GUIDE FOR NEW RESEARCH STUDENTS*

S1, 2016

*This document is intended only as a brief, introductory guide to assist new students commencing a research program in the School of Education. Applicants are directed to the various documents issued by the Graduate Research School, the School of Education and the Faculty of Arts and Social Sciences for more specific information. If you have any questions, or issues for discussion, please contact the HDR Program Director, A/Prof Jihyun Lee at jihyun.lee@unsw.edu.au or Jennifer Perkins, Administrative Assistant (Research Support) on education@unsw.edu.au.
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WELCOME

Welcome to the School of Education.

The School extends a sincere welcome to all our new research students. We expect that your research will be interesting, challenging and successful.

Research is a vital aspect of the School of Education's activity and central to its existence. Academic staff members engage in their own research programs, often with the involvement of PhD, Masters by Research and Honours students. Research students enrolled in the School of Education experience rigorous research training that not only enables them to understand published educational research, but to carry out their own research programs and publish in leading academic journals.

You will find the School's academic and professional staff both approachable and helpful. If you have any problems, please do not hesitate to contact your supervisor, the School office staff, the Postgraduate Research Student Coordinator, or the Head of School. The quality of your research experience is important to us. You can expect studying with us to be challenging, but also rewarding and satisfying.

We wish you well.

Professor Chris Davison
Head of School
TEN MUST DO’S IN THE FIRST WEEKS OF CANDIDATURE

1. **Make sure you are correctly enrolled.** Visit [www.my.unsw.edu.au](http://www.my.unsw.edu.au) and check your enrolment details. This should be done each semester before census date.

2. **Meet with your supervisor, secondary-supervisor or joint supervisor** and ensure you have discussed your research area, resources, meeting frequency, expectations and requirements to get your research underway.

3. **Set up your online University account** - all official UNSW correspondence is sent to this email address. It is important that you check your UNSW email account regularly or forward your UNSW account to your personal email account. See [https://www.it.unsw.edu.au/staff/email/redirect_external.html](https://www.it.unsw.edu.au/staff/email/redirect_external.html)

4. **Organise your UNSW student card** from the UNSW Library Help Zone, Level 2 in the Main Library Building.

5. **Meet key people in the School of Education (SED) and find out about events.** Your contact at the School is Jennifer Perkins (9385 1977; email education@unsw.edu.au). Join in on HDR workshops, read the e-News, and attend HRD colloquia and events.

6. **Attend the School of Education Higher Degree Research Student Induction** – Students commencing their studies S1, 2016 will have their induction on 31 March from 4-6pm in John Goodsell, Rm 124. Topics will include: research support, HDR life, annual progress reviews, and librarian resources.

7. **Attend the Graduate Research School (GRS) Postgraduate Research Student Induction** – The Semester 1 session will be held on 12 April from 4-6:30pm. Attendance is compulsory for all candidates commencing a PhD or MRes degree. The event will provide important information on: enrolment, progression and scholarship administration services provided across the University. Attendees will also receive key publications, including the Postgraduate Candidate Handbook. Registration: [http://research.unsw.edu.au/induction-postgraduate-researchers](http://research.unsw.edu.au/induction-postgraduate-researchers)

8. **Get started on your online Epigeum courses if you are a PhD student and take advantage of the Faculty research training opportunities.** [https://www.arts.unsw.edu.au/current-students/research-students/](https://www.arts.unsw.edu.au/current-students/research-students/)

9. **International Student Services offer orientation and social activities** for new international students. Accommodation searches are also available from their office. See here for more details: [www.international.unsw.edu.au](http://www.international.unsw.edu.au)

10. **Make an appointment to meet your research librarian**, take a Library Tour and explore the campus.
THINGS YOU MUST KNOW ABOUT YOUR CANDIDATURE

- You must be enrolled every semester unless on approved program leave.

- If you are an international student studying on a student visa you must be enrolled full-time each semester.

- **Changes in your Candidature** - You must formally apply to make changes (variations) to your candidature. Variations include:
  - Changes to Supervision
  - Research Area change
  - Transfer between programs
  - Program Leave
  - Working away from the University

To lodge a variation of candidature application or form more information: http://research.unsw.edu.au/units/graduate-research-school

- **Program Leave:**
  - For a full semester: leave must be applied for and approved prior to the Census Date to take effect in that semester. For more details: http://research.unsw.edu.au/continuing-student-enrolment-faqs.
  - You will need to submit an online Variation to Candidature form: http://research.unsw.edu.au/candidature-variation.
  - Less than a full semester (no more than 4 weeks): complete a School of Education Leave of Absence request form (request from education@unsw.edu.au). This form will need to be approved by your supervisor and then submitted to the office for the HDR Program Director to review and approve.

- **Fieldwork** – If you wish to carry out fieldwork away from UNSW, there are several forms that will need to be submitted before research travel is undertaken. You may request these forms from education@unsw.edu.au

- **Census Dates** – this is the last day you can vary your enrolment or apply for program leave in any given semester. If you have made any changes to your candidature since commencing your studies you must inform the Graduate Research School by 31 March (Semester 1) or 31 August (Semester 2).

- **Scholarship conditions** - All scholarships have specific conditions of award that you must be aware of relating to leave, extensions, paid work etc. If you do not have a copy of this information, contact the Graduate Research School.
THE GRADUATE RESEARCH SCHOOL

The Graduate Research School (GRS) is responsible for the administration of all postgraduate research student candidatures and has a parallel function to UNSW Student Services which is responsible for the administration of all postgraduate coursework and undergraduate degree programs.

GRS staff is available to provide advice to all research students on any administrative matters relating to higher degree research training at UNSW.

The Graduate Research School does not have the delegated authority to make academic decisions affecting research student candidatures: these decisions are made by the Faculty and School in which the student is enrolled (the Faculty of Arts and Social Sciences and the School of Education). GRS takes action on the recommendations of the School or Faculty regarding academic matters.

The full list of services provided by the Graduate Research School includes:
- Research Administration
- Admission and Enrolment
- Scholarships
- Variations to Candidature
- Leave Requests
- Loan applications
- Thesis Submission
- Pre-graduation
- Conference Funding.

SEMINARS OFFERED BY THE GRADUATE SCHOOL OF RESEARCH FOR RESEARCH STUDENTS

The Graduate Research School coordinates an annual calendar of seminars titled the ‘Graduate Research School Seminar Series’. Seminars are offered each semester on topics relevant to research students in any stage of candidature. Past attendees have noted that they are very useful.

The following seminars have been offered in the past:
- Thesis Submission and Examination
- Finding Postdoctoral Opportunities
- Responsible Practice of Research
- Ethics.

See: [http://research.unsw.edu.au/events](http://research.unsw.edu.au/events)

GRS also offers Campus-based orientations for research students, and social and informal functions for student groups:

See: [https://research.unsw.edu.au/induction-postgraduate-researchers](https://research.unsw.edu.au/induction-postgraduate-researchers)
GRS RESOURCES

The Graduate Research School produces a range of annual publications to assist research students, including:

- *Postgraduate Research Candidate Handbook and Induction Essentials for Postgraduate Research Candidate*: guides for new students that provide a useful summary of documents and contacts needed by students during their candidature including a comprehensive list of services and resources, useful contacts, guidelines, policies and procedures.

These publications may be accessed electronically at the Graduate Research School website (https://research.unsw.edu.au/induction-postgraduate-researchers; http://research.unsw.edu.au/research-student-publications) or picked up from the Graduate Research School located on Level 2 of the Rupert Myers Building (phone 9385 5500; email enquiries.grs@unsw.edu.au).

You can sign up to get the Graduate Research Student Newsletter by email. Contact Claire McCarthy for information at arts.grs@unsw.edu.au. In addition to the above, the Graduate Research School runs a comprehensive and up-to-date website which includes information about candidature, UNSW services, policies and procedures, thesis and examination timelines, and more.

THE SCHOOL OF EDUCATION

The School of Education is one of the academic units within the Faculty of Arts and Social Sciences. The Faculty Office and the Dean's Unit are located in the Morven Brown Building. The School of Education office is located at level 1 of the John Goodsell Building, Upper Campus.

Tel: (02) 9385 1977  
Office Hours: Monday - Friday 9am – 5pm  
Email: education@unsw.edu.au  
Web site: http://education.arts.unsw.edu.au

HIGHER RESEARCH DEGREES

There are several postgraduate research degrees available in Education: Doctor of Philosophy (PhD 1970) completed entirely by research and the combined coursework research degree of Master of Education by Research (MEd 2354).

Candidates doing a Masters by Research program are required to complete three graded coursework components relevant to their research area and decided in consultation with their supervisor, plus a thesis proposal. An Audit or Graded SED Form will need to be completed and submitted to SED. Students should check their MyUNSW account to ensure the enrolment details are correct. PhD students may request to audit courses after consultation with their supervisors, and submit the Audit and Graded SED form. Enrolment is dependent on availability in the course and students will be informed whether their request has been successful.

For undergraduates, Honours in Education is offered. Students usually elect to undertake an Education Honours program in their fifth year of study (e.g. after their intensive teacher preparation year).

The Honours degree is awarded in three classes (Class 1, Class 2 in two Divisions and Class 3). Students who fail to obtain one of these classes may proceed to graduate with the Pass degree.
SUPPORT FOR RESEARCH STUDENTS

Workshops, seminars and formal methodology courses are offered by the School of Education to support the needs of research students during their candidature.

WORKSHOPS

All Higher Degree Research (HDR) students enrolled in the School of Education are encouraged to attend and take part in the HDR workshops which are held during the teaching semester from 5-7pm on selected Tuesdays. In the past, topics that were covered included a range of technical, practical and theoretical areas:

• How to Get Ethics Approval
• Developing a Research Proposal
• Getting the Most from your Supervisor
• Preparing Conference Proposals and Giving Conference Presentations
• Getting Published
• Getting Started on your Thesis
• Doing Interviews/Focus Groups
• Using SPSS/PASW for survey research
• Using EndNote
• Using NVivo
• Understanding Action Research.

PUBLIC LECTURES, HDR SEMINARS AND RESEARCH GROUPS

There are also regular public lectures presented by visiting speakers from around the world, members of academic staff, and research students near the completion of their degrees on selected Tuesdays from 4-5:30pm, with plenty of opportunity for informal interaction afterwards. An updated schedule will be made available on the HDR noticeboard outside room 128 John Goodsell, included in the SED e-news and on the events section of the website: https://education.arts.unsw.edu.au/events/

Visiting speakers also usually offer individual consultations and specific workshops and seminars just for postgraduate research students – look out for details in the School e-news.

Make sure to also speak to your supervisor about joining one of the Research Groups within our school. These groups typically meet monthly and are a great way to learn more about research happening in your field, meet fellow researchers and hear from guest speakers.
FORMAL METHODOLOGY COURSES

The School of Ed also offers a range of methodology courses, most taught intensively during the school holiday periods:

**EDST5032 Qualitative Research: Ethnographic & Action Research**
An overview of the philosophical, practical, and ethical issues involved in designing and conducting ethnographic and action research in education, and various forms of case study research. The course will also focus on data collection and analysis, examining issues involved in each of the three overarching strategies of observation, interview, and document analysis. Throughout the course, questions concerning the nature of knowledge, truth, and language, as well as issues of power, responsibility and ethics will be foregrounded.

**EDST5101 - Experimental Research Design and Analysis**
This course covers research design and data analytical strategies used in small scale experimental to large scale interventionist studies in educational settings. The focus is to understand and apply experimental research designs and interpret statistical data. The course covers basic descriptive statistical procedures including frequency distributions, measures of central tendency and variability, correlation and regression, and inferential procedures including t-tests, ANOVA, chi-square and other non-parametric tests.

**EDST5103 - Survey Research Design and Analysis**
This course will focus on issues relating to survey research design and analysis. The course will cover research ethics, research design, population/sampling selection, instrument construction/survey development, data coding, basic data analysis, correlation analysis, exploratory factor analysis, multiple regression analysis, confirmatory factor analysis, and structural equation modelling.

**EDST5104 - Educational Assessment and Measurement**
This course covers the essential classical theory of educational measurement and assessment. It shows how the theory is used to guide practice in both school and state-wide assessment and testing programs. It covers the development, administration and marking of assessment tasks and tests, as well as approaches to summarizing and reporting student achievement. The course introduces the concepts of validity and reliability as well as investigating the relative strengths and limitations of different item types.

**EDST5120 - Qualitative Research Critical Reading and Inquiry**
This course will equip students with critical insights into social and educational research by providing an overview of the philosophical, practical, and ethical issues involved in designing, conducting, and critiquing qualitative research. It will also examine how discourse analysis can provide a way of theorizing the production of data through observation, interview, and document analysis. Throughout the course, questions concerning the nature of knowledge, truth, and language, as well as issues of power, responsibility and ethics will be foregrounded.

**EDST5448 - Classroom-based Research**
Students will be introduced to a range of classroom-based research approaches, methods and techniques in education and provide them with the opportunity to explore small-scale problems in assessment, teaching and learning in their own educational context. Topics include the selection and justification of a research problem, different approaches, methods and techniques used in classroom-based research, the process of data collection and analysis, the role of the teacher-researcher, and common issues and concerns.

**EDST5458 – Researching Education**
This course is designed to support students to explore and critique their chosen area of research by locating it in the context of key issues and approaches in education and viewing it from a diversity of qualitative perspectives. The course provides an introduction to the impact of different epistemological and methodological approaches in qualitative educational research and will also encourage students to build collaboration with others in the course using self and peer review.

For full course descriptions of any of our courses see the Course Outline section on our website.
**SCHOOL OF EDUCATION ADMINISTRATIVE SUPPORT FOR RESEARCH STUDENTS**

The table below sets out the current policies and procedures in the School of Education to provide administrative support for all Higher Degree Research students. The School recognises that research students, particularly full-time students, require certain facilities and will do its best within budget and space constraints, to provide the necessary support. If you need to speak to Jennifer Perkins, please ask for her at the SED reception desk.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>After-hours access to John Goodsell building and room study space in Room 128.</td>
<td>Your student card will automatically give you access to the John Goodsell Building and room 128.</td>
</tr>
<tr>
<td>Allowance for copying at the University Library (to value of <strong>$100 per year for F/T</strong> and <strong>$50 per year for P/T students</strong>). $50 will be paid per Semester only and cannot be accrued.</td>
<td>Request via Jennifer Perkins. Complete the OSA09 form and submit for financial approval. Take the form to the library and money will be deposited on your student card.</td>
</tr>
<tr>
<td>Reimbursements will be paid for PhD thesis binding for submissions. (Up to two comb bindings for submission to Graduate Research School and one Thesis Hard Binding (Buckram binding) for final submission to School of Education.</td>
<td>Only receipts from UNSW Green Print Centre will be reimbursed. Location Level 1, F23 Mathews Building Submit requests to the School of Education administration office.</td>
</tr>
<tr>
<td>Reasonable supply of paper as required for research work for F/T students only.</td>
<td>Request via Jennifer Perkins. No student is to access stationery from the supply cupboards without approval.</td>
</tr>
<tr>
<td>Provision for mail delivery (incoming and outgoing if related to research).</td>
<td>Request pigeon-hole in School of Education administration office via Jennifer Perkins.</td>
</tr>
<tr>
<td>Use of staff room facilities during office hours.</td>
<td>Feel free to use the fridge and microwave in the kitchen, but also assist by keeping it clean and tidy. All food put into the fridge should be labelled with your name. Complementary coffee, tea and milk are provided in the staff kitchen for staff and postgraduate research students.</td>
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SCHOOL OF EDUCATION RESEARCH STRENGTHS

Staff and research students contribute to various activities hosted by the different research groups and events in the School. See: https://education.arts.unsw.edu.au/research/our-research/

The following is the current comprehensive list of academic STAFF research interests:

Emeritus Prof Paul Ayres
Learning and instruction including cognitive load theory, multimedia learning, problem solving, and mathematics education.

Prof John Bennett
Educational assessment; setting and applying achievement standards in high-stakes public examinations.

Dr Kerry Barnett
Educational leadership, leader development and team effectiveness.

Prof Anne Burns
Action research and qualitative research methodology, ESL curriculum development and methodology, language skills teaching and learning, language teacher education, second language literacy, language teacher cognition, English for academic purposes.

Prof Trevor Cairney
Literacy education; early language development; family and community and community literacy; sociolinguistic studies of learning; the relationship between home, school and community.

Dr Christian Chun
Critical and public pedagogy, sociolinguistics, social justice in TESOL and teacher education.

Dr Rebecca Collie
Motivation and engagement among teachers and students, teachers' and students' psychosocial experiences at school (well-being, job satisfaction, etc.), and quantitative research methods.

Dr Terry Cumming
Special education; emotional and behavioral disabilities; intellectual disability; educational technology.

Prof Chris Davison
Second language development; language and literacy assessment; teacher-based assessment; language across the curriculum/language in the content areas; teaching English to speakers of other languages (TESOL).

Dr Scott Eacott
Educational leadership, management and administration.

Dr Neville Ellis
Teacher Education and professional development of educators.

Dr Paul Evans
Motivation, cognitive strategy use, emotion, and social factors in learning music.

Prof Colin Evers
Administrative theory; educational leadership; philosophy of education.

Prof Bob Fox
L&T innovation and change through technology in higher education; MOOCs and blended learning in higher education; changing physical learning environments in higher education.
A/Prof Kalervo Gulson
Education policy and politics; urban studies, social and cultural geography, race and ethnicity; social theory; qualitative methodology.

Emeritus Professor Miraca Gross
Education of gifted and talented students; psychosocial development of children and adolescents.

Dr Katherine Hoekman
Designing curricula and to meet the cognitive affective and motivational needs of gifted students.

Dr Jennifer Jolly
Parents of gifted learners, the history of gifted education.

Dr Jae Yup Jung
Gifted education, vocational decision-making, culture, motivation, quantitative research methodology.

Prof Slava Kalyuga
Cognitive processes in learning and problem solving; multimedia learning; instructional design.

Dr Mark King
Multimodal human interactivity, distributed cognition, and the microgenesis of learning.

Dr Greg Leaney
Collaborative learning, cognitive and emotional apprenticeship, values education, and teacher professional development.

A/Prof Jihyun Lee
Applied statistics (Latent class analysis; Latent trait analysis, SEM, HLM), large-scale international and national assessment, psychological measurement, educational assessment, program evaluation, survey design, educational psychology (relationship between noncognitive and cognitive predictors and outcomes).

Dr Tony Loughland
Teacher Education and Professional Development of Educators

Dr Karen Maras
Visual Arts curriculum and pedagogy, conceptual development in art, critical practice in art education, art teacher education, critical reasoning in art education, philosophical realism.

Prof Stephen Marshall
Higher education including academic leadership; professional and staff development; policy implementation and change; educational innovation; program evaluation; university governance.

Prof Andrew Martin
Academic motivation, engagement, achievement, and quantitative research methods.

Dr Michael Michell
Educational policy; language and literacy education; multicultural education.

Dr Negin Mirriahi
Blended learning, online learning, distance education, technology-enabled learning, elearning; learning analytics, MOOCs, academic/professional development, technology adoption/acceptance (note not mobile learning).

Dr Leila Morsy
Poverty; disadvantage; education policy; philanthropy; social policy.

Dr Richard Niesche
Educational leadership and management, Indigenous education, teacher education, social justice and productive pedagogies and poststructuralist discourses.
Dr Geoff Newcombe
Changing role of principals in government and non-government schools; effective governance and accountability; financial management skills at all levels of schools.

Dr Hoa Nguyen
Teacher education, teacher professional development, mentoring, language education policy and TESOL methodology.

Prof David Nunan
Language curriculum and materials development; classroom-based research; second language acquisition; discourse analysis.

Dr Sue Ollerhead
Learner and teacher identity in language education; critical ESL and literacy pedagogies; EAL/D learners in mainstream settings; low literacy refugee background learners.

Dr Sue O’Neill
Positive behaviour interventions and support planning, special education, managing challenging behaviours, beginning teachers’ sense of efficacy and preparedness in classroom and behaviour management, professional development of pre, beginning and in-service teachers in classroom and behaviour management.

Dr Harsha Perera
Assessment and evaluation and educational psychology, with a particular focus on the roles of personality and cognate constructs in student and teacher engagement, well-being, and performance.

Dr Susen Smith
Differentiating curriculum and pedagogy for diverse student needs in multi-disciplinary contexts; gifted education; inclusive education; duel-exceptionalities; social and cultural needs of underachievers; academic engagement and enrichment; multiliteracies; authentic project-based learning and education for sustainability.

Dr Phiona Stanley
Transnational communities; identity; the nature and acquisition of intercultural competence including second language proficiency.

Prof Sue Starfield
Advanced academic writing; tertiary academic literacies; writing and identity; doctoral writing; language policy in higher education.

A/Prof Iva Strnadova
Inclusive education; ageing of people with intellectual disabilities; resilience in families of people with special needs; women with disabilities (especially motherhood of women with disabilities); special educational intervention and autism during lifespan; additional learning difficulties in literacy (dyslexia).

Emeritus Prof John Sweller
Designing instruction to facilitate learning and problem solving.

Associate Professor Kerry Thomas
Theories of creativity and creative practice, curriculum and assessment in art and design education, practical reasoning in art and design education, qualitative research methodology and methods including visual anthropological methods.

Dr Greg Vass
Sociology of education; policy analysis; culturally responsive schooling; Indigenous education; ethics in research.

Dr Lorenzo Vigentini
Evaluation (QA/QE) and enhancement of the student experience, learning/academic analytics and ed data mining, e-learning/learning technology focusing also on fringe applications/implementations (eg. MOOCS), team formation/team roles and psychometric markers determining team success, individual differences and cognitive aspects of learning.
FUNDING SUPPORT

The Graduate School of Research, the Faculty of Arts and Social Sciences, and the School of Education provide funding for some research-related activities of research students.

CONFERENCE TRAVEL

The Postgraduate Research Student Support (PRSS) Scheme is a centrally funded initiative to provide eligible postgraduate researchers with the opportunity to apply for funding to assist in presenting their research at international conferences outside of Australia.

By enhancing opportunities for student mobility, and for professional participation and practice in international communities, the scheme encourages both global focus and exposure for student researchers, and facilitates the deepening and broadening of those researchers’ international links and experiences.

Funding may be used to support conference expenses including registration, airfares or travel expenses, accommodation and living expenses. Eligible candidates may apply for a maximum amount of $3,300, depending on the location of their conference.

Applicants will not automatically receive these maximum amounts. Faculties may recommend an award of a different amount to those shown. The amount awarded will depend on the number of eligible applications received by each Faculty, and careful consideration of the budget submitted by the student as part of the application.

Further information is available on the Graduate Research School’s website: http://research.unsw.edu.au/prss-conference-travel-funds

Application Process Contact
Sean Goodwin / Catherine Zell
Admissions and Scholarships Team
Graduate Research School
University of New South Wales
Tel: +61 2 9385 6731/4619
Fax: + 61 2 9385 6238
Email: prss@unsw.edu.au
FACULTY POSTGRADUATE RESEARCH FUNDING OPPORTUNITIES

UNSW Arts & Social Science provide a range of research initiatives and funding schemes, designed to assist, reward and recognise researchers’ efforts, promote wider intellectual collaboration and build on our strong research culture. For more information please refer to the Faculty website: https://www.arts.unsw.edu.au/research/research-culture/research-support/

Faculty research funds are allocated to support periods of research or fieldwork outside Sydney and abroad, and to cover miscellaneous expenses that are an essential cost of research undertaken by postgraduate research students enrolled in a Masters or PhD degree.

There will be two rounds per year:

Applications for Round 1 open on 15 Jan 2016 and close on 17 February 2016.

Applications for Round 2 open on 22 April 2016 and close on 21 May 2016.

Students undertaking fieldwork will need to complete a variation of candidature form, travel forms and read the guidelines pertaining to research outside of the university. https://www.arts.unsw.edu.au/current-students/research-students/policies-procedures/fieldwork-guidelines/

For the most up-to-date information on Faculty funding opportunities, please refer to their website:

https://www.arts.unsw.edu.au/current-students/research-students/funding/

SCHOOL OF EDUCATION FUNDING FOR PUBLICATIONS AND CONFERENCE POSTERS

The School of Education will give a small grant to research students (PhD, Masters by Research, Honours) who have a manuscript accepted for publication during their time as a student at the School of Education. The conditions of the grant are as follows:

• the manuscript must be accepted by a refereed journal (or accepted on the condition of minor changes being made), an international refereed conference (fully written and refereed papers only), or a commercial book publisher; and

• The manuscript must be accepted while the student is enrolled as a student in the School of Education.

The basis of the grant is the HERDC points allocation for the manuscript, discounted for lower ranked publications (i.e., 1.00 for A/A*/B level journal
articles/book chapters, 0.5 for conference papers and C or unranked level journal articles/book chapters. Each HERDC point is worth $500, or equivalent for fractional points). Therefore, if a manuscript with three authors (one of whom is a research student) attracts a HERDC point allocation of 1.00, the grant to the student is $167 (i.e. $500 multiplied by 0.33).

The School of Education will also reimburse research students up to $60 for the cost of a poster that is accepted for presentation at a refereed conference. The poster needs to be suitable for display on a School of Education notice board.

SCHOLARSHIPS

In addition to funding for conference travel, fieldwork, essential research costs, publications and posters, a number of scholarships are available to postgraduate students.

Information on the various scholarships for research students is available here: http://research.unsw.edu.au/postgraduate-research-scholarships

Included in these scholarships is the Domestic Research Candidate Scholarships. UNSW offers these scholarships to domestic postgraduate researchers of exceptional research potential to undertake a higher degree by research at UNSW. Information on these specific scholarships is available on the following website: http://research.unsw.edu.au/domestic-research-candidate-scholarships (application windows can be found here)
SUPERVISION OF YOUR THESIS

APPOINTMENT
All research students will have at least a supervisor and either a co-supervisor or joint supervisor appointed. The Head of School or Postgraduate Coordinator in the School recommends the appointment of a supervisor, co-supervisor or joint supervisor on behalf of the Faculty Dean. The Head of School must be satisfied that the student is appropriately qualified for the proposed research and certify that there is appropriate space, resources and supervision available to support the proposed research program.

DEFINITIONS
The primary supervisor is the member of the academic or senior research staff appointed to take primary responsibility for the candidature. The supervisor, along with the secondary-supervisor (or joint supervisor), has a high level of expertise in the proposed field of study, provides advice and assistance, guides the direction of the research and is responsible for reporting on the progress of the candidature to the Head of School and the Higher Degree Committee.

The secondary supervisor may have specific expertise that is useful to the candidate’s research program and should be available as an independent person from whom the candidate may seek advice during the course of the candidature, and in particular when the supervisor is absent from the University. In most cases the secondary supervisor will, with the supervisor, play an active role in providing direction and advice to the candidate.

Two joint supervisors take equal responsibility for a candidate and are appointed when there is a formal equal collaboration and sharing of resources to support the candidate. This may occur when a student is working in a multi-disciplinary project and there are supervisors with expertise in the different aspects of the project in the same school. (May be appointed for cross-Faculty enrolments, or cross-School enrolments)
ROLES OF PARTIES INVOLVED IN POSTGRADUATE STUDENT RESEARCH

Head of School: Prof Chris Davison

- Establishing and maintaining procedures for selecting appropriately skilled supervisors and co-supervisors, and ensuring that the potential supervisor has adequate time to supervise the candidate and that the selection process is equitable for all potential supervisors.
- Ensuring the uninterrupted supervision of each candidate throughout the candidature (and in particular ensuring that if a supervisor leaves the University or there is a breakdown in the supervisory relationship, that a new supervisor is appointed promptly, in collaboration with key stakeholders).
- Appointment of a Postgraduate Research Coordinator with delegated responsibility to act for the Head of School in making all other academic decisions regarding candidature.

Program Director, HDR /Postgraduate Research Co-ordinator: A/Prof Jihyun Lee

- Approving a topic that is appropriate for the degree and is feasible to undertake in the School with the selected supervisor(s), and not constrained by lack of equipment or infrastructure.
- Assisting the candidate through induction, training, and access to information sources, to effectively utilise the research infrastructure of the School.
- Encouraging participation of candidates and staff in the School's research culture (e.g., postgraduate research student conferences).
- Ensuring that all research candidates complete an annual progress review and addressing any concerns or issues with progress and/or timely completion.
- Enhancing communication and networking between staff and research candidates.
- Representing the School on the Faculty’s Higher Degree Committee and SED Research Committee.
- Approving the appointment of thesis examiners, annual review results, variation of candidature requests, academic leave, deferral, leave of absence and other relevant forms.
- Arranging information and orientation sessions for HDR students
- Liaising with HDR students and the School of Education regarding academic/learning queries.
- Overseeing the postgraduate research workshop series and other opportunities for research training.
- Overseeing and supporting the annual student-led conference and conference proceedings publication.
- Coordinating the Honours program and providing regular seminars and other forms of support.
HDR Administrative Support: Jennifer Perkins

- Providing candidates with appropriate space and resources to carry out the approved research program.
- Providing stationery, photocopying access, letterhead access and associated resources for research activities.
- Assisting with enrolment and variations to candidature.
- Assisting with the organisation of annual progress reviews.
- Providing storage space for collected data.

Research Student Representative: Emma Burns

- Organising peer support for annual progress reviews (if appropriate).
- Communicating any collective research candidate concerns to the Postgraduate Research Coordinator and Head of School.
- Organising social events for research candidates.

Supervisor

- Ensuring the candidate fully understands relevant UNSW research policy.
- Ensuring regular contact and communication are maintained with the candidate via a mutually agreed, documented mechanism (e.g. regular meeting schedule, monthly reports) that is reviewed annually by the candidate and supervisor.
- Monitoring the performance and progress of the candidate with respect to the standards required for the degree and, when either is unsatisfactory, advising the candidate promptly of the deficiencies and assisting the candidate to undertake appropriate remedial action.
- Advising the candidate on appropriate time management of the research, facilitating training in research methods and skills specific to the topic that augment the generic skills and methods covered in the induction program and, where necessary, prescribing additional study to compensate for any deficiencies in the candidate's background.
- Providing formal advice on progress of candidature to the Head of School via the UNSW Annual Progress Review.
- Ensuring that the candidate is provided with appropriate resources and support for the research program.
- Ensuring that absences from the University of more than four weeks are covered by a member of academic staff, if the co-supervisor is not available or is not a member of FT academic staff.
- Certifying that the thesis is in the correct format for examination.
- Appointing thesis examiners.
- Participating in University programs, as required, for improvement of supervisory skills and briefing sessions on new University and Government policy related to higher degree research.
- Attendance at the candidate's graduation ceremony (where possible).
Secondary-supervisor

- Communicating with the candidate at least two or three times each semester.
- Acting in place of the supervisor when the supervisor is absent from the University.
- Providing feedback to the candidate at the annual progress review.

Candidate

- Adherence to the University’s regulations governing the award of the research degree.
- Attending the University Orientation session, and Faculty and School orientation sessions as appropriate for new students.
- Ensuring re-enrolment for each semester.
- Ensuring that the Graduate Research School is notified within seven days of the following changes to candidature: residency, name change, departure overseas for fieldwork or personal leave.
- Adhering to the conditions specified for any scholarship that is held.
- Taking initiative in devising, implementing and completing the research.
- Developing the ability to independently analyse and evaluate the results of the research and the research of others in the discipline.
- Proceeding with the research as agreed with the supervisor, co-supervisor and as determined at the annual progress review.
- Gaining the necessary knowledge to carry out the research and, if required, undertaking additional study as prescribed by the supervisor.
- Gaining the necessary skills in oral and written communication to communicate the processes and outcomes of the research.
- Maintaining regular contact with the supervisor and co-supervisor and presenting written material as required by the supervisor.
- Taking initiative in raising problems with the supervisor and sharing responsibility for finding solutions.
- Completing annual progress reviews in a timely manner.
- Being informed at all times regarding all relevant UNSW policy and procedures as updated on the Graduate Research School website and adopting safe, effective, ethical and collegial work practices in accordance with the UNSW Code of Conduct for Responsible Research.
- Accepting responsibility for the intellectual content of the thesis and its preparation and ensuring that it meets the standards of presentation as required by the University.
MEETING YOUR SUPERVISOR

There are no hard and fast rules about the frequency of meetings and the best method of communicating with your supervisors. At the start of candidature, these issues should be discussed and a plan for the first six months of candidature proposed. For example, in some disciplines, a formal weekly meeting may be scheduled to review progress and reassess goals, while in other disciplines, you may be working in a large research group with other students and researchers who are able to provide day-to-day advice. In this case, only informal meetings are required with your supervisor. It is important that you negotiate a clear set of expectations between yourself and your supervisors and to recognise that the supervisory working relationship will evolve during the course of your candidature.

The supervisor, secondary-supervisor and candidate are responsible for ensuring that regular contact and communication are maintained. The mechanism for communication should be documented (e.g. regular meeting schedule, monthly reports) and reviewed annually by the candidate and supervisors. At the start of your candidature, you will be provided with important University research policies. If you are unclear as to the relevance of these policies to your research, you should discuss these with your supervisor and co-supervisor with specific attention to:

- Authorship of research published during candidature
- Intellectual Property
- Ethics
- Occupational Health and Safety
- Retention and storage of data
- Conflict of Interest.

ABSENCE OF A SUPERVISOR

From time to time during your candidature, your supervisor may be absent from the University for an extended period of time. In this case, you should discuss appropriate communication channels (email, phone etc.) during the absence. Your co-supervisor would normally act in place of your supervisor as the local person on campus who can assist you. If both your supervisor and secondary-supervisor will be absent from the University for a prolonged period of time, then you should discuss this with the Postgraduate Coordinator. Depending on the stage of your candidature, a replacement supervisor may be appointed for this period of time.

CHANGE OF SUPERVISOR

Appointment of a supervisor(s) is on the expectation that the supervisor is available for the entire duration of the candidature. While change of supervisors during the course of the candidature occurs rarely, there are several instances
when appointment of a new supervisor may be required. If there is a breakdown in the supervisory relationship, to the extent that the appointment of a new supervisor is required, the issues should be documented by the School. In these cases, the Associate Dean for Research in the Faculty must be advised. Mediation, and the suitability of the co-supervisor to be appointed as supervisor, and other proposed supervisors in the School/Faculty, will be discussed with you prior to appointing a new supervisor. If your supervisor leaves UNSW, then normally your co-supervisor would be appointed as your supervisor. If your supervisor leaves, your situation will be assessed on a case-by-case basis to ensure that you are not disadvantaged. Factors that are considered include the stage of candidature, whether there is a supervisor available at UNSW with appropriate expertise available to support you to a successful thesis completion, and whether the supervisor is able and willing to continue in a supervisory role in their new position. Special arrangements, outside the conditions specified for new admissions to candidature, may be considered by the Higher Degree Committee and approved by the relevant Faculty Dean and the Dean of Graduate Research.

ANNUAL PROGRESS REVIEWS

In accordance with University policy, the progress of each student will be closely monitored, as well as officially reviewed, each calendar year by a Review Panel. For candidates in their first full-time equivalent year of PhD research the Review Panel will also assess whether the candidature will be confirmed.

The Review Panel is appointed for each research student and usually comprises two to three academic staff members for PhD students (two for MPhil and MEd) other than the supervisor and secondary-supervisor, and the School's Research Student Coordinator or Head of School (if the Coordinator is involved in supervising the student). The research student's presentation at the HDR Students Colloquium is a major part of the review/confirmation process.

The online Annual Progress Review form (APR) link will be sent to students via their UNSW email account. Students will need to complete this form and let their supervisors know when it’s been submitted so that supervisors can then complete their section. Panels cannot be created in the system until both forms have been submitted.
CONFIRMATION OF PHD CANDIDATURE

According to the UNSW Procedure for Confirmation and Review of Progress of PHD Candidature:

(i) In addition to the procedures for the annual progress review, the confirmation review should require the candidate to:

(a) Provide three draft thesis chapters; typically an introduction, literature review and methodology chapter

(b) The key objectives/criteria and milestones of the research, and a justification of the research, and an assessment of the resources required to support the research, and a statement of how the research will be conducted in accordance with the UNSW policies for intellectual property, OHS and ethics. These documents should be uploaded to the online APR form and sent to panel reviewers at least one week prior to the progress review presentation.

(c) Make an oral presentation at which all Panel members are present in accordance with Faculty/School guidelines.

(ii) The Panel will assess whether progress has been at the level expected for confirmation of the PhD candidature. The Panel will pay particular attention to:

- the draft thesis chapters, including a comprehensive literature review, a research plan that will likely lead to a PhD
- the level of progress made on the research since enrolment including evidence that the candidate has shown research skills at the level appropriate for the discipline.

(iii) Where progress has not been achieved at the expected level, the Panel must provide a recommendation in accordance with section 4 of the Conditions for the Award of the Degree of Doctor of Philosophy (PhD).


The School is required to report the results of all reviews to the Graduate Research School. For more information on the review and confirmation requirements please speak to your supervisors and read the following:

- https://research.unsw.edu.au/annual-progress-reviews
- https://education.arts.unsw.edu.au/students/resources/policies-guidelines/
- https://socialsciences.arts.unsw.edu.au/students/study/postgraduate-research/annual-progress-reviews/.
POSTGRADUATE STUDENT RESEARCH COLLOQUIA

The Postgraduate Research Student Colloquia take place twice during semester 1 (23 February and 24 May) and twice in semester 2 (30 August and 22 November) and run parallel to the review panel sessions. The colloquia are a key part of showcasing and celebrating the School of Education’s research culture, and are not just an administrative requirement. All postgraduate research students are expected to attend and support their fellow student researchers.

It is a requirement that PhD students present at least three times during their candidature. MEd students present once during their whole candidature. Presentations are normally 20 minutes plus 10 minutes for Q&A. The first presentation is part of confirmation, or its equivalent, and should take place within the first 6-9 months of full time equivalent (FTE) candidature. The School of Education encourages the use of PowerPoint presentations. An abstract will also need to be submitted.

APR Reviews are held straight after the presentation in an adjacent meeting room with student, supervisors and a panel of 2-3 staff members. Panel members speak to the student, their supervisors and discuss the research progress and timeline. They would have looked through the documents that were submitted online including the student and supervisor completed forms and the student’s draft chapters. The confirmation of PhD process stipulates documents that need to be submitted beforehand.

Please see the section on the confirmation process for more details on this.

Students receive a link to their online forms 3-4 weeks before the review. No panel can be created until both the student and supervisor forms have been submitted online so it is important to complete these promptly when you receive the link.

The scheduled dates for 2016 colloquia and reviews are:

- 23 February, 24 May, 30 August and 22 November.

Jennifer Perkins will be in contact with you regarding the schedule for each colloquium and annual review.

HDR RESEARCH CONFERENCE

The Annual HDR Student-Led Conference is a showcase of postgraduate research and a celebration of the significant contribution made by postgraduate researchers.

You are invited to submit proposals for presentation at the conference. The HDR student-led Conference is scheduled for 15 July 2016. Information can be found on the School of Education website when details are finalised.
GUIDELINES FOR EDITING RESEARCH THESES

The Institute of Professional Editors’ ‘Guidelines for editing research theses’ outline the extent and nature of editorial services that professional editors can provide when editing research students’ theses and dissertations. Academic supervisors and research students also need to be clear about the editor’s role as well as their own roles and responsibilities.

These guidelines were revised by IPEd and approved by the Deans and Directors of Graduate Studies on 12 November 2010. They were originally developed by DDOGS collaboratively with IPEd’s forerunner, the Council of Australian Societies of Editors, in 2001.

Background
Students may use a professional editor in preparing their thesis for submission, but they should obtain permission from their principal supervisor to do so. They should also provide the editor with a copy of these guidelines before commencing work.

Professional editors need to be clear about the extent and nature of services they offer when editing research students’ theses and dissertations. Academic supervisors of research students also need to be clear about the role of the professional editor as well as their own editorial role. Finally, students need to be clear about the scope and limits of services they might expect from a professional editor.

These guidelines have been developed primarily to give guidance to professional editors. They also provide a guide for academic supervisors and students. This document has been developed with close attention to the Australian Standards for Editing Practice (ASEP). Academic supervisors and students are encouraged to become familiar with this publication.

Editing and proofreading of research theses and dissertations
It is expected that the academic supervisors of research higher degree students will provide their students with editorial advice relating to matters of substance and structure; language (including matters of clarity, voice and tone, grammar, spelling and punctuation, specialised and foreign material); and use of illustrations and tables. They may also assist with copyediting and proofreading. This type of advice is covered in Standards C (‘Substance and structure’), D (‘Language and illustrations’) and E (‘Completeness and consistency’) of ASEP.

Professional editorial intervention should be restricted to copyediting and proofreading. This type of advice is covered in Standards D and E of ASEP. In relation to matters of substance and structure (Standard C), the professional editor
may draw attention to problems, but should not provide solutions. Examples may be offered in order to guide the student in resolving problems.

Material for editing or proofreading should be submitted to the editor in electronic or hard copy (although if an individual academic institution has a preference for editing format, this should be followed). If the thesis is to be edited electronically, the editor and student need to agree on the process by which the student will check each suggested change before accepting it. For example, it is preferable that text marked up electronically is returned to the student in PDF format. The editor should keep on file all marked-up versions of the work.

**Acknowledgement of editor’s contribution**

When a thesis has had the benefit of professional editorial advice, of any form, the name of the editor and a brief description of the service rendered, in terms of ASEP, should be printed as part of the list of acknowledgements or other prefatory matter.

See FAQs for editors, research students and research supervisors at [http://iped-editors.org/Editing_theses.aspx](http://iped-editors.org/Editing_theses.aspx)

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**GUIDELINES FOR SUBMITTING THESES**

The Graduate Research School website has clear guidelines and processes for thesis submission, format requirements and notification periods. It is important to speak to your supervisors and set up comprehensive timelines for you to ensure you submit by the required date.

More information can be found here:


These pages also outline information regarding the examination outcome and graduation preparations.
PUBLICATION OF THESIS

It is a principle of the University that a thesis produced from a research higher degree should be publicly available. However, the University recognises that there are certain circumstances in which immediate public availability of the thesis in the library may not be desirable. If access to the library copy of the thesis is a concern to candidates, they should discuss this with the relevant parties six months before submitting their thesis.

Higher degree research (HDR) candidates may indicate that they wish to have access to the electronic copy of their thesis embargoed for a period of up to two years. Information regarding the process of indicating the requirement for such embargoes can be found on the Preparing for Graduation page. Embargoes of two years or less can be made at the time of submission of the final library copies, just prior to graduation. Candidates do not need to apply for special permission to have an embargo of two years or less.

Please read the guidelines carefully and discuss with your supervisor as this will have major implications on copyrights on articles and publications. http://research.unsw.edu.au/prior-submission

GUIDELINES FOR JOINT STAFF RESEARCH STUDENT PUBLICATIONS

The School of Education at The University of New South Wales strongly encourages, and in fact expects, research students to be actively involved in writing for publication during their candidature. The feedback from such activity is very important for the ongoing development and refinement of the thesis, and contributes to the research training of the student. Publication output is also an important indicator of academic scholarship. Many doctoral students produce three or more papers as a result of efforts at publication during their candidature.

Supervisors are expected to actively mentor students to stimulate and support student publications. Their roles generally change over the course of a student’s candidature as the student develops more knowledge and confidence, typically moving through the following phases:

- discussing potential venues and types of publications in their specific field of research with students early in their candidature and the status of various journals/publishers,
- providing advice and input about the publication process,
• initiating and providing the major contribution to a co-authored publication in which the student contributes a minor part,
• contributing as a supporting author to the development of a co-authored publication arising directly from the student’s thesis work, and/or
• reviewing, editing and advising on a student’s sole-authored paper.

All those, regardless of status, who make a substantive intellectual and/or creative contribution to the generation of the publication are entitled to be listed as authors of that publication. All authors must also give explicit consent to joint authorship. Prior to undertaking a writing project, students and supervisors should reach an agreement on who should be considered as the “main author” of the publication. Normally, the person who plays the major role in initiating, planning and writing of the publication should be considered as the main author. In cases where students contribute to articles that have been proposed and shaped by the supervisor, the supervisor is clearly the main author. However, where students initiate and produce a publication independently with only minor intellectual or editorial input from the supervisor, the student should be considered as the main author and the supervisor either the second author or, subject to prior agreement, simply thanked in an end/footnote for their advice and support. Students and supervisor(s) should also agree on the order of authorship of any publications — standard practice for most publications in education is to put the main author first, or if it is an equal contribution, to follow alphabetical order.

Any work by others involved in the implementation or production of research used as a basis for publication (including informants), or the authors of work which is relied on or used in the publication, should be acknowledged appropriately in the publication, even when such work does not provide grounds for a claim to joint-authorship. All data, argumentation, and results and conclusions of a research project which is used in a publication belong to the researcher(s) who designed and constructed the research study, unless specific contractual arrangements have been made with respect to these matters.

In all cases any funding agencies and the School of Education at The University of New South Wales should be acknowledged for their support of the research and/or publication.
UNSW SERVICES PROVIDED FOR RESEARCH STUDENTS

LEARNING CENTRE
The Learning Centre provides a wide range of academic support services to UNSW postgraduate research students. Assistance is available through workshops in advanced level academic skills, individual consultations, discipline-based courses, and online academic skills resources. Many books on thesis writing are also available for loan.

Workshop programs typically include:
- Thesis Writing
- Writing a Thesis Proposal
- Practising Conference
- Presentations
- Writing a Literature Review
- Advanced Academic Writing Program.

You can also make a booking for a one-on-one consultation with a Learning Adviser to discuss any specific issues or queries.

If there are a number of students in your School or Faculty who require a particular course, you can approach the Learning Centre to organise a course for your area.

The Centre also provides workshops and activities for non-English-speaking background students including 'Conversation Practice' and 'Polishing Your Pronunciation'.

All services and programs are provided free of charge.

Web: www.lc.unsw.edu.au
Phone: 9385 2060
Email: learningcentre@unsw.edu.au
Location: Lower Ground, North Wing, Chancellery Building (behind Student Central).
IT SUPPORT

Email
All UNSW students are provided with a free email account. You will need to set up this account after you have enrolled. It is important that you check your University email address regularly or arrange to have this forwarded to an email account that is checked often. Please note that official communication from the University and fees statements etc. will be sent to this UNSW account. It is your responsibility to ensure that you check this account regularly. 
https://www.it.unsw.edu.au/staff/email/redirect_external.html

University Password (Unipass)
A password (Unipass) is issued to all new students at enrolment (the UNSW IT Services office can assist if you lose the Unipass or need to check your access). You will need to use your Unipass to access a range of services throughout your candidature. When you are issued with your Unipass, it will be a random series of numbers and letters (in upper and lower case). Ensure you change your Unipass so that you can easily remember it. Please refer to the following website for more information: http://www.unsw.edu.au/gettingstarted

Computer Laboratories
The UNSW Student Organisation provides a 24-hour postgraduate computer lab for all postgraduates at UNSW. The lab is located on the ground floor of the Library and contains a printer. Swipe card access is required and can be obtained from UNSW Facilities Management Office.

The Library has computer laboratories available for general use to all students at UNSW. These are only available during library opening hours. Printing is available at standard library printing rates. For more information please visit the library website (http://www.library.unsw.edu.au/index.html)

Faculty of Arts and Social Sciences students are also able to access three large laboratories on the lower ground floor of the Morven Brown Building. Access is permitted free of charge by means of a student card, but only if there is no scheduled class (access is automatically granted to research students).

Computer Software
EndNote is bibliographic software that allows you to store, organise and manage your references in a database. These references can be linked to your word processing documents to instantly create in-text citations and bibliographies in the referencing style that you require. UNSW provides research students (excludes UNSW@ADFA) with free access to EndNote. To download your free copy of EndNote please visit: https://www.it.unsw.edu.au/students/software/endnote.html
The University also supplies the corporate edition of Symantec Antivirus software free of charge to staff and students to install on university, home and mobile computers. The Symantec Antivirus software can be downloaded from the ITS software website free of charge at:
https://www.it.unsw.edu.au/students/software/index.html

Computer software that is frequently used by research students in the School of Education (including the latest versions of SPSS, Nvivo and LISREL) are available in the computer terminals in the Postgraduate Student Study Rooms (John Goodsell Building).

Research students can purchase a wide variety of other software from the UNSW Bookshop on the Kensington Campus. Many of the various programs available are offered as a cheaper 'Academic Version' to students.

Web: https://www.it.unsw.edu.au/support/servdesk/servicedesk_home.html
Phone: 9385 1333
Email: IT servicedesk@unsw.edu.au
Location: Ground Floor, Library Annexe

UNIVERSITY LIBRARY

The University library provides information resources and services to assist UNSW students and staff to meet their learning and research goals. The library collection is dispersed over three different locations, the main library on the Kensington campus, the Freehills Law library on the lower Kensington campus and the College of Fine Arts (COFA) library on the Paddington campus.

Resources include books, journals, audiovisual materials and an extensive range of electronic resources including e-books, e-journals and databases. Many of these resources are available 24 hours a day from the Library homepage: http://www.library.unsw.edu.au/

The UNSW Library supports research students by providing a HDR mentoring program and an Outreach Librarian for each faculty. The Outreach Librarian for the Faculty of Arts and Social Sciences is Maryanne Bokan (email m.bokan@unsw.edu.au). Make an appointment to meet with Maryanne or one of her facilitators who can show you how to access research material on the Library system and catalogues.

Benefits of this service include:
  • A reduction in the sense of isolation often experienced by first time researchers
• An increase in the level of engagement with the literature of your discipline
• An ability to access content to support your topic throughout the research cycle
• An understanding of how the content within a discipline is organised
• Assistance in achieving on-time completion
• Savings in time and costs associated with your time and resource use
• Increased expertise in how and where to publish
• An increased understanding of the impact of academic content
• An increased awareness of the services available to support the researcher, such as online tutorials and research consultations

The Library provides a range of facilities that include study areas, computers, printing, photocopying and scanning. An interlibrary loans service is available for postgraduate students and staff. An external service for students and staff based off-campus ensures access to library resources for remote users.

Contact your Outreach Librarian
Phone: 9385 2650 and ask for the Outreach Team (Amy Barker is the SOE contact and can be reached at 93858597)
Email: libraryinfo@unsw.edu.au

HDR WORK SPACES

All research candidates at the University of New South Wales, on commencement of their degree, can expect to be provided with appropriate study space to complete his/her thesis. As noted in the UNSW Guidelines on Facilities and Resources to Support Higher Degree Research Students (http://www.gs.unsw.edu.au/policy/documents/facilitieshdrstudents.pdf), this will ideally be as follows:

• All full-time postgraduate research students should be provided with shared office accommodation that includes a sole-use desk, lockable cabinet and bookshelf facilities. If, at times, a sole-use desk is not available to every full-time candidate, shared use of a desk or other satisfactory, flexible arrangements should be negotiated between the School, the supervisor and the candidate.
• Part-time postgraduate research students should have shared office accommodation and at least shared use of a desk.

The allocation of study space will vary between the faculties and schools of the university, which may mean that the above allocations are unable to be met in full. The University, Faculty of Arts and Social Sciences and the School of Education are committed to improving the availability of office facilities for all postgraduate research students.
The Facilities at the school, faculty and university that are available to School of Education higher degree research students are outlined below.

**FACULTY OF ARTS AND SOCIAL SCIENCES HDR STUDENT STUDY SPACE**

- The Faculty of Arts and Social Sciences has study spaces available for postgraduate research candidates. Spaces are allocated to individual students, or when possible to two students to share, through a process of application and ranking. Such spaces – some with desktop computers, some with docking stations or wifi access for students to use their own laptops – are situated in the Faculty’s own buildings. Research candidates are required to formally apply for a dedicated study space. The Faculty also provides access to a number of hot-desk spaces, without application. The Faculty space is administered by the Faculty Research Office. The Library PGR Space has 75 study spaces; these are allocated by the Library, as outlined below.

- Some hot desk spaces will be made available without application. UNSW Uniwide wireless access, software programs such as SPSS, Nvivo, LISREL and a networked printer are available.

- The form and more information about the Faculty’s study spaces can be found here: [https://www.arts.unsw.edu.au/current-students/research-students/support/study-spaces/](https://www.arts.unsw.edu.au/current-students/research-students/support/study-spaces/)

**UNSW LIBRARY POSTGRADUATE RESEARCH STUDENT SPACE**

**UNSW Kensington Library level 4**

- To be eligible to apply for any access to the Level 4 Study Space students must be currently enrolled in a UNSW PhD or Masters by Research degree. **Only students who do not have access to other dedicated workspace are eligible to apply for access to a dedicated workspace in the Library.** There are a limited number of workspaces, not all applications will necessarily be successful.

- This Facility is part of the UNSW Library and available to UNSW postgraduate research students who have been assigned access to the space, these research students will have 24 hour swipe card access to this secure area, The Library PGR Space has 75 workstations and is administered by the Library Space Committee, chaired by the University Librarian Andrew Wells, with representatives of academic units whose students use the Space (the Director of Postgraduate Research in the case of FASS), The Library Space Committee has student representatives as
members. It should be noted that the Library Space Committee has its own guidelines for the allocation of workstations. All students applying for a Library study space, should refer to:
https://research.unsw.edu.au/postgraduate-research-candidate-study-space

GUIDE TO REASONABLE USE OF SHARED HDR STUDY ROOMS

Hot-desk spaces are provided with the expectation that reasonable use and consideration will be exercised by all students. We hope that this facility will help you work, interact with students from other research areas, provide the chance to create social networks and feel part of the School’s research community.

In order to preserve a friendly and co-operative environment, please:

• Respect each other’s need for silence and privacy. We can all expect that interpersonal encounters will be courteous, professional and non-threatening.

• To maintain security and fairness to the room users, please do not allow others access to the shared rooms, including other UNSW students, friends and family members.

• Leave the space as you would like to find it. Be sure to throw all waste in the bins provided, remove all food items and wash all dishes in the kitchen.

• TVs and radios should not be used within shared study rooms. Headphones should be used when listening to audio material.

• Conversations, mobile phone conversations and meetings with others should be conducted outside of shared study rooms.

• Remember that all of us who use UNSW terminals have our usage monitored. Therefore it is not appropriate to use the shared rooms to download large amounts of private material, whatever it might be. For further clarification, please refer to the Acceptable Use of UNSW ICT Resources policy (https://my.unsw.edu.au/student/resources/ComputingCommunicationRule.html).

SCHOOL OF EDUCATION SHARED AMENITIES

The School of Education offers the following amenities on level 1 of the John Goodsell Building:

• 24-hour swipe card access
• Wash room and tea room facilities, including complimentary tea/coffee making facilities
• Hot-desk spaces in Room 128
• Photocopying facilities
• Fax, access to the postage system and an on-campus mailing address.
OTHER SERVICES PROVIDED AT UNSW

CAREERS AND EMPLOYMENT

Each Semester, UNSW Careers and Employment offers a series of career planning workshops targeted at research students. Workshops offered include:

- Applying for Academic Positions
- Academic resume writing
- Interview skills for academic and research positions
- Effective networking for postgraduate research students.

Visit the UNSW Careers and Employment website to access the workshop timetable, career information, or Jobs Online. You can also register online for workshops and book an individual assistance appointment to review your resume, selection criteria documents or obtain career management advice etc.

Web: www.careers.unsw.edu.au
Phone: 9385 5429
Email: careers@unsw.edu.au
Location: Level 2, East Wing, Quadrangle Building

INTERNATIONAL STUDENT SERVICES

International Student Services (ISS) helps students from overseas adjust to living in Sydney and studying at UNSW. ISS offers arrival services (book in advance) as well as an extensive range of on-going support services and activities. International Housing Assistance lists properties close to the campus and also offers a service to drive new students to inspect properties on certain days of the week. Come and talk to an International Student Adviser to discuss any matters of concern such as study, social or personal issues. You can also join in a range of social and cultural activities to meet other students and to learn about Australia and its culture. Meet and mingle with other international research students at International Research U-Nite, held once every 2 months at the ISS Lounge. Check the website for the latest activities and programs offered and subscribe to the email list is-forum to keep in touch with other international students.

Web: www.international.unsw.edu.au/iss
Phone: +61 (2) 9385 5333
Email: international.student@unsw.edu.au and mailto:isha@unsw.edu.au
Location: Ground Floor, John Goodsell Building
RESIDENTIAL COMMUNITIES AND SERVICES

The Residential Communities Office assists students to find accommodation while they are at UNSW. The office manages and takes applications for the University's self-catering apartments. A database of off-campus accommodation in the local area is also kept by the office. Students looking for accommodation can visit the office to look at the listing boards or search online if connected to the University Wide Network.

Web: http://rc.unsw.edu.au/
Phone: 9385 4346
Email: unswrc@unsw.edu.au
Location: Ground Floor, Goldstein Hall

CHILD CARE

There are four childcare centres servicing the University of New South Wales. Contact details for these centres are as follows:

Honeypot: (Tel) 9385 1230
House At Pooh Corner: (Tel) 9385 5448
Kanga's House: (Tel) 9385 5449
Tigger's Place: (Tel) 9385 1222

COUNSELLING SERVICE

The Counselling Service offers a broad ranging support service for both postgraduate and undergraduate students at UNSW. Through the COMPASS program, students can access services including individual counselling, skills development courses and self-help resources. Workshops and Seminars for postgraduate students held in previous years included:

• Inspiring the Thesis/Demystifying the Student Supervisor Relationship
• Understanding Low Mood
• Managing Low Mood
• Relaxation/Meditation
• Preventing Procrastination
• Taking Charge of Fear and Anxiety.

Web: www.counselling.unsw.edu.au
Phone: 9385 5418
Email: counselling@unsw.edu.au
Location: Level 2, East Wing, Quadrangle Building
EQUITY AND DIVERSITY

The Equity and Diversity Unit provides free and confidential services including:

- Advice and information on anti-discrimination legislation, policies and practice
- Assistance with grievance handling under UNSW's discrimination and harassment grievance procedures
- Services for students with disabilities, serious medical conditions or temporary injuries including, note-takers, sign-interpreters, exam provisions, texts in alternative formats, assistive technology, accessible accommodation and parking etc.
- Assistance to Faculties on integrating equity into mainstream work and educational practices
- Presentations to staff and students.

Web: www.equity.unsw.edu.au
Phone: 9385 4734
Email: seadu@unsw.edu.au
Location: Ground Floor, John Goodsell

HEALTH SERVICE

The University Health Service is a complete general practice situated within the University. The medical practitioners bulk-bill Medicare for students’ consultations. The service is open to students, staff and visitors to the campus.

Phone: 9385 5425
Email: unihealth@unsw.edu.au
Location: Ground Floor, East Wing, Quadrangle Building

OCCUPATIONAL HEALTH AND SAFETY AND EMERGENCY MANAGEMENT

Students must be aware of and comply with the University's risk management, occupational health and safety and emergency management policies and procedures. Your supervisor is responsible for providing all relevant details during your Occupational Health & Safety (OHS) Induction at commencement, and during the term of your candidature.

Occupational Health & Safety
Web: www.hr.unsw.edu.au/ohswc/ohs/ohs home.html
Phone: 9385 1565 (OHS)
All emergencies must be reported to Security on 9385 6666
Web: www.emergency.unsw.edu.au
SECURITY SERVICE

The UNSW Security Service provides a 24 hour security service on campus. This includes an escort service to car parks or bus stops at night. During semester, from 6pm to midnight, the Unibeat shuttle bus operates from 9 stops on campus and continues to Randwick Junction and UNSW Randwick Campus. Bus Timetables are available from any gatehouse, the Security front office or by phone (Tel: 9385 6000).

There are a number of security Help Points located on campus. Help Points are blue intercom systems directly linked to the Security Control Centre. When the Help Point is activated, it dials the Security Control Centre emergency line.

Phone: 9385 6000 & 1800 626 003 (free call for both emergency & security)
Emergency: 9385 6666

TRANSPORT

Eligible students will be issued with a transport logo on their student ID card that allows concession travel on all CityRail, State Transport Authority, NSW Country Link services (including services to Melbourne and Brisbane) and private bus services within the Sydney Metropolitan area.

Part-time and international (full-fee) students are not entitled to transport concession under NSW Government legislation.

International Research Students who are in receipt of an Australian Government Scholarship (i.e. EIPRS & AUSAID) are also entitled to NSW public transport concession.

Information on Sydney transport can be found on the following website:
www.131500.com.au

Web: www.transport.unsw.edu.au
Phone: 9385 6851
Email: transport@unsw.edu.au

If you need any further assistance with information on your candidature, please contact Jennifer Perkins on education@unsw.edu.au