

footnotes

UWS Office of Research Services

uwsresearchstudentnewsletterNovember2005

Introduction

This newsletter is an outcome of the recent student satisfaction survey. We welcome your feedback and plan to mail a newsletter to all research students twice a year.

The research higher degree environment continues to change and 2006 will see the implementation of the Federal Government's Research Quality Framework. This is likely to have a direct effect on your candidature, in terms of universities having to prove quality outcomes in the research education experience. UWS has been engaging in discussion with other universities about how we might approach the changes.

In 2006 UWS will have three Colleges, rather than the current four. There will be changes to some Schools and students will be notified if changes apply to them. Here is a table of the proposed new structure.

Colleges and Schools Structure Effective 1 January 2006

College of Business	College of Arts	College of Health and Science
School of Accounting (1)	School of Communication Arts	School of Biomedical and Health Sciences
School of Economics and Finance (1)	School of Social Sciences	School of Computing and Mathematics
School of Law	School of Education	School of Engineering
School of Management	School of Humanities and Languages	School of Medicine
School of Marketing	School of Psychology	School of Natural Sciences
Graduate School of Business (SGSM)		School of Nursing

For further information:

http://www.uws.edu.au/staff/intheloop_staff/suggmodel
You will need to log on as a student to access this site.

Student Satisfaction survey

Many thanks to all the students who participated. The survey is very helpful to us in assessing our services to you as this newsletter attests. Many respondents said that they were unclear about the role of people involved in research education administration. The Research Studies Committee has made the survey results a major focus of activity and Prof Stuart Campbell from the Office of Planning and Quality will act as an advocate for research student needs at senior forums.

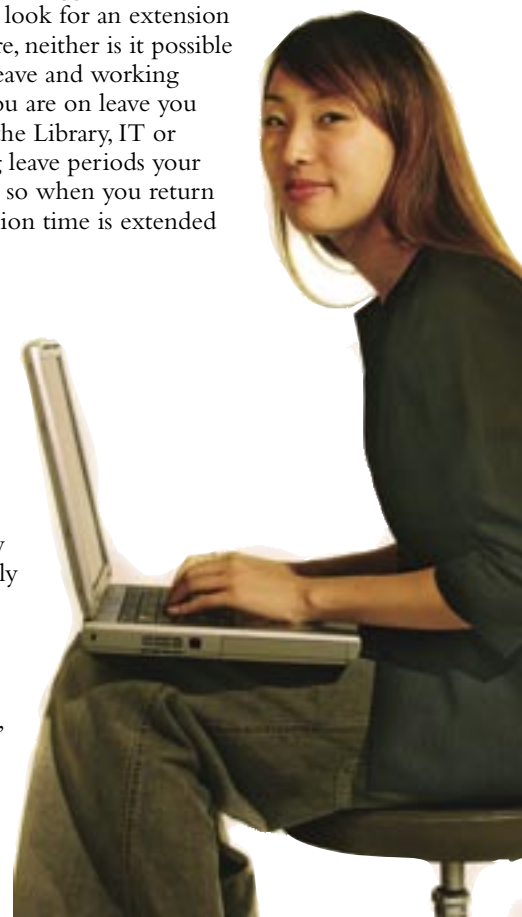
Annual Progress Reports

Most students and staff have returned annual progress reports. The Office of Research Services is in the process of contacting those who haven't done so yet. Of the returns over 92% are considered to represent satisfactory progress. However, within that broad category a number of references have been made to availability of resources and slowing of progress through unpredictable and often uncontrollable forces such as illness, work pressures and financial difficulties. The Research Studies Committee has been committed to offering as many full time scholarships as possible in recent years but we also need to do more to assist candidates to complete on time. This would obviate the need to find new employment after a scholarship ends while concentrating on the final writing-up at the same time.

The RSC commented that students who need to take leave should do so. Leave can be taken before census date (31 March and 31 August) for a whole session. Leave is advised where there is a problem impeding your progress and taking time out would be a good temporary solution to allow you to recover your health or equanimity.

It is not good practice to struggle with an unmanageable load and look for an extension at the end of candidature, neither is it possible to buy time by taking leave and working on your thesis. While you are on leave you will not have access to the Library, IT or your supervisor. During leave periods your candidature clock stops, so when you return your maximum submission time is extended by the period of leave.

All annual progress reports have been summarised and given to Associate Dean's Research for attention, where necessary. If you have raised concerns in your report and feel that they have not been adequately addressed you should contact your Associate Dean Research or Mary Krone, Manager Research Student Team, m.krone@uws.edu.au phone 02 4736 0463.





Student email accounts

Feel like you've been left out?

Don't take it personally – you may just need to access your student email account

Prefer to use your private account?

There is a facility which enables student email to be forwarded to another email account. Users can opt for this when they login to check their mail. Students should do this if they can't, or forget to access their student account on a regular basis.

How do I access my student account?

Logon to the UWS home page and click on "Current Students", you will be given prompts and you will need to know your student id number.

What sort of messages will I receive?

News about workshops, policy updates, accessing resources, UWS conferences, access to resources and scholarships and other opportunities for students are sent to your UWS email address.

Do you know where to find information on the web?

General information for enrolled research students:

<http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current>

These pages cover policies and processes concerning research students.

On the left side of the page you'll find links to a range of topics.

The exams pages include detailed advice on how to present your thesis. This advice is not compulsory but is offered as a guide if you are looking for advice on layout and presentation of tables, appendices, maps, charts etc. Here's the link:

<http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/examinations/thesprgd>

Resources

<http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/studentssupport>

At this site you'll find links to:

- Student Workshops
- On-Line Workshops for Higher Degree Research
- UWS Statement of Minimum Resources, under review
- Mathematical and Statistical Analysis Support
- Research Training Scheme Funds for Incidental Expenses

The UWS Research Studies Committee has appointed a working party to review the current Statement of Minimum Resources. The policy needs to have flexibility to provide equitably for a wide range of student needs. For example, not every student will need on campus facilities, but for those that do ready access is very important.

All students are entitled to claim incidental expenses related to their candidatures. Examples of items that can be claimed include: Training, photocopying, transcription, external facilities, field trip vehicles, minor equipment, colour plates, specialist software, travel to exhibitions. These funds are usually available by applying through your School or Centre.

Library Services

The UWS Library provides a range of reference and information services to students. As well as web-based assistance, each campus library has Liaison Librarians for the Schools on site. Liaison Librarians offer a high degree of subject expertise and can assist research students in locating relevant scholarly information. They can be contacted via phone, email and in person. Research students are welcome to make appointments for help with specific information needs.

The Library also offers information sessions to provide research students with in-depth advice on information sources and effective search techniques. These sessions are advertised via the Library website and include training in the citation management software, EndNote. Research supervisors are welcome to contact the relevant Liaison Librarians to discuss customised training.

Resources

The Library currently holds almost 800,000 print volumes and provides access to approximately 64,000 serial titles, with close to 90% accessible in full text via the web. In addition to monographs, journals and non-book materials (including videos, DVDs, CD ROMs), the Library subscribes to over 230 electronic databases. Print materials can be requested for delivery between campuses (intercampus delivery) and material not held by UWS Library can be made available to research students via Document Delivery to UWS from other libraries.

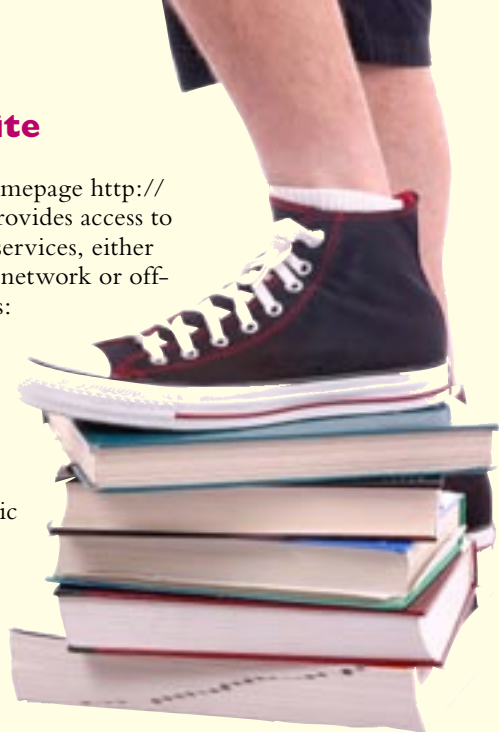
Library website

The UWS Library homepage <http://library.uws.edu.au/> provides access to online resources and services, either within the university network or off-campus. This includes:

- **Resources:** catalogues of UWS Library, Australian and International Libraries, electronic databases and e-journal collections, digitised theses, citation management software (EndNote).
- **Information:** on the Library's opening hours/locations and your own loan details, policies, services.
- **Services:** document delivery, intercampus delivery, requests. See Services for Postgraduate students on the Library homepage for more details.
- **Direction:** to appropriate resources through e-subject guides and online tutorials
- **Assistance:** for students via Liaison Librarians, web guides, FAQ, email and chat-based reference service (Online Librarian).

Further information

Please contact Margaret Pavincich, Client Services Librarian (Information Services) 02 98525931
m.pavincich@uws.edu.au



A group of students at a "Final Stages" workshop.

On Line Workshops

Have you used the on-line workshops?

These are available to students who may find it difficult to attend on-campus workshops.

Current topics are:

- Writing the Confirmation of Candidature Document
- Beginning the Literature Review
- Writing a Conference Abstract
- Managing the Final Stages

The workshops capture the essence, content and discussions of the attended workshops. The on-line workshops have UWS specific information and links to additional references and web sites.

Details of how to log-in to WebCT (where this information is located) is available on the website <http://www.uws.edu.au/students/onlinesupport/faq>
Login ID: uwshdr_research
Password: research



Ask Aunty Agatha

Dear Aunty Agatha

I drove all the way to the Library today and to find that I couldn't take out any books.

Mr Miffed

Dear Mr Miffed

Sounds like a problem with your enrolment. Contact Leslie Cowles in the Office of Academic Registrar, l.cowles@uws.edu.au phone 02 4736 0006. Your enrolment may be encumbered because of outstanding fees or you may not be correctly enrolled.

Dear Aunty Agatha

I have three supervisors on my panel. Two of them are very good but I have not spoken to the third and I'm sure she doesn't know what I'm doing. Does this matter?

Ms Perplexed

Dear Ms Perplexed

Yes, indeedly it does. Have you asked your principal supervisor about this? Perhaps they plan for the third person to bring additional expertise shortly. However, supervision counts for workload and if one person is not active then the others are not getting the right amount of credit for their work. Please talk to you principal supervisor and the School or Centre Research Co-ordinator. If you need to apply to change the panel use the Variation of Program form found at: <http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/variations#7>

Dear Aunty Agatha

I'm hoping to submit my thesis this session but I'm so busy finishing the writing that I haven't had time to check what I need to do in terms of the process of examination.

Ms Inapanic

Dear Ms Inapanic

You need to see if there are any "Final Stages" workshops planned soon. One is held every session, see: <http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/studentsupport#1>

There is an on-line workshop at:
<http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/studentsupport#2>

Login ID: uwshdr_research
Password: research

David Cook in the Office of Academic Registrar can advise you about the process if you have more questions. David.cook@uws.edu.au phone 02 4736 0432

Dear Aunty Agatha

I'm on a scholarship and I want to take leave over the Christmas break. Do I have to do anything?

Miss Bucket and Spade

Dear Miss Bucket and Spade

Your principal supervisor should email the dates of your absence to the Scholarships Officer, Tracy Mills, t.mills@uws.edu.au. I hope you've packed the sunscreen.

Administration Contacts for Research Students

Office of the Academic Registrar (OAR) Student Administration Postgraduate Research Unit



Leslie Cowles, Susan Channells and David Cook.

Contact the OAR for information on admission, enrolment, fees, progression or examination, 02 4736 0665 or by email sa-research@uws.edu.au.

The Unit is a specialty Unit dedicated to the student administration of higher degree research at UWS. The Unit is part of the Office of the Academic Registrar and is out posted to the Office of Research Services

Office of Research Services

Mary Krone, Manager Research Student Team
Contact Mary for information on policies and rules
Ph: 02 4736 0463 m.krone@uws.edu.au

Tracy Mills, Scholarships Officer
Contact Tracy if you have any questions about your scholarship conditions and payments, or if you do not have a scholarship, but would like one! Ph: 02 4736 0966
Email: t.mills@uws.edu.au

Sandra Lawrence, Research Studies Project Officer
Contact Sandra regarding workshop registration; Measures of Achievement; Confirmation of Candidature and Annual Reports. Sandra also monitors supervisor registration.
Ph: 02 4736 0278 Email: sg.lawrence@uws.edu.au.



Mary Krone, Sandra Lawrence and Tracy Mills.

College Research Associate Deans and Research Administration Officers

College of Arts, Education and Social Sciences

Professor Michael Atherton (02) 9772 6306, atherton@uws.edu.au
Mrs Sue Bell (02) 9772 6764 s.bell@uws.edu.au
Mrs Vivian Bonanno, (02) 9772 6762 v.bonanno@uws.edu.au
Mondays and Wednesdays, for enquires about Conference scholarships, though the closing date has passed for this session.

College of Social and Health Sciences

Dr Michael Darcy (02) 4620 3532 m.darcy@uws.edu.au
Mrs Natalie McCarthy (02) 4620 3776 n.mccarthy@uws.edu.au

College of Science Technology and the Environment

Professor Jann Conroy (02) 45701917 jp.conroy@uws.edu.au
Mrs Christine Harvey (02) 4570 1149 c.harvey@uws.edu.au

College of Law and Business

Professor Ross Chapman (02) 4620 3245 adeanres.clab@uws.edu.au.
Mrs Carol Walsh (02) 4620 3244 c.walsh@uws.edu.au

Spotlight on Professor Jann Conroy, College of Science Technology and the Environment

A major part of my job as Associate Dean Research is making sure that Postgraduate Students in our College have the best possible research training. I have supervised 18 postgraduate research students since finishing my own PhD in 1989. Prior to that I had a wide variety of careers including waitress, artist, salesperson, laboratory technician, finally settling on a career in Plant Science. The focus of my research is on understanding how Australia's trees, native grasses and crops will be affected by future changes in climate and rising levels of the greenhouse gas carbon dioxide. Most of my students have also focussed on this area. It has been a great pleasure for me to see them excel in their chosen careers in research, industry and government. It is a great pleasure to maintain close contact with many of my former students through research collaborations. Similar rewards come from my position as Associate Dean Research and I look forward to graduation ceremonies where I see happy graduates, some of whom I have helped overcome what seemed like unsolvable problems.

Setting clear and achievable goals at the commencement of the candidature is the most important thing leading to successful completion of a research degree. Remember that everything takes at least twice as long as you think, particularly writing the thesis. It is essential that you write up your research as you go, preferably in the form of manuscripts, for publication in highly regarded journals. These papers will be refereed by experienced researchers and your publications are solid proof that you have made the grade. The papers need to be well written or nobody will read them.

Presenting your work as a talk at an international conference is also a good way of getting yourself a reputation. I was lucky enough to have a famous scientist from the Smithsonian Institution praise my talk to an audience of 2,000 people at one of the first conferences, where I presented my PhD research.

Finally, talk about your problems as soon as they arise. Contact the postgraduate co-ordinator in your School or Research Centre or the Associate Dean Research, if you cannot sort it out with your supervisor. Remember that you will not be the only student who has a problem and we are there to help you. To avoid problems getting out of hand in the first place, it is essential that you have regular meetings with your supervisory panel. It is your responsibility to set dates with your panel. Research must be fun or it is not worth doing, so enjoy yourself and keep writing.



Professor Jann Conroy, College of Science Technology and the Environment.

Meet the UWS Research Studies Committee

The UWS Research Studies Committee (RSC) is the governing body for research higher degree education. They make decisions on individual candidature matters, and make policy and recommendations on resource allocation to research students. They review annual reports, admit students and approve examination results.

The RSC meets monthly and the student representative is Ms Janette Welsby.

Other members are:

Prof Sheila Shaver PVC Research

Prof Michael Atherton Associate Dean Research, College of Arts, Education and Social Science

Prof Denis Burnham, Director of MARCS Auditory Laboratories

Professor Jann Conroy, Associate Dean Research, College of Science, Technology and the Environment

Dr Michael Darcy, Associate Dean Research, College of Social and Health Science

Professor Ross Chapman, Associate Dean Research, College of Law and Business

Professor Stan Glaser Sydney Graduate School of Management

Ms Susan Channells, Office of Academic Registrar, Research Administration

A/Prof Margaret Vickers, B Hons representative

Please send comments and ideas about this newsletter to Mary Krone, m.krone@uws.edu.au