Survival Guide for Postgraduate Research Students

School of Public Health

University of Sydney

June 2016

Enquiries:

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Survival Guide for Postgraduate Research Students
School of Public Health, University of Sydney

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.

The guide is also available on the School’s website if you wish to access the electronic version to follow the links.  http://sydney.edu.au/medicine/public-health/current/research/resources/index.php

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1. Accommodation Service

Please visit: http://sydney.edu.au/current_students/accommodation/ as this website has information on accommodation both on and off campus, as well as specific advice to international students looking for accommodation. The service also keeps an accommodation database (access using your unikey login) where you can register to use the accommodation search function.

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

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. Speak to your supervisor to get the account code details.

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 and/or scholarships office.

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

Safety tips for every day

- in an emergency, always call 000
- walk in well-lit areas
- walk in groups/pairs
- report suspicious activity
- avoid parking in isolated areas
- keep valuables with you
- use our preferred pedestrian routes - the website of the Security Services contains maps of preferred pedestrian routes and locations of emergency buttons and telephones to allow quick contact to security on campus.

The University operates a free bus service on the Camperdown/Darlington Campus throughout the year, and on the Cumberland Campus during Orientation and teaching weeks. The free afternoon bus service runs approximately every 15–20 minutes between Fisher Library and Redfern train station. For more information: http://sydney.edu.au/current_students/transport_safety/campus-bus.shtml
4. **Annual Progress Interviews**
Each year staff representatives of the School interview all enrolled postgraduate research students regarding their progress. The interviews are a compulsory requirement for all research students. 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 and provide support and advice if needed. This could cover time management, obtaining data for interviews with research subjects, data analysis, progress in writing drafts of chapters, access to supervisor/s 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://sydney.edu.au/research_support/students/your-research/review.shtml

The interviews are held in October every year. Students are expected to attend in person. Only in special circumstances will the interviews be allowed to be conducted by telephone.

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 and the Student Affairs Unit: http://sydney.edu.au/student_affairs/

See also 9: Candidature problems

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 (Ground Floor, Cnr Codrington Street & Darlington Road), and they can order in specialised titles, although this can get a bit difficult around undergraduate enrolment time. Their number is 8935 8258 and their email usyd@coop.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/

If you need a book or journal article that is not available at Sydney University, you can request it for free via your library account at: http://opac.library.usyd.edu.au/patroninfo Most journal articles will be sent electronically via email and will arrive within 14 days. Books usually arrive within three weeks.

Free online registration is required before making your first request. See the Document Delivery page for instructions: http://www.library.usyd.edu.au/borrowing/docdel/

7. **Buddy System (Peer mentoring)**
The buddy system is an informal program where ‘old’ students help ‘new’ students either be introduced to people or be shown around the School’s facilities rather than having to work it all out
for themselves. Perhaps you would just like to talk to someone about things you’re not happy about or hear how someone else approached certain challenges and difficulties rather than asking your supervisor? We can assure you that at some point during their candidature all PhD students benefit from talking over how hard doing a big research project is and chatting about this with someone who has gone/is going through it. 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).

9. Candidature problems
If you experience problems or difficulties with your candidature the first person you should talk to is your Primary Supervisor and/or Auxiliary Supervisor. If you don’t feel as though you can talk to your supervisors about the difficulties you are experiencing, then please contact the Postgraduate Coordinator, A/Prof Jim Gillespie; james.gillespie@sydney.edu.au

It is important that you speak to someone early on as most problems and challenges can be resolved or managed and the School has many years of experience in supporting research students. It is important to remember that many students experience difficulties throughout their candidature and they can range from problems balancing family commitments with PhD requirements, financial issues, loss of motivation and drive through to difficulties with your supervisor. Help is available to you, please don’t worry in silence.

The Sydney University Postgraduate Representative Association (SUPRA) also has four advocacy officers who are there to help with candidature-related issues, such as;

- Appeals, complaints
- Harassment, discrimination
- Special consideration and personal circumstances affecting your studies
- Supervision
- Research issues (thesis, ethics, intellectual property, making progress, statistic help)
- Academic Honesty and plagiarism
- Fees and Finances
- Administration (changing units, enrolment).

You can also access the free services of Counselling and Psychological Services (CAPS). Please go to Section 20.
10. Candidature Variations
If you need to make a change to your candidature, for example, change from part-time to full-time study, you can do so via the Sydney Student Portal. All requests are submitted online and then undergo various levels of sign-off (supervisor, Post-graduate Coordinator etc).

Variations which can be requested via Sydney Student include:
- Attendance pattern (FT or PT)
- Suspensions
- Withdrawals
- Extensions
- Supervision (swapping your Auxiliary Supervisor to Primary, adding new supervisor)
- Upgrades or Downgrades (e.g. change MPhil to PhD, PhD to MPhil)
- Notice of absence/Time away (e.g. if you are undertaking fieldwork for longer than 2 weeks away from campus)

11. Changing address
If you change your address there are a number of people you need to notify:
- Update your details on Sydney Student
- If you are having difficulty accessing Sydney Student, then email the Higher Degree by Research Administration Centre: hdrac.4@sydney.edu.au
- If you are on Scholarship, ensure the Scholarship Office has your new address.

12. 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 Child Care Information Office provides information about the child care centres on or near the Camperdown, Darlington and Cumberland campuses and other relevant government agencies.
For full details, please refer to the website: http://sydney.edu.au/stuserv/child_care/

Contact details:
Monday – Wednesday, 10.00am – 4.00pm
Level 5, Jane Foss Russell Building G02
160 City Road, Darling Campus
Phone: 8627 1489
Fax: 9036 9139
Email: child.care@sydney.edu.au
13. **Compulsory postgraduate student 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 includes light refreshments and provides an opportunity to socialise with your fellow students. A list of 2016 seminar will be made available shortly at: [http://sydney.edu.au/medicine/public-health/current/research/importantinfo.php#seminars](http://sydney.edu.au/medicine/public-health/current/research/importantinfo.php#seminars)

Sessions are usually run either in the morning and afternoon and each session includes two seminars.

14. **Computer Hot Desk**

For students based off-campus, computers can be accessed in either the computer lab (room 330) or in the Student common/lounge area (Ground Floor, Edward Ford Building). Access can also be granted to the “Hot Desk” Room 121a.

Your student card should allow you on-campus computer after hours, if you are experiencing access issues with your student card, please contact Susan Martinez.

15. **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. 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. It is also highly recommend that if you have not had resolution to your logged issue within 2 days that you follow up with ICT as delays of more than 2 days is not acceptable.

16. **Computer & Software Policy**

Research students can access a number of software products provided the licensing agreements is complied to:

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<th>Product</th>
<th>Arrangements</th>
<th>Access</th>
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<tr>
<td>EndNote (Referencing)</td>
<td>Free from University library. Download</td>
<td><a href="http://www.library.usyd.edu.au/skills/endnote.html">http://www.library.usyd.edu.au/skills/endnote.html</a></td>
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| SPSS | Free if you are on a university owned computer | For students on university owned computers: your supervisor to request via ICT website  
For students with their own computers: arrange for your supervisor to email Susan Martinez advising her you need the software and she will forward to the School's IT Committee for approval. Once approved, the GradPack will be ordered for you. |

The University also offers many other software packages but these must be accessed on campus via the computers in the computer labs: http://sydney.edu.au/ict/student/computing/virtual-apps.shtml

17. **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* (conditions apply), entertainment and such, a benefit which you tend to forget about if you've been a fulltime worker for a while.

17.1.1. **Travel concessions for domestic students**

NSW Tertiary Student Concessions are issued to students who meet the eligibility criteria specified by Transport for NSW. A travel concession entitles you to half fare tickets on most public transport services in NSW. Further information and guidelines can be found at the Transport NSW website.
Survival Guide for Postgraduate Research Students

The Concession Opal card is now available for full-time students of this tertiary institution. The Concession Opal card is now available apply here

17.1.2. Travel concessions for international students

Unfortunately, the Concession Opal card is not available to international students unless on an Endeavour Awards Scholarship (DEEWR), an Australian Leadership Awards Scholarship (AusAID) or an Australian Development Scholarship (AusAID). You can also find helpful information at Opal FAQs. Also see below.

International students can instead purchase discounted MyMulti2 and MyMulti3 public transport tickets. All discounted tickets can be used for travel to and from a place of study as well as recreational travel, providing savings of up to 35 per cent. To obtain the codes required to order your ticket, simply login to MyUni and follow the link provided.

Once you have received the codes you can proceed to purchase your MyMulti ticket online, visit Transport for NSW travel discount website.

18. Conferences - how to find them and how to afford them

If you want to be a career researcher you need to start practicing your conference presentation and networking skills. Your supervisor should be able to alert you to the conference’s which are 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 Executive Support Officer (Research) who has a list of websites where you can search for conferences relating to public health and/or your specific area of focus.

Funding to attend conferences is primarily through the Postgraduate Research Student Support Scheme.

19. Contacts

Staff and their respective roles are listed below

<table>
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<tr>
<th>Role/Responsibilities</th>
<th>Name</th>
<th>Contact details</th>
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<tr>
<td>Postgraduate Coordinator (PGC)</td>
<td>Associate Professor Jim Gillespie</td>
<td><a href="mailto:james.gillespie@sydney.edu.au">james.gillespie@sydney.edu.au</a></td>
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<tr>
<td>• Student progress</td>
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<td>• Approval of requests for; probation, extensions, leave of absence, study overseas, intention to submit, suspensions, change of supervisors, applications (mostly via Sydney Student and</td>
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20. **Counselling and psychological services**

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

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<td>• Annual progress interviews</td>
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<td>• Review of examiner reports</td>
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<td>• Support for HRD students</td>
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<td>• Support for supervisors</td>
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<tr>
<th>Research student liaison</th>
<th>Susan Martinez (Mon, Tues, Wed only)</th>
<th><a href="mailto:susan.martinez@sydney.edu.au">susan.martinez@sydney.edu.au</a> 9036 5336</th>
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<tr>
<td>• Coordination of Annual Progress Interviews</td>
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<td>• Coordination of coursework for Public Health HRD students</td>
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<td>• Support for supervisors</td>
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<td>• Organisation of compulsory research student seminars</td>
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<td>• Administrative support for School funding schemes</td>
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<th>Higher Degree by Research Administration Centre</th>
<th><a href="mailto:hdrac.4@sydney.edu.au">hdrac.4@sydney.edu.au</a> 1800 793 864</th>
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<td>• Induction Forms</td>
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<td>• Administrative support for PRSS</td>
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<td>• Supervisory changes</td>
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<td>• Appointment of Examiners</td>
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<td>• All candidature related forms for final sign off / approval</td>
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<tr>
<th>Scholarships Office</th>
<th>1800 793 864 <a href="mailto:scholarships.officer@sydney.edu.au">scholarships.officer@sydney.edu.au</a></th>
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<td>• Applications</td>
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<td>• Payments</td>
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<td><a href="mailto:ro.humanethics@sydney.edu.au">ro.humanethics@sydney.edu.au</a></td>
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<tr>
<td>• Advice</td>
<td></td>
</tr>
<tr>
<td>• Clearance</td>
<td>+61 2 9036 9161</td>
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</table>
CAPS offers individual appointments to assist students with advice and referral information as well as short-term individual counselling sessions. There are two types of appointments you can book:
(1) For advice and information. These sessions are 25 minutes, and bookings are recommended.
(2) A counselling session. These are 50 minutes and bookings are recommended.

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

These workshops are free and open to all students of the University of Sydney.

Contact details:
Monday – Friday, 9am - 5pm
Level 5, Jane Foss Russell Building G02
160 City Road, Darlington Campus
Phone: 8627 8433 or 8627 8437
Fax: 8627 8482
Email: caps.admin@sydney.edu.au
Website: http://sydney.edu.au/current_students/counselling/

21. Coursework for research students
All research students enrolled within the School of Public Health are entitled to do up to 12 credit points of public health coursework units, at no cost. 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 can make mistakes so don’t be complacent!

22. Databases - public health & medical
Medline, Web of Science, CINAHL, Psychinfo, Social Science Index and other relevant databases are available via the library webpage on the University’s website. You will need a unikey to access these
databases – speak to the staff at the library and contact ICT (Ph: 9351 6000, select option 4, or email ict.helpdesk@sydney.edu.au).

Other databases are also available, including Cochrane reviews and internet journals.

The Medical Library is no longer in operation. Your main library is Fisher Library. Your academic librarian contact is Phillippa Bourke: her telephone number is 8627 4229 and email: phillippa.bourke@sydney.edu.au

23. Dates for thesis submission

Your personal, latest date for submission of your thesis, at the end of your candidature, is listed on your ‘My Course’ details on the Sydney Student Portal. It is important you log in to check your latest date. Please note if your latest date falls on 31 December the University normally shuts down for Christmas in the third week of December so you need to submit before close down.

If it looks like you will not make the deadline, you must apply for an extension (if necessary) as you MUST be enrolled in order to submit your thesis. You will need your supervisors’ support for this application. Extension requests are made via the Sydney Student Portal. Your request will automatically be sent to your supervisor for approval, then the postgraduate coordinator for sign off. Submit your extension request via Sydney Student.

All queries regarding submission should be emailed to the Higher Degree by Research Administration Centre:hdrac.4@sydney.edu.au

24. Desk allocation

If you are a full-time PhD student and 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) or with Susan Martinez and they will endeavour to find you a desk.

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.

25. Email

It is a condition of your enrolment that you read all University correspondence. Failure to read and respond where necessary could mean that you fail to correctly maintain your enrolment.

Email is your lifeline, a key source of information and just about the only means by which the Executive Support Officer and Student Representatives have to get in touch with you. 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://sydney.edu.au/ict/student/sydney-mail/index.shtml Email the ICT (Ph: 9351 6000 or email ict.helpdesk@sydney.edu.au). 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!

For advice on how to divert your University email address to other email addresses that you check regularly, you will need to navigate to the Student IT section, click on the link “Set up my email”. Then over on the right hand side, under “Email Options”, there is a link to “Visit Office Support for help with email options, including redirecting and forwarding emails”. Once done, you shouldn’t have to worry about it anymore.

25.1. 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:

25.1.1. 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 friends to make sure you’re getting the emails (you can never be too sure). Check your Junk Email folders. 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.

25.1.2. 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.
25.1.3. 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.

26. 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 Jane Hamilton, Room 313, Executive Support Officer, to obtain the necessary paperwork.

27. 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 or visit the Security website.

Familiarize yourself with fire and other emergency procedures 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.

28. Ethics approval

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

Their website also lists submission deadlines, 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://sydney.edu.au/medicine/public-health/current/research/importantinfo.php#seminars](http://sydney.edu.au/medicine/public-health/current/research/importantinfo.php#seminars)

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 8111 or email: ro.humanethics@sydney.edu.au)

   Allow yourself 3 months to obtain ethics approval from the HREC. This is from the date when you and your supervisor feel the application is ready, submitted to the Ethics Committee, to when the final written approval is received. You can spend the in between time reading and polishing your literature review, and preparing any other ethics applications that may be needed.

4. Help with completing the application form

   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:

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL ADDRESS</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Engelmann</td>
<td><a href="mailto:patricia.engelmann@sydney.edu.au">patricia.engelmann@sydney.edu.au</a></td>
<td>8627 8172</td>
</tr>
<tr>
<td>Kala Retnam</td>
<td><a href="mailto:kala.retnam@sydney.edu.au">kala.retnam@sydney.edu.au</a></td>
<td>8627 8173</td>
</tr>
</tbody>
</table>


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 Gregory Smith, Manager of Ethics Administration,
He 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 Dr Gregory Smith.

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 the Manager, Ethics Administration. 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 the School’s Postgraduate Coordinator; A/Prof Jim Gillespie.

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://sydney.edu.au/research_support/ethics/animal/index.shtml

29. Fees
Information on 2016 fees for research degrees, and associated costs, are available from: http://sydney.edu.au/courses/Doctor-of-Philosophy-Medicine

For any issues relating to fees, please contact the following departments:
- Domestic students: hecs.office@sydney.edu.au
- International students: is.finance@sydney.edu.au

30. Financial Assistance
Interest free student loans of up to $2000 and emergency cash loans (up to $500) are available to Australian citizens and permanent residents. Loans are for full-time undergraduate and postgraduate students and in some circumstances, can be available for part time students.

International students can apply for interest free loans of up to $1000 for essential living and study expenses. The repayment terms are negotiable.
31. 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.

32. Grant schemes
The School Research Committee administers a range of research grants to support research students. These include:
- Research Student Grants Scheme
- Collaborative Research Student Scheme
- Remote student grant scheme
- Cross Cultural Public Health Research Award

32.1. University’s Postgraduate Research Support Scheme (PRSS)
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 according to the University’s general guidelines. Selection committees will consider (1) quality of the applicant and track record relative to opportunity and stage of candidature, (2) demonstrated need for funding, and (3) priorities, if any, placed on the different expenditure categories by the School of Department.

Further information, including criteria for applications, will be emailed to all research students from the Higher Degree by Research Administration Centre (HDRAC). You can also visit their website. http://sydney.edu.au/research_support/students/your-research/funding.shtml If you have questions please email them directly: hdrac.4@sydney.edu.au
32.2. **Research Student Grant Scheme**

This is a School administered funding 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 already receiving support from the supervisor or his/her research group.

Research students can apply to this fund to top up their PRSS applications. The School's Research Committee has also agreed to allow research students to apply to this scheme for the purpose of receiving funds to help cover the cost of publishing in open access journals.

For all research related expenses, the PRSS should be your first point of call. The PRSS is funded by the University and so the School prefers that you exhaust your eligibility to apply for these funds before applying for funding from the School. The Research Student Grants Scheme is a back-up scheme that enables our students to receive funding for research related expenses once the School’s allocation of PRSS funding has been fully spent.

32.3. **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.

32.4. **Remote student grant scheme**

The School of Public Health’s Research Committee implemented a funding scheme specifically for remote students enrolled with our Lismore, Broken Hill and Moree campuses and based in Australia. This scheme will provide up to $1,000 per student per year to help with the costs associated with meeting face-to-face with Sydney-based supervisors or to attend training courses not available locally.

The timing of these visits would ideally coincide with some of the compulsory postgraduate seminars held during the year. The scheme will operate by reimbursing students for travel and accommodation costs. Students must provide a budget outlining expenses. Costs must be minimised e.g. early registration, discounted fares, moderate accommodation. Original receipts will need to be retained and submitted for reimbursement.
32.5. 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://sydney.edu.au/medicine/scholawards/index.php

33. 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.

34. Insurance

All enrolled students at the University of Sydney are covered by the University's travel insurance policy when:

• travel relates to the candidature (e.g. travel to present at a conference, fieldwork)
• Your University-related travel has been formally approved by the Faculty, prior to departure. The approval would normally be provided by the Head of School.

However, 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.


Are you travelling to these countries?

• Iran
• Cuba
These countries are subject to sanctions issued by the Australian, US and UN Governments. If you are travelling to these countries, please contact Vlad to discuss your options.

The university's insurance policy will automatically cover you when you are doing research work. However, it is best to formally advise your Supervisor and the Faculty of your time away. The Faculty also have Work Safety protocol which students should check before going on fieldwork. So in summary:

1. Notify Faculty of your time away. You do this through Sydney Student. Sydney Student is not immediately clear on this function. If you select suspend your studies and scroll through the page of text there should be a title "counting time away" and this is what you are essentially doing. click through to submit ensuring you selecting "counting time away".

2. Check on whether your work is formally classified as fieldwork. If the data collection work falls within the scope and definition of what is considered ‘fieldwork’ then the standards apply.

Fieldwork: Practical teaching and research activities carried out in the natural environment or community, away from the normal support networks of the University.


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.

35. Intellectual property

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

Research Data Management Policy

Intellectual Property Policy 2016

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.
36. **International Students Information**


If you a looking for someone to talk to and/or become involved with social activities with other international students, please talk to Dr Giselle Manalo, Sub Dean (International) & Lecturer - International Public Health. [giselle.manalo@sydney.edu.au](mailto:giselle.manalo@sydney.edu.au)

There is an International Student Support Unit (ISSU) which is staffed by trained and registered psychologists and/or social workers who have experience in working with clients from wide range of culture and language backgrounds. They have knowledge and experience of University policies and legislation relevant to international students and are there to give you support if you feel you need it.

How ISSU can help:

- Culturally appropriate counselling and support services to international students and accompanying family members
- Assist students with transition/adjustment
- Support and case management
- Facilitate access to other support services
- Liaise with faculty and other staff to assist students
- Critical incident/emergency call-out

ISSU
Level 5, Jane Foss Russell Building (G02)
Tel: 8627 8437
Email: [issu.info@sydney.edu.au](mailto:issu.info@sydney.edu.au)

Counselling sessions by appointment are one hour. Walk-in sessions will only be allowed for emergencies and these sessions only last 30 minutes.

37. **Keys**

If you have been allocated a desk in the Edward Ford Building and need room keys, please contact Alison Birt (room 319). 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](#)).

38. **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://sydney.edu.au/koori/

39. Learning Centre

The Learning Centre offers very useful courses and workshops for post-graduate students. The Centre recommends a timetable of courses/workshops 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


40. Library

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

The collection of books for Medicine is located at the Scitech Library at the base of the Jane Foss Russell Building.

Use your student card to borrow books and use computers in any of the libraries at Sydney University. The library website provides access to online catalogues, databases, most public health journals, details of the other University libraries, and just about anything else you need. You can manage your library account online using MyLoans at: http://opac.library.usyd.edu.au/patroninfo . A card system is used for printing and photocopying. Cards are available from the Library photocopying area. For questions about borrowing, opening hours and other general information, you can contact
the friendly staff at the Library Information Desk on scitech.library@sydney.edu.au. For more specialised help, your library contact is Phillipa Bourke. You can email her directly: phillippa.bourke@sydney.edu.au

For our remote students, please register yourself as a distance client: https://services.library.usyd.edu.au:8080/clients/distance/register.html

40.1. Requesting documents

If you need a book or journal article that is not available at Sydney University, you can request it for free via your library account at: http://opac.library.usyd.edu.au/patroninfo. Most articles will be sent electronically via email and will arrive within 14 days. Books usually arrive within three weeks. Free online registration is required before making your first request. See the Document Delivery page for instructions: http://www.library.usyd.edu.au/borrowing/docdel/

Requesting documents from other campuses

You can also request most books that are not available on your campus from other University of Sydney campuses using the Request button in the catalogue. Journal articles must be requested via your Library account.

Distance students

Distance students can also request books and journal articles that are available on any campus as Sydney University. All requests should be made via your library account. Please indicate on the request form that you are a distance student and provide your distance address in the Other or Additional Information field. Most articles will be emailed but books will be posted, so allow additional time for arrival. You are responsible for ensuring that books are returned (by post or in person) to the library by the due date. Books can be recalled by other borrowers so the original due date may change. You will be notified by email if this occurs. You are responsible for ensuring that the books are returned to the library by the new due date.

Books can also be sent to teaching hospitals of the University of Sydney (Nepean, Westmead, Concord, Royal North Shore) but not to RPAH as it is very close to the main campus.

40.2. Extension of borrowing rights

If you have submitted your thesis but need to borrow Library material to finalise amendments to the thesis, you can apply for a temporary borrowers card here: http://sydney.edu.au/card_centre/applications/temporary.shtml This application must be signed by both your Thesis Supervisor or Coursework Coordinator and the Head of Department. Photo identification such as your driver’s licence or passport will be needed. Please go to the above webpage for full details plus the application form.
First year alumni are also currently entitled to 12 months free library membership. Details and application form: [http://sydney.edu.au/card_centre/applications/alumni.shtml](http://sydney.edu.au/card_centre/applications/alumni.shtml)

41. 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.

The School has a helpful document on the website called [Advice for writing a thesis](http://sydney.edu.au/card_centre/applications/alumni.shtml).


and as well as being useful in its own right contains a list of 'how to get a PhD'-type titles in Appendix One.

Of course, if you really are having trouble you should see your supervisor, the postgraduate coordinator, Associate Professor Jim Gillespie, or a student representative.

42. 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 Dean Poutney (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)

43. Maternity/paternity leave

Scholarships generally include provisions for maternity or paternity leave - contact the [Scholarships Office](http://sydney.edu.au/card_centre/applications/alumni.shtml) if you need to know more.
44. 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 $430. 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.enquiries@sydney.edu.au

45. 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.

46. 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 (Phone: 9351 4335)

47. Parking stickers
Post-graduate students may buy a parking sticker for approximately $310 for the calendar year. Applications can be completed online. Casual parking is also available at $24 per day. Bring some change as the machines do not accept notes and watch out for the parking police if you go over time.

48. Pay and the Pay Office
If you have a scholarship, part of your paperwork from the Scholarships Office should have been a form payment of the scholarship into your bank account. 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 Scholarships Office to sort out the problem.

49. Phonebook
The Electronic Phonebook for the University is located at: http://sydney.edu.au/about-us/governance-and-structure/staff-directory.html
You can add yourself to this phonebook by following the instructions on the same page. You need to login using your unikey to add or change your information.

50. Photocopying
Printers are located on Level 1 and Level 3 of the Edward Ford Building.
For large volume jobs you will be expected to arrange for the printing to be done by a printing service.

51. Policies
There are many formal university policies that underlie your research candidature. They are listed here for your reference:

Supervision of Higher Degree by Research Students Policy 2013

PhD: Guidelines for Examiners of Doctor of Philosophy Theses

PhD: University of Sydney (Doctor of Philosophy (PhD)) Rule 2011

Thesis and Examination of Higher Degree by Research Policy 2015

Thesis and Examination of Higher Degree by Research Procedures 2015

Final Thesis Lodgement Guidelines for Students

52. Postgraduate Coordinator (Research)
School postgraduate coordinator for research students in 2016 is Associate Professor Jim Gillespie. A/Prof Gillespie is available to offer advice and guidance to thesis and dissertation students.

If you are experiencing problems with your candidature you should, in the first instance, discuss this with your supervisor. However, in some situations students can’t or are unwilling to speak with their supervisors about certain issues, and in these instances A/Prof Gillespie is also available help and advice.
53. **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 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 Higher Degree by Research Administration Centre (HDRAC) and there is one funding round each year. Information is emailed to research students in April/May.

For more information visit the HDRAC website:
http://sydney.edu.au/research_support/students/your-research/funding.shtml

54. **Presentation templates**

54.1. **University logo**

Students may request to use the logo for the following cases:
- Postgraduate students to use on research these once the degree has been awarded
- Conference presentations and poster where their supervisor is a co-author or where they have the support of their supervisor
- On promotion 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).

54.2. **Powerpoint template**

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

Do not change the format or colour or the format of the template in anyway.
54.3. **Poster template**

A poster template has been designed by the University's Marketing and Communications department. It is available to download from this page (on the right); http://sydney.edu.au/medicine/public-health/current/research/resources/index.php

55. **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 Dean on 0421 058 032.

56. **Referencing software**

Current University of Sydney students are eligible for a free download of the software package, EndNote. EndNote allows you to easily collect, organise and search your references and insert your them into your paper in formatted in your chosen referencing style. EndNote can save you time and improve the accuracy of your referencing.

To download EndNote, view tutorials and the Endnote guide go to: http://sydney.edu.au/library/skills/endnote.html

Introductory and Advanced Endnote training is offered by all libraries across campus. Book in for free, hands-on training during semester at: http://opac.library.usyd.edu.au/search/Q(endnote)

57. **Research in progress seminars**

The University and Faculty of Medicine require all newly enrolled research students to 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 Research Presentation Day, and the Faculty of Health Sciences conference. Further information is available from: http://sydney.edu.au/medicine/public-health/current/research/presentations.php
57.1. **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 Nov 2017, date to be confirmed, and is aimed to provide research students with an opportunity to present their research in progress.

57.2. **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](http://www.cancerresearch.med.usyd.edu.au/news/seminars.php)

57.3. **Other**

Many hospitals hold internal meetings attended by clinicians and academics at which you may be able to present your research. Research groups such as the George Institute for Global Health and Cancer Council NSW also host regular research meetings at which research students have presented previously.

58. **Research students**

A list of other SPH research student topics is available from: [http://sydney.edu.au/medicine/public-health/current/research/topics.php](http://sydney.edu.au/medicine/public-health/current/research/topics.php). The best way to communicate with fellow research students is via the research-student email list.

If you need to add or edit your information, please contact Susan Martinez.

59. **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://web.timetable.usyd.edu.au/menu.jsp?level0=Venue%20Bookings](http://web.timetable.usyd.edu.au/menu.jsp?level0=Venue%20Bookings) or email Susan Martinez for help.

60. **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 Scholarships Office. Don’t be afraid to phone or write to your funding body if the information you are getting from the 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 Scholarships Office website http://sydney.edu.au/scholarships/. 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@sydney.edu.au
Opening hours 9am-5pm, Monday to Friday

61. 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. The Director of Research is Prof Kirsten McCaffery. 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.

The student representatives for 2016 are:

Mr Brendan Clifford  brendanclifford@icloud.com
Ms Brooke Nickel  brooke.nickel@sydney.edu.au

62. 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 Susan Martinez 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.

63. Software
All research students are entitled to use of software licensed by the University, provided it is used only for their research. This software may be installed either on the computer provided by SPH or, where the license permits (e.g. SAS), on their privately owned computer.
Survival Guide for Postgraduate Research Students

The following software is available to you under the enterprise licensing agreement and you can download it at any time you wish during your candidature:

- Cambridge Structural Database System (CSD)
- DreamSpark
- EndNote
- GenStat
- GraphPad Prism
- MATLAB
- NVivo 10
- Reference Manager
- SAS
- StarOffice


If you wish to install SPSS on your privately owned computer, SPH will provide you with a student license at no cost, on receipt of a note from your supervisor stating that the software is required for your research. If a student license is not considered appropriate, you should explain in writing why not, with a supporting statement from your supervisor; if the need is established, SPH will provide a license from the University’s site license, where this conforms with the terms of the site license, at no cost to you.

If you need a piece of software not currently licensed by SPH and not of use to others in the School, you should seek funding for its purchase from the Postgraduate Research Support Scheme (PRSS). If PRSS funding is not available or the software is of more general use in the School, you should make a case for the software to be bought from the SPH budget. This application must be in writing, must be supported in writing by your supervisor, must be based on academic need and must state the alternative sources that have been considered.

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

65. **Specialist Services**
A list of service providers, Editors and Proof readers, have been provided to me from SUPRA. This list is updated once /twice a year so please feel free to contact SUPRA directly for the most updated list. The School of Public Health is unable to confirm the quality of service provided and listing them here is done so for information only, not as an endorsement.

Please also make yourself familiar with the University’s policy regarding the use of proof readers and editors.
Survival Guide for Postgraduate Research Students

The list of providers and copy of the policy are situated in the appendix of this document.

66. SPH Seminar Program
The School of Public Health will sometimes run a seminar program during semester time. Topics cover a wide range of public health issues and presenters include our own academics 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 web-conferenced to off-campus sites within the Faculty of Medicine, otherwise, where possible they are recorded and uploaded to our website.

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 on the School’s website.

67. Stationery & Postage
All new students will be issued with a welcome pack which includes basic stationery items to get you started.

For any additional stationery or large stationery orders for your research you will need to speak to your supervisor. 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.

68. Student Files
You have a student file which you and your supervisor have the right to access. Talk to the Faculty’s Postgraduate Administration office or your supervisor if you want to access these records.

69. Student Handbooks
The 2016 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://sydney.edu.au/handbooks/medicine/
70. **Student Representatives - postgraduate**

Our student representatives of the Schools Research Committee for 2016 are:

Ms Brooke Nickel  
brooke.nickel@sydney.edu.au

Mr Brenda Clifford  
brendanclifford@icloud.com

71. **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 University has a code of practice on supervision available at: [http://sydney.edu.au/policies/](http://sydney.edu.au/policies/)

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.

72. **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 postgraduate students such as the production of a 'Thesis Guide' to help you with the practical aspects of thesis production.

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 listserv, which is an open listserv 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/article.php?id=31 ](http://www.supra.usyd.edu.au/article.php?id=31) ) 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).
The following services are available from SUPRA’s office:

- Free computer and internet use for postgrads
- Free tea and coffee
- Daily newspapers
- SUPRA publications and University Pamphlets and information
- Contact lists for proofreaders, editors, typists and binders
- Conference/Meeting room
- Discount printing and photocopying – black and white, colour
- Self-serve plastic binding equipment
- Discount fax service
- Internal university phone

73. 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.

74. Telephones

To organise a telephone for your desk (if you have one), contact Susan Martinez (room 322, 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 Jane Hamilton 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 by unikey)

75. Thesis guides
The School of Public Health has a thesis guide available from:

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:

76. Thesis binding and printing

The requirements for submitting a thesis are as follows:

- MPhil – three (3) hard copies and one electronic copy on USB/CD
- PhD – four (4) copies and one electronic copy on USB/CD

In this instance, “hard copy” refers to soft or temporary binding, thermal, “perfect” binding. Please note ring bound theses are NOT acceptable. See further on for some places where you can get these hard copies made.

Electronic copies should be one (1) PDF on a USB or CD

The Higher Degree by Research Rule (2011) no longer requires a specified format for the archival copy of a Higher Degree by Research thesis to be lodged with the Library. The only stipulation in the new Rule is that you must provide a copy of your thesis to the Library.

In 2012, the Library put forward a recommendation to change the requirement from a bound paper copy to a digital copy, to enable digital preservation of and online access to Higher Degree by Research theses. The changes were endorsed by the Academic Board and the Senior Executive Group Research Committee (SEG RC).
Therefore, you are no longer required to prepare a formally bound thesis for submission. You may choose to do so for your own copy and sentiment, but this is no longer necessary for submission.

**Officeworks**
1 Ross St
Glebe NSW 2037
Ph: 8572 8300
* Turn around time for thermal binding is approx. 2-3 hours but will vary depending on their workload

**University Publishing Managed Service**
Shop 2, Lower Ground Level
Maze Crescent
Darlington NSW 2006
Ph: 9351 4582
* In some instances you can get thermal or perfect binding while you wait.

**World of Print**
Shop 1, 180-182 Broadway
Broadway NSW 2007
Ph: 9212 4177

77. **Thesis blog**
Research students might find the “Thesis Whisperer” blog page an interesting and informative source of information and inspiration.

78. **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 School of Public Health has a thesis guide available from:
79. Thesis Submission
At least 3 months before you are ready to submit your completed thesis, please advise Higher Degree by Research Administration Centre: hdrac4@sydney.edu.au

80. 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.

81. 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.

82. Who’s who
A list of current staff and their contact details is available from: http://www.health.usyd.edu.au/about/stafflist.php

83. Writing Style for Theses
There is no set ‘writing style’ for the School of Public Health. Research students should be guided by their supervisor and the style guide in SUPRA’s Thesis Guide and the School’s Advice for writing a thesis.
Appendix

Proofreading Services

Please note that SUPRA in no way endorses any of these services. The services are listed alphabetically to avoid bias. SUPRA provides this list as a resource for postgraduate students, but we take no responsibility for the quality of services provided. We strongly recommend that students obtain quotes and conduct their own checks as necessary. It is also your responsibility to ensure that the Editor does work which complies with all the relevant University policies. The relevant Proofreading and Editing of Theses and Dissertations policy can be downloaded from the University of Sydney website: www.usyd.edu.au/policy.

Please make sure that you AND your editor have read and fully understand this Policy. If you are unsure, SUPRA strongly suggests that you seek advice from your supervisor.

<table>
<thead>
<tr>
<th>Name / contact details</th>
<th>Location / rate</th>
<th>Other information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Ashton</td>
<td>Inner West (Annandale)</td>
<td>I am an experienced editor of theses, books and government reports, and have worked with both native and non-native English speakers. I have a Diploma of Book Editing and Publishing from Macleay College, a BA (Psychology), and a Master of International Studies.</td>
</tr>
<tr>
<td>Dr Floriana Badalotti</td>
<td>Hunter Hill</td>
<td>Contact for rates - Arts/Humanities, Social Sciences - Education - Psychology</td>
</tr>
<tr>
<td>Dr Gillian Begg</td>
<td>Hunters Hill</td>
<td>Over 20 years experience in scientific and academic writing, editing and proofreading. While I have a background in biochemical research and specialise in research-based theses from a wide range of scientific disciplines, including engineering and the social sciences, I also have experience editing theses in business, law and economics.</td>
</tr>
<tr>
<td>Sun Bin</td>
<td>Available to consult in person at Sydney University</td>
<td>Fast and reliable editing and proofreading of research theses, journal articles and book chapters. Areas: Medicine, Public Health, Health Science, Psychology. Feedback on research design and statistics possible. Previously a technical writer and language editor of journal articles. Qualifications: BSc(Hons)(Psych), CELTA, MPH.</td>
</tr>
<tr>
<td>Rebecca Bradford</td>
<td>Sydney</td>
<td>Experienced English/ESL teacher. BA (Communications), Dip. Ed (English/ESL), MA (Applied Linguistics). Editing/proofreading in all areas, specialising in English, Education and Linguistics.</td>
</tr>
<tr>
<td>Lei Cameron</td>
<td>Balmain</td>
<td>Editing, proofreading, typesetting, printing (incl. colour) and binding – ONE STOP SHOP. 24 years experience in own business.</td>
</tr>
<tr>
<td>Jean B Cooney</td>
<td>Edgecliff</td>
<td>I am an experienced editor of theses, journal articles, books and reports in the humanities, medicine and theology. I have a BAhons (Social Anthropology) and a Cambridge TEFL Certificate, specialising in EAP.</td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>Christine Cranney</td>
<td>Queensland, Australia</td>
<td>I am a journalist with a law degree and a Master of Journalism. I have proofread and edited a diverse range of copy for organisations and individuals, as well as theses and essays for university students from different faculties.</td>
</tr>
<tr>
<td>Dr Rhonda Daniels,</td>
<td>Sutherland Shire</td>
<td>Get your thesis right with Dr Rhonda Daniels and avoid annoying your assessors with distracting errors. Rhonda provides high quality professional editing services and is a member of the Society of Editors NSW. Rhonda has a PhD in management from the University of Sydney (1997), and has worked at 3 universities in Sydney. More information: <a href="http://www.rightwithrhonda.com.au">www.rightwithrhonda.com.au</a></td>
</tr>
<tr>
<td>Elite Editing</td>
<td>Adelaide</td>
<td>We provide a professional, high-quality editing service for students. All our editors hold a PhD and over ten years of experience. Our editing conforms to the Australian Standards for Editing Practice and Guidelines for Editing Research Theses. We specialise in editing theses. We have in-depth experience in providing assistance and editing to students with English as a second language.</td>
</tr>
<tr>
<td>Victoria Grace</td>
<td>Contact for rates</td>
<td>I hold a double PhD from the University of Sydney and University of Strasbourg (France). As a professional editor and translator specialising in academic publications, I have extensive experience in editing PhD and Master's theses, journal articles, and conference papers. I have edited publications in wide variety of fields ranging from medicine and economics to linguistics, history, and social sciences. I not only correct grammatical errors and syntax, but also rework the writing style so that your publications reads like a text written by a native English speaker. I also provide linguistic tips to help you improve your English. Discounts are given to students. Please don't hesitate to contact me to discuss your publication project in greater detail. References on request.</td>
</tr>
<tr>
<td>Estelle Hoen</td>
<td>Sydney</td>
<td>I am an experienced and qualified translator, proofreader and editor. I offer fast and quality service in copywriting, editing and proofreading theses and academic papers. My expertise includes science, literature, arts and humanities. I provide print–ready documents and annotated feedback, and I can also give you tips on how to improve your writing. Contact me for a free 200 word sample. I am happy to discuss your needs in more detail, and I am available to meet in person if you are based in Sydney.</td>
</tr>
<tr>
<td>Monique Hohnberg</td>
<td>$45 to $50/hr depending.</td>
<td>Professional editor and proofreader. All fields and subjects. Highly experienced Tertiary Academic English Teacher from UNSW and UTS. See my website for testimonials from past clients.</td>
</tr>
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Updated May 2014
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<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Rate</th>
<th>Experience and Specializations</th>
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<tbody>
<tr>
<td>Olivia Hopkins</td>
<td>Dulwich Hill, Sydney</td>
<td>$60/hour (roughly 3000 words)</td>
<td>PhD student in Film Studies at the University of Sydney, member of the Golden Key International Honour Society, Bachelor of Arts Degree (Hons I) and a Distinction average in English. Has tutoring experience for over three years at a high school and university level and has professional background in proofreading and editing. Specialises in English, Film and History, and Humanities in general.</td>
</tr>
<tr>
<td>Karin Hosking</td>
<td>Canberra</td>
<td>$60/hour</td>
<td>Nationally-accredited editor with several years of experience editing and proofreading scientific literature. Disciplines include economics, engineering, physics, geography, hydrology, and sustainability science. Specialises in catching typos and ensuring consistency.</td>
</tr>
<tr>
<td>Alexandra Kaufman</td>
<td>Wollongong</td>
<td>$35/hour</td>
<td>Experienced with academic writing, editing and proofreading in both sciences and humanities. Worked as an editor and proofreader for Power Publications, the fine arts publisher at the University of Sydney. Successfully completed own thesis for a Master of Philosophy in Pharmacy. Edited several journal articles for professional academics and preparing an article based on research described in thesis. Good at editing work of students from non-English speaking backgrounds.</td>
</tr>
<tr>
<td>Peter King</td>
<td>Lake Macquarie</td>
<td>Special rate for students - quoted per 1000 words and varies depending on word count and level of editing required (assessed from preview of sample)</td>
<td>Professional full-time freelance proofreader and copy editor. Experience of proofing theses for Australian and international students. Has covered a wide range of subjects. Can proof electronically or in hard copy.</td>
</tr>
<tr>
<td>Dr Vanessa Kirkpatrick</td>
<td>Katoomba, NSW</td>
<td>$40/hour</td>
<td>PhD in English Literature from the University of Sydney. Has worked extensively as a proofreader/copyeditor. Specialises in PhD and Masters theses in the humanities subject area.</td>
</tr>
<tr>
<td>Jaya R Kumar</td>
<td>Contact for rates</td>
<td></td>
<td>Professional editor, content developer and proof reader with several years of experience in publishing. Has been involved in wide range of projects including thesis, essays, academic dissertations, journals, reports, non-fiction, fiction, newsletters, etc. Has a proven ability to achieve goals with proficiency and deliver work with perfection. A highly committed person with a keen eye for detail and ability to meet deadlines.</td>
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<tr>
<td>Elisabeth Michell</td>
<td>Sydney</td>
<td>I’ve worked on a variety of projects with clients from around the world and in a range of industries. Previous in-house experience with educational publishing company. Experienced teacher of English and History (Australia and abroad). Qualifications: BA (Hons), DipEd., GradDip (TESOL). For further information, please see: <a href="http://www.emichell.com">www.emichell.com</a></td>
<td></td>
</tr>
<tr>
<td>John Mahony</td>
<td></td>
<td>Experience with overseas students in all subjects. Quotes given before starting. Over 10 years experience. I have studied at PhD level in Australia and the UK, and have a strong background in both humanities and sciences editing. Student discounts.</td>
<td></td>
</tr>
<tr>
<td>Dr. Paul Monaghan</td>
<td></td>
<td>A highly experienced teaching and research academic in the Australian system for many years, Paul has been co-editor of the online, refereed journal Double Dialogues for more than 16 years (see: <a href="http://www.doubledialogues.com">http://www.doubledialogues.com</a>). He has edited a range of other journal issues, articles, books, and dissertations. Paul has supervised many higher degree research candidates, both traditional dissertations (theatre, performance, drama, Classics, and other humanities disciplines), and practice-based projects (in theatre and performance). Offers standard copy editing, substantive copy editing, and proofreading services.</td>
<td></td>
</tr>
<tr>
<td>Wendy Monaghan</td>
<td>Blue Mountains</td>
<td>I am an IPEd Accredited Editor and professional member of the NSW Society of Editors with 12 years experience providing high-quality editing and proofreading services for students, academics, NGOs and businesses. My editing conforms to the “Australian standards for editing practice”. I will ensure your thesis is not only professionally edited according to the “Guidelines for editing research theses” but also print-ready and formatted according to university guidelines. I will also provide feedback on your writing. Although I specialise in the humanities and social sciences, I have professionally edited theses in other disciplines, including law, economics, engineering and health. Sample edits available. Please see my website for more information.</td>
<td></td>
</tr>
<tr>
<td>Sarah Murray-White</td>
<td>Millers Point, Sydney</td>
<td>Services include line editing, proofreading, copy editing, structural editing and formatting. Member NSW Editors Society. Quotes provided. Experienced in proofreading English as a second language.</td>
<td></td>
</tr>
<tr>
<td>Katie Poidomani</td>
<td>Canberra</td>
<td>Katie is full-time freelance academic editor with a BA in English Literature and History and a Diploma of Editing. Katie has edited numerous theses for major Australian universities and edits academic journals. Katie is a member of the Canberra Society of Editors and edits theses adhering to the IPEd guidelines. More information about Katie, her service, and testimonials is available on the website.</td>
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<tr>
<td>Claire Reaburn</td>
<td>Canberra</td>
<td>I have experience in editing and proofreading PhD theses, specifically in the areas of History, Art History and Literature, having worked with students from the University of Melbourne. I am also interested in all areas of the Humanities, Arts and Communications/Media Studies. I have worked in Educational and Academic publishing for the last eight years. I am a Full member of the Canberra Society of Editors and am willing to negotiate my rate with cash-strapped students.</td>
<td></td>
</tr>
<tr>
<td>Joan Rosenthal</td>
<td>Drummoyne</td>
<td>Experienced in supervising and examining theses, editing of theses, journal articles and academic book chapters. Professional member, NSW Society of Editors.</td>
<td></td>
</tr>
<tr>
<td>Dr Cherry Russell</td>
<td>Eastern Suburbs, Sydney</td>
<td>Retired Professor; author of two books and more than 40 scholarly papers; 30 years’ experience in research thesis supervision &amp; examination; professional editing experience; particular expertise in social sciences, health sciences and qualitative research. You will receive a print-ready version of your document and detailed feedback on your writing.</td>
<td></td>
</tr>
<tr>
<td>David Smith</td>
<td>Hunter Valley</td>
<td>Varies but does offer student discounts</td>
<td></td>
</tr>
<tr>
<td>Erin Stewart</td>
<td>Surry Hills</td>
<td>I have two years’ editing experience, including experience with theses. I have previously worked as editor-in-chief for the Vibewire website and Yemaya literary journal. I’ve also worked as the literary editor for lip magazine and on proofreading and faci-checking for The Global Mail. I have undertaken a Professional Editing course at UTS, for which I earned a high distinction; I also hold a first-class honours degree in anthropology. I specialise in editing theses from the humanities, social sciences and law.</td>
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<td>Marie-Louise Taylor</td>
<td>Narrawallee, NSW South Coast</td>
<td>I have extensive experience editing PhD and Masters theses for academics and students at various universities. Subject areas include sociology, education, history, the arts and tax law. I also regularly edit tertiary education textbooks on a range of topics.</td>
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<tr>
<td>Jane Todd</td>
<td>Queensland</td>
<td>I am a freelance copy-editor on Queensland’s Sunshine Coast, specialising in checking student theses. I am happy to provide a quote to students needing editorial services for honours or doctoral theses. I am very familiar with both APA and Harvard referencing requirements. I have edited a wide range of thesis topics (accountancy, education, advertising, business, design, psychology, media) for students from a number of different universities. I offer a student rate, quick turnaround time and, most importantly, accurate work.</td>
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Margie Tubbs
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Need help with the finishing touches to your thesis? I am a qualified editor who will provide prompt and quality service with copy editing (grammar, punctuation, spelling, readability) and final proofreading. Fixed quotes confirmed before starting work, if preferred. Hard copy or online editing available. Subject specialities include Education, Psychology and the Humanities. Experienced with overseas and ESL students.

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Humanities, some Health Science/Science/Medicine. I principally provide assistance to people whose first language is not English.

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I am an experienced Proofreader/Editor with key skills in academic papers and theses. My services include proofreading, editing, editorial advice and copywriting. I work closely with each client to ensure the final product reflects the project goals.

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As a retired Professor of English, I have edited and advised on theses in many areas of the Humanities and Social Sciences. CV avail