



THE GRADUATE SCHOOL

**AN ORIENTATION GUIDE
FOR NEW GRADUATE STUDENTS**

SEMESTER 2, 2005

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THE GRADUATE SCHOOL ORIENTATION PROGRAM

The Graduate School presents an Orientation and Welcome for new graduate research and coursework students at the beginning of each semester. This event is part of the University's Orientation Program activities and is complementary to departmental and other orientation activities.

New graduate students are formally welcomed to the University at the Orientation. A panel of speakers offers information on a variety of University facilities and support services of interest to graduate students.

In semester 2 the Orientation is followed by presentations on either cross-cultural research and writing issues for research students, or academic skills issues for graduate coursework students.

Program – Semester 2
THURSDAY, 14 JULY 2005
2.00 pm – 3.00 pm
MANNING CLARK LECTURE THEATRE 4

**Welcome to Graduate Studies
at ANU**

Professor Malcolm Gillies
Deputy Vice-Chancellor (Education)

Welcome to the Graduate School

Dr Greg Bowen
Executive Officer, Graduate School

PARSA

Mr Brett Baker
President

Support Services available for Graduate Students: An Introduction

- Student and Academic Services: Postgraduate Students Office
Mrs Ros Taylor
- Academic Skills and Learning Centre
Dr Gail Craswell
- Graduate Information Literacy Program
Ms Valerie Perrett
- Statistical Consulting Unit
Dr Ann Cowling
- Careers Consultant
Dr Margareta Olsson

THE GRADUATE SCHOOL

www.anu.edu.au/graduate/

The Graduate School provides education, coordination and support services for academic staff and graduate students across the University. It provides graduate student orientation and research induction sessions, Statistical Consulting services and courses, the Graduate Teaching Program and, jointly with the Academic Skills and Learning Centre, an Academic and Professional Skills Program. The Graduate School supports the 37 Graduate Studies Convenors and Boards which provide University-wide information and coordination for graduate academic fields from Anthropology to Visual Arts. The Graduate School collaborates with the Division of Information in the Graduate Information Literacy Program for graduate students. The Graduate School works with the Student Recruitment and International Education Division and the Marketing and Communications Division to market University-wide graduate studies. The Dean of Graduate Studies exercises delegations from the Deputy Vice-Chancellor (Education) under the Graduate Awards Rules for individual student cases (see below).

The Statistical Consulting Unit (SCU) is part of The Graduate School staffing unit, and provides introductory courses and individual consultations for both staff and graduate research students. The Graduate Teaching Program (GTP) is also staffed from The Graduate School and provides a semester program of support and training in teaching for PhD students and postdoctoral fellows who are tutors or demonstrators in the teaching areas of the ANU.

Dean of Graduate Studies

The responsibilities of the Dean of Graduate Studies include:

- ensuring that PhD and MPhil candidates are provided with access to a Graduate School Research Student Induction program, to clarify University procedures and policies, and to review the expectations of new candidates and staff
- providing pastoral support for individual graduate students on request, in particular where problems arise between students and supervisors, Heads of Department or Prescribed Authorities
- delegations under the Graduate Awards Rules for individual student cases (see below)
- supporting Graduate Studies Convenors and Boards in providing University-wide support for prospective and current graduate research students
- providing research supervision training for new and experienced supervisors jointly with CEDAM
- chairing the Graduate Accommodation Bursaries Committee - see <http://accom.anu.edu.au/money/bursaries.php>
- chairing the Graduate Student Loans Committee
- providing relevant advice on graduate matters to Directors and Deans, and to the Education and Research Committees.

Delegations include approval of admission of research degree candidates below minimum admission requirements; appointment of a non-ANU member of staff as panel chair/principal supervisor for PhD candidates; approval of program leave of absence for a research degree; approval of applications for extension of a research degree program/re-enrolment; approval of variation of individual attendance requirements; and appointment of examiners for PhD candidates.

Individual appointments can be made with the Dean of Graduate Studies, on a confidential basis, to discuss problems, e.g. in relation to supervision, resources or thesis examination, or any other area of graduate concern, T: 55922 (612 55922).

Graduate School Office and Website (www.anu.edu.au/graduate/)

The Graduate School Office is the administrative base for the Graduate School, coordinating aspects of graduate education throughout the University (email: gradschool.enquiries@anu.edu.au).

The Graduate School website includes the latest versions of the main Graduate School annual publications (also in hardcopy): *The Graduate School Research Student Prospectus*, *The Graduate School Coursework Student Prospectus*, *The Graduate School Postgraduate Research Guide*, and the *Graduate School Policy Papers, Codes and Selected University Rules for Graduate Students and Staff*, as well as links to the Study@ANU website with the latest information on graduate programs and courses.

The day-to-day administration of research student enrolment, examination and graduation is currently the responsibility of the Postgraduate Students Office, and graduate coursework administration is the responsibility of Student Administration in Student and Academic Services and individual Schools, Faculties and Centres.

Selected staff and telephone nos.

- Dean of Graduate Studies: Professor Gail Huon T: 55922 (612 55922)
- Executive Officer: Dr Greg Bowen T: 53981 (612 53981)
- Executive Assistant: Ms Pam Starrs T: 55922 (612 55922)
- Coordinator, Graduate Teaching Program: Dr Trevor Vickers T: 58205 (612 58205)
- Statistical Consulting Unit
 - Head: Dr Ann Cowling T: 54792 (612 54792)
 - Statistical Consultant: Dr Jeff Wood T: 53998 (612 53998)
 - Statistical Consultant: Ms Emma Knight T: 58502 (612 58502)
 - Statistical Analyst: Ms Christine Donnelly T: 50562 (612 50562)

Graduate Studies Convenors for University-wide Academic Fields

Research, supervision and teaching in a particular disciplinary or interdisciplinary graduate studies field (e.g. in Economics or Physics) is frequently carried out in two or more Schools, Faculties or Centres of the ANU. Individual Graduate Studies Convenors bring together graduate students and staff with common disciplinary or interdisciplinary interests across the University wherever they may be located. Each Graduate Studies Convenor and Board has special responsibilities for disciplinary or interdisciplinary planning and recruitment, induction, and academic and professional enhancement. See <http://www.anu.edu.au/graduate/studyfields/>

The primary roles of the Graduate Studies Convenors and Boards are:

- Graduate Studies Information - to maintain up-to-date information on the University's individual interdisciplinary/disciplinary fields and relevant staff on the web and in brochures, coordinated by the Graduate School, to complement individual School, Faculty and Centre information.
- Graduate Academic Advisers - to provide disciplinary/interdisciplinary graduate academic advisers for prospective graduate student enquiries and for applications for admission to research degrees.
- Coordination of Research Degree Admission and Scholarship Applications - to coordinate research student applications and scholarship applications for the academic Divisional Scholarship Committees.
- Induction/forums - to provide inductions and/or forums for new graduate students to complement the Graduate School's University Orientation and Induction program.
- Academic development - to arrange academic seminars and/or courses, workshops, and summer schools as appropriate, for graduate students, with support from the Graduate School.
- Professional development - to develop the professional skills and attributes of graduate students and postdoctoral fellows to complement the Academic and Professional Skills Program organised by the Graduate School and the Academic Skills and Learning Centre.
- Pastoral support and mentoring - to provide pastoral support and mentoring for individual graduate students, in particular where problems may have arisen between graduate students and supervisors or Heads of Department or Prescribed Authorities, and/or refer individual graduate students to the Dean of Graduate Studies.

How to Contact the Graduate School

Location: 26 Balmain Crescent (Building 1B, opposite University House)
Office Hours: Monday to Friday: 9.00 am – 5.00 pm

T: 55922 (612 55922)
F: 54829 (612 54829)
E: gradschool.enquiries@anu.edu.au
W: www.anu.edu.au/graduate/

THE STATISTICAL CONSULTING UNIT of the Graduate School

www.anu.edu.au/graduate/scu/

The Statistical Consulting Unit (SCU) provides statistical consultation and advice **free of charge** to all graduate students and staff in all parts of the University.

What do we do?

The SCU offers

1. Statistics courses aimed at researchers.
2. 4 types of statistical consultation:
 - Consultation
 - ConsultationPlus
 - Collaboration
 - Supervision

For more information about what each consultation type involves, send an email to scu@anu.edu.au

Courses

Each year the SCU offers a number of introductory courses in applied statistics. These courses are designed for research students and staff and most do not require sophisticated mathematical skills. A case-study, problem-oriented approach to pedagogy is adopted. In general, courses should not be viewed as a substitute for professional advice.

In semester 1 2005, the SCU offered the Graduate Course Award course, Statistical Methods for Life Scientists (SMRLS) (39 hrs lectures, 26 hrs computing practical sessions) as well as two 18 hours and one 9 hour courses. In Semester 2, the SCU is offering three 18 hour courses.

Fees for ANU students and staff are \$300 for SMRLS, \$25 for 9 hour courses and \$50 for 18 hour courses. Registrations have opened for all of these courses.

For details on courses, see the SCU website at www.anu.edu.au/graduate/scu/

When should you contact us about your research project?

From the beginning of the project! A well designed project can save time, money and maximise the information collected. Collaboration between the statistical consultant and the client will be far more fruitful if the consultant is involved from the beginning of the project. For those projects with a large data collection and analysis component, you should consider asking a consultant to join your supervisory panel.

How do you contact us?

To make an appointment, send an email to scu@anu.edu.au

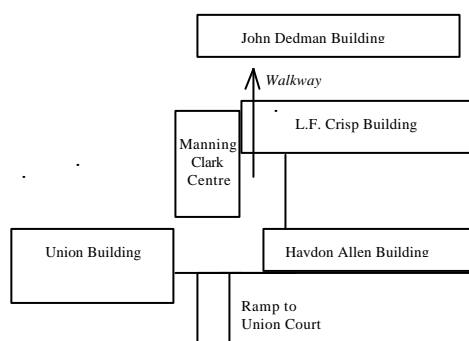
The demand for statistical consulting is heavy so you may have to wait several weeks.

How do I find out more?

Read the Statistical Consulting Unit web site: www.anu.edu.au/graduate/scu

Ask other students within your department or graduate studies field who have been helped by the SCU. Seek their opinion of our value.

Location: John Dedman Mathematical Sciences
Building #27.



POSTGRADUATE AND RESEARCH STUDENTS' ASSOCIATION, Inc. (PARSA)

www.anu.edu.au/parsa/

PARSA's primary role is to advocate on behalf of graduate coursework and research students at the Australian National University, both in respect to their academic studies and factors affecting their social lives.

PARSA represents postgraduate students collectively on over 40 University committees, and its representatives support students who are engaged in dispute resolution with the University. These activities ensure that postgraduate students are effectively represented in decision-making at the University, and that students and the University administration can work cooperatively to improve the quality of ANU postgraduate education. The University administration values PARSA's cooperative style of engagement because it makes University management less complex and more efficient. Quite simply, it means that University policy makers can work with one representative organisation rather than (literally) thousands of individual students.

PARSA's governing body, the Postgraduate Representative Council (PRC), consists of postgraduate student representatives from each of the Research Schools, Faculties and Centres, the Faculties and the Centres, as well as up to 15 general representatives from across campus. Members of the PRC bring issues of concern from their areas (or matters of general concern) to PRC meetings, where they are discussed and where the PRC devises a course of action. The PRC organises social functions and occasional seminars on current postgraduate issues throughout the year. These provide opportunities for postgraduate students to socialise in broader circles, meet people from outside their disciplinary specialisation, and develop a sense of being part of the University community.

PARSA maintains a web site which disseminates information and addresses issues of interest to the postgraduate community.

PARSA employs a Student Consultant, who offers confidential advice to individual students about administrative, academic and personal issues as they arise. In addition, the association helps administer the emergency postgraduate student load fund. In conjunction with ANUSA, PARSA also employs a Legal Officer, who provides free, confidential legal advice to ANU students as well as basic legal services – a service for which few could afford to pay market rates for. Thus PARSA ensures postgraduate students enjoy access to basic social services that may be otherwise beyond their financial reach, improving their academic prospects and the overall quality of their university experience.

How to Contact Us

Location: 26 Balmain Crescent (Building 1B, opposite University House)
Office Hours: Monday to Friday: 8.30 am - 4.00 pm

T: 54187 (612 54187)
F: 6257 5811
E: parsa@anu.edu.au
W: www.anu.edu.au/parsa/

Student Consultant: parsa.consultant@anu.edu.au
Legal Officer: sa.admin@anu.edu.au
PARSA News Mailing List: <http://mailman.anu.edu.au/mailman/listinfo/parsanews>

STUDENT AND ACADEMIC SERVICES POSTGRADUATE STUDENTS OFFICE

The administration of graduate research and of graduate coursework students within the Division of Student and Academic Services is in transition to a new organisational structure, with the creation of a Postgraduate Students Office, comprising predominantly the former Research Students and Scholarships Office, which will become responsible for all postgraduate administration other than admission and fees.

The Postgraduate Students Office, in close association with Schools, Faculties and Centres, is broadly responsible for the management of the following for all graduate students:

- application enquiries from Australian citizens and permanent residents
- scholarship selection management
- enrolment
- variation of program/candidature (for example, program/scholarship leave, extension of program, changes to program intensity (full-time/part-time), withdrawal)
- research examination
- research graduation
- JG Crawford Prizes (research only)

The Office is responsible for the management of major postgraduate Australian Government, University-funded and externally funded scholarships for research including:

- Australian Postgraduate Awards
- APA (Industry) - once advice has been received from the Research Office on the recipient
- Endeavour International Postgraduate Research Scholarships
- University-funded ANU Graduate School Scholarships, including the Re-Entry Scholarship and the GSS Indigenous Australian Postgraduate Scholarship (this may be held for postgraduate research or coursework study), ANU PhD Scholarships
- A range of externally funded postgraduate scholarships

How to Contact Us

Location: Ground Floor, Pauline Griffin Building #11, Ellery Crescent

Office Hours: Monday to Friday: 9:00 am – 5:00 pm

It may not be possible for you to speak at length with staff without an appointment. Please phone us in the first instance and make an appointment if necessary. On arrival, you may telephone the Office from the wall telephone to the left of the counter so that you can be met.

In the period of transition, advice may be obtained from:

Research

- T: 55949 (612 55949): Research application, admission/scholarship enquiries
- T: 52268 (612 52268): Research enrolment, scholarship conditions, advice on policy, procedures and rules
- T: 52225 (612 52225): Research thesis topic and supervisory panel details, program and scholarship variations, including leave, extensions of program, changes of program intensity (full-time/part-time), transfer of candidature, withdrawal
- T: 52266 (612 52266): Higher Doctorates, PhD/Professional Doctorates/MPhil thesis examination and re-examination, degree admissions, graduations
- T: 55042 (612 55042): Intention to submit research theses, payments to examiners and thesis reimbursements for eligible scholarship holders, graduations
- E: ressch.enq@anu.edu.au (general research enquiries)
- E: suspension.return@anu.edu.au (return from research program leave)
- E: variations.enq@anu.edu.au (research enrolment/scholarship variation enquiries)
- F: 55931 (612 55931)

Coursework

- T: 53046 (612 53046/
58194 (612 58194): Graduate international and local coursework admission enquiries
E: admiss.enq@anu.edu.au
- T: 53339 (612 5339): Graduate coursework enrolment enquiries
E: enrolments.enq@anu.edu.au
- T: 53236 (612 53236): Coursework examinations enquiries
- T: 54648 (612 54648): Graduation enquiries (graduate coursework)
E: graduation.officer@anu.edu.au

Fees and Transcripts

- T: 58124 (612 58124): Fees enquiries
E: fees.officer@anu.edu.au
- T: 50325 (612 50325): All academic transcript enquiries

ACADEMIC SKILLS AND LEARNING CENTRE

www.anu.edu.au/academicskills/

The Academic Skills and Learning Centre (ASLC) provides academic support for all ANU graduate students in the following contexts:

- individual consultations*
- ASLC group sessions and courses
- Graduate School activities

* The individual consultations are for students who do not have specialist tutors for academic skills and learning assistance within their Programs. Students with such assistance are welcome, however, to join our groups and courses. All services and courses are free and confidential.

Why Might You Come to the Centre?

Graduate students commonly seek advice on such matters as the following:

- adjusting to a new university, discipline or level of academic work
- clarifying the nature of the working relationship between themselves and their supervisors/panels
- interpreting essay topics; setting up and refining research topics
- developing more effective search and research strategies
- time management and project planning
- exam techniques and strategies
- seminar and conference presentations
- improving course grades

Graduate students also commonly seek assistance when producing **different types of writing** (e.g. theses and sub-theses; research proposals; articles for publication; seminar and conference papers; research essays and reports; book and article reviews). We do not provide an editing service for any students. However, we do work with students on English language problems with a view to helping them to improve language control and self-editing. Students for whom English is a second language will need to see an adviser early in their degree if they wish to work on their English.

Relevant ASLC Staff

Annie Bartlett, BA (Macq), MEd (UNE): Head

Gail Craswell, PhD (Qld): Senior Adviser (Graduate Students); Graduate School and research student initiatives

Stephen Milnes, MA (Flinders), PhD (UBC): Senior Adviser; Graduate coursework student initiatives

Valli Rao, PhD Flinders: University English Language Program Coordinator

Our Administrator, Stephanie Fadini, is the first point of contact for all appointments and enquiries on T. 52972 (612 52972).

University English Language Program

This ASLC Program provides English language tuition to ANU students from non-English speaking backgrounds (NESBs). Each semester there are regular lunchtime classes on: 'Speaking in small groups and vocabulary extension'; 'Academic listening and tutorial presentation skills'; 'Listening to everyday English'; 'Intonation & pronunciation'; and 'Graduate seminar presentation skills'.

If you are an NESB student and wish to improve your language and writing skills, it is best to visit the Centre **early** in your degree.

Research Essay Writing for Graduate Students

This course is run each semester and covers the following topics:

Part 1:

The essay as formal argument
Key academic expectations of the essay
The grading system and its meaning
Setting up a topic and topic analysis
Managing the reading
Critical engagement with the literature
Working up a position
Evidence and reasoning

Part 2:

Process and essay approach
Writing introductions and laying out a position
Structure and signposting
Supporting a position
Using subheadings to structure an argument
Planning a paragraph: topic sentences; transitional phrases
Referencing: general principles
Writing Conclusions
Academic style issues: basic editing checklist

Special Issues Series for Graduate Students

Topics covered in this series are:

- Time management
- Analysing and developing topics
- Reading strategies
- Effective note-taking
- Introductions, conclusions and coherent paragraphs
- Academic honesty and avoiding plagiarism
- Referencing principles and conventions

Graduate School and Other Activities

The ASLC coordinates and participates in the Graduate School one-day Induction Program for Research Students: *How to Manage your Research Degree*. It also coordinates selected courses and teaches in the Graduate School's Academic and Professional Skills Program, which offers a variety of workshops (access the Program on the Graduate School website). Dr Gail Craswell is the Centre adviser with special responsibility for Graduate School activities.

Centre staff are also involved in presenting or participating in seminars in programs, departments and centres when invited by academic staff or groups of students (e.g. on topics such as 'Examination of the thesis', 'Effective presentations', 'Thesis writing').

How to Contact Us

Location: Lower Ground Floor, Pauline Griffin Building #11
Office Hours: Monday: 9:00 am – 7:00 pm (after 5:00 pm by appointment)
Tuesday-Thursday: 9:00 am – 5:00 pm
Friday: 9:00 am – 3:00 pm

T: 52972 (612 52972)

F: 53399 (612 53399)

W: www.anu.edu.au/academicskills/ (including access to the Centre's electronic resources)

JABAL CENTRE

www.anu.edu.au/jabal/

Indigenous Australian graduate students have access to a well established support program through the Jabal Centre. The Jabal Centre began in 1988 as the University's response to the need for support services for Indigenous Australian students studying at the ANU.

The Jabal Centre is available to assist Indigenous Australian students in all aspects of their studies and University life, including appropriate orientation to the broad context of the University and the particular departments they are entering; as well as assistance in dealing with Government departments.

The social focus which Jabal provides aims to assist students to build a cohesive Indigenous Student Community. It provides a high level of support and community feeling, enabling students to achieve their academic potential.

Services

In addition, the Jabal Centre offers:

- Information on Study Skills
- Discussions on contemporary Indigenous issues
- An identifiable Indigenous Australian presence on campus
- A first point of contact for all enquiries about Indigenous Australian student matters in the University
- A focus for Indigenous activities and for the education of other members of the University community about Indigenous Australian issues
- A place where students can meet for study support and social purposes in a common room with a kitchen, after hours tea and coffee making facilities
- Study areas, after hours access to a computer room (pc and mac)
- Additional resources, such as a seminar room, tutorial room, and a resource library.

How to Contact Us

Location: Ground Floor, Melville Hall (Building 12)

Office Hours: Monday – Friday: 9:00 am – 5:00 pm

T: 53520 (612 53520)

F: 53658 (612 53658)

E: Jabal.Centre@anu.edu.au

W: www.anu.edu.au/jabal

THE DISABILITY SERVICES UNIT

www.anu.edu.au/disabilities/

Who is eligible?

The Disability Services Unit (DSU) acts as the ANU contact point for students with disabilities. This can include a wide range of illnesses and conditions that can adversely affect a student's equality of access to studying at university. 'Traditional' disabilities such as vision, hearing and mobility impairments are eligible, as well as less obvious disabilities such as chronic illnesses, chronic pain, mental illness, Learning Disabilities and, one of our biggest groups, writing and keyboard impairment through Occupational Overuse Injury, or RSI as it is widely known. We cover permanent and temporary disabilities, and only require medical documentation verifying the disability.

What does the DSU do?

Our aim is to address the effects of a disability so that students are not disadvantaged by their disability or illness. We work to ensure that students have equal opportunities to study and achieve their goals.

The DSU can provide support, advocacy and assistance in negotiating any necessary adjustments to assessment and administrative requirements. We can also provide access to, and training in the use of Assistive Technology such as Continuous Voice Recognition, screen reader and screen enlarger software, as well as organising alternative examination conditions.

The DSU is committed to doing whatever is possible to achieve independent and effective access to the university and its facilities, and to give students with disabilities the same opportunities as their peers.

How to Contact Us

Location: Student Facilities Building in Union Court, next to the Students' Association

Office Hours: Monday to Friday: 9:00 am– 5:00 pm

T: 55036 (612 55036)

F: 59881 (612 59881)

TTY: 53008 (612 53008)

E: disability.adviser@anu.edu.au

W: www.anu.edu.au/disabilities/

COUNSELLING CENTRE

www.anu.edu.au/counsel/

The University Counselling Centre offers a free, professional and confidential counselling service to all ANU students.

Counselling

Your counsellor will help you to:

- gain a better understanding of your problem,
- strengthen your resources for handling the problem,
- find an effective solution to the problem.

Counselling is generally short-term, and your counsellor will aim to help you resolve your problem in the shortest possible time.

You can talk to a counsellor about any difficulty or problem which is affecting your studies or your personal wellbeing. These might include:

- **Emotional state:** stress and tension, worry and anxiety, homesickness, grief, depression, lack of confidence, poor self-esteem
- **Academic work:** motivation for study, ability to concentrate, writing blocks, and exam anxiety, speaking in tutorials, time-management, and stress-management
- **Difficult decisions:** about study, career, or personal life
- **Communication with others:** social skills, public speaking, and assertion dealing with conflict
- **Relationships:** supporting couples, families and individuals
- **Life-crises and traumas:** leaving home, pregnancy, sexual abuse, and bereavement
- **Health-related problems:** sleep disturbance, eating issues, drug abuse, difficulties arising from a disability.

The Counselling Centre runs group programs covering a wide range of issues such as:

- performance anxiety,
- exam anxiety,
- procrastination.

The Centre can offer mediation between concerned parties, for example: between supervisors and students.

Location: First floor of the Counselling Centre and Health Service Building #18, North Road

To make an appointment:

Visit the Centre, upstairs immediately above the Health Service.

T: 52442 (612 52442)

W: www.anu.edu.au/counsel/

Appointments are available between 9.00 am to 5.00 pm on weekdays.

STUDENT RECRUITMENT AND INTERNATIONAL EDUCATION THE INTERNATIONAL EDUCATION OFFICE

www.anu.edu.au/ieo/

The Australian National University has approximately 2,900 international students from over 100 countries. International students now make up over 25 percent of the overall on-campus student population. Compared to other Australian universities, ANU is distinctive in that there is an almost 50-50 split between undergraduate and postgraduate students.

The International Education Office (IEO) provides welfare, advice and general support for all international students.

Before You Arrive

Below are some of the common issues students raise with us before they arrive:

- Schooling for children;
- Student Visa conditions, including:
 - work rights
 - compulsory full-time study intensity
 - bringing immediate family to Australia;
- Accommodation advice: we will book temporary accommodation if required;
- Pre-departure Briefings in Singapore and Malaysia; and
- The Free Meet and Greet Service (to download the form visit www.anu.edu.au/ieo/support/Request_to_be_met_form.html)

When You Arrive

It is normal for international students travelling to a foreign country to study to feel anxious. The IEO conducts various events and programs for international students to assist you through this transition and to become a part of the wider community:

- Free Meet and Greet service on arrival in Canberra;
- The International Student Orientation Program, which provides information on student services available at the ANU and about community organisations;
- Pre-Orientation Campus Tours and Sausage Sizzles, Welcome Bush Dance/BBQ, Canberra Bus Tours; Dinner tours of Canberra's restaurants;
- Academic Performance Monitoring and Focus Groups;
- Trips which aim to encourage social interaction between students and the local community, eg Day trips to Berrima Fitzroy Falls, Whale Watching, Mt Kosciusko, Blue Mountains, Sydney and the 12 Day Inland Trip in the Winter break;
- University English Language Support programs for spouses/partners of students;
- Friday ACTION Bus to the Mosque during the teaching term;
- Overseas Student Health Cover;
- Bi-semester E-newsletter;
- Advocacy and advice, liaising with DIMIA on student visa matters as necessary; and
- Referral to appropriate support services on and off campus.

When You are About to Leave

It is also normal to feel anxious about your return home and the IEO offers the following to help you adjust to returning:

- The Going Home Program (Information about reverse culture shock, freighting belongings home, Alumni etc); and
- The Valedictory Celebration.

How to Contact Us

Location: Lower Ground Floor, Pauline Griffin Building#11
Office Hours: Monday to Friday: 9:00 am – 5:00 pm

T: 54643 (612 54643)
F: 55550 (612 55550)
E: ieo.support@anu.edu.au
W: www.anu.edu.au/ieo/

ANU CAREERS CENTRE

www.anu.edu.au/careers/

ANU Careers Centre staff members can provide programs, advice, information, and employer contacts to assist you in developing a career management strategy. Appointments may be made by visiting the Centre or by phoning T: 53593 (612 53593). Details on opening hours and services are available at www.anu.edu.au/careers/ and you may register there with *CareerHub*.

The Careers Centre offers a number of services including:

- individual career counselling (by appointment only)
- resume and interview advice for academic, public and private sector jobs
- seminar programs on career development issues and job search processes
- *CareerHub*, a web system providing customised information on full-time and casual employment opportunities and careers
- New Directions, a computer-based career guidance package
- resource centre, including employer information, as well as publications to assist you in the application process.

The Centre can assist postgraduate students to:

- engage in self-exploration, identifying skills and attributes and clarifying values
- identify particular skills developed as part of your research program
- assess occupational interests and preferences
- review career achievements
- identify trends in the current labour market
- raise awareness of opportunities
- identify, and set career goals
- learn the essentials of effective job applications, resumes and interviews
- identify, build and work effectively with your networks

The Careers Centre also presents a Career Development Program as part of the Academic and Professional Skills Program organised by the Graduate School. Venue and dates for the Program are sent by email to all students and posted at www.anu.edu.au/graduate/current/acadskills.php

During your graduate program, it is vital to become aware of the portfolio of skills required in the workplaces and positions in which you are interested. You need to ensure that in the course of your studies you engage in activities which will enhance your skills and make you attractive to a prospective employer. Focusing purely on the academic aspect of your university experience may not provide you with the background necessary to be competitive as a job applicant at the completion of your studies. Not all students will pursue a research or academic career, so you need to be pro-active in considering prospects for your own specialisation, whilst thinking laterally about other options.

CareerHub

CareerHub is the Career Centre's career information and employment web system for the exclusive use of ANU students and recent graduates. We recommend you register on *CareerHub* as soon as possible. *CareerHub* provides access to:

- **job vacancies:** over 1000 jobs were posted on *CareerHub* in 2004. These include part-time and casual jobs (excluding tutoring and demonstrating) and graduate positions (excluding academic positions). Job lists are customised to student discipline and interest areas;
- **crucial career planning** information and advice;
- **links** to employers, professional associations, international and Australian job search sites, scholarships, career assessment tools and volunteer opportunities;
- **easy registration** for career seminars and events such as employer presentations; job application workshops; graduate recruitment fairs; graduate career development programs and customised faculty seminar programs;
- **regular e-newsletter** containing latest news of events, job opportunities and resources.

For information on tutoring and demonstrating opportunities, please consult your academic supervisor(s). Academic job opportunities including postdoctoral fellowships may be viewed on the following web sites:

- Academic Careers Online:
<http://www.academiccareers.com>
- Academic Jobs European Union:
<http://www.academicjobseu.com/default.asp>
- Academic Jobs in the UK and Abroad:
<http://www.careers.cam.ac.uk/links/academic.asp>
- Campus Review, Australia:
<http://www.camrev.com.au/>
- Career Frames International Job Searching - Academic:
http://careerframes.com/links_main_intl/academic_links.htm
- Chronicle of Higher Education, USA:
<http://chronicle.com/jobs/>
- PhD Jobs
<http://phds.org>
- Quint Careers:
http://quintcareers.com/teaching_jobs.html
- Postdoc Jobs:
<http://www.postdocjobs.com>
- The Times Higher Education Supplement, UK
<http://www.thes.co.uk/>
- The Weekend Australian
<http://www.theaustralian.news.com.au>

Individual Universities' Human Resources/Job Vacancies pages

You may also want to pick up a copy of *A Degree of Certainty: Career Options for Postgraduate Research Students* available from the Careers Centre.

How to Contact Us:

Location: JB Chifley Building, Arts Centre Laneway (opposite the God's Cafe)

T: 53593 (612 53593)

E: careers@anu.edu.au

W: www.anu.edu.au/careers/

INFORMATION SERVICES

http://anulib.anu.edu.au/lib_home.html

AN INTRODUCTION TO USEFUL SERVICES PROVIDED BY THE DIVISION OF INFORMATION FOR GRADUATE STUDENTS

(For information on the **Graduate Information Literacy Program** (GILP) see page 18)

Eprints is an electronic archive into which any ANU postgrad can place a text which is then freely and easily accessible online. Conference papers, thesis chapters, works in progress, journal articles: they can all go into Eprints. To use the service for the first time go to <http://eprints.anu.edu.au> and click on registration. Step by step instructions on how to register and deposit a text are provided, and Eprints makes your work freely available worldwide, twenty-four hours a day. Keep in mind that Eprints is primarily for essay-length texts.

Once your thesis is finished you can put it online through the **Australian Digital Theses Program** (the ADT). All ANU PhD theses that have successfully completed the examination process can be placed online through the ADT. They are then available worldwide, and can help to establish your academic profile. As with Eprints, easy to follow, step by step instructions detailing how to submit a thesis are provided on the ADT website (<http://thesis.anu.edu.au>).

The purpose of the ANU Supercomputer Facility (**ANUSF**) is to address the most challenging computational problems in Australia. ANUSF provides extremely advanced computational facilities and computing support for research students from all areas of the University. More information is available at <http://anusf.anu.edu.au/>

Wireless: If your personal laptop has wireless capability (or you have a wireless card) you can access the web from numerous locations on campus. Go to <http://wireless.anu.edu.au/coverage.html> for a complete list of wireless coverage on campus.

The Library, with six main locations on campus, is also a part of the Division of Information.

A Basic Introduction to Library Services

Borrowing Items from the Library:

1. As soon as you have your ANU student card you may borrow items from the Library.
2. Graduate students at the ANU may borrow (or check out) up to 35 items at a time. Books you can keep out for up to twenty-six weeks, and bound journals for up to one week. For a complete description of your borrowing privileges see <http://anulib.anu.edu.au/libserv/graduate/borrowing.html>
3. What to do if you cannot find a book or journal or article the Library is supposed to have? If the Library catalogue indicates that the Library has an item but you cannot find it, then you should go to the Library service desk and request that the Library staff search for it. If they find it, they will send you an email informing you that it is available.
4. How to order a book the Library does not have? If there is a book that is crucial to your research and the Library does not have it, then it is possible to submit a request for it to be purchased. To make a book request go to http://anulib.anu.edu.au/lib_home.html and click on 'Suggest an item' (under Library Services).
5. Many other Libraries in the ACT allow ANU graduate students to borrow items. This is known as 'reciprocal access', and a complete list of the libraries in the ACT to which you have access and borrowing privileges can be found at <http://anulib.anu.edu.au/libserv/raccess.html>.

Sometimes, however, an item you need just is not in a library in the ACT. When this happens it is possible to request an inter-library loan (this service is often called Document Supply). To request an item from a library not in the ACT go to <http://anulib.anu.edu.au/docdel/obtain/index.html> and look under Library Service for the option that suits your needs. Sometimes you will be charged a fee for this service.

Library Training:

1. The easiest way to learn how the ANU Library works is to take a Virtual Library Tour, or to learn about the Library online. Virtual tours of the Library Catalogue and the Library Web Page can be accessed from <http://ilp.anu.edu.au/> Some of these tours include voice-overs, or a recorded explanation. Currently, languages available to choose from include Cantonese, Mandarin, Indonesian, Japanese, Thai, Vietnamese and English.

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2. Another good way to learn about the ANU Library is to attend a Library Discovery Session. Discovery Sessions are held at the start of every semester in the Menzies, Hancock, Law, and Chifley libraries. These sessions include a tour of the building, an introduction to Library services, and an introduction to the online catalogue and other electronic resources. Information on the times and locations of Library Discovery Sessions can be accessed from <http://ilp.anu.edu.au/> Just click on the picture of a booklet labelled 'Your Guide To Free Training' and look under the specific library you want to learn about. While most of the Discovery Sessions are in English, multi-lingual tours are also conducted. These tours are listed in the booklet.
 3. It is also possible to have face-to-face meetings with Library staff. Information Advisers, located at the Information Desk in every Library building on campus, are available to talk with you and provide expert advice on how to go about your specific research. Further details about Information Advisers can be found at <http://anulib.anu.edu.au/libserv/advisers.html>

GRADUATE INFORMATION LITERACY PROGRAM (GILP)

<http://ilp.anu.edu.au/grad/>

GILP offers 3 main services to graduate students at ANU:

1. Free training to develop Information Literacy skills

While students may elect to do individual sessions, the program is seen as a coherent whole, with students able to complete courses in:

- **Information searching:** training sessions focus on subject specific and generalist databases and e-journals, citation searching and filtering World Wide Web searches. Students may organise a Research Sources Consultation which involves an hour-long, one-to-one in-depth look at sources specific to the thesis project
- **Information Management:** includes Endnote (for those using MS Word) and BibTeX (for those using LaTeX). These bibliographic management software programs allow you to manage your references, create bibliographies and import references from databases. The Literature Review - Strategies and Skills for Writing a Literature Review aims to give students an understanding of the process of organising, focusing and developing a Literature Review
- **Information technology (IT):** sessions focus on the skills needed for word processing a thesis using either MS Word or LaTeX, publishing electronically, using spreadsheets, creating websites and using technology to enhance presentations.

Graduate students who attend these courses early in their PhD or MPhil program will gain the greatest benefits. A complete list of other IT and Library courses can be found at <http://ilp.anu.edu.au/>

2. Graduate Course Award in Research Information Literacy

GILP and the Graduate School are offering a Graduate Course Award in Research Information Literacy. Students who undertake any of the courses offered above would be able to credit those courses to the Graduate Course Award. The Course Award does not attract a fee and students can begin or complete the Award throughout their graduate studies.

W: http://ilp.anu.edu.au/grad/Research_Award_GILP.html

3. Information Literacy Skills Audit - Research Students

GILP has developed an Information Literacy Skills Audit covering information searching skills, information management skills and information technology skills. Those who complete the audit will be sent a Training Needs Profile based on their scores. This will help students to identify the training sessions needed to develop the complete range of skills to support their postgraduate studies.

W: <http://ilp.anu.edu.au/grad/skillsaudit.html>

How to Contact Us

E: grad.ilp@anu.edu.au.

W: <http://ilp.anu.edu.au/grad/>

Hans-Joerg Kraus
T: 58886 (612 58886)
E: hans-joerg.kraus@anu.edu.au

Valerie Perrett
T: 54518 (612 54518)
E: valerie.perrett@anu.edu.au

OCCUPATIONAL HEALTH AND SAFETY

<http://info.anu.edu.au/hr/OHS/index.asp>

There can be significant hazards associated with undertaking graduate research and graduate coursework studies. The University's OHS system (<http://info.anu.edu.au/hr/OHS/index.asp>) implemented by your School, Faculty or Centre through your supervisor, aims to effectively control risks of injury or disease or risks to the environment from such hazards.

The University's Occupational Health and Safety Unit provides advice and courses on appropriate hazard management practices for research students. Along with training courses on chemical, biological, ionizing radiation and laser hazards, an important information brochure on electrical safety is available and should be read by all graduate students

W: http://info.anu.edu.au/HR/ohs/_Procedure_Attachments/Electrical_Brochure.pdf

The Unit offers a course in occupational strains emphasising safe computer work practices. Graduate students are particularly at risk of pain in the arms, upper back and neck associated with long hours writing a thesis, research paper, or keyboard work. There are some simple methods for reducing the problems caused by repetitive movements:

- take a break from your keyboard or laboratory workbench every 30 minutes
- stretch regularly
- ensure that your work area is ergonomically sound
- maintain a basic level of fitness through regular exercise
- most importantly, do not ignore pain; listen to what your body is telling you

At the start of your program you should receive information about correct work habits, posture and work stations from your local Occupational Strains Liaison Officer (OSLO). If you do not, contact your local OSLO, who is listed at http://info.anu.edu.au/hr/OHS/OHS_Networks/OSLOs.asp

How to Contact Us

Location: Ann McDevitt
Manager, IPAR
OHS @ ANU, Innovations Bldg, #124
T: 55961 (612 55961)

AND

Roy Schmid
Manager
Occupational Health and Safety Unit
OHSIM @ ANU, Innovations Bldg, #124
T: 54485 (612 54485)

ANU HEALTH SERVICE

www.anu.edu.au/health/index.php

The Health Service offers a confidential service for students and their families. There are male and female doctors as well as a nurse who will provide health advice.

Students are currently bulk billed to Medicare. Staff and the general public are charged a private fee. Some consultations such as Travel Medicine advice and vaccines, Diving Medicals, Insurance Medicals and Employment Medicals cannot be billed to Medicare and private fees will apply to these consultations. Overseas Student Health Cover (OSHC) covers the cost for overseas students.

Appointments are necessary. Please bring your student card and Medicare Card or OSHC when attending for consultation.

We cover all areas of General Practice including:

- Routine vaccinations for overseas travel available after consultation with doctor
- Routine childhood immunisations
- Women's Health, gynaecological complaints and Pap smear
- Contraceptive advice and counselling
- Antenatal Share care
- Men's Health and regular medicals
- Wart Clinic, Skin care and mole checks
- Minor Surgical procedures, such as mole excision, suturing of cuts, ingrown toenails, ear syringing
- Smoking Cessation Counselling
- Psychological problems (with referral to the Counselling Service if required)
- Diving Medicals
- Facilities for ECG, Audiometry, and Spirometry

A dentist and an optometrist are available in the Union building. Ambulance services are not covered under Medicare. Inexpensive insurance is recommended.

How to Contact Us

Location: Ground Floor, Sports Union Building #18, North Road

Office Hours: Monday to Friday: 9:00 am – 5:00 pm

T: 53598 (612 53598)

F: 50069 (612 50069)

W: www.anu.edu.au/health/

2005 PARKING PERMITS

<http://transport.anu.edu.au/permits/parking/index.html>

All full time graduate students are eligible for either a student or staff permit. Part-time students, who have a valid DSS Health Card, or are a resident of a University Hall or College, are also eligible for a student or staff permit.

Cost

Staff Surface Permit:	Full year	\$250.80	
Student Surface Permit:	January to December	\$145.20	
	February/November	\$121.00	(exempt from admin fee)

An administration fee of \$5.50 per issue will generally be charged where a full-time student chooses to purchase a permit for a period less than the full year or the teaching year, February to November. It will not be charged for students enrolled in short-term courses within the calendar year provided the student obtains a permit for the entire duration of the course. For example, a one month student permit (or part thereof) will cost \$17.60* (\$12.10 plus \$5.50). (*Note: All transactions will be rounded down to the nearest 5c*). All fees include GST.

The Parking application form can be downloaded from the web at
<http://transport.anu.edu.au/permits/parking/permitapplication.pdf>

Return the form with payment to the Parking Administration Office. Payment may be made by EFTPOS, cheque, credit card (MasterCard, Visa or Bankcard) or cash. Cheques should be made payable to the Australian National University. Cash payments should be made directly to the Cashier, Parking Administration Office. **Please do not post cash through the mail.** Full time graduate students on scholarship may purchase a staff permit by payroll deductions. For further information please contact Parking Administration on ext. 53649 (612 53649). Students are reminded that a permit does not guarantee a parking space. Students should allow sufficient time to park and walk to their destination on campus.

Parking Station Permit

This permit entitles the permit holder to park in their own reserved parking bay in one of the multi-storey carparks on campus. A student permit for an undercover reserved parking space in one of the multi-storey parking stations will cost \$363.00 for the full year. Limited Student Only parking station permits are available for the top floor of each parking station at a cost of \$250.15 per annum or \$29.30 for the teaching period (February-November). These stations are presently full. You may however put your name on the waiting list at the Parking Office for when a vacancy arises.

How to Contact Us

Location: John Yenken Building, Sullivans Creek Road
Office Hours: Monday to Friday: 9:00 am – 4:30 pm

T: 53649 (612 53649)

E: parking@anu.edu.au

W: <http://transport.anu.edu.au/permits/parking/students.html>

APPENDIX 1

RESEARCH STUDENT INDUCTION PROGRAM

www.anu.edu.au/graduate/current/induction.php

The Research Student Induction Program is offered to all newly enrolled research students. Even if you have already been to orientation or induction sessions in your School, Department or Centre, or you are attending ongoing graduate studies seminars that cover some of the same subjects, you will still find the sessions useful. Because we address some of the more 'global' concerns of research students across the University, our approach and emphasis will be different, even when treating the same subject matter.

We hope the Program will help you to proceed more effectively in your research degree. We also hope it will alert you to the importance of seeing the degree as an opportunity for 'professional training' for a career.

Students who have been at the University for some time but have missed out on previous Induction Programs are also welcome to attend.

Details of the second Induction Workshops for 2005 to be held on 6 September are available on the web at www.anu.edu.au/graduate/current/induction.php

The first Induction Workshops for 2005 were held on 18 May.

The Program for the Workshops held in May is provided below to give you an idea of what we cover on the day.

Session 1 (9.15 am-11 am): 'Working with Supervisors'

Conducting a Needs Analysis
Supervisors' Professional Practice
Troubleshooting: Cases from the Services
Summary Discussion of Supervisory Expectations and Issues

Session 2 (11.15 am-1.00 pm): 'The First Nine Months'

Taking a More Strategic Approach to Project Control
Interactive Discussion with Student Panel

LUNCH BREAK (1-2 pm) (Light lunch supplied)

Session 3 (2.00 pm-3.30 pm): 'Becoming a Professional Researcher'

Managing the Ups and Downs of Research (an interactive workshop) - emphasis on ways to maintain and combine personal well-being and research productivity. Staying enthusiastic and reducing procrastination will be considered along with the physical, cognitive, behavioural and social dimensions of stress management.

Time and Project Management (an interactive workshop) - emphasis will be on: scoping a topic/project, ensuring balanced self-management, monitoring progress in the context of time-to-completion, and risk management.

Session 4 (3.45-4.45 pm): 'The PhD as Professional Training'

Career Planning for Success - emphasis will be on distinguishing disciplinary expertise from generic skills, developing transferable skills while researching, and setting up a 'Skills Portfolio'.

Positioning Yourself for an Academic Career - an introduction to the Graduate School's 'Graduate Teaching Program', and discussion of how to establish a collegial network while researching.

APPENDIX 2

POLICY PAPERS, CODES AND SELECTED UNIVERSITY RULES

www.anu.edu.au/graduate/papers/

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1. GRADUATE RESEARCH AND COURSEWORK DEGREES

- Graduate Awards Rules
- Policy on Responsible Practice of Research (888f/2003)
- Statement on Aboriginal and Torres Strait Islander Research (1640/1993)
- Code of Practice on Academic Honesty in Learning and Teaching (367g/2003)
- Statement to Students on Confidentiality of Personal Information
- Guidelines on Non-sexist Language (1521/1989)
- Guidelines for Dealing with Bullying (676/2004)
- Policy for Discrimination and Harassment Grievance Resolution (270/2002)
- Grievance Procedures for Graduate Students (59A/1989)
- Information Technology Services (General Conditions) Order (1997)
- Intellectual Property: Ownership, Protection and Commercialisation – IP Created by Students (1298b/2002)
- Conflict of Interest in Decision Making in the University Affected by Close Personal Relationships
- Part Time Employment by Full Time Graduate Degree Students (2699/1993)
- AVCC-Universities and their Students: Principles for the Provision of Education by Australian Universities
 - Part B** Guidelines for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees (2002)
 - Part C** Practice in the Provision of Education to International Students By Australian Universities (2002)

2. DOCTORAL DEGREES

- Code of Practice for Supervision in Higher Degrees by Research (167b/2004)
- Guidelines for Supervision and Candidature of Doctoral Research Students (788F/1999)
- PhD Attendance Requirements (1599E/2003)
- Policy on Minimum Allocation of Resources for Full Time Research Students (1573B/1998)
- Information for Candidates on the Submission and Examination of Theses for the Degree of Doctor of Philosophy (160A/1992)
- Use of Confidential Information in PhD Theses (3016B/1985)
- Research Degree Oral Examinations: Policy & Procedure (803B/2001)

3. MASTER BY RESEARCH/COURSEWORK AND RESEARCH DEGREES

- Code of Practice for Teaching and Learning (193d/2003)
- Code of Practice for Supervision in Higher Degrees by Research (167b/2004) (see above)
- Supervision of Master-by-Research Students (MPhil) (522A/1988)
- Faculty of Arts Requirements for the Format of Master of Philosophy Theses (3162A/1993)
- Faculty of Arts Requirements for the Format of Master of Letters Sub-Theses (1978C/1991)
- Faculty of Asian Studies Requirements for the Format of Theses/Sub-Theses (653A/1993)
- Faculty of Economics and Commerce Information for Candidates on the Submission, Examination and Format of Masters Theses (2229A/1998)
- Faculty of Science Information for Candidates on the Submission, Examination and Format of Theses for the Degree of Master (481A/1996)
- Faculty of Engineering and Information Technology Information for Candidates on the Submission, Examination and Format of Theses for the Degree of Master (482A/1996)
- Guidelines for Inclusion of Undergraduate and "Re-badged" or "Postgraduate Equivalent" Courses in Graduate Coursework Programs (1684A/2001)

Reference numbers above (in brackets) refer to the University document number for the particular text or year.

APPENDIX 3

WEB ADDRESSES FOR SOME POLICY PAPERS AND RULES

Code of Practice on Academic Honesty in Learning and Teaching

http://info.anu.edu.au/policies/Codes_Of_Practice/Students/Other/Academic_Honesty.asp

Code of Practice for Supervision in Higher Degrees by Research

http://info.anu.edu.au/policies/Policies/Education/Other/Supervision_in_Higher_Degrees_by_Research.asp

Code of Practice for Teaching and Learning

http://info.anu.edu.au/policies/Codes_Of_Practice/Students/Other/Teaching_and_Learning.asp

Conjoint "Co-tutelle" PhD Degree Policy

www.anu.edu.au/graduate/papers/62A-01.php

Discipline Rules

www.anu.edu.au/cabs/rules/DisciplineRules.pdf

Examinations (The Faculties) Rules

www.anu.edu.au/cabs/rules/examstfrules.pdf

Fees Rules

www.anu.edu.au/cabs/rules/feesrules.pdf

Fieldwork Health and Safety Policy

http://info.anu.edu.au/policies/Procedures/Human_Resources/OHS/Fieldwork_Safety.asp

Personal Accident and Sickness Insurance Policy

http://info.anu.edu.au/fbs/Business_Functions/_Insurance_Office/_ANU_Only/_personal_accident_insurance.asp

Policy for Discrimination and Harassment Grievance Resolution

http://info.anu.edu.au/policies/Policies/Equity_and_Diversity/Other/Grievance_Resolution_Discrimination_Harassment.asp

Policy on Responsible Practice of Research

http://info.anu.edu.au/policies/Policies/Research/Other/Responsible_Research_Practice.asp

Principles for Determination of Systems of Assessment and for Consultation

http://info.anu.edu.au/policies/Policies/Education/Other/Principles_Determination_Systems_Assessment.asp

Quality Assurance in Off-Shore Teaching Programs

http://info.anu.edu.au/policies/Procedures/Education/Other/Quality_Assurance_in_Offshore_Teaching_Programs.asp

APPENDIX 4

POSTGRADUATE RESEARCH GUIDE

The *Postgraduate Research Guide* can be found on the web at www.anu.edu.au/graduate/pubs/PRG.pdf

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