SUCS: Sydney University Chemical Society: SUCS runs monthly research seminars and dinners with high-level speakers. You are all invited. SUCS has two Student Secretaries (Alfonso Barrientos and Ashish Sharma) and a Student President (Joy Huang), who represents the interests of postgraduate students within the School. Elections for these positions are held at the last SUCS meeting of each year. The Student President is a representative on the following School Committees:

• *School Board* (Chair – Phil Gale)
• *Safety Committee* (Chair – Brendan Kennedy)

The SUCS Student President acts as a **liaison** between you and the people in charge, such that you can approach them with any problem or suggestion that you might not feel comfortable raising yourself. This includes any issues that could affect the way postgraduate students work, or their working environment.
Director for Postgraduate Studies: Chris Ling
Room 455, level 4; Phone 9351 4780
Head of School delegate, Faculty committees, progress reviews

Postgraduate Coordinator: Chris Ling
Room 455, level 4; Phone 9351 4780
PRSS, grants and prizes, more Faculty committees, progress reviews

Signatures
All forms regarding scholarships or any aspect of your candidature that ask for a Head of School/Department signature will actually be signed by Chris who acts for the Head of School in postgraduate matters.

All forms requiring a signature should be given to Dimetra Skondras (Front Office) who will arrange to obtain the necessary signature.

The School keeps copies of all documents regarding candidature on file.
Appointment of a **supervisor** and an **associate supervisor** for all candidatures is **compulsory**. The roles of these people will vary according to the project, supervisors' backgrounds and expertise, the needs of the student. Details of the time commitments and responsibilities of these people may be found in the Postgraduate Studies Handbook.

**Supervisor**: takes responsibility for your candidature, oversees the direction and progress of the research, signs Progress Reviews and is the point of contact with the Faculty of Science.

**Associate Supervisor**: should be someone else to whom the candidate can turn to for advice, can act as supervisor when your principal supervisor is away, read reports and independently advise you whether your progress is at the appropriate rate.

**External Supervisor**: appointing one may be appropriate if you are working closely with e.g. industry, CSIRO, ANSTO.
All PhD and Masters students are required to create and maintain an individual progress plan. The progress plan is an Excel template that can now be downloaded here: http://sydney.edu.au/research_support/students/your-research/progress-planning.shtml (under faculty of Science, on the left column)

- to align and manage expectations about what is required to achieve the award of your degree
- progress plan must be completed within 4 months of commencement
- review it twice yearly (once as preparation for your progress review)
- resubmitting the plan if any material changes are made.

-You should meet with and discuss your draft progress plan with your supervisor prior to submitting the plan to them for endorsement via the MyUni portal. There are Faculty Milestones and instructions on using the progress plan template.

Links at:
### Masters students

<table>
<thead>
<tr>
<th>Name</th>
<th>Full time</th>
<th>Part time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research plan</td>
<td>4 months after commencement</td>
<td>8 months after commencement</td>
<td>Written document of polished text that represents the achievements and understanding of the topic and effectively communicates the activities and timeframes for how the research will be achieved.</td>
</tr>
<tr>
<td>Research seminar</td>
<td>10 months after commencement</td>
<td>20 months after commencement</td>
<td>As part of school activities (e.g. Postgraduate Showcase, school seminars etc) the student is required to deliver a seminar to a group larger than the research group of the candidate.</td>
</tr>
<tr>
<td>First year report</td>
<td>12 months after commencement</td>
<td>24 months after commencement</td>
<td>This should be a substantial written research report detailing the research activities undertaken in the first 12 months of candidature. Specifications of content and format of these reports will be set at school level.</td>
</tr>
<tr>
<td>Final research report</td>
<td>18 months after commencement</td>
<td>36 months after commencement</td>
<td>The school will specify the approach required and a set of guidelines to this activity which could involve a pre-submission report/thesis outline, or a summative seminar.</td>
</tr>
<tr>
<td>Human Ethics (General)</td>
<td>Within the first 12 months of</td>
<td>Within the first 24 months of</td>
<td>Satisfactorily complete the unit of study Human Ethics (General)</td>
</tr>
<tr>
<td></td>
<td>candidature</td>
<td>candidature</td>
<td></td>
</tr>
</tbody>
</table>
### FACULTY MILESTONES

**PhD students**

<table>
<thead>
<tr>
<th>Name</th>
<th>Full time</th>
<th>Part time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research plan</td>
<td>6 months after commencement</td>
<td>12 months after commencement</td>
<td>Written document of polished text that represents the achievements and understanding of the topic and effectively communicates the activities and timeframes for how the research will be achieved.</td>
</tr>
<tr>
<td>Research seminar</td>
<td>10 months after commencement</td>
<td>20 months after commencement</td>
<td>As part of school activities (e.g. Postgraduate Showcase, school seminars etc.) the candidate is required to deliver a seminar to a group larger than the research group of the candidate.</td>
</tr>
<tr>
<td>First year report</td>
<td>12 months after commencement</td>
<td>24 months after commencement</td>
<td>This should be a substantial written research report, detailing the research activities done in the first 12 months of candidature. Specifications of content and format of these reports will be set at school level.</td>
</tr>
<tr>
<td>Human Ethics (General)</td>
<td>Within the first 12 months of candidature</td>
<td>Within the first 24 months of candidature</td>
<td>Satisfactorily complete the unit of study Human Ethics (General)</td>
</tr>
<tr>
<td>Intermediate seminar</td>
<td>24 months after commencement</td>
<td>48 months after commencement</td>
<td>The school will specify the approach required and a set of guidelines to this activity, which could involve a pre-submission report/thesis outline, or a summative seminar.</td>
</tr>
<tr>
<td>Final research report</td>
<td>36 months after commencement</td>
<td>72 months after commencement</td>
<td>The school will specify the approach required and a set of guidelines to this activity, which could involve a pre-submission report/thesis outline, or a summative seminar.</td>
</tr>
</tbody>
</table>
Registration: All First Year Candidates are on probation for 4 Research Periods; you must complete all the forms in your “welcome pack” within two months of commencement of candidature, and formalise the arrangements made with your Supervisor and Associate Supervisor for supervision of your candidature.

Progress review (formerly APR): must be completed in May or October each year. It is important to document any problems (medical, personal, technical, or anything that may have prevented you from carrying out your research). Review forms are kept by the HDRAC as a record of your candidature and will be consulted when any requests are made to change candidature details. Interviews are held in June or November unless other arrangements have been made.

Satisfactory completion of your review is a criterion for satisfactory progress in your degree. This, in turn, is an eligibility criterion for the Postgraduate Research Support Scheme (PRSS) – see below.

Progress Plan: the review now requires you to confirm that you have completed/updated this.
Candidature: In the Faculty of Science, candidates are given a maximum of:

- 16 Research Periods (4 years) to complete a PhD and
- 8 Research Periods (2 years) to complete an MSc

Submission of a PhD thesis is possible after 3 years (or earlier with permission). You should be aiming to submit in under 3.5 years (see Scholarships…)

Census dates:
Research Period 1 – 31 January
Research Period 2 – 31 March
Research Period 3 – 31 August
Research Period 4 – 13 October

Postgraduate places and funds are allocated on the basis of completions in 4 years. There is a University-wide effort to ensure that all postgraduate degrees are complete within this time. You will need to apply to the Faculty of Science to extend your candidature beyond 4 years.
Most procedures are now done through Sydney Student. The candidature is managed by the Higher Degree by Research Administrative Centre (HDRAC) – previously Jody Cutler in the front office.


**Extensions/Suspensions/Time Away:** Granted by Research Period (defined by census date). Extensions are not automatic and all applications will be reviewed in the context of Progress Review.

Those who have been offered a 3 year scholarship with the possibility of renewal for a further 6 months will need to [apply for the 6 month extension about 6-10 weeks before your scholarship is due to expire](http://sydney.edu.au/scholarships/research/psa_forms.shtml).


When doing things through Sydney Student, please note in the comments that you have discussed (whatever it is) with your supervisor. This will speed up the approval process.
• **Seminars**: Attend lectures/seminars (an average of one research seminar per week throughout the academic year).

• **Talks**: Present **mid-term** and **final term** research seminars (MSc and PhD) to the School.

• **Reporting**: Complete **Progress Review** forms and attend interviews when required.

• **Supervision**: Have contact with Supervisor on a **regular basis**.

• **First year report**: First Year students are to complete a **written report by 1st December** (31 July for July start students); this report will be reviewed by Supervisor and Associate Supervisor.

• **Compliance**: failure to comply with any of the above requirements will be formally noted on your file and **Progress Review Form** and will be taken into account when recommendations regarding terminations, extensions etc. are made.

* We now monitor attendance, you are asked to swipe your student card when you attend one. If you attend others outside the school just keep a record, and let us know at the progress review. **Need volunteers to set up the computer.**
› You should have received an email from ICT asking you to upload your thesis on Sydney Student, and then authorise a web profile

› This will create your own research profile on the University website
Postgraduates have free access to the following facilities for research purposes:

- Photocopying
- Fax
- Phones
- Mailbox
- Stationery: laboratory books, overheads and computer diskettes only
- Paper, toner, printers etc as required for research and production of thesis
- Madsen Library
- 24 h prox card access to School (subject to obeying Safety Regulations)
- Common room with hot water, microwave and general facilities (Room 147)
- Lockable areas (office/locker) for personal belongings
- Basic glassware, equipment, chemicals and instrument access required for research
- Email account
- Internet access (research only – usage monitored)
- Access to shared personal computers for basic word-processing and accessing email/internet
- Laboratory space, workstations, office space as appropriate
The PRSS provides **University funding** for travel to, attendance at, and participation in conferences around the world. Funding under PRSS can also support your fieldwork or research overseas.

Applications for PRSS funding this year are open and will close on **28 April 2017**.

Funding is available for activities undertaken in the current calendar year – so if you’ve been away this year already, you can request funding retrospectively (with receipts or other evidence); if you are planning to go away later in the year, you can request funding in advance.

Level of support unknown, but in 2016 eligible students could apply for a minimum amount of $200 and a maximum of $1,200 (up to $3,000 for presentations at conferences in certain overseas countries) under the following categories:

Unlike previous years, this will administered by the Higher Degree by Research (HDR) Administration Centre.
Conference expenses – for the purpose of presenting a paper or poster in connection with the student’s research. Students who attend a conference without presenting are not eligible to apply under this category.

- Expenses in connection with the use of, or a visit to **use specialist facilities or to learn specialist technique/s** directly related to the student’s research.

- **Purchase of specialist books, periodicals, software** that are essential to the student’s research, but are not normally available in the Department/School or the University’s Library.

- **Purchase of computer equipment** that is essential to the student’s research and is above and beyond the infrastructure provided by the Department/School.

- **Thesis production expenses** to a maximum amount of $600 for a PhD thesis or $300 for a Masters thesis. Only students who do not hold a scholarship which provides such expenses and who expect to submit their theses in the current semester/year can apply under this category.
University of Sydney Grants-in-aid

In addition to the PRSS, which is managed by the Higher Degree by Research (HDR) Administration Centre, read about the University’s Grants-in-aid. Grants-in-aid *do not support attendance at conferences*, but are available to citizens and permanent residents of Australia undertaking short-term periods of research overseas.

Each year opens around April – check the University website

Level of support: $1500 - $2500
In addition to support provided by the Postgraduate Research Support Scheme (above), please note the following Conference Travel Grants:

**School of Chemistry Le Fevre International Conference Travel Grant:** Available to outstanding female postgraduate students in the School to attend a major international conference and present a paper or poster dealing with her research. **Closing: 31 March annually** for conferences held between 1 July - 30 June in following calendar year. **Amount:** determined by the Selection Committee.

**School of Chemistry Joan R Clark:** For PhD candidates to undertake research at a leading university or research institution overseas for a period of not less than six weeks. Preference for research in the area of inorganic chemistry, particularly the determination of inorganic structures by diffraction or other physical techniques.

- You should also look at professional societies etc. in your field, e.g.: RACI, AIP, ANN, AINSE, SCANZ… Talk to your supervisor and students in related fields for advice on appropriate options for you.
Where to Get Help/Advice

Chris Ling, Director of PG Studies, room 349, (p) 9351 2752
  Chris Ling, PG Coordinator, room 518a, 9351 3970
  Jody Cutler, Admin Manager, room 207, (p) 9351 3328
  Andrew Inman, Librarian, andrew.inman@sydney.edu.au
  Joy Huang, SUCS Student President, (p) 9351 2176

If you need advice from someone not in Chemistry, the Counselling Service can usually assist.

School Postgraduate Web Site


Faculty of Science Postgraduate Web Site