

Survival Guide for Postgraduate Research Students

School of Public Health

University of Sydney

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Welcome to the School of Public Health (SPH). We hope that the information in this guide will make it easier for you to figure out where to find things, what you need to know, how things work in the School and who to contact if you need more information.

This document contains a lot of information. An alphabetical list of subject headings follows. But if you only read one thing, we think this should be about emails so please read that chapter.

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1. A desk and computer of your own

If you would like to be based in the Edward Ford Building, your supervisor needs to speak with the School's Executive Officer [Alison Birt](#) (phone 9351 4367) and she will endeavour to find you a desk to work at. Please note that there are limited desks in the Edward Ford Building, and while every effort will be made to accommodate your request, we cannot guarantee you a desk of your own. If you are not based in the Edward Ford Building see your supervisor to organise space.

If you're lucky enough to have a desk in the School please contact [IT Helpdesk](#) (phone 2 9351 6000) to organise a computer.

2. Account codes

If you are part of a project you may require an account code to pay for various items that you need such as postage, stationary etc. Contact [Wendy Lac](#) (phone 9114 0696) to get the appropriate code. If you are on a scholarship you will also have an account code for your scholarship account, which you will need if you have to make any enquiries to the accounting department. Make a time to see Wendy, take your scholarship paperwork and she will sort out an account for you.

3. After dark on campus

SECURITY SERVICES EMERGENCY NUMBER (all hours) 9351 3333

Security service inquiry number (all hours) 9351 3487

Freecall (all hours) 1800 063 487

You do need to be careful on campus after dark, particularly if you are a woman as there have been a number of assaults over the years. The website of the [University Security Service](#) contains a range of information to help you stay safe, including maps of preferred pedestrian routes (better lit and busier)

and locations of emergency buttons and telephones to allow quick contact to security on campus.

The website also has the timetable for the [security bus](#) that runs regularly to Redfern station. If you work later than the security bus (about 9.30 or 10pm) you can call the security service on 9351 3487 to get someone to escort you to your car or to public transport.

4. Annual Progress Interviews

Each year staff representatives of the School interview all enrolled postgraduate research students regarding their progress. The purpose of the interview is to give all students the opportunity to discuss any difficulties they may be having with any aspect of their research. This could cover time management, obtaining data for interviews with research subjects, data analysis, progress in writing drafts of chapters, access to supervisor and associate supervisor, and the quality of the relationship with the supervisors. It is not intended to be a technical or detailed review of your research. Further information is available from: <http://www.medfac.usyd.edu.au/current-students/policies-forms/research.php#annual>

5. Appeals

There is a formal process for making appeals if you feel that you have been unfairly treated during your candidature. Details can be found at the SUPRA website - <http://www.supra.usyd.edu.au/>

6. Books for your project

The University Co-operative Bookshop offers discounts to members after you pay a one off, small, joining fee (but be warned - paying with a credit card seems to invalidate this right!). The bookshop is on Darlington Campus (on

the other side of City Road), and they can order in specialised titles, although this can get a bit difficult around undergraduate enrolment time. Their number is 9351 3705 / 9351 2807 and their email webhelp@coop-bookshop.com.au. The exemplary services of Gleebooks, with a wide range of academic titles, are available on Glebe Point Road if you're in a hurry and want to pay full price. <http://www.gleebooks.com.au/>

7. Buddy System

The buddy system is basically a system whereby students in the Edward Ford Building can be introduced to the people that matter and be shown your way around rather than having to work it all out for yourself. Please contact [Susan Martinez](#) if you would like a buddy.

8. Bulletin boards

There are a number of departmental bulletin boards which post information about research projects, seminars, conferences, departmental publications and units of study. The bulletin boards are located in the Edward Ford Building: there are two on Level 2 (in the student common room and in the hall near the Marjorie Oldfield Lecture Room) and at least five along the corridors on Level 3.

9. Casual tutoring and other employment

Tutors are occasionally required for subjects such as epidemiology, biostatistics, health promotion and health economics. If you are interested and feel that you have time and the necessary expertise, contact the course coordinator to see if there are any openings for you. Other staff sometimes need short-term research assistants and will send messages by email or put notices up in the School. Asking around often works too.

There are restrictions on the number of hours of paid work for students on scholarships. The DEST guidelines indicate that full-time PhD students on scholarships may work up to a maximum of 20 hours per week, subject to agreement by the Head of the School who should feel that your work will not interfere with your ability to complete your studies in a reasonable period of time. You should discuss this issue with your supervisor. If you do find casual work within the School, the hiring staff member should provide you with the necessary paperwork to complete. Alternatively see [Alison Birt](#) , Executive Officer, to obtain the necessary paperwork.

10. Changing address

If you change your address there are a number of people you need to notify:

- students records (the student centre, Madsen Building)
http://www.usyd.edu.au/current_students/student_administration/forms.shtml or go through MyUni
- the Faculty (David Baxter, applypg@med.usyd.edu.au, Edward Ford Building)
- the pay office. You need to notify them in writing by giving them both your scholarship pay code AND your pay code for any casual part-time work you do such as tutoring.

11. Compulsory postgraduate seminars

All newly enrolled research students are required to attend **at least six** out of eleven postgraduate seminars on issues relevant to their research candidature. The full program of core seminars will be held every year. Participation in the seminar program will be considered as part of a student's probation assessment.

Full-time students: are required to attend six seminars over the first two years of enrolment.

Part-time students: must attend six seminars over the first three years of enrolment.

Each seminar will be followed by refreshments and provides an opportunity to socialise with your fellow students. A list of 2010 seminars:

<http://www.health.usyd.edu.au/current/research/PGSeminarSeries.pdf>

12. Computer Hot Desk

For students based off-campus, computers can be accessed in either the computer lab (room 331) or in the Library.

If you need access to an on-campus computer after hours, you can arrange for a security card from the Student Office.

13. Computer Support Staff

All the School's IT services are managed by ICT (Information & Communications Technology), and they provide a wide range of technology-based services to support University staff and students.

The Helpdesk number is +61 2 9351 6000. Please select option 4 – support for Faculty of Medicine staff and students. The Phone lines are staffed from: 8:00am to 9:00pm AEST Monday – Friday. By email the Helpdesk can be contacted by email at ict.helpdesk@sydney.edu.au. They will endeavour to reply as soon as possible. However, due to the high volume of messages being received, a delay of a number of days may be experienced before a reply is sent. For urgent matters, it is recommended that you call the number above.

The Helpdesk fax number is +61 2 9351

14. Computer & Software Policy

The University of Sydney policy on computers and software for research students is available from

<http://www.health.usyd.edu.au/current/policies/index.php>

15. Concessions: make that student card work for you!

A common downside of being a postgrad student is surviving on ridiculously small amounts of money, so take advantage of one of the upsides: having a full-time student card which gets you cheap stuff. You can get concessions on public transport, entertainment and such, a benefit which you tend to forget about if you've been a fulltime worker for a while.

The student union also sells theatre and movie tickets at super-cheap prices throughout the year. You can save up to \$5 on cinema tickets at Greater Union and Hoyts and get up to 70% off tickets to shows from major theatre, symphony, opera and dance companies. Discount tickets can be purchased from the Union's ACCESS Office, Level 3 Wentworth Building or by calling ACCESS on 9563 6103.

16. Conferences - how to find 'em and how to afford 'em

If you want to be a career researcher you need to start practicing your conference presentation skills. Your supervisor should be able to alert you to the conference's most relevant to your area of interest. Conferences will also be advertised on the School's bulletin boards, via email lists, and on websites.

You can also contact the School's Research Support Officer ([Susan Martinez](#)) who has a list of websites where you can search for conferences relating to public health and/or your specific area of focus.

17. Coursework for research students

You should discuss appropriate coursework with your supervisor. Undertaking coursework within the School does not cost any extra money for research students* (conditions apply); outside the School you are likely to have to pay.

Please read the "[Research students undertaking coursework policy](#)" document and complete the appropriate form.

It is your responsibility to ensure that you are correctly enrolled in any subjects you want to be credited for. Always check your Confirmation of Enrolment form to make sure the subjects you are doing are noted. The University computer does make mistakes so don't be complacent!

18. Databases - public health & medical

Medline, Web of Science, CINAHL, Psychinfo, Social Science Index and other relevant databases are available via the library webpage if you are connected to the University server. You may also access them via computers in the libraries, along with many other databases. If you are off campus, it is also possible to dial in from your own office computer. The Burkitt-Ford Library has the forms you need to fill in to get access to this service, but you will probably also have to speak with ICT (Ph: 9351 6000, select option 4, or email ict.helpdesk@sydney.edu.au) to make sure your computer is hooked up correctly.

Other databases are also available, including Cochrane reviews and internet journals. You can also set up access from home; details are available from the Library

The Medical Library is located on Level 3, Bosch Building D05, Western Avenue. Your librarian is Michelle Harrison: her telephone number is 9351 4364 and email: <mailto:m.harrison@library.usyd.edu.au>

Access to several useful databases for approved users and information about how to use them is also available from the School's website at:

<http://www.health.usyd.edu.au/current/research/resources/index.php>

19. Doorlock combinations

There are a few doors that you will need a combination to: in particular, the doors which have photocopiers and printers behind them (there's nothing more frustrating than finishing that important paper at 5.45 and realising you can't put it in the Express Post because it's locked in the printer room).

Obviously we can't post the numbers here - see [Susan Martinez](#) (room 313) to get the relevant codes and one dark night you will be thankful. (NB: Supervisor approval may be required).

20. Email

Email is your lifeline, a key source of information and just about the only means the Research Support Officer and Student Representatives have to get in touch with you.

Email the ICT (Ph: 9351 6000, select option 4, or email ict.helpdesk@sydney.edu.au). This is even more important if you aren't based in the Edward Ford Building, as email can be a great way of keeping in touch and preventing you from becoming isolated. University web-based email accounts are also issued at enrolment. You can find information about your free email account and other services from:

<http://www.usyd.edu.au/ict/switch/index.shtml>. Emails can be forwarded from your University account to other email accounts.

IF YOU USE AN EMAIL ACCOUNT OTHER THAN YOUR UNIVERSITY OF SYDNEY ACCOUNT, PLEASE MAKE SURE THAT YOU REDIRECT YOUR UNIVERSITY EMAIL ADDRESS TO YOUR OTHER ACCOUNT. OTHERWISE, YOU WILL MISS OUT ON VITAL INFORMATION!

It's very simple. To divert your University email address to other email addresses that you check regularly, go to:

<http://mailopts.ucc.usyd.edu.au/mailopts.cgi>

and follow the instructions.

If you don't have web access outside of the School at present you can set it up via an extro account (not free but low rates): there's more information about this at the [IT Assist website](#).

20.1. Email broadcast lists

There are a few different email lists in the School. Having your email added to one/some of these lists keeps you in the loop of new developments. Basically there are four you need to be aware of:

20.1.1. Research Student's Broadcast List

(research-students@health.usyd.edu.au)

This is the **absolute must-be-on** list. Make sure your university email address is on it and check with your research student mates to make sure you're getting the emails (you can never be too sure). Feel free to send to it - anything from cries for help to invitations to drinks after work are appropriate. To check if you are on the list contact [Susan Martinez](#)

20.1.2. School Broadcast List

(sph-a27@health.usyd.edu.au)

This list has all the e-mail addresses of all SPH students and staff based in the Edward Ford Building and is generally used to advertise general administrative issues as well as farewell morning teas and such. If you are allocated a desk within the Edward Ford Building (A27) ask [Susan Martinez](#) to add you to this list.

20.1.3. Everyone in Public Health

(everyone@health.usyd.edu.au)

This list includes everyone based in A27, all academic, research and general staff that are located off site, and all enrolled research students. This is a seriously large number of people. You will automatically be on this list if you are on the research-students list. However you probably **don't** want to send to it. Before you do, think carefully. For example, ask yourself whether the Australian Centre for Agricultural Health and Safety in Moree need to know that there's cake left over from morning tea in the common-room fridge in Sydney - the answer is probably no.

20.1.4. Researcher's Broadcast List

(research@health.usyd.edu.au)

This list has all the e-mail addresses of all the research staff at SPH.

Further information about how to use email lists is available from:

<http://www.health.usyd.edu.au/staff/it/help/emaillists.php>

21. Emergencies

The Security Service is involved in maintaining the protection of personnel and security of property on campus. To contact Security in an emergency call 9351 3333. The Security website is at <http://www.security.usyd.edu.au>

Familiarise yourself with fire and other emergency procedures on:

http://www.usyd.edu.au/risk/ohs_manual/emergency/help.shtml

and make a mental note of fire extinguisher, hydrants and emergency exits near where you work. The Edward Ford Building has a fire alarm. When you hear this you should leave the building immediately via the nearest emergency exit.

22. Ethics Committee

Approval for research involving humans needs to be obtained from the University Human Research Ethics Committee (HREC). Details regarding how to apply are on the HREC website

http://www.usyd.edu.au/ethics/human/general_information. Here you will find application due dates (it is always a good idea to call and confirm these), meeting dates (you should receive correspondence from the committee within about ten days of the meeting), application form with instructions, sample documents (very useful if you've never written an information sheet before) and answers to some frequently asked questions.

We also highly recommend you attend the 'Ethics and Ethics committees' postgraduate research seminar held during the year:

<http://www.health.usyd.edu.au/current/research/PGSeminarSeries.pdf>

Things you should know about applying for human ethics approval:

1. You **CANNOT** start your research until you have ethics approval from all the relevant ethics committees.

2. Student applications are given priority.

Please make sure you clearly indicate that your application is a student application (write this on the front page of the application or in a cover letter).

3. Confirm the closing date with the ethics office (Telephone (02) 8627 8171 or (02) 8627 8172).

4. Help with completing the application form

The latest version of the human ethics form is available from:

<http://www.usyd.edu.au/ethics/human/documents/docs.shtml>

If you are unsure how to complete sections of the University HREC ethics application form to do with data security, human rights, ethical issues, and protection of privacy, contact one of the Human Ethics staff members:

NAME	EMAIL ADDRESS	TELEPHONE
Marietta Coutinho	mcoutinho@usyd.edu.au	8627 8176
Patricia Engelmann	p.engelmann@usyd.edu.au	8627 8172
Kala Retnam	kretnam@usyd.edu.au	8627 8173
Portia Richmond	p.richmond@usyd.edu.au	8627 8171

Alternatively check the "NHMRC Statement on Ethical Conduct in Research Involving Humans"

(<http://www.nhmrc.gov.au/publications/synopses/e35syn.htm>). You can also read a very useful guide to surviving the research ethics review process by Maureen Fitzgerald, a former Lecturer with the University. It is available from: http://www.health.usyd.edu.au/research/Ethics_Fitzgerald.pdf

5. Obtaining approval from more than one ethics committee.

If you think you may need to obtain ethics approval from more than one committee, talk to Dr Rebecca Halligan, Director of Research Integrity

r.halligan@usyd.edu.au. Phone: +61 2 8627 8502 / Fax: +61 2 8627 8145.

She can help you sort out who you need approval from and in what order to submit your applications.

If you are dealing with multiple ethics committees and one or more of these committees make conflicting requests, contact the Director of Research Integrity, Dr Rebecca Halligan.

6. With some scholarships you need to get ethics approval (or at least have submitted your proposal to the relevant committee) before payment can start. If it will take some time to get ethics approval (for instance if you need to spend 6 or 12 months developing a study protocol) it may help to talk to the Scholarships Office; if you document your circumstances they may be able to forward the information to your funding body.

7. Complaints

Any complaints concerning human research should be addressed to Dr Rebecca Halligan, Director of Research Integrity. Members of the University are assured of their right to voice their concerns in relation to such ethical matters without jeopardising their employment/enrolment.

If you have any problems with the University HREC that you do not wish to approach the committee about, you can talk to Warwick Dawson (Telephone (02) 8627 8100; Email: warwick.dawson@usyd.edu.au) or Simon French, Director, Graduate Studies Office (Telephone (02) 9114 0885; Email gradstudies.office@sydney.edu.au).

Approval for research involving Animals needs to be obtained from the University Animal Ethics Committee (AEC). Details regarding how to apply are on the AEC website

<http://www.usyd.edu.au/ethics/animal/welcome/welcome.shtml>

23. Fax code

If you need to receive a fax, the School fax machine is located in the photocopier room on level 3. The School's fax number is: (02) 9351 7420 (or 61 2 9351 7420 if sending a fax from overseas). There are trays set up in this room to hold received faxes –if you are likely to need to have faxes sent to you in the Edward Ford Building, just add your name to one of the existing lists above the trays.

24. Fees

Information on 2010 fees for research degrees, and associated costs, are available from:

<http://www.health.usyd.edu.au/current/research/scholarships.php>

25. First aid

If you require First Aid assistance, please go to the student office (Room 329) and they will locate a First Aid officer in the Edward Ford Building.

26. Grant schemes

The School Research Committee administers a range of research grants to support research students. These include:

- University's Postgraduate Research Support Scheme
- Research Student Grants Scheme
- Collaborative Research Student Scheme
- Guest Visitor Scheme
- Remote student grant scheme
- Faculty of Medicine grants

26.1. University's Postgraduate Research Support Scheme

This scheme was introduced by the University to provide direct support for currently enrolled postgraduate research students. Under the scheme, funds are allocated to Schools or Departments 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 or Department.

Further information, including criteria for applications, will be emailed to all research students via the Research-Student broadcast list **well in advance of closing dates** - when the applications open (generally around April/May). For further information contact [Susan Martinez](#). Students must understand that this scheme is competitive and highly sought after and should not assume that their applications will automatically be successful.

26.2. Research Student Grant Scheme

The purpose of this grant scheme is to provide research students with funding for items that are essential to their research candidature. It is intended to support research students who are faced with research-related expenses that they personally must pay for during their candidature and is not intended as additional support for research projects which are receiving support from the supervisor or his/her research group.

This scheme can be used to supplement funds awarded through the Postgraduate Research Student Scheme (PRSS) for expenses related to presenting at conferences or undertaking field work.

26.3. Collaborative Research Student Scheme

This funding scheme is available to support the work of collaborative research student groups within the School. These groups will be able to apply for funds, on a competitive basis, to support their operations. Funding may be provided for items such as payment of honoraria for guest speakers, domestic airfares, taxi fares etc.

26.4. Guest Speaker Scheme

Funds are available for international or local (ie within Australasia) guest speakers to run a 2-3 day course on topics of interest to students and staff. Members of the School are asked to nominate people and courses they are most interested in. Nominations will be taken from individual academics as well as from groups of research students, providing they have the support of an academic member of staff. Funds will be awarded on a competitive basis.

26.5. Remote student grant scheme

This scheme is specifically for remote students whose supervisors are based in Sydney. This scheme will provide up to \$1,000 per student per year to help with the costs associated with meeting face-to-face with your Sydney-based supervisor or to attend training courses not available locally.

26.6. Faculty of Medicine grants/awards

The Faculty of Medicine offers a number of grant schemes/awards for postgraduate students, a number of which can be applied for by public health students. For more information on these schemes, please visit the Faculty's website: <http://www.medfac.usyd.edu.au/scholarwards/index.php>

27. Handbook of Public Health Methods

People doing Public Health PhDs who have come from other disciplines will find this book can be a useful orientation to public health culture. It's a local product, having been authored mostly by SPH staff as a resource for Master of Public Health students. It's in the library or available from the bookshop. The reference is: Kerr C, Taylor R, Heard G (Eds). *Handbook of public health methods*. Sydney : McGraw Hill, 1997.

28. HECS exemption

If you are an Australian resident you may be eligible for a HECS exemption scholarship from the University. For more details visit:

<http://www.goingtouni.gov.au/Main/FeesLoansAndScholarships/Postgraduate/CommonwealthSupportForYourPlaceAndHECS-HELP/Default.htm>

29. Institute for Teaching and Learning

This institute (formerly the Centre for Teaching and Learning) runs courses aimed primarily at academics, but also offers courses for students.

Carslaw Building

Phone 9351 3725

Fax 9351 4331

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

30. Intellectual property

Intellectual property is an important issue in postgraduate research. There's information about Universities policy on the website

http://www.usyd.edu.au/handbooks/postgrad_hb/05_intellectual_prop_auth_copy.shtml

Basically you have intellectual property rights to the work you do as a postgraduate - they are yours until you sign them away, which is something you should not do without legal advice. Act quickly on any concerns you have about IP rights: delay can alter your legal position.

For University policy on IP, see

http://www.usyd.edu.au/calendar/04_10_intellectual_prop_rule.shtml

31. International Students Information

General information for international students is available at:

<http://www.usyd.edu.au/internationaloffice/student/current.shtml>

32. The IT Committee

This committee of the SPH takes care of - you guessed it - IT services.

Obviously this is something we can't do without. The student representative for 2009 is Erin Mathieu (erin.mathieu@sydney.edu.au) If you have an IT concern, please let Erin know and she will raise it at a meeting.

33. Keys

If you have been allocated a desk in the Edward Ford Building and need room keys, please contact [Susan Martinez](#) (room 313). Remember to take photo identification with you if you need to collect keys from campus security (service building G12, 2nd floor, cnr of Codrington and Abercrombie Streets -- see [map](#)).

34. Koori Centre

The Koori Centre aims to:

- Support people of Aboriginal and Torres Strait Islander descent
- Increase the successful participation in undergraduate and postgraduate degrees
- Develop the teaching of the Aboriginal Studies, and
- Conduct research in the field of Aboriginal education and to establish ties with schools and communities

They have a number of units operating to achieve their aims and they work closely with the School of Indigenous Health Studies Yooroang Garang. Visit their web site at: <http://www.koori.usyd.edu.au/>

35. Learning Centre

The Learning Centre offers very useful courses and workshops for post-graduate students. The Centre recommends a timetable of courses according to the stage you are up to in your research. The courses include:

- Preparing a Thesis Proposal
- Preparing for Postgraduate Study (Research)
- Overview of a Thesis
- Writing a Literature Review
- Writing up Research
- Introductions, Conclusions and Abstracts
- Writing a Journal Article

The services of this centre are FREE. They also provide courses for students who do not have English as a first language.

Level 7, Education Building (behind Manning House)

Phone 9351 3853

Fax 9351 4865

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

36. Library and Interlibrary Loans

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

The Medicine Library is located on Level 3, Bosch Building D05, Western Avenue. When you enrol you will get a library card which you need to get laminated at one of the enrolment centres around the University (remember to take a passport size photo of yourself). The library has on-line catalogues, databases, details of the other University libraries, most public health journals and just about everything else you need. The head librarian is Michelle Harrison, and all of the library staff are very helpful. A card system is used for printing and photocopying. Cards are available from the Library photocopying room. You should register your card so that if it is lost or stolen, any remaining credit can be transferred to a new card (which you'll need to buy).

36.1. Collection of library materials

Photocopies of journal articles received by Medicine library from other Sydney University or Australian libraries are held in a tray in the Medicine library and requestors automatically receive a "please come and collect" email from the library system. The library will send these photocopies to distance education students and off-campus staff provided they type "send to<*their mailing address*>" in the "Other information field" of every electronic request form they submit.

If the library receives articles as PDFs from other libraries, they will put them on the Fisher Library server and email you a login and password for that server. You have 14 days from the date of that email to open the documents and documents can only be opened twice. After 14 days or two viewings, these PDFs will automatically be deleted for copyright reasons.

If off-campus students would like to have books and hard copy journal articles delivered to off-campus locations, they can nominate their closest library as their home library. Note that articles on special reserve cannot be taken out of the library at all, and articles that have been ordered as inter-library loans must be collected from the library that they were ordered from.

Students who need to use special reserve or collect inter-library loans regularly may choose to register with libraries that have longer opening hours - e.g. the Medical Library is open six days a week and Fisher is open seven. Books and hard copy journal articles ordered through the Medical Library may be delivered to teaching hospitals of the University of Sydney (Nepean, Westmead, Concord, Royal North Shore) but not to RPAH as it is so close to the main campus.

If you have any queries about these issues, or would like to change your nominated home library, please email Michelle Harrison directly (M.Harrison@library.usyd.edu.au)

Phone: 9351 4363

Fax: 9351 7125

36.2. Extension of borrowing rights

The University Library has now produced a form for supervisors to use to request an extension of borrowing rights for research postgraduates once they have submitted their thesis but need to borrow Library material while they finalise amendments to the thesis. The form is available on the Library website: http://www.usyd.edu.au/card_centre/applications/temporary.shtml

If you would like your borrowing privileges to be extended once you have submitted your thesis, we suggest you print this form off and ask your supervisor to sign it.

37. Literature

"How to get a PhD: a handbook for students and their supervisors" by Estelle M. Phillips and D.S. Pugh (Open University Press, Buckingham, Philadelphia, 3rd edition, 2000) is highly recommended reading. It helps you get through those days (or months) when you feel like your project isn't original enough, or you think you're too stupid to do a PhD (don't worry, it happens to everyone), or you just don't feel like you are getting anywhere. It is also invaluable in helping you structure your time and plan your research. Of course, if you really are having trouble you should see your supervisor, the postgraduate coordinator, Associate Professor Susan Quine, or a student representative.

There is also a handy publication published by the Learning Assistance Centre called "Writing a thesis proposal" by Henrike Korner. It only costs \$2 and is available from their office. See under Learning Assistance Centre.

The Faculty's Handbook

http://www.usyd.edu.au/handbooks/handbooks_admin/medicine.shtml

contains lots of information about candidature generally, and the SUPRA website contains an e-version of their 'Thesis Guide', which is updated every year. It is at http://www.supra.usyd.edu.au/Pub/Thesis_Guide.html and as well as being useful in its own right contains a list of 'how to get a PhD'-type titles in Appendix One.

38. Mail

Mail will arrive for you in the mailroom, room 129B, lower ground floor, Edward Ford Building. There is a list above the pigeonholes of where each person's mail goes. If you have a desk in the Edward Ford Building please ask the building attendant Graham Martin (room 312; phone 0421 058 032) to add your name to the list and to allocate you a pigeonhole.

The address to which your correspondents should send mail to is:

The School of Public Health

Edward Ford Building A27

University of Sydney NSW 2006

(note that the University has its own postcode)

39. Maternity/paternity leave

Scholarships generally include provisions for maternity or paternity leave - contact the [Research and Scholarships Office](#) if you need to know more.

40. Mathematics Learning Centre

If you are enrolling in *Introductory Biostatistics* and you haven't done statistics before, this centre runs a HIGHLY recommended [statistics bridging course](#). It is generally run in February- March and costs \$340. There are also free classes which run alongside our Introductory Biostatistics Course. These are well worth attending if you are feeling nervous about doing statistics.

Mathematics Learning Centre

Level 4 Carslaw Building

Phone: 9351 4061

URL: http://www.usyd.edu.au/stuserv/maths_learning_centre/

Email: mlc@mail.usyd.edu.au

41. Meeting people

It's important to meet other staff and students to keep your studies in context. Introduce yourself to the postgraduate student representatives and try to attend any activities that the student representatives organise. The School

also runs a compulsory postgraduate seminar program (see the section on compulsory postgraduate seminars for more information).

Several groups within the School run regular seminar programs. See <http://www.health.usyd.edu.au/news/seminars.php> for more information.

42. Occupational Health & Safety

Health and safety concerns or suggestions for improvement should be made directly to your supervisor or by contacting the Occupational Health & Safety Office <http://www.usyd.edu.au/ohs/index.shtml> Phone: 9351 4335)

43. Office Ergonomics

Information about office ergonomics (eg correct set up of equipment, exercises, restbreaks etc) is available from:

http://www.usyd.edu.au/risk/ohs_manual/ergonomics/ergoguide.shtml

44. Parking stickers

Post-graduate students may buy a parking sticker for approximately \$150 for the calendar year. This does not allow you to park on main campus until after 3pm, but does allow you to park on Darlington Campus, across City Road (near the Wentworth Building). Call traffic administration at the University Security Service for enquiries, phone 9351 3336. They are located in the Security Service building. Casual parking is also available at \$15 per day. Bring some change as the machines do not accept notes and watch out for the parking police if you go over time.

If you need casual parking permits for your project (you may be interviewing people on campus and paying their parking costs) they can be obtained from

our [Learning and Teaching Support Unit](#) (room 329; phone 9351 4366).

These will be charged to your project account.

45. Pay and the Pay Office

If you have a scholarship, part of your paperwork from the Scholarships Office should have been a form for the pay office. If you have filled in what you think are the appropriate forms, but money doesn't start arriving, it's quite possible that there has been confusion somewhere along the line. Contact the Pay Office or the Scholarships Office to sort out the problem.

Your contact person for pay issues if you are doing casual research or administration work is your supervisor in the first instance, otherwise speak with [Susan Martinez](#) if you are doing casual teaching in the department, eg tutoring, you will need to fill out a casual pay claim form for each session that you teach.

46. Phonebook

The Electronic Phonebook for the University is located at:

http://www.usyd.edu.au/staff/people_departments/directories/index.shtml. You can add yourself to this phonebook by following the instructions on the same page. You need to login using your extro account id and password to add or change your information.

47. Photocopy codes

See Susan Martinez in room 313 (phone 9036 5336) if you need to be allocated a code for school photocopiers within A27. If you have a scholarship, you may be able to claim any photocopying you do from the library from your scholarship maintenance allowance, but you will need to

keep receipts in order to claim. You should not, under any circumstances, use a photocopy code belonging to anyone else.

48. Postgraduate Coordinator (Research)

School postgraduate coordinator for research students in 2010 is Associate Professor Susan Quine. This involves being available to offer advice and guidance to thesis and dissertation students.

Associate Professor Susan Quine

Room 311, Edward Ford Building

Phone: 9351 4371

Fax: 9351 7420

sueq@health.usyd.edu.au

49. Postgraduate Research Support Scheme (PRSS)

The Postgraduate Research Support Scheme is a competitive scheme open to research students. Eligible postgraduate research students may apply for grants from \$200 to \$1,200 for conference expenses, expenses in connection with the use of, or visit to use specialist facilities or to learn specialist techniques directly related to the students' research. Grants can may also be awarded for purchase of specialist books, periodicals, software or minor computer equipment that are essential to the students' research but are not normally available in the School. Up to \$2,000 - \$3000 is available for students to present their research at international conferences (conditions apply).

The scheme is administered by the School Research Committee and there are two funding rounds each year, providing funds are not fully expended in round one. Information is emailed to research students in April/May, so make sure you are on the correct emails lists.

For more information visit the Research Office website:

<http://www.usyd.edu.au/ro/training/prss.shtml>

or contact:

Susan Martinez

Phone: 9036 5336

Email: susan.martinez@sydney.edu.au

50. Printers and paper

Laser printers are scattered throughout the Edward Ford Building. If you get a room and computer set up in the building, check with ICT as to which is the closest printer to you. You should use the laser printers sparingly and be aware that the department has the ability to monitor your usage, so if you go overboard there might be questions asked. If a Level 3 printer is out of paper, go to Room 312 to pick up paper; if it's a printer on Level 1 contact the building attendant Graham on 0421 058 032.

51. Referencing software

The School has a site licence for EndNote bibliographic referencing software. EndNote is a software package which allows you to catalogue and search all your references. It is very handy as you build a large and often unwieldy collection of references from your literature searching over the years, and is available to all students in the School.

To download EndNote onto your system by following the instructions on the Library website:

<http://www.usyd.edu.au/ict/switch/newstudents/studentsoftware.shtml#endnote>

For students wishing to download results of Medline searches directly into EndNote, a tutorial is available from

<http://www.health.usyd.edu.au/current/research/endnote.php>

There's also training and on-line tutorials for many software and database packages available via Fisher Library - more information about this is available at their website <http://www.library.usyd.edu.au/skills/tutorials/>

52. Research and Scholarships Office

This office deals with all scholarship enquiries, applications for scholarships and ongoing matters relating to scholarships. All negotiation with your funding body should be dealt with by the Research and Scholarships Office. Don't be afraid to phone or write to your funding body if the information you are getting from the Research and Scholarships Office seems wrong. Always make sure that any information you get from the office is in writing and if you make phone enquiries, write down the name of the person that gives you the information.

Visit the Research and Scholarships Office website

<http://www.usyd.edu.au/su/reschols/>. This gives you information about current scholarships and research opportunities. You should also check the *Bulletin Board*, which is part of the campus newspaper *The University News*, available in union buildings.

Research Office

Level 6, Jane Foss Russell Building G02

The University of Sydney NSW 2006

Phone 61-2-86278111

research.training@usyd.edu.au

Opening hours 9am-5pm, Monday to Friday

53. Research in progress seminars

The Faculty of Medicine's Board of Postgraduate Studies requires that all newly enrolled research students must make a presentation **in their first year** of candidature, as part of their probationary period. The object of this mandatory presentation is to provide a forum for the development and support of research projects being undertaken.

In addition to this Faculty of Medicine requirement, the School of Public Health requires you to make at least one presentation per year of full-time study. This can be done at regular student meetings, at a student conference, at relevant professional meetings or at conferences beyond the SPH - talk to your supervisor about the best location for your presentation. Possibilities include the SPH seminar program, the SPH Research Presentation Day, and the Faculty of Health Sciences conference. Further information is available from: <http://www.health.usyd.edu.au/current/research/presentations.php>

53.1. Faculty of Health Sciences conference

The Faculty of Health Sciences holds a biennial conference at a desirable off-site location. All students within the Faculty are encouraged to present their research in progress at this event, and you should keep this opportunity in mind when considering the School's requirements for presenting your research in progress. The conference aims to bring together medical science researchers from all campuses and to promote collaboration. The next FoHS Conference will be held in the **second half of 2010**. Details will appear on their [website](#).

53.2. Research Presentation Day

The School holds a Research Presentation Day approximately every 18 months. This event provides an opportunity for research centres within the School to showcase their research and discuss research agendas with their colleagues in a social setting. The next event is due to be held in the second

half of 2010 and is aimed to provide research students with an opportunity to present their research in progress.

53.3. Cancer Research Network Scientific Meeting

The Cancer Research Network Scientific Meeting aims to give University of Sydney postgraduate research students, from all disciplines, the opportunity to present their research, share and discuss work within the student community, to hear about postdoctoral experiences, and to network with colleagues. Please check their website to find out when the next meeting will be held: <http://www.cancerresearch.med.usyd.edu.au/news/seminars.php>

54. Research Projects

A full listing of current and recent research projects conducted by members of the SPH is available from our website at:

<http://www.health.usyd.edu.au/research/projects.php>

55. Research students

A list of other SPH research student topics is available from:

<http://www.health.usyd.edu.au/current/research/topics.php> The best way to communicate with fellow research students is via the research-student email list.

56. Room booking procedure

If you need to book a room in the School for any reason, for instance tutorials, meetings etc, please complete the room booking form available at:

<http://www.health.usyd.edu.au/staff/admin/buildequip/index.php#room>

and deliver or email the completed form to [Room Bookings](#) in the Student Office (room 329).

57. School Research Committee

The SPH has a School Research Committee whose terms of reference include supporting and improving the research training of postgraduate students in the School. At least one student representative sits on this committee and committee minutes are made available on the intranet. The student reps on the committee do their best to act as a 'voice' for postgrad students and may occasionally canvass your opinion via calls or surveys. In 2010, your research student representatives are [Becky Freeman](#) and [Jacqui Webster](#).

58. Security

If you are based in the Edward Ford Building you will need a key or access code for your room (if you have one), and a security card to get into the building after hours. Please ask your supervisor to email the [Student Office](#) (room 329, phone 9351 5470) requesting that an access card be issued for you, and they will arrange this. Keys and cards will need to be ordered, and you will need to present yourself at the Security Service office (2nd floor, Services Building (G12), cnr Codrington & Abercrombie Streets- see [map](#)) with photo identification to collect them. They usually take about a week to arrive. Their phone numbers for key or card inquiries are 9351 5236 or 9351 5484.

See also above entry on **Emergencies**.

59. Sick leave

Scholarship students and staff are entitled to sick leave. Check your entitlements and use them if you need to.

60. SPH Seminar Program

The School of Public Health runs a regular seminar program during semester time. Topics cover a wide range of public health issues and presenters include our own academics and research students as well as interstate and international speakers. These seminars are held during lunch-hours, monthly, either in the Marjorie Oldfield Lecture Theatre or the Norman Gregg Lecture Theatre. Some seminars are videoconferenced to off-campus sites within the Faculty of Medicine, otherwise they are video-taped and uploaded to our website

http://www.videos.med.usyd.edu.au/seminars/public_health09/index.php

Research students are encouraged to attend. You will hear about these seminars through the research student email list.

Several other groups within the School also run seminar programs. Details of upcoming seminars are available from:

<http://www.health.usyd.edu.au/news/seminars.php>

61. Stationery & Postage

Please contact your supervisor with respect to this. If you wish for the School to order any office items for you, you will need to provide the relevant cost code for your research project. The School does not cover your postage costs, direct mail campaigns, stationary items, envelopes or other office materials. If you need these materials for your project, then you should apply for funding to Student Grant Scheme.

62. Student Files

You have a student file which you and your supervisor have the right to access. Talk to [Nicholas Strobbe](#) (9351 4365) or your supervisor if you want to access these records.

63. Student Handbooks

The 2010 School of Public Health student handbook is full of helpful information, particularly for those research students who will also undertake some coursework studies during their candidature. It is available from:

http://www.usyd.edu.au/handbooks/handbooks_admin/medicine.shtml

64. Student Representatives - postgraduate

Our student representatives are Erin Mathieu (IT matters) and Becky Freeman and Jacqui Webster (research issues). The School would like to encourage more students to get involved, so if you are interested, please contact [Susan Martinez](#).

Ms Erin Mathieu

Room 128c, Edward Ford Building, A27

Phone: 9351 5112

Email: <mailto:erin.mathieu@sydney.edu.au>

Ms Becky Freeman

Room 129A, Edward Ford Building, A27

Phone: 9351 7789, 0424-684-548

Email: becky.freeman@sydney.edu.au

Ms Jacqui Webster

The George Institute for International Health

Level 10, King George V Building, Royal Prince Alfred Hospital, PO
Box
M201 Missenden Road Sydney
Phone: 9993 4520
Email: jwebster@george.org.au

65. Supervision

The SPH has [guidelines for the supervision of research students](#) and a [guide for discussions between research students and their supervisors](#). It covers all the issues that may need to be discussed. The Faculty of Medicine has prepared [Guidelines for the Resolution of Conflicts](#) between postgrads and their supervisors, and the University's code of practice on supervision is available at:

http://www.usyd.edu.au/ab/policies/Supervision_PG_Rsch_Students.pdf

University of Sydney policy states that every research student must have at least one associate supervisor. Associate supervision has many benefits (such as providing alternative points of view, interdisciplinary strength and different skills) but can also create problems if it's not carefully managed (including conflict between personalities and research paradigms). As any PhD student will tell you, supervision is the linchpin of postgraduate research, so don't rush the formulation of your supervisory team. Talk to your primary supervisor about your ideas and how to best approach potential associate supervisors.

66. SUPRA (Sydney University Postgraduate Representative Association)

This organisation is concerned with the welfare and interests of postgraduate students. You are required to join SUPRA and fees are paid when you enrol. They do lots of useful things for post-graduate students such as the

production of a 'Thesis Guide' to help you with the practical aspects of thesis production: http://www.supra.usyd.edu.au/Pub/Thesis_Guide.html

This booklet contains lots of useful information about putting your thesis together, and also provides a long list of references about thesis writing and research skills.

From the SUPRA website you can submit an application to be put on the list for e-grad (a monthly newsletter which is being renovated at the time of writing - check the website for details), and the supra@postgrad listserver, which is an open listserver for postgrad students across the university, covering everything from politics to accommodation.

SUPRA also puts out a Postgraduate Survival Manual (http://www.supra.usyd.edu.au/Pub/Survival_Manual.html) which contains information on support services for students such as accommodation, the University Health Service, counselling, loans, childcare, the Koori Centre, international student services and just about anything else you might want to know. You should be sent a copy of this when you enrol. If not, contact them for a copy.

SUPRA brochures are also available from outside the School Student Office (room 329).

Building G10
Raglan Street (cnr Abercrombie Street)
Darlington Campus
University of Sydney

Phone: 02 9351 3715

Fax: 02 9351 6400

Toll free: 1800 249 950

Email: supra@mail.usyd.edu.au

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

67. Suspension of scholarships

It is possible to suspend your scholarship due to work or other commitments for a period of time. You need to write to the [Scholarships Office](#), who will forward your request to your funding body. The reason for suspension must be related to your study.

68. Telephones

To organise a telephone for your desk (if you have one), contact Susan Martinez (room 313, phone 9036 5336).

The University has two sets of prefixes for its phone numbers. Most numbers are in the form 9351 XXXX. To dial an internal university number (you can only do this within the University) you need to dial the last five digits, ie 1XXXX. The University has recently introduced other numbers which begin with 9036 XXXX. To dial these from an internal phone, dial the last five digits, ie 6XXXX.

To dial an external number, dial 0 to get an outside line, unless the call will last longer than 5 minutes, in which case you should dial 7 to get an outside line. This is because if you dial 0 local calls are charged by time, whereas if 7 is dialed first the calls are a fixed price. You won't get long distance or mobile access unless you specifically need it as part of your project. If this is the case, contact Maggie Atherton who will arrange an access code for you.

You can also dial 9 (from an internal phone) to get the University operator. If you are calling externally, the main switchboard number is 9351 2222. Make

sure you put your own entry in the University electronic phone book (details above under Phonebook) so external people can track you down.

Helpful information on what your phone can do for you is available from:

<http://www.health.usyd.edu.au/staff/it/index.php#phones> (password protected)

69. Thesis

The School of Public Health has a thesis guide available from:

http://www.health.usyd.edu.au/current/research/thesis_guide.pdf

The Faculty of Medicine has provided a useful summary of information on submitting a thesis on its website at: <http://www.medfac.usyd.edu.au/current-students/essential-information/research-students/submit-thesis.php>

SUPRA also publishes a thesis guide which has helpful information about styles etc: See the following link:

http://www.supra.usyd.edu.au/Pub/Thesis_Guide.html

70. Thesis by publication

If you are considering submitting a thesis consisting mainly of published papers, then you must read the [information available](#) from the Faculty.

The following link will take you to further information about completed theses by publication which are available from the Rare Books section of the Fisher Library:

http://www.health.usyd.edu.au/current/research/Publications_seminar_LI.pdf

71. Dates for thesis submission

Note that the last dates for submission of your thesis at the end of your candidature are:

Semester 1: the last working day of August

Semester 2: the last working day of March

If it looks like you will not make the deadline, you must apply for an extension. You will need your supervisors' support for this application and then email the postgraduate coordinator before the due date, stating the reason for the extension and the expected time of submission. If approved, you will need to re-enrol for another semester.

72. University Intranet

The [University's student intranet](#), called MyUni, enables you to access services like email, advertising space and coursework results. It provides the portal for logging into WebCT which is vital if you are undertaking any coursework units.

73. University Policies

The University has a page on its [website](#) devoted to University policies on just about anything you can think of. The aim of this page is to provide access to current policies, procedures and guidelines, and it is the first place to look if unsure about any University regulations.

74. Website

The School keeps its website as up to date as possible and you are urged to check out the information it contains. If you have any suggestions for improvements to the site, please email [Felicity Barry](#), the School's Marketing and Communications Officer.

75. Who's who

A list of current staff and their contact details is available from:

<http://www.health.usyd.edu.au/about/stafflist.php>