in their studies and to make the experience of being an international student rewarding and enjoyable.

Unimates

<http://sydney.edu.au/stuserv/issu/social.shtml>

The Unimates program offers you an opportunity to meet other students and make new friends. The program is run by students and consists of weekly 'coffee and cake' social meetings. Activities are also organised, giving you a chance to socialise outside uni and see some of Sydney and surrounding regions.

Contact Details for ISSU:

Monday – Friday, 9am – 5pm Level 5, Jane Foss Russell Building G02 160 City Road, Darlington Campus	Phone: 8627 8437 Fax: 8627 8482 E-mail: issu.info@sydney.edu.au
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Learning Centre

http://sydney.edu.au/stuserv/learning_centre/

The Learning Centre helps students develop the generic learning and communication skills that are necessary for university study and beyond. The Centre is committed to helping students achieve their academic potential throughout their undergraduate and postgraduate studies.

The workshops for postgraduate research skills include:

- Preparing a Thesis Proposal
- Writing a Literature Review
- Overview of a Thesis

... and more.

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For a list of all classes and a short description, click here:

http://sydney.edu.au/stuserv/learning_centre/course.shtml#post

Every couple of months the timetables for classes change. For the current timetable, click here:

http://sydney.edu.au/stuserv/learning_centre/time.shtml

Gradfest and PIPS (Programs for International Postgraduate Students) workshops focus on various research, writing and communication skills, and are offered at end of each semester.

All Learning Centre workshops are **FREE**, and welcome students from any disciplines. It's very important to book well in advance for these workshops as they can fill up quickly.

Feedback from students who have attended these workshops have been very positive.

Contact Details:

Monday – Friday, 9am – 5pm
Level 7, Education Building A35
Camperdown Campus

Phone: 9351 3853
Fax: 9351 4865
Email: learning_centre@sydney.edu.au

Maps

<http://db.auth.usyd.edu.au/directories/map/index.stm>

(keywords: orientation, building directory, campus directory)

The Maps directory provides you with a complete directory of University buildings and campuses, including map locations and references.

University of Sydney News (UniNews)

<http://www.usyd.edu.au/news/83.html>

The University of Sydney News, or Uni News, focuses on research, current events and other items of interest to staff, students and the wider community. It features podcasts and videos from public lecture series including the Big Ideas lecture series.

Students can **subscribe** (<http://www.usyd.edu.au/news/90.html>) to have news emailed to them according to categories of interest.

Occupational Health and Safety

<http://sydney.edu.au/ohs/index.shtml>

The university's occupational health and safety (OHS) policies and procedures will assist you in managing the risks associated with University related activities. OHS provide you with information on office ergonomics, manual handling, safe work methods, laboratory and chemical safety, emergency procedures, incident reporting, injury management and workers' compensation.

In an emergency whilst on campus, contact either the [university's emergencies services](#) or dial '000'.

If you've experience an incident or injury, or wish to report a hazardous situation in the Education Building, Education Annex or the Old Teacher's college, contact one of the [faculty's precinct officers](#) at the front desk in the Education Building, or [John Usman, Facilities Manager](#).

Incidents or hazardous situations outside the above areas but still on one of the university's campuses should be reported to the university's security services (see below).

Security Services

<http://www.facilities.usyd.edu.au/security/>

Security Services provides a wide range of services to the entire University Community: staff, academics and students. Each of the headings below is a hyperlink to the corresponding webpage. Please refer to their webpage if you wish further detailed information.

Emergency (24 hours) Contact Details:

Level 1, Services Building G12
Codrington St (cnr Abercrombie St)
Darlington Campus

Urgent contact: 9351 3333 (**emergencies only**)
Enquiries: 9351 3487
Free call: 1800 063 487

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Precinct Services

<http://www.facilities.usyd.edu.au/security/attendant.shtml>

The University precinct officers are organised into two main groups as follows:

- Centrally Managed - the information in these pages relates to this group.
- Faculty Managed - not dealt with in these pages. For enquiries about services provided by this group please contact the relevant faculty, department, or those attendants directly.

The precinct officers support building infrastructure and teaching functions. Their duties are to:

- Ensure teaching areas are maintained and serviced.
- Ensure teaching areas are clean and that chalk and dusters are available.
- Clean blackboards and whiteboards.
- Open and close buildings and provide access to areas for authorised persons.
- Provide building mail delivery/collection services.
- Support the provision of audiovisual services.
- Provide basic building caretaker and security services with routine internal patrols of buildings.
- Ensure building infrastructure is maintained and serviceable - report faults for correction.
- Ensure building services are provided.
- Provide paper collection services.
- Provide furniture removal services where the need for a contractor is not indicated.
- Provide local information and direction services as appropriate.
- Provide support to Emergency Services responding to incidents.

Precinct officers for the Faculty of Education and Social Work can be found at the front desk in the foyer (level 3) of the Education Building. They can be identified via the blue uniforms they wear. To contact the faculty's precinct officers by telephone, ring 9351 3333

Emergency

<http://www.facilities.usyd.edu.au/security/emergency.shtml>

Security Services are the University's first response agency. If advice about an emergency is first received by University Security they will advise other Emergency Services.

The phone number (02) 9351 3333 is an emergency number only - do not use it for enquiries.

The Security Service is radio controlled and fully trained in first aid, first response fire fighting, evacuation techniques and situation management for criminal activity. Security has access to external emergency services, senior administration, audit and risk management, and counselling services at all hours. They are able to respond very quickly to on-campus emergencies of all types.

Lost & Found

<http://www.facilities.usyd.edu.au/security/lost.shtml>

The Lost Property Office is a part of the Security Services Administration Unit. A large number of items are found each day and handed in to various authorities within the University. Some of these items are managed for a short period in the area where they are first located. Eventually, unclaimed items all arrive in the Lost Property Office. These items are recorded onto a database and if possible matched to items reported as lost. Items that are handed in and not claimed by their lawful owner within three months may be claimed by the finder for an administration charge, currently \$5 (as of 2009).

Reporting lost property

Reports of lost property may be made at the Security Office on forms provided.

Patrol & Bike patrol

<http://www.facilities.usyd.edu.au/security/patrol.shtml>

The primary function of the University of Sydney Security Service is the protection of people and property, and the prevention and detection of crime. The protection of people extends to all persons within the university and includes staff, students, contractors and visitors, equally.

The Security Service operates a patrol and emergency response service. Patrol Officers wear distinctive uniforms to make them readily identifiable. Patrol Officers are fully trained Security Officers. They all hold current first aid certificates and have been trained in first response fire fighting and building evacuation. Each of the Officers has undertaken training in techniques for response to bomb threats.

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Officers are trained in a diversity of initial responses to emergency situation circumstances including situation assessment, management of criminal incidents, and crime scene preservation. Patrol Officers undertake routine refresher courses on law and procedure as well as customer service and first aid.

Security Bus

<http://www.facilities.usyd.edu.au/security/bus.shtml>

This free service operates during semester, Monday to Friday, except public holidays, commencing at 4.30pm Manning Rd Carpark. The final run leaves at Fisher library closing time.

Standing on the bus is not permitted, passengers will only be allowed on if there are seats available.

The timetable and/or route are both subject to review and may change. The timetable is variable during semester breaks and notices will be posted. Please signal driver to stop at designated stops. Click here to view the bus route: http://www.facilities.usyd.edu.au/security/docs/Map_Guide%202011_Page_2.jpg

Security systems

<http://www.facilities.usyd.edu.au/security/systems.shtml>

(keywords: office key pick-up, filing cabinet key pick-up)

The Security Systems section manages lock, key, magnetic card and alarm infrastructure throughout the University.

This is where after-hours swipe card access for the Education Building A35 and Education Annex A36 is arranged, as well as keys are picked up (keys to offices and filing cabinets). (To apply for after-hours access into the Education Buildings, you must complete an [online application form](#) or submit a hardcopy application form with [Suin Jung](#) or [John Usman](#), Faculty Manager of Facilities and Services).

Contact Details for Security systems:

Monday – Friday, 8am – 5pm	Phone:	9351 5326
Level 1, Services Building (G12)		9351 4080
Codrington St (cnr Abercrombie St)	Fax:	9351 5699
Darlington Campus		

Traffic & Parking

<http://www.facilities.usyd.edu.au/security/parking.shtml>

For casual parking rates, please click here:

<http://www.facilities.usyd.edu.au/security/parking.shtml#Casual%20Parking%20Costs>

Postgraduate students and general staff are eligible to apply for certain types of parking permits for a fee. Further details go to:

<http://www.facilities.usyd.edu.au/security/parking.shtml#Eligibility%20for%20a%20Parking%20Permit>

Enquiries can be directed to:

Email: security.traffic@sydney.edu.au

Phone: 9351 3336

UniSafe

<http://www.facilities.usyd.edu.au/security/unisafe.shtml>

The UniSafe program aims to alert students, staff and visitors to personal safety issues and to maximise personal safety within the University of Sydney.

This information is available in brochure-form from:

- the Security Service office
- the Information Centre in the Quadrangle
- information desk in the Fisher Library
- student contact desk in the Wentworth and Holme buildings, and at
- the Residential College reception desks

or online: <http://www.facilities.usyd.edu.au/security/unisafe.shtml>

Service Desk

<http://www.facilities.usyd.edu.au/services/serviced/request.shtml>

Keywords: building faults, air conditioning faults, air conditioning problems, pest control, work requests, leaks, faulty lights, flickering lights

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The Service Desk is the contact point for anyone on the University campus to report any facilities related matters (including cleaning, maintenance, grounds and projects) to Campus Infrastructure Services (CIS) staff. The request will be assigned a priority rating and be dispatched to the appropriate Manager for action. The work requests are prioritised according to: urgent requests, routine or special requests.

Urgent requests are usually actioned within a 24 period and are those that will affect security or safety of facilities, or affect teaching, i.e. unsatisfactory cleaning of teaching areas, toilets, classrooms, and offices.

After completion of urgent requests, the routine or special requests will be carried out.

The Service Desk will also answer queries related to maintenance requirements.

Contact Details:

Monday – Friday, 7.30am – 5pm

Phone: 9351 7838

Student Affairs Unit

http://www.usyd.edu.au/student_affairs/index.shtml

(keywords: student discipline, student misconduct, students at risk, academic appeals, discipline appeals)

The primary role of the Student Affairs Unit is to administer the University student appeals process and to provide information and advice to faculties and students about all aspects of student appeals, misconduct and plagiarism.

The Student Affairs Unit also provides information and advice about student academic progression requirements within the Staying on Track program, including the Staying on Track Information Sessions.

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SCHOLARSHIPS

Faculty Scholarship Awards

The Faculty of Education and Social Work provides a number of scholarships and awards to Higher Degree Research Students. Please go to:

http://sydney.edu.au/education_social_work/news_events/pg_scholarships/pg_research_scholarships.shtml

for further information. Advertisements and applications for these scholarships and awards are open in September/October each year.

There is a fellowship and a grant which can cover costs of conducting research overseas or enable participation in an interstate or overseas conference – very specific conditions apply – please check the above website for details.

For queries about any of the faculty scholarships or awards, contact Rosina Gallace, Scholarships, Prizes and Development Officer (<http://fdp.edsw.usyd.edu.au/users/rgallace>)

University Scholarships Office

<http://sydney.edu.au/scholarships/>

The Scholarships Office administers scholarships for undergraduates, postgraduate coursework and postgraduate research students. There are over 700 scholarship schemes on offer and each year the University of Sydney gives out over \$65 million in scholarships.

For information about research scholarships provided by the University of Sydney or external sources, please go to <http://sydney.edu.au/scholarships/research/>

Contact details:

Monday – Friday, 9am – 5pm
Level 5, Jane Foss Russell Building G02
160 City Road, Darlington Campus

Phone: 8627 8112
Fax: 8627 8485
Email: research.training@sydney.edu.au

Scholarships for international students

http://sydney.edu.au/future_students/international_postgraduate_research/costs_scholarships/scholarships/index.shtml

Scholarships available to international research students are administered by the [International Student Office](#). The list provided on the above webpage does not list every scholarship that may be available throughout the world. Students are encouraged to look for funding from any source available to them. For example, from specific companies, universities in your home country, the Australian mission in your home country, etc.

Queries about scholarships for international students are best directed to the specific organisation administering the scholarship.

Jason

<http://www.jason.edu.au/index.pl>

JASON is a search engine that contains information about postgraduate scholarships. The scholarships in the database apply to Australian students wishing to study at home or abroad, and to international students wishing to study in Australia.

It's easy to use and lists scholarships under categories such as:

- Education http://www.jason.edu.au/browse/browse_330000.html
- Social Science, Humanities and Arts – General
http://www.jason.edu.au/browse/browse_220000.html

The 'Advanced Search' in Jason allows you to enter the details of the scholarships you are interested in, such as type, research fields, Institution, etc. as well as your own details such as your social/ethnic background, country of citizenship and enrollment history, etc. to make it easier to find scholarships you are eligible to apply for.

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EDUCATION RESEARCH ASSOCIATIONS

NSW IER

<http://www.nswier.edu.au/>

The NSW Institute for Educational Research Inc. was founded in 1928. Throughout the year the NSW IER conducts professional and scholarly meetings. It also contributes to the publication of a national IER research journal and an occasional Bulletin. Membership is open to people with a commitment to education and an interest in educational research. Teachers and new educational researchers are warmly encouraged to join.

Student Research Grants

The NSW Institute for Educational Research has established Student Research Grants as one part of its role in encouraging study, research and service in education.

These grants should facilitate the undertaking of good quality educational research by students who are usually enrolled at universities in New South Wales. The Institute recognises that it is very difficult for these students, whether young or mature aged, to obtain any kind of financial assistance before they are established educational researchers. Assistance from the Institute is by way of a seeding grant towards the cost of undertaking the research project and the maximum amount for a grant is \$1,200.

The closing date for applications is around November/December each year. Please refer to their website for further details, or click here: <http://www.nswier.edu.au/research-grants-and-awards/>

AARE (Australian Association for Research in Education)

<http://www.aare.edu.au/live/>

AARE is the national association for fostering educational research in Australia. The AARE facilitates contact between educational researchers and supports the development of high quality educational research. Key activities of AARE include:

- an international Annual Conference held in a different location each year;
- research development workshops around Australia;
- support for the formation and activities of Special Interest Groups;
- *The Australian Educational Researcher* - a Thompson (ISI) ranked journal;
- AARE NEWS with information about activities and issues for education researchers; and
- awards for postgraduate students and outstanding education researchers.

Annual Conference

AARE Annual Conferences always start on the last Sunday in November and run through and inclusive of the following Thursday. It is held at one of the Australian capital cities. Conference information is available here: <http://www.aare.edu.au/futconf.htm>

In 2010, the following faculty HDRS presented at the annual conference:

- Neville Ellis – click here to view his full paper
<http://www.aare.edu.au/10pap/2149EllisArmstrong.pdf>
- John Scott – click here to view his full paper
<http://www.aare.edu.au/10pap/1628ScottArmstrong.pdf>
- Taeko Takayanagi – click here to view her full paper
<http://www.aare.edu.au/10pap/1667Takayanagi.pdf>
- Miriam Tanti – click here to view her full paper
<http://www.aare.edu.au/10pap/2178TantiLabone.pdf>

In 2009, the following faculty HDRS presented at the annual conference:

- Cathie Burgess – click here to view her full paper
<http://www.aare.edu.au/09pap/bur091104.pdf>
- Sebastián Madrid - click here to view his full paper
<http://www.aare.edu.au/09pap/mad091589.pdf>

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In 2008, the following faculty HDRS presented at the annual conference:

- Cathy Little – click here to view the paper co-authored with her supervisors
<http://www.aare.edu.au/08pap/spa08638.pdf>
- Martin Raffaele – click here to view his paper <http://www.aare.edu.au/08pap/raf08790.pdf>
- Kittivan Sinthunava – click here to view her paper
<http://www.aare.edu.au/08pap/sin08789.pdf>

Postgraduate Student Research Award

http://www.aare.edu.au/live/index.php?option=com_content&view=article&id=74&Itemid=12

AARE Postgraduate Student Research Awards are available to provide support for postgraduate students to attend and participate in the annual conference of the Australian Association for Research in Education. Several awards may be made each year to assist outstanding students with travel costs. The awards are intended as a contribution to travel expenses; they will not necessarily cover the full cost of travel nor do they cover the conference registration fee.

Benefits of AARE Membership

<http://www.aare.edu.au/about.htm>

- Four copies of AARE NEWS per year (online and in print).
- Three editions of the AARE journal, The Australian Educational Researcher, per year (online).
- Registration discounts for the annual Conference.
- Priority for registration at research development workshops.
- Networking opportunities through Special Interest Groups and a diverse discipline membership.
- Financial and collegial support for postgraduate students and early career researchers.

Membership information and [application forms](#) are available on the website:

<http://www.aare.edu.au/members/mem-form.htm>

ACSPRI (Australian Consortium for Social and Political Research Incorporated)

<http://www.acspri.org.au/>

ACSPRI was formed in 1976 to:

- facilitate access to Australian and overseas sources of computer-readable social science data
- encourage and support activities and procedures which enhance access to and use of social science data
- collect and disseminate information relating to social science data
- encourage and support teaching and research in the social sciences

Training Programs

<http://www.acspri.org.au/courses>

ACSPRI's training programs are designed to cater for fundamental, changing and emerging research strategies, and to serve a wide variety of needs for training and professional development within the academic, public and private sectors. Courses cater not only for researchers in the social and political sciences, but also in areas such as behavioural, health and medical sciences, policy research, education, economics, epidemiology, law, management, marketing, public relations and human resource management.

(1) ACSPRI Summer Program

The Summer Program is offered in January each year, and is currently conducted at the Australia National University, Canberra. The Summer Program offers courses over a two-week period, ranging from a basic grounding in research methods to state-of-the-art techniques for experienced researchers.

(2) ACSPRI Winter Program

The Winter Program is normally held in June/July over 2 weeks at the University of Queensland.

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(3) ACSPRI Spring Program

The Spring Program runs for one week in September/October. In 2011, their program will be held simultaneously in Monash University, Melbourne, and University of Technology, Sydney. Check their website for full details.

The above programs come with very positive recommendations by other research students who have attended these.

The Philosophy of Education Society of Australasia (PESA)

<http://www.pesa.org.au/index.htm>

The purpose of PESA is to promote research and teaching in the Philosophy of Education. The objects of the Society are:

- a) to promote the advancement of, and research and teaching in, the Philosophy of Education;
- b) to organise meetings and conferences on topics of interest to Philosophy of Education;
- c) to provide a clearinghouse of relevant published information, including a register of members, their qualifications, publications and appointments; and
- d) to publish appropriate material related to Philosophy of Education in the Society's journal Educational Philosophy and Theory and in other appropriate forms of publication.

Annual Conference

Their annual conference is held in December at varying venues. Check their website for full details.

Journal

<http://www.wiley.com/bw/journal.asp?ref=0013-1857>

PESA also publishes Educational Philosophy and Theory, a leading journal in philosophy of education. The journal is rated A+ by the [ERA](#).

PhD scholarship

http://www.pesa.org.au/html_new/scholarship.htm

PESA has an annual \$10,000 scholarship for PhD students. This scholarship is designed to further the interests of the Society by encouraging doctoral students to engage with philosophical issues in education.

For further information, please refer to their website.

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SPECIALIST SERVICES

Editors

If considering using an editor to read your thesis, please ensure you have read the University Policies and Guidelines on Proof-reading and Editing of Theses and Dissertations. Click here to download the policy:

http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=1680&-find

The following is a list of editors provided to Suin Jung, Research Student Liaison Officer, via other students. **The listing of these editors is NOT an endorsement of their services or the quality of their service.** Please check details of the editor you choose to use and ensure he/she provides the level of service you are happy with at the price you are happy to pay. The editors are listed in alphabetical order.

<p>Kate Hansen</p> <p><i>"I have a great deal of experience in editing/proofreading academic papers and theses as well as transcription. Please contact me to discuss your needs as well as a price that suits your budget. I give student discounts on all types work."</i></p>	<p>Phone: 0425 358 292</p> <p>Email: mail@katehansen.com.au k.a.hansen@optusnet.com.au</p> <p>Cost: "competitive rates and student discount - please enquire as is dependent upon nature of project / language proficiency / length etc"</p>
<p>Robert Lindsay</p> <p><i>"Worked as editor full-time for 12 years for OTEN; also 50+ courses for College of Nursing, and for Macquarie Dictionary and UNSW Press. Experienced in editing theses by email. Will format in Word with headings and check cross-referencing and bibliographies. Will regularise style and grammar but no wholesale rewrites."</i></p>	<p>Phone: 0416 242 177 (08) 8091 4696</p> <p>Email: rlindsay_179@hotmail.com</p> <p>Cost: \$45 ph</p>
<p>John Mahony</p> <p><i>"Over ten years of experience proofing theses in almost all subject areas, including for overseas students. Have also edited several education books for Oxford University Press."</i></p> <p>For John's full resume email suin.jung@sydney.edu.au.</p>	<p>Phone: 0437 032 178</p> <p>Email: jmahony@mail.com</p> <p>Cost: \$800 for 100,000 words - student discounts given.</p>
<p>Tanvi Mehta</p> <p>Please refer to Tanvi's website for full details.</p>	<p>Website: http://www.tanvimehta.com/</p>
<p>Bronwen Phillips</p> <p><i>"My own speciality is the arts, particularly English, History and Film Studies. However, I've edited many engineering PhD theses, the majority being in computer science."</i></p>	<p>Phone: 0423 744 143</p> <p>Email: b.m.phillips@unsw.edu.au</p> <p>Cost: \$50 ph</p>
<p>Tigger Wise</p>	<p>Phone: 9351 2666</p> <p>Email: tigw@bigpond.com</p> <p>Cost: \$25 ph</p>
<p>Laura Zappulla</p> <p>B. Bus (UTS)</p> <p><i>"Transcribing, editing, data entry and many other services available. Proficient in Microsoft Office Suite. Attention to detail. Flexible hours and rates. Email preferred."</i></p>	<p>Phone: 0420 361 381</p> <p>Email: aurabcd@live.com.au</p> <p>Cost: Varies with service and nature of project</p>

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Transcribers

The following is a list of transcribers provided to Suin Jung, Research Student Liaison Officer, mainly via other students. **The listing of these transcribers is NOT an endorsement of their services or the quality of their service.** Please check details of the transcriber you choose to use and ensure he/she provides the level of service you are happy with at the price you are happy to pay. The transcribers are listed in alphabetical order of their surname.

<p>Jodie Cawood Qualifications: B Sc Ag (Syd), Secretarial Diploma (Williams' Business College). <i>"I welcome the opportunity to provide a streamlined transcription service with an emphasis on confidentiality and fast turnaround."</i> Worked for various research centres in health; specifically in AIDS and HIV research.</p>	<p>Phone: 02 6775 8558 Email: jodie_cawood@ozemail.com.au Cost: \$35ph of transcription (as of Aug 2010)</p>
<p>Kate Hansen <i>"I have a great deal of experience in editing/proofreading academic papers and theses as well as transcription. Please contact me to discuss your needs as well as a price that suits your budget. I give student discounts on all types work."</i></p>	<p>Phone: 0425 358 292 Email: mail@katehansen.com.au k.a.hansen@optusnet.com.au Cost: \$150 p/h (10% student discount, as of Aug 2010)</p>
<p>Lea Hazelton <i>"For the past 5 years I have been transcribing for the Faculty of Education and Social Work both for PhD students and various projects. I do mainly focus groups or group recordings. For focus groups 1 hr of recording = 4 to 6 hrs of transcription. Individual interviews, 1 hr of recording = 3 to 4 hrs of transcription. Strict Confidentiality is assumed. Turnaround time requests are always met."</i></p>	<p>Phone: 0403 989 411 Email: leahazelton@iprimus.com.au Cost: \$32 ph (as of Aug 2010)</p>
<p>Laura Zappulla B. Bus (UTS) <i>"Transcribing, editing, data entry and many other services available. Proficient in Microsoft Office Suite. Attention to detail. Flexible hours and rates. Email preferred."</i></p>	<p>Phone: 0420 361 381 Email: laurabcd@live.com.au Cost: Varies with service and nature of project</p>

The Qualitative Health Research Collaboration (<http://sydney.edu.au/medicine/public-health/research/qherc/index.php>) put together a list of transcribers for their researchers (in July 2010). They have kindly made this list available to us. Please email suin.jung@sydney.edu.au if you wish to have a copy of this document (lists 10 transcribing services).

Typesetter

As with all the other services listed above, the listing of this service is NOT an endorsement of the service or the quality of the service. Please contact the service yourself to check the details of the service provided and to confirm the price.

<p>Lei Cameron <i>"As a "one stop shop" with over 20 years experience running my own typesetting business, I am able to layout, print and 'perfect bind' student theses. Prior to that, I worked 13 years as a business analyst with Citibank. Clients include teaching organisations, university presses and publishers."</i></p>	<p>Phone: 9810-6704 Email: UniqueLei@bigpond.com Cost: \$28/hour + GST typesetting (as at Aug 2010)</p>
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PRINTING & BINDING SERVICES

Poster Printing

Below is a list of printing services used by higher degree research students to print large format colour posters. The listing of these services is not exhaustive. These are the services which were passed onto Suin Jung, Research Student Liaison Officer, by other HDRSs. It is not an endorsement or recommendation to use these services by the Faculty of Education and Social Work.

*** All prices are approximate.** From conversations with each service, further discounts appeared possible and depended on a variety of factors such as, required turn-around time, number of copies requested, and special seasonal deals, etc. **Please contact the printer and obtain your own quote. Please check all details with the service of your choice before entering into any transaction.** If you are unsure of the text size or quality of resolution of an aspect of your poster, it may be possible to request a small section of the poster to be printed to check these details.

For dimensions of ISO paper sizes, go to: http://en.wikipedia.org/wiki/A4_paper_size

Copiworld

19 Regent St

Redfern NSW 2016

Phone: 9310 2877

Fax: 9310 2365

Email: redfern@copiworld.com.au

<http://www.copiworld.com.au/>

Hours: Mon – Fri, 8.30 am – 5pm

**Approx price on A0 140 gsm colour poster – \$100 (as at July 2011) Extra Satin Laminate = \$29.80 (between gloss and matt finish)*

Turn-around time: 1 day with a pdf

Officeworks

1 Ross St

Glebe NSW 2037

Phone: 8572 8300

Click here for prices:

<http://www.officeworks.com.au/retail/b2c/ourServicesForward.do?page=copying-and-printing.html#largeformatfullprinting>

<http://www.officeworks.com.au/retail/content/Home>

Hours: Mon – Fri, 7am – 9pm, Sat 8am – 6pm,

Sun 9am – 6pm

Sonia_de_signes.co

please contact Sonia for address

Phone: 0410 632 368

Email: sonia_de_signs@yahoo.com.au

**Approx price on A0 230gms photo paper/PVC – \$100 + delivery/postage (as at July 2011)*

Turn-around time: 3 days for printing and production + 1 day delivery or postage

Discounts apply for additional prints

University Copy Centre (Commercial arm of University Publishing Service)

Shop 2, Lower Ground Level

Sydney University Sports & Aquatic Centre

Maze Crescent

Darlington NSW 2006

Phone: 9351 4582

Fax: 9351 5566

Email: copy.centre@sydney.edu.au

<http://www.usyd.edu.au/ucc/index.html>

Hours: Mon – Fri 8.30am to 4.30pm

**Approx price on A0 260 gsm colour poster – \$52 (includes artwork checking and delivery)*

laminate – \$35

Additional mounting/reinforcement options are available (foam, corflute, PVC) with corresponding additional costs

Turn-around time: 3 days – express 24 hour turn-around available for \$20 extra

World of Print

Shop 3, 702 Harris St

Ultimo NSW 2007

Phone: 9280 4244

Fax: 9514 8648

Email: info@worldofprint.com.au

<http://www.worldofprint.com.au>

Hours: Mon - Fri : 9am – 5.30pm, Sat: 11am - 3pm

AO colour poster on Matt cost \$48.95 (as at July 2011).

Refer to their website for current prices.

Turn-around time: same day (cheaper with more time)

Discounts apply for additional prints. Ask if there is a student discount.

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Thesis Printing/Binding Services

The Resolutions of the Academic Board for a Degree of Doctor of Philosophy states "Four copies of the thesis shall be submitted for examination" and can be bound "in either a permanent or temporary form". "The preferred form of temporary binding is the 'perfect binding' system. For the full resolutions, go to: http://ses.library.usyd.edu.au/bitstream/2123/7102/1/postgrad_hb2011.pdf

If you are preparing to submit your thesis, please contact the Graduate Research Advisor (<http://fdp.edsw.usyd.edu.au/users/venicej>), in the Faculty Administration Office AT LEAST 3 months before you intend to submit.

The following list of printing services is not exhaustive. These are the services which past students have forwarded to Suin Jung, Research Student Liaison Officer. It is not an endorsement or recommendation to use these services by the Faculty of Education and Social Work. SUPRA has a larger list of binding services. For this list, please contact SUPRA.

Please check all details with the service of your choice before entering into any transaction. Prices and conditions are subject to change. Seasonal discounts may also apply so it's always best to obtain a current quote yourself.

Also note, some of the binding types limit the number of pages it can bind together. If your thesis is not within the page limit, consider separating your thesis into 2 volumes. For example, the appendixes can comprise Volume 2.

Officeworks

<http://www.officeworks.com.au/retail/content/Stores>

1 Ross St
Glebe NSW 2037

Hours: Mon – Fri, 7am – 9pm, Sat 8am – 6pm, Sun 9am – 6pm

Phone: 8572 8300

Click here for prices on printing and binding:

<http://www.officeworks.com.au/retail/b2c/ourServicesForward.do?page=copying-and-printing.html#blackandwhitecopyingprinting>

<http://www.officeworks.com.au/retail/b2c/ourServicesForward.do?page=finishing-and-binding.html>

Turn-around time for thermal binding: average 2 – 3 hours but times will vary according to their own work load. Please ring ahead to check.

University Copy Centre (Commercial arm of University Publishing Service)

Shop 2, Lower Ground Level
Sydney University Sports & Aquatic Centre
Maze Crescent
Darlington NSW 2006

<http://www.usyd.edu.au/ucc/index.html>

Hours: Mon – Fri, 8.30am – 4.30pm

Phone: 9351 4582

Fax: 9351 5566

Email: copy_centre@ups.usyd.edu.au

Click here for online price list: <http://sydney.edu.au/ups/ucc/prices.shtml>

Please note, according to UCC, Fastbind is accepted by the university for marking purposes.

Turn-around time: Hardbound – 5 working days, Thermal binding and fastbind (300 pages or less) – while you wait service

World of Print

Shop1, 180-182 Broadway
Broadway NSW 2007

<http://www.worldofprint.com.au>

Hours: Mon – Fri : 8.30am – Till Late, Sat: 10.30am – 3pm

Phone: 9212 4177

Fax: 9281 2701

Email: broadway@worldofprint.com.au

Contact World of Print directly for a complete list of temporary binding and prices, or fill out their online order form:

<http://www.thesisonline.com.au/orders/>

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MISCELLANEOUS

Justice of the Peace (JP) A list of Justices of the Peace can be found by going to:
http://sydney.edu.au/staff/people_departments/justice_peace.shtml Please note, Justices of the Peace are available **by appointment only**.

Paper bags for recycling paper can be obtained from the Precinct Officers on level 3, Education Building A35. The Precinct Officers also empty/replace the recycling bins that are located in the Education Building A35, usually in the photocopier rooms, and the ground floor in the Education Annex A36.

Photocopiers jammed beyond repair, toner running out, service required – please contact the Dean's Unit, 9036 5368 for assistance.

Printer cartridges for full-time students (for use in university owned printers) can be obtained from the Dean's Unit, Level 3, Education Building A35

For the printer on level 2a, Education Annex A36, see Suin Jung in room 2a09.

Showers for student use are available one level 3, Education Annex A36.