

RESEARCH STUDENTS ENTITLEMENTS AND RESOURCES POLICY

The following items are available to students from the outset and throughout their course of study (as specified in the policy *Minimum Allocation of Resources for Full Time Research Students* http://policies.anu.edu.au/guidelines/minimum_allocation_of_resources_for_full_time_research_students/guideline)

- A desk and chair located in a secure area within reasonable proximity to the School, toilets and a wash room;
- A lockable filing cabinet or locker/drawer;
- Reasonable access to computing and relevant software facilities;
- Reasonable provisions for stationery, postage and receipt of mail, access to photocopying facilities and fax and the use of a telephone for work purposes;
- Funding for field work and/or conference attendance necessary to complete the agreed course of study;
- Cardex and information about security.

1. Administration

The School of Music Reception Officer (02) 6125 5700 schoolofmusic@anu.edu.au is the first point of contact for inquiries about this policy. All course related enquiries should be directed to the College of Arts & Social Sciences Student Office http://cass.anu.edu.au/staff/student_admin/index.php or the Postgraduate Convener (see below).

2. Graduate Studies Convener

Dr Stephen Wild, School of Music is the Postgraduate Research Convener. Dr Wild can be contacted on (02) 6125 5764 or Stephen.Wild@anu.edu.au.

3. Prescribed Authority

Under ANU degree rules the Prescribed Authority (Dean, Director or delegate) has defined responsibilities for graduate students. The prescribed authority for the Faculty of Arts is at the Graduate School website at: http://www.anu.edu.au/graduate/current/acad_staff_contacts.php

4. Shared accommodation and office furniture

Shared accommodation, including a desk, chair, access to an adequate computer and lockable filing cabinet will be provided to research students on arrival. It is important to note that the allocation of an office is the responsibility of the Head of School or General Manager and shared accommodation should be considered usual practice.

5. Computer software and facilities

Students will have access to standard computing and software facilities (including e-mail and internet).

6. Telephone calls

Students will have access to reasonable use of a telephone for local calls. STD access is allowed only where daytime use of STD calls can be demonstrated to be essential to the research program. STD calls can be made through the main switchboard by calling the Reception Officer on (02) 6125 5700. In all cases, individual users' telephone accounts are monitored monthly.

7. Photocopying and faxing

Photocopying facilities are located in The Shed corridor. Photocopying facilities are also located in the ANU School of Music Library. On arrival, the student will receive a photocopying code from the Administration Officer with 3000 copies per program per student for a PhD and 1500 for M Phil student. Photocopying paper is located at Room 1.16 or Reception Level 4 School of Music. Access to fax facilities for research purposes is available from Level 2 School of Music.

8. Stationery

Students will have reasonable access to stationery items such as photocopy and printing paper and envelopes at the School of Music. The Administration Officer (02) 6125 5700 is the first point of call for all routine stationery requests.

9. Post and receipt of mail

Students will have access to a shared mailbox on Level 5 labelled 'Postgraduate Students'. Mail is distributed twice daily at the School. If you have any enquiries concerning incoming or outgoing mail, please contact the Reception Officer (02) 6125 5700. Outgoing mail times are approximately 9.30 and 2.30 from the School of Music Reception on Level 4.

10. Key and Security Information

The Building Manager [who is this?] will provide students with cardex and security information on arrival (02) 6125 5725. This will allow 24 hours access to the building (The Shed) but not to the School of Music building. Please contact the Venues and Events Coordinator on (02) 6125 5767, or Grant (Robbie) Robertson on (02) 6125 5725 for security information.

11. Personal Insurance

University does not provide to staff, students and others working or studying at The Australian National University 'Personal Effects' insurance. This is regardless of whether such personal effects are secured in a cupboard, office or building which has security in place. However, students are able to take out personal insurance at their own expense. More information can be found at: http://info.anu.edu.au/fbs/Business_Functions/Insurance_Office

12. Travel and Conferences

For current entitlements for travel and conferences please see: <http://cass.anu.edu.au/students/current.php>

13. Courses and training

Research students are entitled to attend courses and training that will assist them to complete their course of study. This includes CEDAM courses, statistical analysis training, IT courses and other professional development opportunities offered at the ANU. Enrolling in courses that involve fees is subject to the approval from the Supervisor and Graduate Convenor.

14. After Completion

Access to the School's resources technically ceases after submission of the PhD/MPhil thesis. Continued access is decided on a case-by-case basis after application to the Head of School.