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/

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 3/2/2015
The Research Student’s Guide

CONTENTS

Student Association ............................................................................................................ 5
SUPRA (Sydney University Postgraduate Representative Association) ......................... 5
Publications ...................................................................................................................... 5
Advocacy Officers ............................................................................................................ 5
Legal Service ..................................................................................................................... 6
SUPRA’s Office ................................................................................................................ 6
Faculty of Education and Social Work ............................................................................. 7
Student Administration Office, Level 3, Education Building A35 ...................................... 7
Important staff for Higher Degree Research Students .................................................. 7
Office Hours .................................................................................................................... 7
Information on Units of Study (UOS) ............................................................................... 7
Postgraduate Studies Handbook ..................................................................................... 7
Office of Doctoral Studies ............................................................................................... 8
Academic Staff .................................................................................................................. 8
Administrative staff ......................................................................................................... 9
Student representatives ................................................................................................. 9
Computing Facilities ....................................................................................................... 9
Room A35.636 (Education Building) ................................................................................ 10
Room A36.2a06 ............................................................................................................... 10
Directories ....................................................................................................................... 10
Equipment loans ............................................................................................................. 10
First Aid ......................................................................................................................... 11
Faculty mail room .......................................................................................................... 11
Book/material give aways .............................................................................................. 11
Facilities available to Research Higher Degree Students ............................................. 11
Colour printing ............................................................................................................... 12
Research Software & Equipment ................................................................................... 12
Summary table: Resources and facilities for research students ................................... 13
Presentation templates ................................................................................................. 13
University logo .............................................................................................................. 13
PowerPoint template ..................................................................................................... 13
Poster template ............................................................................................................. 14
Stationery templates ..................................................................................................... 14
Faculty run workshop and seminar series ................................................................... 14
Assistance with research methodology ........................................................................ 14
Major Milestones in your Research Degree ................................................................ 14
Thesis Proposal Meeting .............................................................................................. 14
Ethics Approval ............................................................................................................. 15
Annual Progress Review Meetings .............................................................................. 17
Other Candidature Requirements .................................................................................. 17
Writing Style for Theses ............................................................................................... 17
Notice of Thesis Submission ........................................................................................ 17
University Research Resources .................................................................................... 18
Libraries and Catalogues .............................................................................................. 18
Fisher Library ................................................................................................................ 18
Curriculum Resources Collection ................................................................................ 18
Faculty Liaison Librarian .............................................................................................. 18
Loans ............................................................................................................................... 18
Assistance and Training Classes .................................................................................. 18
Electronic Resources ..................................................................................................... 18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary library card</td>
<td>19</td>
</tr>
<tr>
<td>Sydney eScholarship Repository</td>
<td>19</td>
</tr>
<tr>
<td>Postgraduate Research Support Scheme (PRSS)</td>
<td>19</td>
</tr>
<tr>
<td>Where can I get more information at faculty level?</td>
<td>21</td>
</tr>
<tr>
<td>Research Software</td>
<td>22</td>
</tr>
<tr>
<td>Support for using research software</td>
<td>22</td>
</tr>
<tr>
<td>Self-help resources</td>
<td>23</td>
</tr>
<tr>
<td>University Policies and Guidelines</td>
<td>23</td>
</tr>
<tr>
<td><strong>University Services</strong></td>
<td>24</td>
</tr>
<tr>
<td>Accommodation Service</td>
<td>24</td>
</tr>
<tr>
<td>Activities and Clubs</td>
<td>24</td>
</tr>
<tr>
<td>Campus infrastructure and Services</td>
<td>24</td>
</tr>
<tr>
<td>Campus Assist</td>
<td>24</td>
</tr>
<tr>
<td>Campus Assist Precinct Services</td>
<td>25</td>
</tr>
<tr>
<td>Campus Security Unit</td>
<td>25</td>
</tr>
<tr>
<td>Campus Bus</td>
<td>25</td>
</tr>
<tr>
<td>Parking</td>
<td>25</td>
</tr>
<tr>
<td>Chaplains and the Multi-faith Chaplaincy Centre</td>
<td>26</td>
</tr>
<tr>
<td>Child Care Information Office</td>
<td>26</td>
</tr>
<tr>
<td>Counselling and psychological services</td>
<td>26</td>
</tr>
<tr>
<td>Disability Services</td>
<td>27</td>
</tr>
<tr>
<td>Employment</td>
<td>27</td>
</tr>
<tr>
<td>Careers Centre</td>
<td>27</td>
</tr>
<tr>
<td>Careers advice page for PhD candidates</td>
<td>28</td>
</tr>
<tr>
<td>Sydney Talent</td>
<td>28</td>
</tr>
<tr>
<td>Equal and Diversity Strategy Centre</td>
<td>28</td>
</tr>
<tr>
<td>Financial Assistance Service</td>
<td>29</td>
</tr>
<tr>
<td>Health Service</td>
<td>29</td>
</tr>
<tr>
<td>ICT (Information and Communications Technology)</td>
<td>29</td>
</tr>
<tr>
<td>Frequently asked questions pages</td>
<td>29</td>
</tr>
<tr>
<td>ICT Access Labs</td>
<td>29</td>
</tr>
<tr>
<td>Wireless Network</td>
<td>30</td>
</tr>
<tr>
<td>Virtual Private Networking (VPN)</td>
<td>30</td>
</tr>
<tr>
<td>Unikey login</td>
<td>30</td>
</tr>
<tr>
<td>Indigenous support through the Koori Centre</td>
<td>31</td>
</tr>
<tr>
<td>International Student Advisers</td>
<td>31</td>
</tr>
<tr>
<td>Learning Centre</td>
<td>31</td>
</tr>
<tr>
<td>Maps</td>
<td>31</td>
</tr>
<tr>
<td>Public Transport Travel Concession</td>
<td>32</td>
</tr>
<tr>
<td>Travel Insurance</td>
<td>32</td>
</tr>
<tr>
<td>University of Sydney News (UniNews)</td>
<td>32</td>
</tr>
<tr>
<td>Safety Health and Wellbeing</td>
<td>32</td>
</tr>
<tr>
<td>Student Affairs Unit</td>
<td>33</td>
</tr>
<tr>
<td><strong>Scholarships</strong></td>
<td>34</td>
</tr>
<tr>
<td>Faculty Scholarship Awards</td>
<td>34</td>
</tr>
<tr>
<td>University Scholarships Office</td>
<td>34</td>
</tr>
<tr>
<td>Scholarships for international students</td>
<td>34</td>
</tr>
<tr>
<td>Jason</td>
<td>34</td>
</tr>
<tr>
<td><strong>Education Research Associations</strong></td>
<td>35</td>
</tr>
<tr>
<td>NSW IER</td>
<td>35</td>
</tr>
<tr>
<td>Student Research Grants</td>
<td>35</td>
</tr>
<tr>
<td>AARE (Australian Association for Research in Education)</td>
<td>35</td>
</tr>
<tr>
<td>Annual Conference</td>
<td>35</td>
</tr>
</tbody>
</table>
Postgraduate Student Researcher Award .................................................................................. 37
Benefits of AARE Membership .................................................................................................. 37
ACSPRI (Australian Consortium for Social and Political Research Incorporated) .......... 37
Training Programs ...................................................................................................................... 37
The Philosophy of Education Society of Australasia (PESA) .............................................. 38
Annual Conference ................................................................................................................... 38
Journal ...................................................................................................................................... 38
PhD scholarship .......................................................................................................................... 38
Benefits of AARE Membership .................................................................................................. 37

Specialist services ...................................................................................................................... 39
Editors ....................................................................................................................................... 39
Transcribers ................................................................................................................................. 40
Typesetter .................................................................................................................................. 40

Printing & Binding services ....................................................................................................... 41
Poster Printing .............................................................................................................................. 41
Thesis Printing/Binding Services ............................................................................................... 42

Miscellaneous ............................................................................................................................. 42
Justice of the Peace (JP) .............................................................................................................. 42
Paper bags for recycling paper .................................................................................................. 42
Photocopiers ............................................................................................................................... 42
Printer cartridges ......................................................................................................................... 42
Showers ..................................................................................................................................... 42
The Sports Clinic .......................................................................................................................... 42
SUPRA (Sydney University Postgraduate Representative Association)
http://supra.net.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 – 14th ed
  (http://supra.net.au/assets/file/Publications/PGSG.pdf)
- Thesis Guide
- Show cause and exclusion survival guide
  (http://supra.net.au/assets/file/show_cause.pdf)
- SUPRA’s Child Care Handbook
  (http://supra.net.au/assets/file/Publications/ChildcareGuide2009v2.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://supra.net.au/supra_publications.html

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://supra.net.au/contact-us.php
Legal Service
(Keywords: legal advice)
Redfern Legal Centre has a new SUPRA funded branch office on the Darlington campus in the 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://supra.net.au/legal_service.html

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.

Address:
Demountable Village (A06)
Camperdown Campus
University of Sydney  NSW  2006
Phone:  9351 3715
Toll free:  1800 249 950
Email:  admin@supra.usyd.edu.au
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

<table>
<thead>
<tr>
<th>Role/Responsibilities</th>
<th>Officer</th>
<th>Email</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Enquiries/ coursework enquiries</td>
<td>Gilbert Cheng</td>
<td><a href="mailto:gilbert.cheng@sydney.edu.au">gilbert.cheng@sydney.edu.au</a></td>
<td>9351 4054</td>
</tr>
<tr>
<td>Manager, Office of Postgraduate Coursework Programs</td>
<td>Maria-Grace Guerreiro</td>
<td><a href="mailto:maria.guerreiro@sydney.edu.au">maria.guerreiro@sydney.edu.au</a></td>
<td>9351 7048</td>
</tr>
<tr>
<td>Manager, Office of Doctoral Studies</td>
<td>Venice Jureidini-Briozzo</td>
<td><a href="mailto:venice.jureidini@sydney.edu.au">venice.jureidini@sydney.edu.au</a></td>
<td>9351 7049</td>
</tr>
<tr>
<td>• Service Office of Doctoral Studies committee;</td>
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<tr>
<td>• RHD student enrolments;</td>
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<tr>
<td>• Submission of thesis proposal/intention to submit forms</td>
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<tr>
<td>• Thesis Submissions</td>
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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 convener. To find out the course convener look up the UOS in the faculty postgraduate handbook.

Timetabling information can be found here:  
http://sydney.edu.au/education_social_work/current_students/assistance_forms/timetables/

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 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.
Office of Doctoral Studies

The aim of the Office 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 office are listed below.

### Academic Staff

<table>
<thead>
<tr>
<th>Academic Role/ Responsibilities</th>
<th>Academic</th>
<th>Contact details:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate Dean and Director</strong></td>
<td><strong>Professor Gabrielle Meagher</strong></td>
<td><strong>9351 6610</strong> <a href="mailto:gabrielle.meagher@sydney.edu.au">gabrielle.meagher@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Leadership of doctoral activities in the Faculty;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Approval of RHD examiners</td>
<td>A/Prof Ruth Phillips</td>
<td>9351 6899 <a href="mailto:ruth.phillips@sydney.edu.au">ruth.phillips@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Approval of RHD examination outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Associate Director</strong></td>
<td>Dr Helen Proctor</td>
<td>9036 5401 <a href="mailto:helen.proctor@sydney.edu.au">helen.proctor@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Admissions to research higher degrees in the Faculty;</td>
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<tr>
<td>• Approve requests for deferment</td>
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<td>• Allocation of supervisors;</td>
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<td>• Changes of supervisors;</td>
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<tr>
<td>• Scholarships</td>
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</tr>
<tr>
<td><strong>Research Higher Degrees Coordinator</strong></td>
<td>Dr Ilektra Spandagou</td>
<td>9351 6379 <a href="mailto:ilektra.spandagou@sydney.edu.au">ilektra.spandagou@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Student progress;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Approval of requests for extensions, leave of absence, study overseas; suspensions;</td>
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<td></td>
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<tr>
<td>• Oversee annual progress interviews;</td>
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<tr>
<td>• Support for RHD students in the Faculty;</td>
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<td></td>
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<tr>
<td>• Support for supervisors in the faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thesis Proposal Co-ordinator</strong></td>
<td>Dr Lina Markauskaite</td>
<td>9036 5320 <a href="mailto:lina.markauskaite@sydney.edu.au">lina.markauskaite@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Coordination of thesis proposal meetings, upgrade to PhD meetings</td>
<td></td>
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</tr>
<tr>
<td>• Sign off on notice of intention to submit a thesis for examination</td>
<td></td>
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</tr>
<tr>
<td><strong>Thesis Examination Co-ordinator</strong></td>
<td>A/Prof Judy Anderson</td>
<td>9351 6264 <a href="mailto:judy.anderson@sydney.edu.au">judy.anderson@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Coordination of review of examiners’ reports;</td>
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<tr>
<td>• Management and chairing of thesis proposal meetings;</td>
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<tr>
<td>• Chairing of annual progress interviews;</td>
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<tr>
<td>• Review of examiners’ reports</td>
<td>Dr Paul Gbins (on leave Sem 2, 2014)</td>
<td>9351 2611 <a href="mailto:paul.gbins@sydney.edu.au">paul.gbins@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Review of examiners’ reports</td>
<td>Dr George Odhiambo</td>
<td>9321 6239 <a href="mailto:george.odhiambo@sydney.edu.au">george.odhiambo@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Review of examiners’ reports</td>
<td>Dr Kate Russell</td>
<td>9351 7056 <a href="mailto:kate.russell@sydney.edu.au">kate.russell@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Review of examiners’ reports</td>
<td>A/Prof Huizhong Shen</td>
<td>9351 6288 <a href="mailto:hui-zhong.shen@sydney.edu.au">hui-zhong.shen@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Review of examiners’ reports</td>
<td>Dr Arathi Sriprakash</td>
<td>9351 3793 <a href="mailto:arathi.sriprakash@sydney.edu.au">arathi.sriprakash@sydney.edu.au</a></td>
</tr>
<tr>
<td>• Review of examiners’ reports</td>
<td>A/Prof Richard Walker</td>
<td>9351 6274 <a href="mailto:richard.walker@sydney.edu.au">richard.walker@sydney.edu.au</a></td>
</tr>
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</table>
Administrative staff

<table>
<thead>
<tr>
<th>Role/Responsibilities</th>
<th>Name</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>Manager, Office of Doctoral Studies (responsibilities see pg 7)</td>
<td>Venice Jureidini-Briozzo</td>
<td>9351 7049 <a href="mailto:venice.jureidini@sydney.edu.au">venice.jureidini@sydney.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Administration Office, Level 3, Education Building A35</td>
</tr>
<tr>
<td>Research Student Liaison Officer</td>
<td>Liz Gibson</td>
<td>9351 6268 <a href="mailto:edsw.rslo@sydney.edu.au">edsw.rslo@sydney.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Suin Jung</td>
<td>Room 2a09, Education Annex A36</td>
</tr>
<tr>
<td></td>
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<td>(currently on parental leave)</td>
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Student representatives

The Office 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 (HDRs)
- 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 the student representative on this committee:


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 one of the student representatives on this committee:

or

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 27) to obtain further information about facilities available here and opening hours.
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/about/staff-directory/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://sydney.edu.au/education_social_work/about/staff/list.php)
   - Administrative Staff (http://fdp.edsw.usyd.edu.au/users?classification=2)

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
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 officers are Ann Stravopodis and John Usman, Level 3, Education Building A35.

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:

\[
\text{your name} \\
\text{your course name (or Research Higher Degree Student)} \\
\text{Education Building A35} \\
\text{University of Sydney NSW 2006}
\]

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 aways

Any non-postal material left on the table in the mail room is to ‘give away’. 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
- after-hours access to the Education Building A35 and if appropriate, Education Annex A36
- 5 reams of paper will be supplied to students each semester. You will be notified via email when the paper is ready to be picked up.

For full details about the space allocation policy, contact the **Research Student Liaison Officer**.
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 E 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 online:

- 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://sydney.edu.au/ict/student/locations/

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.


Research Software & Equipment

Camilla Pilgrim, Research Officer, is in on Mondays, Tuesdays, and Wednesday mornings. Camilla can assist you with:

- (a) loan of research equipment such as transcribers and recorders (digital and tape)
- (b) enquire about HERDC publication issues
- (c) 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: camilla.pilgrim@sydney.edu.au
Summary table: Resources and facilities for research students

<table>
<thead>
<tr>
<th>Resource and Facilities</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>After-hours access</td>
<td>Research Student Liaison Officer</td>
</tr>
<tr>
<td>IT help (assistance with computers, printers, telephones &amp; MyUni)</td>
<td>ICT Helpdesk: 9351 6000</td>
</tr>
<tr>
<td>Laptop Allocation (f/t only)</td>
<td>Research Student Liaison Officer</td>
</tr>
<tr>
<td>Shared desk (f/t only)</td>
<td>Research Student Liaison Officer</td>
</tr>
<tr>
<td>Photocopier code Includes access to scanners</td>
<td>Research Student Liaison Officer</td>
</tr>
<tr>
<td>Postgraduate Research Support Scheme – aka PRSS</td>
<td>Research Student Liaison Officer</td>
</tr>
<tr>
<td>Loading SPSS on a university owned laptop</td>
<td>Your supervisor via ICT website: (requires staff unikey login)</td>
</tr>
<tr>
<td>Loading NVivo and Endnote on your laptop</td>
<td>Go to: <a href="http://staff.ask.sydney.edu.au/app/answers/detail/a_id/250/kw/nvivo">http://staff.ask.sydney.edu.au/app/answers/detail/a_id/250/kw/nvivo</a></td>
</tr>
<tr>
<td>Some research equipment (&amp; some software)</td>
<td>Camilla Pilgrim at <a href="mailto:camilla.pilgrim@sydney.edu.au">camilla.pilgrim@sydney.edu.au</a></td>
</tr>
<tr>
<td>Stationery (f/t only) (a stationery package containing 5 reams of paper provided each semester)</td>
<td>You will receive an email when packages are ready to be picked up (once a semester)</td>
</tr>
<tr>
<td>Other facilities – fridges &amp; microwaves</td>
<td>Education Building A35: rooms 401 &amp; 407 Education Annexe A36: at end of level 2a</td>
</tr>
</tbody>
</table>

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 Mar 2013). 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):
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.

**Poster template**

A poster template for use by HDRs 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_studies/student_presentations.shtml](http://sydney.edu.au/education_social_work/doctoral_studies/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**


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
- 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](http://sydney.edu.au/education_social_work/doctoral_studies/research_training_support/)
- **second year of study** - [Thesis and dissertation writing series](http://sydney.edu.au/education_social_work/doctoral_studies/research_training_support/)
- **final year of study** - [Writing for publication series](http://sydney.edu.au/education_social_work/doctoral_studies/research_training_support/)

Announcements about future workshops will be made via:

- email to all HDRS

**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](http://sydney.edu.au/education_social_work/bulletin/) on research methods.
- [Dr Lina Markauskaite](http://sydney.edu.au/education_social_work/bulletin/) on e-research, designing complex studies and using huge databases.

**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.


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

University’s Human Research Ethics Committee (HREC)


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 HREC has a very informative and thorough website with step by step advice on completing and submitting your application.


All applications, modifications, annual reports and completion reports for Human Ethics are submitted and managed online via IRMA (Unikey required). Paper copies and emailed versions are no longer required or accepted. Current approved and pending applications were migrated to the new system by the ethics team.

For more information please see Research Support Ethics or contact Acting Ethics Coordinator, Dr George Odhiambo.

Ethics Advisors for ethics applications

http://sydney.edu.au/education_social_work/research/resources/info/

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 current Ethics Advisors in the faculty are:

Dr Louis Peralta, Dr Marie Stevenson, Dr Lesley Scanlon, Dr Nikki Brunker and Dr Yeow-Tong Chia.

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

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 Communities by undergoing the State Education Research Approval Process (SERAP). For further information, please go to:

- 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:

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) – Updated March 2014 (http://www.nhmrc.gov.au/publications/synopses/e72syn.htm). This includes student research involving humans conducted within the NSW public health system.

For further information, please go to:

- NSW Department of Health website on research and ethics:
  http://www.health.nsw.gov.au/ethics/Pages/default.aspx – this page has a helpful FAQ section
- Contact details for advice and queries:
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_studies/research_students_forum/

The Research Students Forum is held bi-annually, usually in June 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:


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


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

SUPRA has a very helpful publication The Thesis Guide:


Notice of Thesis Submission
At least 3 months before you are ready to submit your completed thesis, please contact the Manager, Office of Doctoral Studies, in the Faculty Administration Office (Venice Jureidini-Briozzo: http://fdp.edsw.usyd.edu.au/users/venice). 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 Manager 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 University’s policy on proof reading and editing of theses and dissertations: http://sydney.edu.au/policies/showdoc.aspx?recnum=PD0C2011/208&RendNum=0

For practical information about where to get your thesis bound, go to Thesis Binding later in this document.
UNIVERSITY RESEARCH RESOURCES

Libraries and Catalogues  

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  

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

Curriculum Resources Collection  

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 5 of Fisher library. 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:

• Education Subject Guide (http://libguides.library.usyd.edu.au/educationtopics)

Faculty Liaison Librarian  

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

Our faculty librarians are Philippa Crosbie and Christine Tennent. Philippa and Christine support specifically our HDRS so feel free to contact them with your library queries.

Loans  

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  

(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://sydney.edu.au/library/skills/socsci.html.

Electronic Resources  

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.
Temporary library card


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 Student 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.php

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.

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.info@sydney.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

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 2014, the total allocation is $1.56 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.

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 in 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 in 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).
When should I apply?
Individual Schools or Departments (in some cases Faculties) must hold at least one application round every year. 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. (In the Faculty of Education and Social Work, applications open early/mid April and close late May/early June. In 2014 Suin Jung sent an email to all HDRS on 4 April with the full details and application form. Applications closed 30 May).

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 12 January 2015. If you have not spent the full amount awarded by the end of 2013, 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 12 January 2015 must be returned by the Schools or Departments for re-allocation centrally in 2015.

Where can I get more information at faculty level?
Research Student Liaison Officer
Rm 2a09, Education Annex-e A36
Phone: 9351 6268
Research Software

The following is a list of commonly requested software. Follow the links provided to arrange/request download of the specific software:

- **Adobe** - available to download only on university owned computers.
- **Dragon Naturally Speaking**
- **Endnote** – available to download on your personal computer. Go to: http://sydney.edu.au/ict/student/software/download.shtml
- **LISREL** – licence owned by the faculty and only available to download on university owned computers. Please email Camilla Pilgrim.
- **MLwinN** – licence owned by the faculty and only available to download on university owned computers. Please email Camilla Pilgrim. You can download a trial version of MLwiN 2.30 for 30 days from here: http://www.bristol.ac.uk/cmm/software/mlwin/download/
- **NVivo** – available to download on your personal computer. Go to: http://sydney.edu.au/ict/student/software/download.shtml
- **REDCap** – is a secure web-based application for building and managing online surveys and databases. There is an instructional video you can watch, however, ICT helpdesk does not provide training or support in using this software. To organise access, ring ICT helpdesk on 16000.
- **S-Plus** - available to download only on university owned computers.
- **SPSS and AMOS** - available to download only on university owned computers.

Software available to download on university owned computers (**adobe, S-Plus, SPSS and AMOS**). Login using your staff unikey login or ask your supervisor to:

- Go to: http://staff.ask.sydney.edu.au/app/answers/detail/a_id/115 and login using his/her unikey login
- Click on the link provided for the preferred software (for SPSS, AMOS or S-Plus use the link titled ‘Statistics packages’)
- Follow the instructions provided

Any problems, please contact ICT helpdesk on 9351 6000.

To request **Dragon Naturally Speaking** you need a staff unikey or seek your supervisor’s assistance if you do not have a staff unikey:

- Go to the University of Sydney’s staff intranet.
- Under ‘systems login’ (list on the right), click on: ‘IT Self Service Portal’, login using staff unikey,
- Under ‘Software Package Details’, and Software package, using the dropdown menu choose ‘Dragon Naturally Speaking’
- Indicate whether you have a windows compatible or MAC laptop by inserting ‘0’ or ‘1’ in the appropriate space provided.
- Complete other sections as relevant.

To see a list of other software available to download on your personal computer go to: http://sydney.edu.au/ict/student/software/download.shtml

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. Support is not available for using LISREL or MLwinN from the faculty (we only own the licence).
• 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_studies/research_training_support/
• 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/
“Teach yourself NVivo 8” online tutorials can be found here: http://www.qsrinternational.com/support_resource-articles_detail.aspx?view=402

University Policies and Guidelines
http://sydney.edu.au/policies/
(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:
• PhD: Guidelines for Examiners of Doctor of Philosophy Theses (http://sydney.edu.au/ab/policies/PhD_Exam_Guidelines.pdf)
UNIVERSITY SERVICES

Accommodation Service

http://sydney.edu.au/current_students/accommodation/

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 (https://wasm.usyd.edu.au/login.cgi?appID=accommodation&appRealm=usyd&destURL=https%3A%2F%2Faccommodationservice.sydney.edu.au/students) access using your unikey login.

Contact details:
Mondays- Friday 9am-5pm
Level 5, Jane Foss Russell Building G02
160 City Road, Darlington Campus
Phone: 9351 3322
Fax: 8627 8484
Email: accommodation.info@sydney.edu.au

Activities and Clubs


(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:

• Live music venues on campus (http://sydney.edu.au/current_students/life/cultural_life.shtml)
• Seymour Centre (http://www.seymourcentre.com/)
• University Museums (http://sydney.edu.au/museums/)
• Sydney College of the Arts Galleries (http://sydney.edu.au/sca/galleries/index.shtml)
• Tin Shed Gallery (http://sydney.edu.au/architecture/about/art_workshop.shtml)

Campus infrastructure and Services


Campus Infrastructure and Services (CIS) 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.

Campus Assist

https://intranet.sydney.edu.au/campus/services-support/log-service-request.php

(Keywords: building faults, air conditioning faults, air conditioning problems, pest control, work requests, leaks, faulty lights, flickering lights, service desk, services desk)

Campus Assist is the contact point for anyone on the University campus to log jobs or enquire about any facilities related matters to Campus Infrastructure Services (CIS) staff.

For example, university services relating to:

• maintenance or repairs
• building access, locks, alarms and keys
• mail
• parking permits
• security, first aid, fire fighting
• grounds maintenance
• venue bookings
• sustainability initiatives
• cleaning, waste collection, recycling
You can contact Campus Assist via:
1. Campus Assist Online
The online portal allows you to log and track your service requests. Click here for the online portal.
2. Ring the Campus Assist helpdesk
Call 1300 CAMPUS (226 787) for 24/7 phone support from Campus Assist. This number can be used for assistance on any campus.
3. Speak to one of the Campus Assist Officers at the front desk in the Education Building (A35)
In person, or phone them on 9351 6333.

Campus Assist Precinct Services
https://intranet.sydney.edu.au/campus/services-support/log-service-request.php

Campus Assist Officers can help you with:
- directions/wayfinding information and campus maps
- opening, closing and setting up teaching spaces
- locks and office area access
- maintenance requirements

The officers also help to manage work requests received via Campus Assist Online, such as cleaning, waste removal, maintenance and security.
The faculty’s Campus Assist Officers are located on the ground floor (main foyer), Education Building (A35) and are contactable on 9351 6333.

Campus Security Unit

The Security Service makes regular patrols of the campus. Security patrol officers wear a uniform to make it easy for you to identify them. If you feel unsafe at any time you should speak to a patrol officer or contact the Security office.
In an emergency, call 9351 3333 to speak to Security. If you ring Security first, they will contact emergency services such as the police, ambulance or fire brigade as necessary.
For general queries about Campus Security, call 9351 3487.

Campus Bus

The University operates a free bus service on the Camperdown/Darlington Campus throughout the year. The afternoon bus service begins at 4.30pm and runs approximately every 15–20 minutes between Fisher Library and Redfern train station. It is available to staff and students. If you want to get off before the bus reaches the Redfern Station, you will need to signal the driver to pull over at a designated stop.
The Redfern bus service does not operate on weekends, public holidays or during the Christmas shutdown period.
Click here to view the bus route.

Parking
For casual parking rates, click here:
Postgraduate students are eligible to apply for certain types of parking permits for a fee. To apply for a parking permit, go to: https://parkingpermits.sydney.edu.au/
For prices and details regarding the parking permit, go to: http://sydney.edu.au/current_students/transport_safety/parking-prices.shtml

Enquiries can be directed to:
Email: security.traffic@sydney.edu.au
Phone: 9351 3336

Chaplains and the Multi-faith Chaplaincy Centre
http://sydney.edu.au/chaplains/about/

(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
- Jewish
- Presbyterian
- Salvation Army
- Uniting

For further details, click here: http://sydney.edu.au/chaplains/chaplains/
For the location of the Multi-faith Chaplaincy centre, click here (5 minutes from the Education Building):
http://sydney.edu.au/chaplains/about/location

Child Care Information Office

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 – Wednesday, 10.00am – 4.00pm
Level 5, Jane Foss Russell Building G02
160 City Road, Darling Campus
Phone: 8627 1489
Fax: 9036 9139
Email: child.care@sydney.edu.au

Counselling and psychological services
http://sydney.edu.au/current_students/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:

- Procrastination
- Time Management
- Managing Stress
- Mindfulness: Acceptance and Commitment Therapy
- **Building skills for postgraduate research success** – this last workshop is intended for postgraduate research students, focusing on developing the psychological skills and attitudes to help sustain a successful research effort.

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://sydney.edu.au/current_students/counselling/workshops/](http://sydney.edu.au/current_students/counselling/workshops/)

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, and bookings are recommended.

Contact details:

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<td>Level 5, Jane Foss Russell Building G02</td>
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<tr>
<td>160 City Road, Darlington Campus</td>
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<tr>
<td>Phone: 8627 8433 or 8627 8437</td>
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<tr>
<td>Fax: 8627 8482</td>
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<tr>
<td>Email: <a href="mailto:caps.admin@sydney.edu.au">caps.admin@sydney.edu.au</a></td>
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**Disability Services**


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.

Contact details:

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<td>Level 5, Jane Foss Russell Building G02</td>
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<td>160 City Road, Darlington Campus</td>
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<td>Phone: 8627 8422</td>
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<tr>
<td>Fax: 8627 8482</td>
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<tr>
<td>Email: <a href="mailto:disability.services@sydney.edu.au">disability.services@sydney.edu.au</a></td>
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**Employment**

**Careers Centre**


*Keywords: employment, employment service*

Please note most of links provided below requires unikey login.

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


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: [https://wasm.usyd.edu.au/login.cgi?appID=careerdb&appRealm=usyd&destURL=http%3A%2F%2Fwebsites.careers.ucc.usyd.edu.au%2Fcareers%2Findex.php%3Furl%3Dstudent%2Fjobs%2Fmenu](https://wasm.usyd.edu.au/login.cgi?appID=careerdb&appRealm=usyd&destURL=http%3A%2F%2Fwebsites.careers.ucc.usyd.edu.au%2Fcareers%2Findex.php%3Furl%3Dstudent%2Fjobs%2Fmenu)
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:

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://sydney.edu.au/careers/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 Karen Cavanaugh
http://sydney.edu.au/careers/about/our_staff

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://sydney.edu.au/sydneytalent/

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

Contact details:
The Box Factory, K06
1-3 Ross Street, Camperdown
Phone: 8627 8000
Email: sydneytalent.reception@sydney.edu.au

Equal and Diversity Strategy Centre
http://sydney.edu.au/eeo/

The Staff and Student Equal and Diversity Strategy Centre 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

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

Contact Details:
Financial Assistance Service

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

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, 9am – 5pm
Level 5, Jane Foss Russell Building G02
160 City Rd, Darlington Campus
Phone: 8627 8112
Fax: 8627 8480
E-mail: student.financialsupport@sydney.edu.au

Health Service

http://sydney.edu.au/health-service/services/

(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, Level 3
Phone: 9351 3484

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 (https://intranet.sydney.edu.au/working/it-phones/) 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: ict.support@sydney.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

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


The two centres you will most likely use are:

- Fisher Access Lab
- Education Access Lab
- Level 3, Fisher Library - F03
- Room 232, Education Building A35
- Eastern Avenue
- Camperdown Campus
- Camperdown Campus


**Wireless Network**


(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 UniSydney 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 UniSydney 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)**


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.

**Unikey login**


(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 Office 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

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:

Ground Floor, Old Teachers College A22
Camperdown Campus
Toll Free: 1800 622 742
Email: koori.centre@sydney.edu.au

International Student Advisers

International Student Advisers provide support to international students on issues related to student visas, scholarship and general academic progression. Contact Details:

Monday – Friday, 9am – 5pm
Jane Foss Russell Building G02
160 City Road, Darlington Campus
E-mail: io.studentadvisers@sydney.edu.au

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.

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

Postgraduate Research Program 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

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

http://sydney.edu.au/maps/
Public Transport Travel Concession

If you are eligible for a travel concession, the University will add the concession symbol to your student card. For further details, go to: [http://sydney.edu.au/card_centre/student/how.shtml#concession](http://sydney.edu.au/card_centre/student/how.shtml#concession)

Travel discounts are available for international students for specific tickets (MyMulti2 and MyMulti3). For further details, go to: [http://sydney.edu.au/card_centre/student/how.shtml#international-students](http://sydney.edu.au/card_centre/student/how.shtml#international-students)

Travel Insurance


As a currently enrolled student at the University of Sydney, you’re covered by the University's travel insurance policy when:

- The travel is curriculum related. That is, it is directly or indirectly linked to the completion of your enrolled degree (e.g. student exchange, work experience and clinical placements); and
- Your University-related travel has been formally approved by your Faculty, prior to your departure. The approval would normally be provided by your head of school or department. Ideally you should ask for an email confirmation of the approval so that you can include that document in the event you need to make an insurance claim.

This includes travel related to presenting your research at overseas conferences, provided your travel has been approved by the faculty. To request formal approval, please complete a leave of absence request on your [Sydney Student portal](http://sydney.edu.au/audit_risk/insurance/travel/student.shtml).

**Note**, you are not covered for periods of extended personal travel you take before, during or after the approved University travel activity. The definition of extended personal travel is that taken in excess of one week.

If you plan to take any personal travel as part of your trip you should contact the University's Insurance Officer [Vlad Nesic](mailto:Vlad.Nesic@sydney.edu.au) or call 9351 4127 to discuss the circumstances of your personal travel and whether it will be covered by the University travel insurance.

*In situations where you are not covered by the University's travel insurance you need to consider taking out your own travel insurance.*

University of Sydney News (UniNews)


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://sydney.edu.au/news/90.html](http://sydney.edu.au/news/90.html)) to have news emailed to them according to categories of interest.

Safety Health and Wellbeing


(keywords: ohs, occupational health and safety, workplace health and safety, whs)

The university’s safety health and wellbeing policies and procedures will assist you in managing the risks associated with University related activities. They 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 Annexe 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.

**Student Affairs Unit**

http://sydney.edu.au/student_affairs/

(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.
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:
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 and Financial Support Service 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
online enquiries: http://sydney.edu.au/scholarships/about/enquire.php

Scholarships for international students
http://sydney.edu.au/future-students/international/postgraduate/research/scholarships.shtml

Scholarships available to international research students are administered by International Services. 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/

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 enrolment history, etc. to make it easier to find scholarships you are eligible to apply for.
EDUCATION RESEARCH ASSOCIATIONS

NSW IER

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/

AARE (Australian Association for Research in Education)

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 usually 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.

In 2013, the following faculty HDRS presented at the annual conference:

- Ting Ding – click here to view her abstract

- James Goulding – click here to view his abstract

- Camille Chen-Chun Lin – click here to view her abstracts

- Eve Mayes (winner of the Postgraduate Researcher Award) – click here to view her abstract
In 2012, the following faculty HDRS presented at the annual conference (which was held at the University of Sydney):

- Rose Amazan – click here to view the abstract co-authored with her supervisors

- Kate Anderson – click here to view the abstract co-authored with others

- Bradford Barnhardt – click here to view the abstract co-authored with his supervisor

- Cathie Burgess – click here to view her abstract


- Baili Emily Lilienfeld – click here to view her abstract

- James Goulding – click here to view the abstract co-authored with others

- Feifei Han – click here to view her abstract

- Fangtzu Hu – click here to view the abstract co-authored with her supervisors

- Polly Lai – click her to view the abstract co-authored with her supervisors

- Chen Chun Lin – click here to view her abstract

- Cathy Little – click here to view the abstract co-authored with her supervisors

- Sebastian Madrid – click here to view his abstract

- Marianne Mansour – click here to view the abstract co-authored with others

- Alexandra McCormick - click here to view her abstract

- Jozef Miskolci – click here to view his abstract

- Caitlin Munday – click here to view the abstract co-authored with others

- Brad Papworth – click here to view the abstract co-authored with others

- Karen Skilling – click here to view the abstract co-authored with her supervisors
In 2011, the following faculty HDRS presented at the annual conference:

- Feifei Han – click here to view her full paper
- Carissa Martinez, click here to view the paper co-authored with her supervisors

**Postgraduate Student Researcher Award**

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**

- Online access to the AARE journal, The Australian Educational Researcher, Registration discounts for the annual Conference.
- Priority for registration at research development workshops.
- Networking opportunities through Special Interest Groups


**ACSPRI (Australian Consortium for Social and Political Research Incorporated)**

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**
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 and the University of Melbourne. 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. In 2014, their program was held at the University of Queensland.

(3) ACSPRI Spring Program
The Spring Program runs for one week in September/October. In 2014, their program will be held at the University of Technology, Sydney.

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://pesa.org.au

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

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


PhD scholarship

PESA has an annual $10,000 scholarship for 2 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.


## SPECIALIST SERVICES

### Editors


The following is a list of editors provided to the Research Student Liaison Officer. **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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicola Barnett</td>
<td>0421 080 174</td>
<td><a href="mailto:nicola@punctualproofreading.com">nicola@punctualproofreading.com</a></td>
<td>$25 per hour</td>
</tr>
<tr>
<td>Cristine Beato</td>
<td></td>
<td><a href="mailto:kshanthihome@gmail.com">kshanthihome@gmail.com</a></td>
<td>$12 for every 1,000 words or $0.12 per word, any details or deadlines or special needs may be discussed and arranged</td>
</tr>
<tr>
<td>John Mahony</td>
<td>0437 032 178</td>
<td><a href="mailto:jmahony@mail.com">jmahony@mail.com</a></td>
<td>$600 for 50,000 words - student discounts given.</td>
</tr>
<tr>
<td>Bronwen Phillips</td>
<td>0423 744 143</td>
<td><a href="mailto:b.m.phillips@unsw.edu.au">b.m.phillips@unsw.edu.au</a></td>
<td>$55 per hour</td>
</tr>
<tr>
<td>Paul Taylor</td>
<td></td>
<td><a href="mailto:paultaylor555@yahoo.com">paultaylor555@yahoo.com</a></td>
<td>$1 per 50 words $1 per 40 words (if 50 pgs or less)</td>
</tr>
<tr>
<td>Tigger Wise</td>
<td>9351 2666</td>
<td><a href="mailto:tigw@bigpond.com">tigw@bigpond.com</a></td>
<td>From $30 per hour</td>
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</tbody>
</table>
Transcribers

The following is a list of transcribers provided the 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.

<table>
<thead>
<tr>
<th>Transcriber</th>
<th>Email</th>
<th>Cost</th>
<th>Website</th>
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<tbody>
<tr>
<td>Cristine Beato</td>
<td><a href="mailto:kshantihome@gmail.com">kshantihome@gmail.com</a></td>
<td>usually 1 hr of recording equals 3-4 hrs of transcription. If there are several speakers, 1 hr of recording equals 4-6 hrs of transcription (depending on number of speakers and difficulty of material) $35 per hour</td>
<td><a href="http://www.crisbeato.com">www.crisbeato.com</a></td>
</tr>
<tr>
<td>Jodie Cawood</td>
<td>02 6775 8558</td>
<td>$45 per hour of transcription</td>
<td><a href="mailto:jodie_cawood@ozemail.com.au">jodie_cawood@ozemail.com.au</a></td>
</tr>
<tr>
<td>Lea Hazelton</td>
<td>0403 989 411</td>
<td>$32 per hour</td>
<td><a href="mailto:leahazelton@iprimus.com.au">leahazelton@iprimus.com.au</a></td>
</tr>
</tbody>
</table>

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.

<table>
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<tr>
<th>Transcriber</th>
<th>Phone</th>
<th>Email</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Lei Cameron</td>
<td>9810 6704</td>
<td><a href="mailto:UniqueLei@bigpond.com">UniqueLei@bigpond.com</a></td>
<td>$28 per hour + GST</td>
</tr>
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</table>
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 the 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.


<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>URL</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonia_de_signs.co</td>
<td>please contact Sonia for address</td>
<td>0410 632 368</td>
<td><a href="mailto:sonia_de_signs@yahoo.com.au">sonia_de_signs@yahoo.com.au</a></td>
<td></td>
<td>Turn-around time: 3 days for printing and production + 1 day delivery or postage</td>
</tr>
<tr>
<td>University Publishing Managed Service</td>
<td>Level 2, Services Building, cnr Codrington and Abercrombie Streets, Darlington NSW 2006</td>
<td>9036 6170</td>
<td><a href="mailto:upms.info@sydney.edu.au">upms.info@sydney.edu.au</a></td>
<td><a href="http://sydney.edu.au/ups/">http://sydney.edu.au/ups/</a></td>
<td>Mon – Fri 8.30am to 5pm</td>
</tr>
<tr>
<td>World of Print</td>
<td>Shop 3, 702 Harris St</td>
<td>9280 4244</td>
<td><a href="mailto:info@worldofprint.com.au">info@worldofprint.com.au</a></td>
<td><a href="http://www.worldofprint.com.au">http://www.worldofprint.com.au</a></td>
<td>Mon - Fri : 8.30am – 6.00pm, Sat: 11am - 3pm</td>
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</table>
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://sydney.edu.au/policies/showdoc.aspx?recnum=PD0C2011/196&RendNum=0.

If you are preparing to submit your thesis, please contact the Manager, Office of Doctoral Studies (http://fdp.edsw.usyd.edu.au/users/venicej), in the Faculty Administration Office AT LEAST 3 months before you intend to submit.

The following is the preferred supplier for the faculty. 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.

<table>
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<tbody>
<tr>
<td>91 Rydeale Rd</td>
<td>Hours: Mon – Fri, 7.30am-5pm</td>
</tr>
<tr>
<td>West Ryde NSW 2114</td>
<td></td>
</tr>
<tr>
<td>Phone: 9807 6026</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:contact@allbookbindery.com">contact@allbookbindery.com</a></td>
<td></td>
</tr>
<tr>
<td>Click here for a price guide: <a href="http://allbookbindery.com/index.php/price-guide">http://allbookbindery.com/index.php/price-guide</a></td>
<td></td>
</tr>
<tr>
<td>Click here for turn-around time: <a href="http://allbookbindery.com/index.php/turnaround-time">http://allbookbindery.com/index.php/turnaround-time</a></td>
<td></td>
</tr>
</tbody>
</table>

MISCELLANEOUS

Justice of the Peace (JP) A list of Justices of the Peace can be found by going to: http://sydney.edu.au/about/staff-directory/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

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

The Sports Clinic at Sydney University is an inner city multidisciplinary sports medicine centre. Services include physiotherapy, sports medicine, podiatry, massage therapy, acupuncture, exercise physiology and dietetics. http://www.thesportsclinic.com.au/