The Research Student’s Guide

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 22/02/2016
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The Research Student’s Guide

STUDENT ASSOCIATION

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:
- Show cause and exclusion survival guide http://supra.net.au/assets/file/show_cause.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

Student Advice and Advocacy Officers (SAAO Service)
http://supra.net.au/advocacy.html
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

Office hours are Monday to Friday, 9am – 5pm.
Level 2, Holme Building (A09)
Camperdown Campus
University of Sydney  NSW  2006
Phone:   9351 3715
Toll free:  1800 249 950
Email:   admin@supra.usyd.edu.au
Complete a web form from here: http://supra.net.au/contact-us.php
FACULTY OF EDUCATION AND SOCIAL WORK

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

**Associate Dean Postgraduate Research- Head of Office of Doctoral Studies**

Associate Professor **Ruth Phillips**

**Responsibilities:**
- Member of the Faculty Leadership Group (Chaired by the Dean) – fortnightly meetings.
- Chair monthly ODS Management Committee meetings
- Overall leadership of the Office of Doctoral Studies
- Liaise with and attend Associate Deans’ meetings of the Division of Humanities and Social Sciences
- Liaison with Manager ODS (Venice) and Research Student Liaison Officer (Suin)
- Attend and lead RHD student bi-annual inductions
- Attend admissions committee
- Approve supervisors for the supervision register
- Oversight and approval of PRSS
- Approve and support changes to supervisions
- Approve nominated examiners
- Attend divisional and university meetings related to scholarships
- Participate in difficult thesis proposal issues attending student appeals.
- Core chair of APRs

**Research Higher Degree Student Coordinator**

**Associate Professor Richard Walker** (Sem 1)

**Dr Kellie Burns** (Sem 2)

- Monitors student progress and oversees annual progress interviews
- Follow-up on all progression matters (including student requests and failure to progress meetings, show cause etc.)
- Liaison with other faculty staff on students related to progression
- Supports RHD students and supervisors in the faculty – eg student accommodation and material support;
- Approves requests for extensions, leave of absence, study overseas and suspensions
- Liaison with Manager ODS and Research Student Liaison Officer
- Writing up and attending appeal procedures
- Oversee policy changes with APRs and Progression Plans.
- Ensures faculty compliance with Progression Plans
- Liaise with and attend HDR Centre and university meetings related to scholarships
- Participate in difficult thesis proposal issues
- Attending student appeals.
- Oversight and approval of PRSS
- Attend monthly ODS Management Committee meetings
- Core chair of APRs
- Attend new RHD student bi-annual inductions

**Admissions and Thesis Proposal Coordinator**

**Dr Ilektra Spandagau**

- Manage and respond to inquiries regarding admissions
- Chair admissions committee and approve admissions to all RHDs
- Provide support for and resolve supervisory conflicts/problems for students and
supervisors

- Coordinates thesis-proposal meetings) allocates chairing to Research Progress Managers) as well as upgrade-to-PhD meetings (around 30-40 per annum)
- Chairs difficult proposal meetings
- Supervises follow-up of difficult issues arising from thesis proposal meetings
- Attend monthly ODS Management Committee meetings
- Core chair of APRs
- Draft examination reports when required
- Responsible for local policy development on thesis proposal reviews
- Attend new RHD student bi-annual inductions

Examinations & Scholarships Coordinator
Dr Lina Markauskaite (Sem 1)
Dr Paul Ginns (Sem 2)

- Liaison and academic ranking & approval for APAs, IPRS and faculty scholarships and prizes
- Annual academic approval of continuation of scholarships
- Academic approval & liaison with supervisors (with the Director) in relation to nomination of examiners
- Review emendations when required (particularly major emendations)
- Signs off intention-to-submit-a-thesis-for-examination notifications
- Allocate the writing of examination reports and review of emendations to Research Progress Managers
- Writing examination reports and specialize in in revise and re-submit cases for submission to the PhD Award Sub-Committee
- Liaison with HDR Centre on examinations
- Review final electronic lodgment of theses prior to submission to the library
- Attend monthly ODS Management Committee meetings
- Responsible for local policy development on thesis proposal reviews.
- Core chair of APRs
- Attend new RHD student bi-annual inductions

Academic Engagement Coordinator
Dr Nicole Mockler

- Collaborate with academics, the Office of Research and the Faculty’s Research Networks to design and run research training modules (up to 6 per year);
- Arrange dissemination of information about the modules to students in the Faculty, and in the other faculties in the Division (via the Faculty web team, the Research Student Liaison Officer and the relevant Associate Deans and administrative managers in our faculty and other faculties);
- Collaborate with academic colleagues, students, the Learning Centre and the Office of Doctoral Studies team to develop a flexible replacement for the Thesis Proposal Writing Workshop for students in their first year of study;
- Collaborate with research higher degree students to seed and support student writing and reading groups;
- Facilitate the development of appropriate social media platforms to support and engage students in their research and the activities listed above; and
- Participate as a full member in Office of Doctoral Studies Committee.

Research Progress Managers (5 positions)
Dr Michelle Bonati
Dr Kellie Burns (Sem 1)
Dr Paul Ginns (Sem 1)
Dr Alexander McCormick
Dr Marie Stevenson (Sem 2)
Dr Nikki Brunker (Sem 1)
Role of Research Progress Managers:
- Manage, chair and write reports on thesis proposal meetings (key end of probation activity)
- Review examiners’ reports on theses, report on and make recommendations to the Office of Doctoral Studies Committee
- Review thesis emendations
- Chair annual progress reviews
- Admission Committee Meeting member
- Contribute to the induction for New HDR Students
- Participate in meetings of the Office of Doctoral Studies Committee at which policy developments are discussed and decisions made (monthly, during semester time)

Administrative staff

Research Student Liaison Officer
Ms Suin Jung
- organise access to faculty facilities
- assist with induction and orientation activities
- organise Research Student Forums
- provide information/referral service for research students
- maintain and continually improve faculty research training publications and website for research students

Faculty Administration Office
Maria-Grace Guerreiro and Gilbert Cheng in the Faculty Administration Office will accept applications for a Thesis Proposal Meeting. (Located on level 3, Education Building A35, room 307)

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 (HDRSs)
- procedures and policies (e.g completing offshore, annual progress interviews, thesis length, etc.)
- thesis proposal meetings, examinations, etc.
- progression plans/ research training needs
- supervisor support program
- library support

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

- Samantha Bernado (email: samantha.bernardo@sydney.edu.au)
- Rachel O’Brien (email: rsch4284@uni.sydney.edu.au)

Faculty Research Office
We have our own faculty based research office which provides research support to our academic and research students. Resources provided include information about:
- Applying for ethics approval
- Reporting your publications
- Databases and archives
- Software and equipment
**Staff in the Faculty Research Office**

are listed here: [http://sydney.edu.au/education_social_work/research/contact/index.shtml](http://sydney.edu.au/education_social_work/research/contact/index.shtml)

**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 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

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
- University and government research policies

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

Wenchao Sara Tu (email: wenchao.tu@sydney.edu.au)

**Computing Facilities**

(Keywords: computer access)

**Wireless**

There is WiFi access in the Education Building A35 and the Education Annex A36. Click on the link below for instructions on how to connect using your UniKey.


**Computers (virtual desktops)**

Virtual desktops can be accessed in the Education Building, room 232. This has 48 computers and black and white printing (which you need to pay for). Click on the link below for opening hours.


**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](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 (who have provided consent for a profile page) at the Faculty of Education and Social Work can be found through the Faculty Directory ([http://fdp.edsw.usyd.edu.au/](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](http://sydney.edu.au/education_social_work/about/staff/list.php))
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.

Sometime in semester 1, 2016, the HDRS directory will be replaced by a new system (which will cover all HDRS across the university). Look out for further emails regarding this and following the directions included in the emails.

**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:

- Data Projector
- PC Laptop
- 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. To book or if you have any queries about the above equipment, please contact the faculty’s Precinct Officers on 9351 6333.

**First Aid**

The Faculty’s First Aid officer is Ann Stravopodis Level 3, Deans’ Unit, 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:

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

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

**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, journals 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.)
Click here for the online application form:
http://sydney.edu.au/education_social_work/current_students/assistance_forms/rhd_office_space_application.php
• access to photocopier in Education Building A35 and Education Annexe A36 (please email suin.jung@sydney.edu.au for a photocopier code)
• after-hours access to the Education Building A35 and if appropriate, Education Annexe A36
Click here for the online application form:
http://sydney.edu.au/education_social_work/current_students/assistance_forms/rhd_after_hours_application.php

Part-time HDRS are entitled to:
• Access to room A35.636
• Access to room A36.2a06
• photocopier use in the Education Building A35 and Education Annexe A36 (please email suin.jung@sydney.edu.au for a photocopier code)
• after-hours access to the Education Building A35 and if appropriate, Education Annexe A36
Click here for the online application form:
http://sydney.edu.au/education_social_work/current_students/assistance_forms/rhd_after_hours_application.php
• a profile page on the Faculty Directory (http://fdp.edsw.usyd.edu.au/users?classification=3)

Room A35.636 (Education Building) has the following facilities:
• 3 pcs (all the pcs are loaded with SPSS and NVivo)
• 1 mac
• scanner
• printer
• telephone

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 Annexe) 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.

Presentation templates
(Keywords: university crest, university emblem, university coat of arms, 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.)
Supervisors can request the logo via an online form: https://intranet.sydney.edu.au/services/marketing-communications/our-brand/our-logo/request-the-logo.html
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.

Business cards are available through Publish Partner (email: pp.info@sydney.edu.au)

PowerPoint template
Students can use a PowerPoint template with the university’s 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 any way. You can add our faculty colour, teal.
Prescribed fonts are replica or arial.

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


and click on ‘Poster Template’ (on the right).

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

Research training modules
The faculty offers a range of modules and workshop programs that seek to promote a vibrant research culture in the faculty and across the division, by engaging established and emerging researchers to talk about how they go about their own work with a focus on how they conceptualise and enact the research process.

Click here to view what’s on offer this semester:

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

Click here to download the “Thesis Proposal Meeting Guide”:
http://sydney.edu.au/education_social_work/current_students/postgraduate_research/

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

Click here to download the application for a “Thesis Proposal Meeting Request”:

Unit of Study
The faculty runs a number of Units of Study (UOS) which are of particular interest to research students. You may also be a ‘pathway’ student and therefore be required to enrol in (a) very specific Unit(s) of Study. Information about UOS can be found in the faculty postgraduate handbook, under individual course outlines:

PhD: http://sydney.edu.au/handbooks/education_PG/research/phd.shtml

As a research student, you do not need to pay extra fees to take a UOS. However, if you do wish to enrol in a UOS, please discuss with your supervisor first.
Once you have written support from your supervisor (an email will do), login to Sydney Student, go to My Studies and use the Special Permission task to submit a request to enrol in that UOS. Attach the written
approval from your supervisor before submitting the request. (from http://sydney.edu.au/research_support/students/your-research/units-of-study.shtml)

Writing workshops
Writing 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 (March - May)
- **second year of study** - Thesis and dissertation writing series (March – June)
- **final year of study** - Writing for publication series (July – October)

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:

The HDRAC is responsible for the administration of research students’ from enrolment to award of degree, including:

- responding to complex higher degree by research (HDR) enquiries about HDR candidature
- maintaining your student candidature records
- distributing and storing research student progress plans (required from 1 January 2016 following introduction of a new University policy)
- coordinating your progress reviews annually in consultation with your supervisors
- supporting the Postgraduate Research Support Scheme (PRSS)
- administering your thesis submission and examination process, including supporting faculty committee meetings
- maintaining the supervisor register in consultation with faculties

Contacts:

The Higher Degree by Research (HDR) Administration Centre is open **9am to 5pm, Monday to Friday**.

- Phone: 1800 SYD UNI (1800 793 864)
- hdrac@sydney.edu.au
- Location: Level 3, Jane Foss Russell Building (G02), alongside the Student Centre

**Postgraduate Research Support Scheme (PRSS)**

(Keywords: financial assistance, financial support).

http://sydney.edu.au/research_support/students/your-research/funding.shtml

In 2016, the administration of PRSS will be handled by the HDRAC. The general rules of how to apply, what will be funded, etc will remain the same. However, the plan is that applications are submitted online, and the first round of applications will open 1 May 2016. The HDRAC will email you directly as applications open.

**Progress plans**

You are responsible for creating your progress plan and reviewing it twice yearly; one of these occasions will be in preparation for your progress review. Click here for full details:  
http://sydney.edu.au/research_support/students/your-research/progress-planning.shtml

There is a Q & A document prepared to assist you with how to complete and submit your progress plan:  

For general queries about the progress plans; how to complete and how to upload, queries about the university milestones, contact the HDRAC.

For queries about the faculty milestones, contact Suin Jung, Research Student Liaison Officer.

**Submission of your thesis**

is done electronically. You need to lodge your Intention to Submit with the HDRAC three months prior to your expected submission date. Click here for full details:  
http://sydney.edu.au/research_support/students/your-thesis/submission.shtml
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.

Subject guides

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:

- Research Areas in Education Subject Guide (http://libguides.library.usyd.edu.au/educationtopics)

Faculty Liaison Librarian

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

Our faculty librarian is Christine Tennent. Christine supports specifically our faculty’s students so feel free to contact them with your library queries.

Loans

Refer to the library website for loan information: http://sydney.edu.au/library/borrowing/loans.html

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

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.

Online tutorials are available in the following topics:

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 the Faculty of Education and Social Work, or email sesr.info@sydney.edu.au

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.
- **SPSS and AMOS** - available to download only on university owned computers.

Software available to download on university owned computers (adobe, SPSS and AMOS). Login using your staff unkey 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 unkey 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](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](http://sydney.edu.au/education_social_work/doctoral_studies/research_training_support/)
- NVivo – every semester, [NVivo workshops](http://sydney.edu.au/education_social_work/doctoral_studies/research_training_support/) 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/](http://sydney.edu.au/education_social_work/doctoral_studies/research_training_support/)
- Workshops provided by [ACSPRI](http://www.acspri.org.au/courses) can be expensive (look out for courses based in Sydney to keep costs down – usually held in Sep/Oct at the University of Technology) 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](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](http://www.qsrinternational.com/subscribe-to-newsletter.aspx)

QSR International has online video tutorials for both Mac and Windows users. Go to: [http://www.qsrinternational.com/learning/nvivo-tutorials](http://www.qsrinternational.com/learning/nvivo-tutorials)


**Free online courses**

Coursera ([https://www.coursera.org/](https://www.coursera.org/)) and EdX ([https://www.edx.org/](https://www.edx.org/)) provide mostly free online courses that other research students have said they found helpful. A modest fee is charged if a student wants a "completion certificate" or desires to complete one of the specializations.

Some courses you might find helpful are:

- Writing Case Studies (Princeton University) [https://www.edx.org/course/writing-case-studies-science-delivery-princetonx-casestudies101x](https://www.edx.org/course/writing-case-studies-science-delivery-princetonx-casestudies101x)
- Qualitative Research Methods (University of Amsterdam) [https://www.coursera.org/learn/qualitative-methods/](https://www.coursera.org/learn/qualitative-methods/)
- Questionnaire Design for Social Surveys (University of Michigan) [https://www.coursera.org/learn/questionnaire-design](https://www.coursera.org/learn/questionnaire-design)
- Quantitative Research Methods (University of Amsterdam) [https://www.coursera.org/learn/quantitative-methods](https://www.coursera.org/learn/quantitative-methods)
- Inferential Statistics (University of Amsterdam) [https://www.coursera.org/learn/inferential-statistics](https://www.coursera.org/learn/inferential-statistics)
- Statistics One (Princeton University) [https://www.coursera.org/course/stats1](https://www.coursera.org/course/stats1)
University Policies and Guidelines

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

- Code of conduct for students
- Research code of conduct
- Progress planning and review for higher degree by research students
- Supervision of higher degree by research students
- Thesis examination of higher degree by research
UNIVERSITY SERVICES

Campus infrastructure and Services

https://intranet.sydney.edu.au/contacts-campuses/services/campus-infrastructure-services.html (requires staff unikey login)

Campus Infrastructure and Services (CIS) is responsible for the built environment on all University of Sydney campuses. This covers all University-owned or occupied buildings, facilities and grounds.

Campus Assist

https://intranet.sydney.edu.au/campus/services-support/log-service-request.php (requires staff unikey login)

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

Campus Assist is the contact point for staff (including casual, sessional and part-time staff) to log jobs or enquire about any facilities related matters. If you do not have a staff unikey, please contact the precinct officers at the front desk in the Education Building A35 about the facilities related fault/issue.

A facilities related issue for example is:

- maintenance or repairs
- parking permits
- security, first aid, fire fighting
- grounds maintenance
- sustainability initiatives
- cleaning, waste collection, recycling
- lost property

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


Campus Security makes regular patrols of the campus. Our security officers wear distinctive uniforms that are easy to identify and we encourage you to approach them if you need assistance.

In an emergency, call Emergency Services (Fire/Ambulance/Police). Dial 000.

Following that, please notify Campus Security on 9351 3333. All Campus Security officers are certified to perform first aid. Their vehicles carry automatic electronic defibrillators, so they can provide help in a medical emergency while the ambulance is on its way.

Our security team is also trained to handle fires, building evacuations and criminal activity. As well, they manage building access and emergency alarm systems, so they’re a helpful point of contact if you have been locked out of your building.

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.

The Redfern bus service does not operate on weekends, public holidays or during the Christmas shut-down period.

Click here to view the bus route.
Parking


Click on the above page and go to ‘casual parking on Camperdown/Darlington Campus’ for casual parking rates. Postgraduate students are eligible to apply for certain types of parking permits for a fee. For prices and details regarding the parking permit are also listed on this page.

To apply for a parking permit, go to: https://parkingpermits.sydney.edu.au/

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

Careers Centre

http://sydney.edu.au/careers/

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

- Employability skills through workshops
  (http://sydney.edu.au/careers/student_events_workshops/workshops/)
- plan careers (http://sydney.edu.au/careers/career_advice/)
- look for work (http://sydney.edu.au/careers/finding_jobs/)

Careers services and activities for higher degree research students:
http://sydney.edu.au/careers/student_events_workshops/higher-degree-research-students.shtml

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.

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 centre contact details: http://sydney.edu.au/careers/about/index.shtml

Employment

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:

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.ussyd.edu.au/careers/student/jobs/jobsubscribe
Sydney Talent

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.


ICT (Information and Communications Technology)

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

The ICT Helpdesk (http://sydney.edu.au/ict/student/get-help/index.php) 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?
(keywords: office phone, office voicemail)

ICT Access Labs

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

A list of access lab locations is available from: http://sydney.edu.au/ict/student/locations/city-campus.shtml

The two centres you will most likely use are:
Fisher Access Lab
Level 3, Fisher Library - F03
Eastern Avenue
Camperdown Campus

Education Access Lab
Room 232, Education Building A35
Camperdown Campus

For opening hours of the access labs click here: http://sydney.edu.au/ict/student/locations/city-campus.shtml

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 of 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.

Virtual Private Networking (VPN)
https://staff.ask.sydney.edu.au/app/answers/detail/a_id/519/kw/VPN/session/L3RpbWUvMTQzNjMxMDc2Ni9zaWQvTTRCWXRPcW0%3D

What is a Virtual Private Network (VPN)?
A Virtual Private Network (VPN) provides individuals secure access to the University network.

When you launch the VPN client on your computer, you use your UniKey credentials to establish a VPN connection. This allows the University network to recognise you as staff or a student and allow your personal computer or mobile phone to establish a virtual connection to the network.

The connection is also private; the VPN client acts like a “tunnel” so the data that is passed between your computer and the University network is not seen by other users of the Internet. This is why a VPN connection is required for you to access University resources (such as certain file servers) that are not normally available to visitors.

Why do I need a VPN client?
You need a VPN connection when you are off-campus and need to access a resource (such as a database or a file server) that is only available if your computer is on the University network.

Some University resources are restricted so that only people who are using the University network are allowed access. For example, the Library website contains links to databases that can be accessed from a University computer for free after you have logged in using your UniKey. The same resource may not be available to visitors.

Click here for instructions on how to install VPN client:
https://staff.ask.sydney.edu.au/app/answers/detail/a_id/519/kw/VPN/session/L3RpbWUvMTQzNjMxMDc2Ni9zaWQvTTRCWXRPcW0%3D

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.

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 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.
**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](http://fdp.edsw.usyd.edu.au/users/rgallace))

**University Scholarships Office**


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/](http://sydney.edu.au/scholarships/research/)


**Scholarships for international students**


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.
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;
- \textit{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.

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.

Theory workshops
AARE invites early career researchers and higher degree research students to attend one (or more) weekend/s of research/theory workshops, which are organised collaboratively with the universities that provide the venue. The workshops provide opportunities for participants:

- to be immersed in theory
- to consider how theory applies to their research
- to engage in discussions with – and to learn from – experienced researchers/experts in the field.

Click here for further details: http://www.aare.edu.au/pages/events.html
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  
http://www.acspri.org.au/courses

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

1) ACSPRI Summer Program
The Summer Program is offered in January each year, and is currently conducted at the Australia National University, Canberra 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, at the University of Queensland and/or the University of Western Australia.

3) ACSPRI Spring Program
The Spring Program runs for one week in September/October – usually 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  
http://www.tandfonline.com/loi/rept20#.VsaBz-YYEXg

PESA also publishes Educational Philosophy and Theory (EPAT), a leading journal in philosophy of education.

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.
If considering using an editor to read your thesis, please ensure you discuss your plans with your supervisor and provide your editor with a copy of the University’s Thesis Submission and Examination Procedures 2015. 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>
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<th>Editor Name</th>
<th>Telephone</th>
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<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:kshanthome@gmail.com">kshanthome@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>Christina Houen</td>
<td></td>
<td><a href="mailto:christina@perfectwordsediting.com">christina@perfectwordsediting.com</a></td>
<td>Refer to <a href="http://www.perfectwordsediting.com">www.perfectwordsediting.com</a></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>
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</table>
| Paul Taylor          |               | paultaylor555@yahoo.com       | $1 per 50 words
$1 per 40 words (if 50 pgs or less)                                              |
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.

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<tr>
<td>Cristine Beato</td>
<td><a href="mailto:kshanthihome@gmail.com">kshanthihome@gmail.com</a></td>
<td></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)</td>
<td><a href="http://www.crisbeato.com">www.crisbeato.com</a></td>
</tr>
<tr>
<td>Jodie Cawood</td>
<td><a href="mailto:jodie_cawood@ozemail.com.au">jodie_cawood@ozemail.com.au</a></td>
<td>02 6775 8558</td>
<td>$45 per hour of transcription</td>
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<tr>
<td>Lea Hazelton</td>
<td><a href="mailto:leahazelton@iprimus.com.au">leahazelton@iprimus.com.au</a></td>
<td>0403 989 411</td>
<td>$32 per hour</td>
<td></td>
</tr>
<tr>
<td>Lei Cameron</td>
<td><a href="mailto:UniqueLei@bigpond.com">UniqueLei@bigpond.com</a></td>
<td>9810 6704</td>
<td>$28 per hour + GST</td>
<td></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.
**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>Website</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officeworks</td>
<td>1 Ross St</td>
<td>8572 8300</td>
<td></td>
<td><a href="http://www.officeworks.com.au/">http://www.officeworks.com.au/</a></td>
<td>Mon – Fri, 7am – 9pm, Sat 8am – 7pm, Sun 9am – 7pm</td>
</tr>
<tr>
<td>Publish Partner</td>
<td>Level 2, Services Building</td>
<td>9036 6170</td>
<td><a href="mailto:upms.info@sydney.edu.au">upms.info@sydney.edu.au</a></td>
<td><a href="https://www.publishpartner.com.au/">https://www.publishpartner.com.au/</a></td>
<td>Mon – Fri 8.30am to 5pm</td>
</tr>
<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></td>
</tr>
</tbody>
</table>

*Approx price on A0 230gms photo paper/PVC – $100 + delivery/postage

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

Discounts apply for additional prints

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


Activities on campus


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: [http://sydney.edu.au/stuserv/child_care/](http://sydney.edu.au/stuserv/child_care/)

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


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. [http://sydney.edu.au/stuserv/disability/](http://sydney.edu.au/stuserv/disability/)

Financial Assistance Service, helping your through financial difficulties. The University of Sydney has a number of loan and bursary funds to assist students who experience financial difficulties. This assistance is not intended to provide ongoing income support or payment of fees but to help in emergencies and to supplement other income. [http://sydney.edu.au/stuserv/financial_assistance_office/](http://sydney.edu.au/stuserv/financial_assistance_office/)

University Health Service offers experienced general practitioner (gp) and emergency medical care services to all members of the University community: students (undergraduate and post graduate), staff, families, friends, visitors, employees or other organisations on campus and former students and staff. [http://sydney.edu.au/health-service/services/index.php](http://sydney.edu.au/health-service/services/index.php)

Indigenous support: The Koori Centre provides a fully equipped computer laboratory, photocopying facilities, research library, a tutorial room for study and a student/staff common room with full kitchen facilities. [http://sydney.edu.au/koori/](http://sydney.edu.au/koori/)

We provide alternative entry, assistance and support to all Aboriginal and Torres Strait Islander students throughout their university journey. From admissions to graduation - including pastoral care, advocacy support, mentors and faculty staff, we can also provide referrals and tutorial assistance. Click here for further details [http://sydney.edu.au/study/academic-support/aboriginal-and-torres-strait-islander-support.html](http://sydney.edu.au/study/academic-support/aboriginal-and-torres-strait-islander-support.html)

International Student Support Compliance officers provide support to international students on issues related to student visas, scholarship and general academic progression. [http://sydney.edu.au/study/academic-support/support-for-international-students.html](http://sydney.edu.au/study/academic-support/support-for-international-students.html)
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.

Learning Centre provides resources for students to build and extend the skills they need for study and research at university. http://sydney.edu.au/stuserv/learning_centre/
Workshops for postgraduate research skills include:
- Preparing a Thesis Proposal
- Writing a Literature Review
- Overview of a Thesis
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.

Maps directory provides you with a complete directory of University buildings and campuses, including map locations and references http://sydney.edu.au/maps/ (keywords: orientation, building directory, campus directory)

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
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

Safety Health and Wellbeing provide information, advice and support to help you manage the health and safety risks associated with University activities. http://sydney.edu.au/whs/

Showers for student use are available on level 3, Education Annexe 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/

Student Affairs Unit administers the University student appeals process and provides information and advice to faculties and students about all aspects of student appeals, misconduct and plagiarism.
http://sydney.edu.au/student_affairs/ (keywords: student discipline, student misconduct, students at risk, academic appeals, discipline appeals)