Your Guide to Writing a Thesis, Treatise or Dissertation at The University of Sydney
Acknowledgements

Acknowledgement of Country
SUPRA would like to acknowledge and pay respect to the traditional owners of the land on which we work. It is upon their ancestral lands that the University of Sydney is built. As we share our knowledge, teaching, learning and research within this University may we also pay respect to the knowledge embedded forever within the Aboriginal Custodianship of Country.

The Thesis Guide Coordinating team
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Disclaimer
Despite our best efforts there may be errors in the information we give you. This document does not constitute legal advice and should be treated as a guide only. Seek a range of advice and up to date information on your particular circumstances before you act on the information provided.
Welcome to SUPRA!

If you’ve picked up this guide, you’re probably at some stage in the process of writing your postgraduate thesis. Congratulations!

This guide has information that will help you through most aspects of the sometimes nerve-racking process of writing, so we’ll leave it up to you to browse through it and discover what’s relevant for you. But right now, we’d like to tell you something very important: you are not alone! And we don’t mean that in a creepy way. What we mean is that no matter what circumstance you find yourself in, now or in the future, the Sydney University Postgraduate Representative Association (SUPRA) can help you make the best of it!

There are many challenges a postgrad can face in addition to a thesis; here are some scenarios where SUPRA can help:

- You’ve come back to university after working for a while and you find it hard to get back in to study-mode.
- You want to connect with other postgrads but as everyone is always running off or concentrating on their work, you find it hard to find people of your age to talk to.
- You’d like to go for coffee with someone who understands you and just bitch about postgrad life.
- You’d like to get involved in the SUPRA Council or have ideas about how to help make postgrad life a bit easier.
- You feel overwhelmed at how much reading you have to do for your Literature Review.
- You are having difficulties with your supervisor. S/he doesn’t understand you, doesn’t have time for you, gives you work you shouldn’t be doing, is not replying to your emails or is behaving inappropriately.
- You want to change your supervisor and you don’t know how to go about it.
- You are dealing with the roommates from hell or your landlord won’t give you back your bond.
- You are worried about your Annual Progress Review (APR).
- You have just received a letter from the University requiring you to Show Cause.
- You don’t get enough access to a lab or you don’t have the necessary equipment and nobody is fixing this problem for you.
- You have been given a contract to sign and you need an opinion on it.
- You have questions about your visa.
- You have just received a fine and don’t know what to do about it.
- You have questions about intellectual property.
- You need legal advice.

SUPRA employs qualified professionals who can give you specialised advice and assistance on all sorts of issues. You can schedule appointments with them (for free!) and be assured that everything you discuss will be kept confidential.

SUPRA is run by a student Council and is independent of the University. Council Members and Equity Officers, who are postgrads just like you, represent and lobby for postgrad needs, organise social events, are always willing to listen, and work toward making postgrad life better for you.

One important thing: all SUPRA services and events are free! All you need to do is become a SUPRA subscriber, which is also free! Just go to our website <www.supra.usyd.edu.au> or come to our office and fill out a short subscriber form. It’s quick and easy.

Subscribers can also receive eGrad, our weekly e-newsletter that updates on events, scholarships, student affairs, policies and legal updates.

You can also find us on Facebook at SUPRA – Sydney University Postgraduate Representative Association.

Come and join us!

The SUPRA team
What Does SUPRA Offer Postgrads?

We provide a safety net when you need help

Most students go through their degree with few, if any, serious problems. However, if you do get an academic result you think is unfair, you have a problem with your supervisor or landlord, or you get charged higher fees than you should, then SUPRA can provide you with invaluable help.

SUPRA employs a team of professional Student Advocates who advocate for and advise students with appeals, supervision issues, fee-related matters, and other academic and welfare problems. This free and confidential service provides individually tailored assistance, so if you go to them for help, they can work through information, options and strategies to address your issues.

Student Advocates are based at the SUPRA offices on main campus. They are also able to assist postgraduates on other campuses or in remote locations. By appointment they can go to other locations to meet students.

The Student Advocacy Service currently operates three Drop-In Advice sessions a week (no need for an appointment) from 2pm-4pm on Mondays, Tuesdays and Thursdays.

Alternatively, you can contact us to make an appointment.

You can also access the Redfern Legal Centre SUPRA funded branch office where a solicitor is available to provide free legal advice, representation in court and a referral service to postgraduate students who are SUPRA subscribers. There are a wide range of legal issues we can assist you with, including (but not limited to):

- Credit and debt
- Car accidents
- Employment law
- Tenancy law
- Discrimination and harassment
- Criminal law

The Legal Service operates a Drop-In Advice Session on Thursdays from 2pm-4pm (no need for an appointment). You can make an appointment to see the solicitor at other times by calling the SUPRA Office on (02) 9351 3715 or by emailing <help@supra.usyd.edu.au>.

Please note that the solicitor cannot advise on immigration law, but can refer students to other contact points for help. At the time of writing, SUPRA hosts monthly immigration advice sessions provided by an external firm.

Some of the issues SUPRA’s Student Advocates can help postgrads with include:

- Academic Appeals
- Show Cause, Exclusion and Termination
- Non-Academic Grievances
- Harassment and Discrimination
- Special Consideration and Special Arrangements
- Supervision
- Research Issues
- Academic Honesty and Plagiarism
- Finances (e.g. FEE HELP, HECS HELP, Scholarships, PRSS)
- Centrelink and Financial Assistance
- Tenancy and Accommodation

We provide opportunities to meet fellow students

By becoming a member of SUPRA, you get to meet new people, talk about things other than work, and have fun doing it. We want you to be part of the largest postgraduate representative association in the country!

Postgrads are welcome to come along to SUPRA events throughout semester, which are advertised in eGrad, our weekly email bulletin. We hold barbeques, movie nights and postgrad parties to encourage social interaction across disciplines.

You can also join our Facebook group, we are listed as Sydney University Postgraduate Representative Association.

You may like to get involved with one of our Networks, Committees or the Council.
SUPRA Networks
SUPRA has five Equity Networks:
• Postgraduate Women’s Network
• International Students’ Network
• Queer Postgraduates’ Network
• Indigenous Postgraduates’ Network
• Postgraduates with a Disability Network

If you would like to get involved with one of these networks or contact the relevant Equity Officer please email <admin@supra.usyd.edu.au>.

SUPRA Committees
There are a number of SUPRA committees that meet regularly including the Community Engagement Committee, Publications Committee, and Policy Committee. These committees deal with different aspects of SUPRA’s work. You are welcome to attend and we appreciate any input! If you would like to get in contact with one of SUPRA’s committees please email <admin@supra.usyd.edu.au>.

SUPRA Council
SUPRA is run by an elected Council, composed of General Councillors and Equity Officers. These positions are filled through elections held in May, and throughout the year if positions become vacant. You can nominate yourself for Council at any time, but if there are no existing vacancies, your nomination can be held over by Council until they come up.

You can have a real impact by working with SUPRA at the Council level - helping to make a difference by improving university services and student life for postgrads, and on a broader level - by being involved in campaigns and policy decisions that affect postgraduate students at this university and others.

We provide a voice for postgraduate students in decision-making
We provide a voice for postgraduate students within the University and beyond. SUPRA representatives sit on University governance bodies such as the Graduate Studies Committee and Academic Board. SUPRA also has regular meetings with the Vice-Chancellor and other senior staff to raise matters of concern to postgraduate students. We use these forums to monitor University policy and promote postgrad interests in decision making. SUPRA also provides a voice for postgrads in education policy at a federal and state level. We make submissions to government inquiries, regularly write to government authorities and speak to the media about education issues.

SUPRA also holds forums and campaigns around broader social, cultural and political issues. We believe that part of providing a voice for postgrads includes facilitating engagement with broader social issues. We’ve held forums on women in education, the role of public intellectualism and the politics of higher education.

We provide a range of publications to help you navigate University life
Our range of publications are designed to provide information on and assistance with different aspects of postgraduate life. All publications are available from the SUPRA office or from the SUPRA website <www.supra.usyd.edu.au>.

eGrad
SUPRA’s weekly email bulletin, eGrad, is a great way for subscribers to find out what events are scheduled for the week at SUPRA and elsewhere in the University.

Thesis Guide
This is the essential guide for any student wanting to get important tips for writing that perfect thesis or long essay. The Thesis Guide is revised every couple of years.

Postgrad Survival Guide
This is the essential guide to postgrad study at Sydney University. It is full of essential information including policies and policy updates, student advice and an A-Z guide to help you find any contacts that you are after. The Survival Guide is updated annually.

SUPRA Wall Calendar
A1 size wall calendar with important dates of interest to postgraduate students, a great way to stay organised.
Thesis, Treatise or Dissertation?

The University of Sydney makes distinctions between a thesis, a dissertation and a treatise. You should make sure that you are receiving an appropriate level of supervision for the kind of paper that you are writing.

There are several important distinctions between the terms ‘thesis’, ‘treatise’ and ‘dissertation’. The first is word count. A thesis is normally 40,000 to 80,000 words. A treatise should not normally exceed 40,000 words. A dissertation should not normally exceed 20,000 words. An essay can be up to 8,000 words. Many Departments and Faculties have formal word limits and you must adhere to your Department or Faculty regulations.

Besides variations in word length, a significant and further difference between a thesis and the other writing forms mentioned is that the term ‘thesis’ tends to be used for research-only degrees (such as Masters of Philosophy or PhD) or degrees that are predominantly research (such as Research Doctorates). Essays, dissertations and treatises tend to be undertaken as part of degrees that are predominantly coursework but also have a research component.

Dissertations, treatises and theses must be formally supervised but there is no such requirement for essays.

Writers of dissertations and treatises should note that while many of the general principles of The Thesis Guide are relevant to them, further and specific information on responsibilities of supervisors in graduate coursework programs can be found in University of Sydney policies.

If you are writing a dissertation or a treatise also see Getting Started on Research Writing on page 27.

More assistance

More information on services is available in Appendix A: Extra Info and Support

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:

• Academic Board Resolutions: Management and Evaluation of Coursework Teaching
University Policy & Legislation

Research students need to be aware that there are general requirements related to writing a thesis.

In the case of a PhD thesis the following apply:

- The thesis must be a substantially original contribution to the subject.
- You generally cannot present within a thesis any work or content that has been previously included in another degree or diploma, or research that has been conducted prior to commencement of candidature.
- Where a thesis incorporates already published material it needs to be identified in accordance with University policy on submission of treatises and thesis containing published work (see below for more details).
- The thesis must be written in English unless subject to a cotutelle agreement or your candidature is undertaken in a language department in the Faculty of Arts. In this latter case your Department can determine whether the thesis is to be written in English or the target language. Sometimes, by application prior to the commencement of candidature, another language can be approved.

Inclusion of published work and thesis by publication

You are allowed to submit any publication of which you are the sole or joint author (such as a refereed journal article), in support of your candidature. The publication(s) may be included in either the body of the thesis or as one or more appendices. You must provide evidence to show that you are the author of the publication(s) or, where there is joint authorship, identify the parts for which you are responsible. It is acceptable to provide a signed written statement from all authors of a joint work that sets out the contribution made by the candidate.

If the body of the thesis includes published work, you are still required to present a thesis that is a consistent and unified whole. In this sense there is a form of ‘thesis by publication’ available at the University of Sydney. You must note, though, that published works are required to be placed critically in the context of the thesis. You cannot bundle together a large number of journal articles, write an introduction and conclusion and call it a thesis.

It is often the case that published work used in a thesis has already been peer reviewed for publication as a journal article. The publication, however, once placed within a dissertation, treatise or thesis, is still subject to the examination process. In other words, the fact that your journal article was published in a prestigious peer reviewed journal does not exempt it from further review by the examiners.

See Intellectual Property on page 23 for information relating to your responsibilities if you include published work for which someone else holds copyright. Also see Publishing While Writing Your Thesis on page 33.

Presentation & form of thesis

The University sets out general requirements relating to the form and presentation of theses. The number of copies of theses that you have to provide varies according to the degree.

The following is a summary of some of the most common research programs:

- Four copies of the thesis for the PhD and most other research doctorates.
- Three copies of the thesis for most Masters research degrees. Check with your Faculty as these requirements may change from time to time.
- Four copies of a summary about 300 words in length must be provided with the four copies of the PhD thesis.

You should consult with your Department or Faculty about discipline-specific requirements, but the general guidelines that are available in terms of how to set out your work tend to be broad. To help you to work out how to interpret those broad guidelines, we encourage you to look at theses that have been submitted and examined in your Department.

For the PhD, the thesis must include a preface and notes outlining:

- The sources from which information is derived.
- The human and ethical approvals obtained.
- What use has been made of the work of others.
- The amount of work the candidate claims as original.
• Where publications are included, evidence that identifies the work as that of the candidate.
• Any work submitted for another degree.

For some disciplines, such as visual and performing arts, CDs, slides or folios may also be required. Check with your Faculty or Department and your supervisor.

Please also see the Submission and Examination chapter starting on page 56 for further information regarding submission requirements.

Certificate from supervisor
Before submission of the thesis, your supervisor is required to provide a certificate stating whether or not your supervisor considers the ‘form of presentation’ of the thesis to be suitable for examination. Form of presentation does not relate to the quality of the research, the research methodologies used, the validity of hypotheses and arguments contained in the thesis or the academic merits or otherwise of the content.

Even though, in most cases, you would be well advised to heed a supervisor’s advice and direction in preparing for submission, a student is entitled to insist on being allowed to submit their thesis once the form of presentation is adequate, even if the supervisor does not agree the thesis is ready for examination.

More assistance
More information on services is available in Appendix A: Extra Info and Support

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
• University of Sydney (Higher Degree by Research) Rule 2011
• Submission of Doctor of Philosophy Theses Containing Published Work Policy
• Oral Examination of PhD at the University of Sydney Policy
• Degree of Doctor of Philosophy Policy
• Essential Resources for Postgraduate Research Students Policy 2012
• Higher Degree Theses Policy
• Proof Reading and Editing of Dissertations and Theses Policy
• Supervision of Higher Degree by Research Policy 2013
• Research Code of Conduct 2013
• Work Health and Safety Policy 2012
• University of Sydney (Intellectual Property) Rule 2002
• PhD: Submission of Doctor of Philosophy Theses Containing Published Work Policy
Top 10 Things to Do

1. Select the right topic and supervisor
Selecting the right supervisor and topic from the beginning will make a positive difference to your research experience. Take your time in making a decision: consult widely with peers, academics in the field, students who have studied under the supervisor before and especially with the supervisor themselves. Matching research interests is very important, as is deciding on the style and form of supervisory interaction. If problems develop, remember that most students will have difficulties with their supervisor and/or topic at some point. Try and resist the temptation to get rid of either as a first response. Sometimes making a change is appropriate and the best thing for you. In other cases, with support and encouragement (including from SUPRA's Student Advocates), you can get through hard patches. It’s normal to feel doubts about your project at some stage, however many students find that after six months or a year of work, their topic becomes much clearer.

2. Begin writing early
This is the most common piece of advice you’ll get and for good reason. You have already proven yourself to be a highly capable researcher and writer in your previous study. As such, do not be afraid to put your thoughts down in writing. Writing chapters, papers for conferences, articles and other work from early on in your candidature has a number of benefits. It makes it easier for you, your supervisor and your peers to systematically review where you are currently at and identify areas that deserve strong positive feedback and/or constructive criticism.

Setting small, manageable writing goals each week may also help you when you go back and revise work. Writing early also helps to create a momentum that should allow you to get the research done as soon as possible. Writing can also be immensely useful in clarifying your ideas and directing your research. Many research students spend months reading, but then once they start writing, discover they weren’t reading the most important material.

3. Choose an appropriate methodology
Choosing a methodology that is appropriate to your research early in the candidature is essential to your progress. Your methodology should suit both your research and your areas of interest and expertise. Remember you are a student engaged in supervised research and you are not expected to know or develop sophisticated methodology from scratch or by yourself. Seek advice widely and early.

4. Form meaningful relationships with your Auxiliary Supervisor and Postgraduate Coordinator
Auxiliary supervisors, previously known as associate supervisors, are appointed to assist in the supervision of your candidature. Just as you should work on a solid, supportive working relationship with your research supervisor, we strongly recommend you do the same with your auxiliary supervisor. The role of the auxiliary supervisor can be extremely important in your candidature. Many postgraduate students find themselves relying heavily on their auxiliary supervisors, especially if their research supervisor has a very busy schedule. Your auxiliary supervisor can be instrumental in offering critical support, industry experience and valuable knowledge in your area of research. You may also find you have a stronger, personal working connection with your auxiliary supervisor.

After your supervisors, your postgraduate coordinator is a very important source of support. Your PG coordinator is available to discuss any concerns or problems you may have with your research, your supervisor(s), your personal life insofar as it impacts your study, or any member of staff. Remember to utilise this valuable resource.

5. Remember it’s a PhD not a Nobel Prize!
Perhaps the most common problem research students face is the intimidation of an original piece of work of thesis length. We deal with this problem in more detail below. It might help to remember that few academics are remembered primarily for their PhD thesis. Publications after your thesis will often be much more important. Also remember that a thesis is a learning exercise and your supervisors and examiners are aware of this. Besides, by the time you’re ready to submit, you’ll have more than three years of this learning: your thesis is the representation of the total of the work and learning you have done over the course of your candidature.
6. Start and maintain a Literature Review early on
Draft a literature review in the early stages of your thesis and keep adding to it as your research progresses. Consider the review as a work in progress and add to it over time. This should help you to keep abreast of changes in your chosen field.

7. Document references as you go
During the course of your research, you will undoubtedly read through a large amount of material. Documenting the material you have read as you go along is not only a time-efficient way of proceeding but also helps during the course of research when you need to refer back to it. Compiling reference lists as you go along is made easier by programs such as EndNote, which is currently available free for students of the University.

8. Stay focused and inspired
A useful exercise to help you stay focused on your particular research is to write a description in no more than 25 words of what your research topic is. Pin it up in front of your desk or anywhere else where you work on your research. It should help to keep you on track. Many distracting possibilities open up to students during the course of a research degree, but staying focused on work that will further your research is important. It can be very useful to read widely and consider new angles on your thesis, but it is important that you can differentiate between an interesting new angle and a tangent.

Many different artists and writers have strategies to stay inspired while they are working. If you find yourself in a slump, consider introducing some productive exercises to keep you inspired.

Develop a working routine to create stability around your process: decide if you work better in the morning or evenings, for example. Take breaks, allow for space between writing and editing so that you develop your critical eye. You could go on daily walks, attend interesting talks, readings, or films for inspiration. Remember to have a balance in your life so you don’t burn out.

9. Think about where you want to go with your research after completion
Think about your future study and career aspirations early in your candidature. Talk with your supervisor and seek advice widely. Let those aspirations guide the type of opportunities you take advantage of while you are a candidate. It may be that you are hoping for an academic or research career and so producing publications in peer-reviewed journals may be a top priority. For managerial, business or government roles, it may be more appropriate to give priority to activities designed to network with government, community or industry groups.

10. Hand it in when you are finished!
This might seem obvious, but sometimes there is a temptation to continuously polish a thesis well after the point at which it is ready for submission. Wanting to perfect a research work is an excellent goal but also bear in mind that creating absolute perfection in finite time is not possible. Be guided by your supervisor, academics with expertise, your peers, and your professional judgement on when to hand the thesis in. Let it go and enjoy your wonderful achievement!
Choosing a Topic & Supervisor

Getting your topic right
There is a mistaken belief that choosing a topic to study at a higher degree level is ‘easy’. In fact, the process of choosing a topic requires a lot of research in itself. While you may have already developed a deep interest in an area, additional reading within and around that area of interest will be required before you feel that you have focused your area of interest to a specific topic which can be described succinctly and guide your research.

A really good way to begin the process is to access the website and blog, The Thesis Whisperer. The website has a section entitled Useful resources for students and supervisors, one of which is called Using a spider diagram to make research questions.

You can also join the blog on the website which links members to other research students around Australia and the world almost daily. The blog is dedicated to helping research students and is edited by Dr Inger Mewburn, director of research training at the ANU.

The University of Sydney’s Learning Centre provides a comprehensive booklet outlining a process for developing a thesis proposal as well as good information regarding differences between disciplines in terms of issues such as:

- Students’ range of topic choice.
- Students’ degree of freedom in choosing specific research questions.
- The overall timing of research projects.

Be aware that your thesis topic may change over time, as you get further in to your research. This is not uncommon.

Selecting a supervisor
The University of Sydney’s Graduate Studies Office provides a Supervisor Register and essential information on the University’s policies and requirements for Higher Degree by Research degrees.

The Supervisor Register can be accessed via the Graduate Studies Office website and contains the official list of those academic staff in each Faculty who have been approved as Research and/or Auxiliary Supervisors (formerly Primary and Associate Supervisors). When deciding who you want your supervisor to be, consider which is the relevant Faculty for your research area, and whether your research area lends itself to an interdisciplinary approach. Your research supervisor must be located in the Faculty in which you intend to enrol. If the research area and specific topic have an interdisciplinary perspective it is common for the auxiliary supervisor to be from a different Faculty.

It is best to contact an academic who has researched and written in the area in which you are interested to ascertain whether they have the interest, time and capacity to take on supervision of a research student. It is recommended that you write a concise summary of your research area/topic (utilising the information in the Learning Centre’s booklet), send it to the academic and then meet to discuss your proposal.

If the academic is able to supervise you it is always wise to ask how many existing research students they currently supervise, as if they have several students they may not have sufficient time to support and guide you. University policy specifies that the maximum number of research students each supervisor should have is five, unless special approval is given to take on more.
It is important to find an academic who has good knowledge of your area of interest, and ideally also has good ‘people’ skills and a reasonable grasp of the administrative processes involved in supervising a research student. Asking around your Faculty and speaking with research students can often provide useful information to assist you in choosing the right supervisor.

Bear in mind the recent changes in supervision policy which allow a PhD student to have different types of supervisory arrangements, including co-supervisors or a panel. There is further information about supervision policy and arrangements in Supervision: Your Rights and Responsibilities on page 12.

More assistance
More information on services is available in Appendix A: Extra Info and Support

The Thesis Whisper
<http://thesiswhisperer.com>

Graduate Studies Office
<http://sydney.edu.au/graduate_studies_office>

The Learning Centre
Supervision: Your Rights & Responsibilities

One of the most important relationships you have as a postgraduate research student is with your supervisors who oversee your project and your candidature. As of 2013, Higher Degree Research students will have a supervisory team with a minimum of two supervisors, and their roles will vary depending on their responsibilities as either Research or Auxiliary. The Research Supervisor assumes the main supervisory duties and in the rest of this section ‘supervisor’ means your Research Supervisor.

Your supervisor’s role is to offer advice, assistance and direction to support you in completing your project. Your relationship with your supervisor can be complex, intense, and immensely rewarding. However, like any relationship, it is bound to have highs and lows and it is important to be realistic in your expectations of your supervisor. A great place to start is to get an overview of the University’s policies covering supervision.

Establish what you need
Firstly, it is important to realise that there is no such thing as a normal supervisor/student relationship. Every student’s needs are different and comparing your relationship with your supervisor to another student’s may not be useful. While there are guidelines, very few students experience similar supervision, as it is contingent on many factors, such as workloads, location and the nature of the project. Some students only need to see their supervisor a few times a year and supplement that contact with email, mail, phone and other forms of communication; other students require more frequent face-to-face consultation. Your supervisory relationship should be tailored to your needs. Increasing study, work and life demands on both students and staff mean that there must be negotiation and compromise to ensure that the relationship is effective.

Good communication
The most important part of your relationship with your supervisor is good communication. Establishing and nurturing good communication from the start is essential to ensuring you receive the support you need, especially at times when things (with your research and/or in life generally) are not going so well. Your research may dominate your own life, while your supervisor may have several other students to supervise in addition to teaching and research responsibilities. As a result, it is important to clarify expectations of both parties about aspects of your candidature early on: negotiate where you differ and review the effectiveness of the arrangement periodically, such as at the beginning of each semester, or just before the Annual Progress Review (APR).

Before difficulties arise, discuss with your supervisor the process for resolving problems. Ask your supervisor to discuss any concerns as they come up so that you are given an opportunity to address them before the APR.

When problems arise
To prevent the escalation of problems, take the initiative to raise them early on with your supervisor, no matter how trivial they may seem. Many students will experience some problems with their supervisor or the arrangements. Act quickly to sort them out, firstly by yourself, and if you require further assistance, you can contact your Faculty Postgraduate Coordinator, or Head of School. The APR aims to uncover any difficulties in your candidature, and supervisory problems are often addressed at this time. Unfortunately some supervisory relationships become abusive or bullying in nature, and this is never acceptable. If you experience problems with your supervisor that cannot be addressed within your Faculty, it is advisable to contact SUPRA for assistance.

Model of supervision
The Head of School appoints a team of supervisors to each individual student, with a minimum of two supervisors per student. The model can be Research and Auxiliary Supervisors; Co-supervisors; or a Supervisory Panel.

Research supervisor
Your research supervisor has primary responsibility for your overall research experience and candidature, including monitoring the provision of appropriate resourcing, guidance and other support, as well as reporting on progress of the candidature to the Faculty. The research supervisor will be the co-ordinating supervisor which means they are responsible for clarifying the responsibilities of each supervisor and advising the student of these arrangements, as well as meeting the administrative requirements for the candidature.
Auxiliary supervisor

Your auxiliary supervisor assists your research supervisor. The role of the auxiliary supervisor is a flexible one, allowing for various models depending on the student’s needs. They may act as a mentor to your research supervisor, provide expert knowledge to part of the candidature, or provide access, through their links with industry, to specialised equipment or facilities. In certain circumstances where the research supervisor is temporarily absent, the auxiliary supervisor may take on the coordinating role.

Co-supervisors

Under this arrangement you have two research supervisors with equal responsibility for the candidature. The Head of School will designate one supervisor as coordinating supervisor. Where this arrangement involves supervisors from different faculties, the coordinating supervisor will normally be from the Faculty in which the student is enrolled.

Supervisory panel

A panel will consist of a mix of research and auxiliary supervisors, depending on the needs of the student and their research, and may include supervisors from different Faculties, disciplines, industry or another institution. The coordinating supervisor will normally be from the Faculty in which the student is enrolled.

Changing supervisors

Many students think about changing their topic and/or supervisor. Sometimes changes are justified, such as the case where a change in research direction requires a change in supervisory arrangements. In other cases it can be symptomatic of the frustrations involved in undertaking such a large piece of research and the conflicts that can often arise when working closely with another person whose opinions may differ. It is important to think hard about such decisions and make sure that they are not a knee-jerk reaction to a challenge you are facing, such as a supervision problem that could be fixed or the progress of your research.

For some candidates, it becomes obvious that their supervisor cannot give them the guidance that is required or, at times, there are cases of a supervisor/student relationship that is either not productive, or is detrimental in some way. It is essential that students go through the formal channels of renegotiating their supervisory arrangement with the Faculty or Department. As many Departments are small, the chance of being caught up in internal politics is great and it can be useful to seek assistance from your Postgraduate Coordinator or Head of School. When changing supervisors is not an option, movement to another Faculty or institution may be possible, but a student should be very clear that their intention for leaving is based on circumstances that cannot be improved through negotiation. Seek advice from SUPRA before making any final decisions.

Supervisor register

The Graduate Studies Office maintains a register of all individuals approved as research (formerly primary) and auxiliary (formerly associate) supervisors for Higher Degree Research students. Faculty Deans or Associate Deans are responsible for activating and inactivating approvals for research and auxiliary supervisors. Faculties may limit individual supervisors to acting as auxiliary supervisor only or as supervisor for Masters students only.

More assistance

More information on services is available in Appendix A: Extra Info and Support

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
- Supervision of Higher Degree by Research Students Policy 2013
- University of Sydney (Higher Degree by Research) Rule 2011
- University of Sydney (Intellectual Property) Rule 2002 (as amended)
- Research Code of Conduct 2013
- Essential Resources for Postgraduate Research Students 2012

Supervisor Register can be accessed at <http://sydney.edu.au/graduate_studies_office>
Supervision Checklist

1. Access to facilities
Research students are entitled to have adequate facilities and other resources available in your Department. Such facilities normally include all hours access to appropriate work or laboratory space and equipment, and appropriate technological access. Support resources should be discussed between research student and supervisor at all stages of the candidature, but particularly in the early stages. It is your supervisor's responsibility to ensure that facilities identified as necessary to your candidature are available to you.

2. Plan contact times with your supervisor
At commencement of the candidature determine the frequency and duration of formal meetings with your research supervisor(s). During probation the research supervisor should be available to meet with the student at least once per fortnight. Your auxiliary supervisor also has a responsibility to negotiate ongoing and appropriate contact arrangements with you. Generally there are benefits to you preparing written material, setting agendas and documenting outcomes of supervision meetings. Discuss expectations about the type and level of informal contact and opportunities to meet your research group or colleagues in your Department. Be prepared to review and change meeting arrangements if required or, in other words, be proactive in setting the contact arrangements of your supervision.

3. Determine the style of your supervisor-student relationship
This is likely to change during your candidature. What level of direction or guidance do you require? What is your supervisor's role in your acquisition of skills? Do you expect your supervisor to be a mentor, critic, supporter, director, facilitator, provider or teacher? How does your supervisor see their role? The only certainty is that the supervisory relationship is your relationship, so take charge of it from the outset.

4. Know your Faculty (Your supervisor does not know everything!)
During your candidature there are many things that your supervisors cannot do for you. At commencement of candidature it is advisable for students to attend Faculty or Department inductions, and spend some time familiarising themselves with their Faculty's structures, culture and ‘personality’. It will save you time and effort later on if you know how to work with the Faculty office, how and who to access for a range of workshops, conferences, seminars and networking information, scholarships, funding and employment information, and support or social opportunities. Generally your Faculty must comply with University of Sydney policies and procedures, but some small variations in application do exist and it is wise to know these, so do listen to and read everything during induction.

5. Feedback and progress
You have a right to feedback that is timely and constructive. Written work up to the equivalent in length to a chapter must be returned with feedback within one month, unless otherwise negotiated. Identify how progress will be monitored (written work, seminars, Annual Progress Reviews, etc). Negotiate a work program for the entire candidature and then break it down into six-monthly work programs. Put it in writing and include timelines. Some Faculties now have generic timelines/plans for research degrees that you can alter to your specific circumstances.

See your Faculty office or website for more details.

6. Intellectual property
The University does not assert any claim over intellectual property (IP) created by a student, unless prescribed otherwise by law or you agree otherwise. Note that the University cannot force a student to assign their IP rights to the University as a condition of enrolment. You may, however, agree to assign your IP rights in order to be involved in a project, but this must be your choice. If you are also a staff member of the University, check the University of Sydney (Intellectual Property) Rule 2002 (as amended). At the time of preparing The Thesis Guide for publication this Rule was under review and subject to change.

Clarify with your supervisor early in your candidature your expectations regarding authorship of publications, and put them in writing. Re-evaluate the agreement throughout the candidature.
7. Voice your career aspirations
Let your supervisor know your future career aspirations as this may help them to facilitate appropriate opportunities. If you are hoping for an academic or research career then publishing papers will be a priority. However, if you hope to consider managerial, business or government roles, it may be more appropriate to give priority to activities designed to network with government, community or industry groups. Research students are expected to take advantage of opportunities for meeting other academics and researchers in the field, and your supervisors have a role in facilitating and supporting such opportunities.

8. Research budget, ethics approval, APR and publications
Your supervisor is expected to provide you with assistance in developing important applications, research plans and milestones, and reports on progress. Your supervisor must ensure you have an authorship agreement that appropriately acknowledges them and any others in your research and/or publication.

9. Plan for supervisor absences
If your supervisor is away for a month or more, depending on your supervisory arrangements, the Head of School may make suitable arrangements to ensure you have ongoing supervision. This may mean increased direct supervision by another member on your supervisory team. Where the absence is foreseeable the supervisor must notify the Head of School, other supervisors and the student at least one month before their date of departure. If a supervisor is intending to retire or resign, you should be consulted and actively involved in the planning arrangements regarding supervision.

10. Do your own research and planning for your supervisory relationship
The University provides many free workshops and other resources to assist research students in developing and maintaining a productive supervisory relationship. The Learning Centre runs a workshop called Working with your supervisor.
Library Resources

The University of Sydney Library is a network of libraries across several campuses, available for staff, students and the public. It is expected that research students will become familiar with the Library website and its many services and functions, including useful links to other websites and resources not held by the University of Sydney, and valuable information and advice on publishing your research. At the end of this section you will find key web links for the Library.

The Library offers researchers a large range of journals, books, archives, multimedia resources and other specialty items. The Library also has a number of resources that are available to you online, including specialty databases and an interlibrary loan system that allows you to request articles, books, and other resources that are not available in the library. A useful first contact is your Faculty Liaison Librarian who can assist with specialist information on library resources and services specific to your research area.

Teach Yourself Online (Searching the catalogue and other library research skills)

The Library has moved to make most of its collection digital and make online access to this and other resources easy. Although many items remain available in hard copy, the majority of research students would normally make it a priority to become familiar with the Library website and especially with its many databases, as well as learn how to search for, locate and access or borrow an item online. The Library website features a number of interactive learning tools and tutorials, under Teach Yourself Online, including Which Library do I use?, and Finding Australian Government Reports.

Databases

The Library Catalogue contains a number of databases that can assist you in finding literature that is relevant to your topic. These databases are subject-specific and you might find that more than one database will be of use to you depending upon your topic. You should check out the subject listing of databases and also check with your supervisor to ensure that you are utilising all the available resources to find literature for your topic.

CrossSearch is a function available on the Library’s home page that allows you to search across different databases, collections, and catalogues by keyword, and to narrow results to specific areas and/or types of materials. It is a good place to start if you are unsure of all of the relevant subject-specific databases, or if you want to increase your field of research.

MyLoan

Login to MyLoan, via the Library website, to manage your loans, holds and requests, reading history, ratings, saved searches and alerts.
Digital collections
An important resource is the Digital Collections which comprise of rare or significant manuscripts and scarce Australian literary and historical works through to art images and botanical and archaeological datasets, as well as the Sydney eScholarship Repository. The eScholarship Repository provides a platform for research communities to safely store, and provide online access to documents and data. It archives a wide range of significant university publications.

Thesis collection
Many theses are freely available on the internet, see the Finding a Thesis page on the Library website for further information.

If a thesis is not freely available online you can request using the thesis/dissertation request form available in MyLoans. Many thesis requests require the completion of a declaration form and some may incur a gap cost if the cost of obtaining them exceeds $80. If this is the case, you will be advised by library staff prior to your request being processed. A thesis may take up to 8 weeks to arrive. Please note that some theses are not available for purchase or loan.

Print copies of all University of Sydney PhD and Masters (Research) theses are held in the Rare Books and Special Collections Library, located on Level 1, Fisher Library, Camperdown Campus. These theses cannot be borrowed but may be read in Fisher Library. The Conservatorium, Health Sciences, Nursing and Sydney College of the Arts libraries also hold copies of theses - ask Library staff for details or check the Library catalogue.

Theses from other universities are kept on the shelves in University of Sydney Libraries – check the Library catalogue. You can borrow these.

Interlibrary loans
Sometimes the book or journal article you are after is not in the Library on your campus or is not in the Sydney University collection at all. Postgraduates are able to request such items, including theses available in hard copy or microfilm, whether they be intercampus or from another library, using Document Delivery or ArticleReach. All requests are subject to Australian Copyright Legislation, which may limit how much you can request to be copied from a book or journal. Copyright information is available online. You can request up to 70 items in a calendar year.

ArticleReach is a consortium of 12 international libraries, including the University of Sydney Library. The ArticleReach DIRECT catalogue includes journals held by the member libraries and allows you to request articles from titles not held by the University of Sydney Library. If your request is unable to be supplied by an ArticleReach member library, it will automatically be passed to Document Delivery staff to source for you. Please note that this service is only for journal articles.

There is no charge to you for requesting items via Document Delivery. There are costs involved in the Document Delivery service which the Library covers for you. There may be a gap cost which the Library will pass onto you if the cost of obtaining the item exceeds $80. An article or book chapter costs in the range of $10-$30.

The Library treats all requests as urgent and will deliver them to you in the shortest period of time possible.

Borrowing suspension
Your card may be blocked (temporarily suspended) if your fine total has reached $30, or for failure to renew an item on loan.

Off campus access
If you have submitted a thesis or your candidature has been suspended and you still need library services to complete your degree, you can arrange continued access by applying for a temporary Library card. You then use the borrower number on your temporary card.

Lost books
Be careful to keep your books and other borrowed library items safe and in good condition. The Library may invoice you a minimum $320 per item for items which are lost or damaged beyond repair.
Appeals
If you believe you have been unfairly charged with a fine or you want the fine reduced, you can appeal online.

Wireless access
You can connect to the University website, including the Library site and the catalogue via wireless with your laptop or handheld device. Use Airpac to search the catalogue with your handheld device.

Open access publication
The University of Sydney seeks to support open access (OA) to scholarly literature produced by researchers of the University. The essential principle of the OA movement is that knowledge derived from public funding should be freely accessible online, for public use.

More assistance
More information on services is available in Appendix A: Extra Info and Support

University of Sydney Library
<http://sydney.edu.au/library>

Faculty Liaison Librarian

Borrowing information and MyLoan
<http://www.library.usyd.edu.au/borrowing>

Digital Collections
<http://www.library.usyd.edu.au/digital>

Copyright information
<http://sydney.edu.au/copyright/students/research.shtml>

Library appeals
<http://www.library.usyd.edu.au/borrowing/fines.html#appeal>

Wireless access at University of Sydney

Open Access to University Research Policy is in development but a discussion on open access publication can be accessed at
<http://sydney.edu.au/library/openaccess>
Ensuring Integrity in Research

The University of Sydney’s policies on research integrity are aligned with the Australian Code for the Responsible Conduct of Research. The Australian Code is a national document jointly issued by the National Health and Medical Research Council, the Australian Research Council and Universities Australia. The standards of research conduct committed to under the Australian Code are high, and place a responsibility on anyone undertaking research to ensure scholarly and scientific rigour and integrity in obtaining, recording and analysing data and in presenting, reporting and publishing results.

Below is some general information to help you understand what your responsibilities are as a research student and where to go for more information. Please note that this general information is a guide only. It is advisable to access full copies of the University’s own Research Code of Conduct as well as the Australian Code on which it is based.

University of Sydney Research Code of Conduct

The University’s Research Code of Conduct 2013 sets out a framework for responsible research practice for those conducting research, including for students. It is relevant for any student carrying out research within the University, including coursework students who are undertaking a research component within their degree.

The University’s Code covers issues relating to authorship, acknowledgment, retention of data, ethical considerations including research involving animals and biohazards, conflicts of interest and disputes.

In general terms the University’s Code requires:

a. Respecting truth.
b. Respecting the rights of those affected by their research.
c. Appropriately referencing and attributing the work of others.
d. Managing conflicts of interests appropriately, so that ethical and scholarly considerations are not compromised.
e. Adopting methods appropriate for achieving the aims of each research proposal.
f. Following proper practices for safety and security.
g. Citing awards, degrees conferred and research publications accurately, including the status of any publication such as ‘under review’ or ‘in press’.
h. Using and managing resources responsibly.
i. Promoting compliance with this policy and any other applicable laws, regulations, and codes.
j. Compliance with the terms of contracts relating to the research.

SUPRA strongly advises you seek advice from your research supervisor around what you need to do to make sure you comply with these requirements.

Authorship

One of the most common types of queries SUPRA gets about the abovementioned matters concerns authorship. To be named an author (rather than only getting an acknowledgement), one needs to have made a substantial intellectual contribution in conception and design of a project, and/or in performing analysis and interpretation of research data, and/or drafting or critically revising work. The University’s Code is very clear that someone’s position as a supervisor to a research student is not enough by itself to warrant authorship on a research student’s publications where a substantial intellectual contribution has not been made. Similarly, if you have made a substantial intellectual contribution to work prepared by others, you are entitled to authorship.

Allegations of research misconduct

We hope that by knowing and following the standards in the University’s Code you will never have to worry about responding to an allegation of misconduct.

Misconduct can include:

a. Fabrication, falsification, or deception in proposing, carrying out or reporting the results of research.
b. Plagiarism in proposing, carrying out or reporting the results of research.
c. Failure to declare or manage a serious conflict of interests.
d. Avoidable failure to follow research proposals as approved by a research ethics committee, particularly where this failure may result in unreasonable risk to humans, animals or the environment or breach of privacy.

e. Wilful concealment or facilitation of research misconduct by others.

f. Misleading ascription of authorship.

g. Intentionally and without authorisation taking, sequestering or materially damaging any research-related property of another.

h. Deliberately conducting research without required human ethics committee approval.

i. Conducting research involving animals without required animal ethics committee approval.

j. Risking the safety of human participants or the wellbeing of animals or the environment.

k. Deviations from the University’s Code which occur through gross or persistent negligence.

If you are ever accused of one or more of these things, your first contact should be to SUPRA for professional and confidential assistance from one of our Student Advocates or our Legal Service. There is a formal process for investigation set out in the University’s Code and we will help you to understand and assert your rights. Penalties, if you are found to have committed research misconduct, can range from counselling up to expulsion from the University.

If you have suspicions that another person is guilty of breaching the University’s Code and wish to report it you should also seek confidential assistance from SUPRA. Complaints of misconduct against others can be made to the University’s Director of Academic Integrity.

**Australian Research Integrity Committee**

The Australian Research Integrity Committee is jointly run by the Australian Research Council (ARC) and the National Health and Medical Research Council (NHMRC). It is an external review body that can receive complaints about the conduct of misconduct investigations by Universities. It can review complaints related to ARC or NHMRC funded research and it is a place a student can go to if you have been subject to a complaint or are unhappy about the way the University has handled a complaint you have made.

**New approaches to monitoring research integrity**

At the time of writing there is a wealth of online material reporting on research fraud. Use these materials and websites with caution as the quality of information reported is variable. One great site that stands out as more reliable is Retraction Watch <http://www.retractionwatch.wordpress.com>.

Retraction Watch regularly reports on published research that needs to be retracted because of issues with publications. There are other sites out there if you do some searching, so search away but use the information you find with caution.

**More assistance**

More information on services is available in **Appendix A: Extra Info and Support**

SUPRA  
Phone (02) 9351 3715  
Email <help@supra.usyd.edu.au>

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:

- **Research Code of Conduct 2013**

Australian Code for the Responsible Conduct of Research and information on the Australian Research Integrity Committee can be accessed at <http://www.nhmrc.gov.au>
Ethics Approval

Introduction

Ethics approval is required for a wide range of research activities within the University of Sydney. If you are undertaking a research degree, a research component within a coursework degree, or are engaged in other activities for which you may need ethics approval, you should seek advice from the University Ethics Office on whether such approval is required.

In general, all research projects and teaching practicals involving human subjects require ethical approval from the Human Ethics Committee. There is also an Animal Ethics Committee that provides ethical clearance for research involving animals.

Be aware that obtaining ethics approval can take time. The Ethics Committees receive large numbers of applications and it can often take two meetings before your application is assessed. It is rare that an ethics proposal is approved at its first assessment. Usually the Committee will request further information and adjustments to the protocol. The amended proposal then goes back in the queue. Three months between submission of your application and final approval is common, and it can take longer.

It is very important that you obtain your ethics approval before starting your research. You can not gain retrospective ethics approval for research already conducted. At SUPRA we have seen students not be allowed to use research they have completed due to not having had their ethics approval in place prior to conducting the research. Depending on the nature and content of your research, you could also find yourself facing an allegation of research misconduct if you do not have ethics approval.

For further information on ethics approval, you should approach your supervisor who has the responsibility to advise you on such matters. Where any confusion exists, contact the Research Integrity and Ethics Administration Office.

The Ethics Approval Process

1. Discuss the need for ethics approval with your supervisor. If there is disagreement or doubts about whether it is required you should contact the Research Integrity and Ethics Administration Office.
2. Obtain an Ethics Proposal form (also called a Protocol).
3. Forms and guides for working with humans or animals can be downloaded from the University of Sydney Ethics website.
4. Complete an outline of the project on the form, which is then signed by your supervisor. If you are unsure about the information you need to provide, SUPRA recommends that you contact the Research Integrity and Ethics Administration Office. In this way you may avoid losing valuable time and resources because you have not provided sufficient information. Take care to get approval prior to beginning your research or experiments.
5. All students must complete an Introduction to Animal Research Course before working with animals (for enquiries and exemptions, please contact the Research Integrity and Ethics Administration Office).
6. Forward the form to the relevant Animal or Human Ethics Committee. These Committees generally meet monthly but consult the website for meeting dates and submission times. The project is considered in light of the relevant legislation.
7. If your research involves Aboriginal and Torres Strait Islander communities and people, we strongly recommend you contact the Koori Centre for consultation about your research project. Although you will still need approval from the Ethics Committee, it is important you conduct your research with a developed understanding and awareness of Aboriginal and Torres Strait Islander cultural, spiritual issues and beliefs. The Koori Centre will be able to assist and guide you in this area, as well as point you to community resources.
Complaints
All complaints regarding the use of animals or humans in research should be directed to the Research Integrity and Ethics Administration Office. You may also wish to contact SUPRA for information and assistance.

Workshops
The Research Integrity and Ethics Administration Office offers training courses throughout the year. Please contact the Research Integrity and Ethics Administration Office for further clarification or assistance.

More assistance
More information on services is available in Appendix A: Extra Info and Support

Research Integrity and Ethics Administration Office
Phone (02) 8627 8111

Ethics website for forms and policies
<http://sydney.edu.au/research_support/ethics>

Koori Centre
Phone (02) 9351 2046
Intellectual Property

Intellectual property (IP) refers to a wide range of commercial and moral rights that result from the creation of original works, scientific inventions and discoveries, as well as other areas. IP rights are the rights that the owner and/or creator has over how their IP is used. Commercial rights and moral rights are separate and distinct. All commercial rights can be assigned or transferred. Moral rights cannot be assigned or transferred to a third party and remain with the creator or creators even if the commercial rights have been assigned or transferred to another party such as the University. While you cannot assign or transfer your moral rights to a third party, you can consent to waive recognition of your moral rights or to allow your moral rights to be infringed.

In Australia, the rights of different classes of IP are afforded different types of legal protection. These classes are as follows:

- Copyright (literary, artistic, dramatic or musical works, films, broadcasts, multimedia and computer programs)
- Patents (new or improved products or processes)
- Trademark
- Designs
- Circuit layout rights
- Plant breeder’s rights
- Confidentiality/Trade Secrets

Copyright and Circuit layout rights are automatic. For all other forms, legal rights of IP ownership must be formally applied for and/or registered.

There are three moral rights recognised under Australian law:

- The right to be named as the author of a work.
- The right not to be falsely attributed as the creator of a work.
- The right to integrity of authorship (that is, the right not to have your work subjected to derogatory treatment, or treated in a way that damages your honour or reputation).

Intellectual property at the University of Sydney

Currently, the University of Sydney (Intellectual Property) Rule 2002 (IP Rule) deals with ownership and development of IP rights of staff, students and visitors of the University, as well as moral rights associated with IP.

The IP Rule covers:

- Ownership rights of staff, students, and visitors.
- Reporting and commercialisation of IP.
- Distribution of royalties resulting from commercialisation.
- IP reporting requirements.
- Dispute resolution processes.

Currently, the IP Rule says that students own any IP they create unless the student agrees otherwise or unless the law states otherwise. The University cannot force a student to assign their IP rights to the University as a condition of enrolment.

However, there may be circumstances where you have to agree to assign your IP rights in order to be involved in a project (for example, a research project funded by a third party, like an industry partner). You can refuse to do so, but you may be excluded from the project. Basically, if you do agree to assign your IP rights, your agreement must be informed and voluntary.

Before you are allowed to participate in a project like the third party research project described above, the head of the project (the Chief Investigator) must:

- Advise you of any requirement to assign any of your IP rights or give consent in relation to your moral rights.
- Recommend you seek advice and give you a reasonable period of time in which to do so (usually at least 14 days).

SUPRA strongly recommends that you do not sign any document until you gain independent advice about the implications of the document. The SUPRA Legal Service and/or the Student Advocates at SUPRA can assist you in understanding and/or negotiating any conditions on your involvement in research projects.
**Why does IP matter to me?**

Students hold the copyright rights in their own thesis. However, in a collaborative or supervisory relationship that lasts over a period of years, it can sometimes become difficult to work out which ideas or data belong to whom. Sometimes it can seem as though your ideas or data are being taken over by another person in the team.

SUPRA has seen a lot of research students in this position, and so we strongly recommend that all students clarify their ownership of IP at an early stage of candidature. Here are some ways you can do this:

- Read about your IP rights and moral rights in the IP Rule.
- Read the University’s Research Code of Conduct 2013 (the Code). The Code sets out the responsibilities of researchers of the University (both staff and students). It describes the University’s expectations about how research can be treated, clarifies the meanings of ‘authorship’ and ‘supervisor’, and explains disclosure of ‘conflicts of interest’.
- Discuss IP arrangements with your supervisor.
- Consult the solicitor at SUPRA’s Legal Service and/or a Student Advocate.
- Contact the University’s commercial IP management arm, Sydnovate.

If you have created IP capable of protection, and want to commercialise that IP, the University encourages students to approach Sydnovate to do so. Initial advice is confidential and free although any action taken by the University to develop the IP may require a student to enter into an agreement with the University. This usually requires the assigning of ownership of the IP created in return for a share of income.

**Disputes**

If a dispute arises regarding interpretation or application of the IP Rule, notify the Director of Sydnovate. The Director will try to resolve the dispute first. The matter may be referred to the Deputy Vice-Chancellor (Research), and if that is unsuccessful, to the Vice Chancellor. The Vice Chancellor’s decision is final.

If you think your IP rights have been infringed, contact SUPRA. We can provide you with advice through either our Legal Service or our Student Advocacy Service.

**Use of other people’s copyright**

As well as ensuring that you comply with the Code, it may be necessary during the course of your candidature to seek permission from a copyright holder if you wish to reproduce part or all of a work subject to copyright in your thesis. Situations where this may be necessary might include reproduction of a map, diagram, photograph, drawing, musical score or even another piece of text.

Generally speaking, copyright law states that if you use or reproduce material subject to copyright without permission of the copyright holder, you are infringing their copyright. Whilst the Copyright Act does allow for reproduction or use, without permission, for the purposes of research and study or by educational institutions, it sets out strict conditions and frameworks for such use: they are known as the fair dealing provisions.

You should not assume that you are able to reproduce a piece of text, diagram or other image and place it in your thesis without the permission of the copyright holder. This applies regardless of where you sourced the work in question. For instance, items freely available for download from the internet are not necessarily allowed to be reproduced and placed in your thesis without the requisite permission being in place simply because they are openly available to the public from a website.

In most cases it is easy to establish who holds the copyright in the document, map, text or other item that you wish to reproduce for inclusion in your thesis. In many cases, it will be necessary to write to the publisher, a copyright collection agency or a society for permission for use or reproduction.
Note regarding proposed changes to the IP Rule

The University proposed amendments in 2008 to the existing IP Rule. At the time of publication, changes have not yet gone through. If changes are made it may result in significant changes to IP ownership and rights for students in the future. Please contact SUPRA if you want further information on this issue.

Disclaimer:
This information is intended as a guide to IP as it applies to postgraduate students at the University of Sydney at the date of publication. It does not constitute legal advice.

More assistance

More information on services is available in Appendix A: Extra Info and Support

SUPRA
Phone (02) 9351 3715
Email <help@supra.usyd.edu.au>
More information on Intellectual Property is available in the relevant section of the SUPRA’s Postgraduate Survival Guide as well as on our website. <http://supra.usyd.edu.au>

The Australian Copyright Council
Information sheets relating to Copyright are available on the website. In particular, the information sheets An Introduction to Copyright in Australia; Fair Dealing: What Can I Use Without Permission; Maps & Charts; Ownership of Copyright; Permission: Do I Need It?; Permission: How to Get It; and Websites & Copyright will be useful. <http://www.copyright.org.au>

IP Australia
More information on IP generally can also be found on the website <www.ipaustralia.gov.au>

Sydnovate
<http://sydney.edu.au/sydnovate>

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
• University of Sydney (Intellectual Property) Rule 2002
• Research Code of Conduct 2013
Confidential Research & the Public Availability of Theses

Confidential material
University of Sydney rules allow confidential material, which the candidate is not at liberty to fully disclose within a thesis, to be contained in an appendix which is not available for general inspection. Permission is required from the Research and Research Training Committee of the Academic Board to restrict access in this manner. The period of restriction cannot exceed 5 years unless there are exceptional reasons for an extension.

Confidential material may include intellectual property developed by a student, e.g. an invention or data that is the subject of a patent application or registration of another form of intellectual property such as a design or trademark, and would require an appendix or delay in the publication of the thesis. This is because successful registration of a patent for the invention or registration of another form of intellectual property can be partly dependent upon it being kept novel, and one aspect of this is that the invention has not been publically disclosed in any form. It may also include sensitive or restricted data and case studies.

Deferment of public availability
When examination of a thesis is completed, the University regulations require that the thesis be lodged with the University Library. The effect of lodgement is to render the thesis ‘publicly available’.

A Dean of Faculty may authorise the Registrar to defer lodgement for up to six months if they believe the candidate’s interests are at risk or they have created IP that requires protection. The initial request is made to the Dean of the Faculty concerned. The Dean needs to seek permission to delay lodgement of the thesis from the Chair of the Graduate Studies Committee. Except in exceptional circumstances any approved delay in lodgement will not exceed 12 months.

It is the policy of the University Senate that a candidate for a higher degree should not normally be permitted to undertake a program of advanced study or research which is likely to result in lodgement of a thesis which cannot be immediately made available to be read, photocopied or microfilmed.

Participation by a student in a commercial research partnership or contract does not automatically mean that the public availability of the thesis will be deferred. Where a candidate’s research is funded by a contract or project in collaboration with industry, they should be fully informed of any conditions or restrictions that may delay public availability of the thesis. A collaborative partner may request a restriction on the public availability of a thesis if it would affect the commercialisation of the research project. An application for deferment must be resolved at the commencement of candidature. Such applications must be completed by both the student and their supervisor. Forms are available from, and must be lodged with, your Faculty Office.

A request for deferment is made to the Research and Research Training Committee of the Academic Board and must contain an adequate justification for the request. University Regulations state that under no circumstances should the submission and examination of a thesis be delayed beyond the timeframe set by the Senate.

More assistance
More information on services is available in Appendix A: Extra Info and Support

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
• University of Sydney (Higher Degree Research) Rule 2011
Getting Started on Research Writing

The following are time-honoured general tips for writing up research.

**Step 1. Set a timeframe**

Establish a timeframe that segments the task of producing your research into a series of steps with time limits to help make the overall task seem less daunting. Placing time limits at each stage is an effective form of time management.

Setting a timeframe has other benefits including:

- It is a good warming-up exercise to get you started.
- Breaking down the task into a series of steps provides a sense of control over the process and results in feeling less pressured.
- Calculating the time involved can be a reality check and you tend to start immediately.
- It can help to provide you with a sense of achievement as you complete each smaller step. That is, you can look at what you have done and feel some sense of achievement rather than looking at what you have yet to do with fear and trepidation!
- Last minute panics are effectively avoided.

When devising your timeframe it is essential to include:

- Clearly defined sub-stages
- Time for ‘leeway’
- Dates

Many Faculties now have examples of research plans that are downloadable from their websites. Use this as a starting point for planning research, and make sure that you periodically review the plan with your supervisor.

**Step 2. Think carefully about the topic**

Thinking carefully about your topic before you start is crucial. It is possible to consult a wide variety of references, structure a logical argument, present a paper professionally, and even put forward original thoughts, yet miss the point of your original research question. In addition, if you are devising your own topic, it is important to note that it forms part of your assessment. In this respect your examiner will ask, ‘Is the topic a relevant and useful question to answer?’ and, ‘Does the topic make a significant original contribution to the wider body of knowledge in the discipline?’

An excellent way of staying close to the research question is to write what your topic is about in 25 words or less. Pin this summary in front of your desk, or in any other prominent place where you work. It forces you to read about the ‘core’ of your research regularly and will help keep you on track.

If you provide the topic…

Begin by reading broadly in an area of interest and become more focused in your reading as you proceed. How do you do this? Check general texts and review articles and look for ongoing controversies, ‘gaps’ in the knowledge, and research areas needing review. You can also check ‘Future Research’ sections in journals for ideas.

If your research requires expensive experimental material, rare books and/or demands access to other difficult to find resources, talk to your supervisor about whether it is going to be possible to conduct the study.
As you develop your ideas, it is important to tailor the scope of your topic to your word length. This means not choosing a topic which is so ambitious that you cannot do justice to it in the space available, or a topic that is too narrow so that it is difficult to meet the word length either.

You also need to consider the following:

- If your topic addresses well-worn themes, you will need an original take and/or new material.
- Avoid venturing into completely uncharted waters (unless you are completely confident of and comfortable with taking up the challenge!).
- Talk to academic staff. They may be able to provide valuable leads. It is also a good idea to always check the suitability of proposed topics.
- Consult previous theses on the general area of interest. This can also be a useful guide on the thesis writing style for the area or field, possibly important if your research department is different to your previous department or field.
- Remember that the topic you choose is almost as important as how you handle it.

Step 3. Gathering info on your topic

- Visit the Library or search online when you have at least a couple of hours available.
- Consult appropriate databases and library catalogues.
- Consult a wide range of references as this has a major bearing on the quality of your work.
- With longer research papers, make sure you have a good balance between primary and secondary sources.
- Talk to Library staff about effective ways to search the internet.
- Talk to academic staff about good leads for information.

Step 4. Reading and note-taking

- Sometimes the meaning or point of a text doesn’t become apparent until you have read the whole thing. It can pay to read through once without taking notes, then come back, re-read and note key sections.
- Use subheadings on different sheets of paper to take notes. For maximum efficiency, subheadings should relate to aspects of ideas and themes concerning your topic, rather than articles themselves. Structuring your notes in terms of a linear account of individual readings is not efficient. It is better to organise and assimilate the information by categorising as you take notes. This helps you conceptualise the material and makes the task of writing easier too.
- In your notes, jot down in brackets where the information came from and the page number.
- Leave a column on the left side of each sheet where you can write comments.
- Be critical in evaluating the literature.
- As you read, aim to generate new ideas and perspectives on your topic.
- Try to keep your notes short.
- If you record a direct quote, be sure to enclose it in quotation marks.
- Document your references as you read, try using computer programs like EndNote (see page 39). For manual handling, keep index cards handy for recording reference details and use a separate card for each reference. When you are ready to compile your reference page, shuffle the cards into alphabetical order.

Step 5. Plan your attack

Read your notes a few times to gain a ‘big picture’ perspective. Then organise subheadings into a logical order and prepare a draft outline from the subheadings. As you read through your notes, you should find that a logical structure will naturally evolve.

Step 6. Write the first draft

- The trick with a first draft is to put down your ideas without fussing over your expression.
- The introduction of your paper ‘sets the scene’ for your treatment of the topic.
- The perspective of your conclusion looks backwards, forwards and then pans to ‘the big picture’.
- Focus consistently on your topic.
- Use direct quotes sparingly, particularly lengthy passages.
- Aim for a balanced approach in your treatment of the topic.
- Consider all major perspectives on your topic, and both sides of any argument. Taking a one-sided approach does little in terms of achieving persuasiveness, and ultimately is not considered scholarly.
- Conceptualise material in terms of its broader theoretical significance.
• A theoretical treatment of material is desirable as it demonstrates a ‘higher-order’ analysis, and hence, your intellectual sophistication and maturity. In this respect, you need to evaluate your evidence in terms of an overriding theoretical framework and ask, ‘How does this evidence fit with the theory?’

Step 7. Write a second draft
• After completing your first draft, it is a good idea to put it aside for a few days.
• Try a number of different strategies to check the ‘readability’ of your draft:
  - Read it out loud.
  - Give it to a friend, a colleague, or a non-academic friend to read and make comments.
  - Consider professional editorial advice.
• As you revise your work, you may come across problems where you are not happy with your handling of a section. In such cases, ask yourself if you can leave it out.

Ten style tips:
1. Use ‘plain English’. This means writing simply and directly.
2. Use the active voice not the passive voice.
3. Make your writing ‘tight’ and ‘crisp’ by editing out unnecessary words.
4. Avoid unnecessary abstraction and jargon that has not been defined or is not useful.
5. Avoid too many long sentences.
6. Vary the beginnings of sentences to maintain your reader’s interest.
7. Use subheadings, but do not overuse them.
8. Avoid one-sentence paragraphs.
9. Ensure that transitions between paragraphs flow.
10. Maintain a formal, objective tone. Remember that in your first draft you write for yourself (i.e., you aim to put your ideas down). In your second draft you write for the reader.

Step 8. Prepare your final copy
If your presentation is sloppy you will lose marks, even if your manuscript is otherwise brilliant. This means there should be no smudged or faded print and no errors in grammar or spelling. With words that have two spellings (that is, an English and an American version), pick one spelling and then use that version consistently.

For dissertations, you may also need to include a Table of Contents page and an Abstract, so check with your Department. Attention to detail is the key to preparing your final copy. In particular, take a meticulous approach to compiling your reference list. This is important as you can easily make an error here. The task is somewhat tedious and, nearing the end, you tend to become eager to finish. Be especially careful that the list includes every reference you cite in the body of your paper. Examiners usually check these details so take the time to get this right.

More assistance
For suggested reading on thesis writing please see Suggested Readings on page 68.
Grammar & Good English

Writing in clear and concise English is one of the hallmarks of an excellent thesis. Examiners invariably notice spelling mistakes and errors of grammar. If your thesis contains mistakes you will be requested to either correct the spelling mistakes or, in some cases, rewrite whole sections of your thesis before they will pass you.

The Learning Centre

The Learning Centre runs a number of workshops to help research students with reading and writing for a thesis. These include:

- Writing a Critical Review
- The Process of Getting a Journal Article Published
- Writing a Literature Review
- Writing in an Academic Style
- Vocabulary for Describing Data

Some workshops offered by the Learning Centre target postgraduate students from a non-English speaking background.

The Learning Centre also offers online courses and resources such as Help Yourself and The Write Site, which provide online support to help you develop your academic and professional writing skills. Online course topics include Planning or writing a thesis and Writing up research.

Library resources

The Library website contains a variety of useful resources, including some short and interactive learning tools on writing, citing and referencing for both general and specialist writing.

You can also use the Library website to search for theses held at the University Library or elsewhere.

Your Faculty

Check if your Faculty conducts its own courses and workshops on research writing. Some Faculties publish their own Research Students Handbooks, or similar. This will be a hard copy or online publication providing valuable information, rules and tips on all things to do with research and writing.

More assistance

More information on services is available in Appendix A: Extra Info and Support

The Learning Centre
Phone (02) 9351 3853
<http://sydney.edu.au/stuserv/learning_centre>

The Write Site
<http://writesite.elearn.usyd.edu.au>

University of Sydney Library
<http://sydney.edu.au/library>

For Faculty information on thesis writing see Appendix B: Faculty Guide
Performance-Based & Workplace-Based Research

Background
Undertaking study in a Higher Degree by Research used to involve writing words and words and words, with some disciplines also requiring diagrams, tables and, maybe, photos. With the amalgamation of technical, vocational and art education institutions in the early 1990’s into the university sector, the practice of research degrees has now expanded the ways a research student can meet their degree requirements.

Performance-based research
One of the most exciting developments is the performance-based research degree, which includes a performance (e.g. music) or the exhibition of a visual art (such as a sculpture, glasswork, jewellery or other art forms) in addition to a thesis. Some theses now also include components based on various forms of multimedia technologies.

As is usual with new developments, they have fundamentally been led by students and supportive academic and general staff who have come up with amazing ideas around research based on a very different understanding of how to represent their discipline in a research setting. These great ideas have then influenced many other disciplines which had previously had little contact with different forms of media and presentation of one’s ideas.

There is relatively little University-wide policy specific to this as an issue but there are policies within the key Faculties (the Sydney College of the Arts and the Conservatorium of Music) which specifically encourage either performance or creative work theses.

Issues which can arise with performance-based research
Students may find their work delayed by issues such as access to facilities or ethics clearance.

Access to facilities
Depending on the nature of the creative work, a student may require access to a resource within the University which previously has not been thought of as one which can be used for or as part of the development of a creative work (an electronic microscope, for example). Delays can result if a student requires access to such a facility as both their supervisor and the unit wherein the equipment is located are not used to each other nor each other’s needs.

Ethics clearance
Depending on the specific nature of the creative work, the student may be required to apply to the University Ethics Committee for ethics clearance before work can commence on the creative work. The gaining of Ethics Committee approval for visual arts and performance-based research degrees has not only raised new issues around ethics for those on the University Ethics Committee, but also for the research student. There is no ‘end’ to this issue because the creative and performance arts, as sites of research, continue to push previous notions of what is the ‘boundary’ of research.

Workplace-based research
Workplace-based research refers to research undertaken by a research degree student whilst being physically located at their workplace. The project that they are working on is usually a collaborative research project with the research supervisor being located at the University and an auxiliary supervisor located at either their workplace or within their industry.

The research may involve working in a laboratory in a hospital or health setting where the student is actually delivering clinical services as part of their data collection, or a science-based research student undertaking their research work within
an entity which receives government funding while they are formally enrolled at the University of Sydney though located, for the majority of their degree, at their workplace.

The University policy entitled *The Higher Degree by Research Rule 2011* contains provisions relating to ‘location of candidature’ and permits candidature to occur at locations other than the University. There are also requirements regarding how many semesters must, at a minimum, be spent located at the University prior to submission of their thesis.

**Issues which can arise with workplace-based research**

- The student can become isolated from the collaborative environment and the inter-disciplinary aspects that a University environment can provide.
- A distance can grow between the student and their research supervisor if both do not work together to ensure that regular meetings occur at the University.
- If a problem develops within the workplace such that the employer is no longer willing to support the research work, the student may be left ‘high and dry’ and unable to complete their thesis.
Publishing While Writing Your Thesis

The content of a thesis in the early 21st century, and especially in some disciplines, may include publications that have previously appeared in a peer-reviewed journal with the research student as either the sole author or a joint author.

There is still debate regarding benefits and drawbacks of this because undertaking a higher degree by research has been the most common way for a postgraduate student to undertake a form of research training.

There are two views within academia regarding the task of writing a thesis:

• One view is that writing a thesis is like writing a book. A research student, who may not have written such an extensive piece of work before, is on a learning curve and, therefore, their entire candidature is about the process of learning how to research and write a large body of work at a consistently high standard of intellectual rigour that is appropriate to be presented to an examiner for assessment. From this viewpoint, pausing the overall research process to write up a self-contained shorter article is an unwelcome distraction.

• Another view is that research students should be encouraged to write an article or two for submission to, and hopefully publication in, peer-reviewed journals during the candidature and to include the publication(s) in the eventual PhD or Masters thesis – either in the body of the thesis or as an appendix.

Does pressure to publish genuinely work in the best interests of the research student?

Some students report feeling pressured, by their supervisor, to write for publication where the motive may appear to be for the supervisor to be credited as an author in the publication; your research supervisor is usually listed as an author on papers written by you as research student.

We have also had reports from students who have discovered, in the lead up to their Annual Progress Review (APR), that their supervisor’s report for the APR states that the student is ‘not making progress in their candidature’, without the supervisor acknowledging that they had pressured the student to write for a journal article, even though it took away from valuable thesis time.

University of Sydney policy outlines the following requirements in regard to a thesis which contains publications, or part thereof, of which the student is the sole or joint author:

• The candidate must also submit such publications (attached to their thesis).

• The candidate must produce evidence to identify satisfactorily the parts of the work for which the candidate is responsible. A signed written statement from all authors of a work attesting to the contribution of the candidate and identifying the sections of the work for which the candidate is responsible is acceptable for this purpose. If it is impractical or not possible to contact all the authors, the relevant Faculty can request the Graduate Studies Committee to waive this requirement or a student can make an application that other forms of evidence of their contribution to the published work be accepted.

• The candidate must ensure that the thesis is a consistent and unified whole, prepared specifically for the submission of examination for the degree.

• The candidate needs to critically place any published works used in the body of the thesis in the context of the appropriate field of study and in the context of the thesis as a whole.
• Placement of the published works in the body of the thesis, must be done in such a way as to ensure that the examiners can assess the University requirements, including whether in the opinion of the examiner(s) the thesis is a substantially original contribution to the knowledge of the subject concerned, the thesis affords evidence of originality by the discovery of new facts, the thesis affords evidence of originality by the exercising of independent critical ability, and the thesis is satisfactory as regards to literary presentation.
• A candidate may only include a published work if the research and publication of the work occurred during the course of candidature for the degree.

Overall - what all this means:
• To submit a thesis which contains published works, there is more administrative work for the candidate and their supervisor to ensure that the thesis is ready for examination in the appropriate form and with the appropriate support documentation for the examiners so that it is clear what part of the thesis the candidate is responsible for.
• That a research student will need to be highly organised and receiving appropriate levels of support from their supervisor and timely feedback on drafts of articles and/or their thesis during their candidature so to ensure that the time spent researching and writing for a publication will not interfere with their timeline for research and writing of their thesis.
• That a research student needs to think seriously about what their preference is and not allow themselves to be swayed too much by their supervisor – after all this is your thesis.
• That, if you decide you do want to publish whilst undertaking your higher degree by research, consideration must be given at all points of candidature to how the eventual thesis is to become a consistent and unified whole for the purposes of the examination process.
• That taking the opportunity to write for a journal article needs to be balanced against the benefit to be gained for one’s candidature and especially so in the context of other provisions relating to maximum length of candidature – will writing for a journal article result in needing to take one or two more semesters to complete one’s thesis?
• A key issue for international research students, especially if you are on a scholarship from your home country or from the University, is in regard to whether your scholarship funding will run out. Further upfront tuition fees will be incurred if your scholarship has run out but your thesis is not yet ready to be submitted. All research students must be enrolled for their thesis to be submitted for the examination process. To be enrolled, tuition fees must be paid. These issues need to be discussed openly with your supervisor or else an international student can be caught out at a later stage of their candidature.

More assistance
More information on services is available in Appendix A: Extra Info and Support
SUPRA
Phone (02) 9351 3715
Email <help@supra.usyd.edu.au>

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
• University of Sydney (Higher Degree by Research) Rule 2011
• PhD: Submission of Doctor of Philosophy Theses Containing Published Work
• Submission of Treatise Containing Published Work
Computers & Software

When using word processors to prepare your thesis it is important to use compatible software that will work across various computer platforms. You will want to facilitate easy transfer of information between your own workspaces such as the office and home, as well as ensure your drafts can be sent to and opened by various people for feedback and review. If you are purchasing a computer, make sure you select one that has enough power and storage to operate all the programs you will need to complete your candidature. Remember you can save money by updating your operating system and adding more memory to your computer.

Word processing software

Microsoft Word is the most commonly used software on campus and has largely overtaken other programs, because of its compatibility with both the standard Windows and OS X Operating Systems. Furthermore, if you are considering submitting your thesis electronically, the University will accept Word documents as well as PDFs.

The Microsoft Office ‘Home & Student’ package currently includes Word (for word processing), Excel (for spreadsheets and mid-weight statistical analysis) and PowerPoint (for creating slides and presentations). Discounts are often available for students at on-campus retailers such as the Co-op Bookshop. Students who are also staff of the University should note that they might be able to source a license to some software on the basis of their employment.

As an alternative option the University provides free downloads of StarOffice from the Information and Communication Technology (ICT) website. StarOffice’s word processor can convert files into Microsoft-compatible formats, as can the Mac-specific software Apple Pages.

Referencing software

Endnote is available for both Windows and OS X operating systems and is compatible with Microsoft Word and Corel WordPerfect. Students should check out the Endnote website for software compatibility and system requirement details.

Statistical software

There are various statistical software packages available for both quantitative and qualitative data analysis. If you are doing any empirical work, SUPRA advises that you consult your supervisor about whether and which statistical software is appropriate.

Art and design software

The Sydney College of the Arts (SCA) offers computer facilities to postgraduate students, as well as to visual arts academics and researchers. These facilities offer tools and support for the digitisation and manipulation of imagery, specifically photographic manipulation, painting, illustration and drawing, 3D design, rendering and animation, video digitisation and manipulation, interactive presentations, and high end imaging and production of multimedia. The SCA holds workshops in a variety of different software applications, with a technical officer available to offer trouble-shooting and technical advice.

What software is available through the University?

A complete list of University-owned software is provided at the end of this section.

Tips for using new software:

- Use the latest version. Newer versions of software are usually more powerful and can be more user-friendly.
- Try starting with built-in tutorials for a brief rundown of the software.
- Utilise a search engine. There are a lot of help sites and forums where people have posted answers, tips and quick links to resolving specific software questions and issues.
- Probably the most effective approach is to take a workshop. If the University offers a workshop or tutorial on your software, make sure you attend. The workshop will equip you with the knowledge, confidence and support to get started.

For help finding resources and/or training, firstly ask your supervisor(s) or seek other advice within your Faculty. You should also look elsewhere within the University such as the Library, or ICT. You can contact SUPRA for assistance.
Managing large documents

When it comes to writing your thesis and learning new computer programs, the only thing you should be interested in is ‘How will this program make the time that I spend working at my computer most effective?’ EndNote is an obvious example. EndNote automatically manages footnotes so you can more easily and quickly format your references. Take a moment to learn all the time saving functions of your software.

Most of the tutorials on managing large documents cover styles, templates and macros. Most important is styles. If used correctly, you can easily change heading styles (i.e. font, paragraph, size, etc) consistently throughout your document. Furthermore, you can easily create a Table of Contents, without having to type it up by hand. Check out the Word tutorials for more information on this.

Minimising document overload

Microsoft Word and other word processors can be unstable when it comes to really large documents. It is important to remember that Word, as with most word processor programs, has its limitations. Starting a new document for each chapter would be the minimum requirement to ensure that your files don’t get too large. Further, hold off on inserting pictures, graphs, music clips and other heavy files into the document until you are sure that you really have to put them in. In the meantime, have two files, one with no pics, etc. and one that you are going to put the pics into.

The other trick to know is that Word and other word processor documents get larger the longer you work on them. Documents often keep superfluous information, such as how long you have worked on them for and other statistical information. Getting rid of this information is as simple as copying and pasting all your work into a blank document and saving it. Not only does this reduce the amount of space that the file takes up in the computer’s memory and hard disk, but you can also archive the old copy as a backup.

Back up

Writing a thesis is hard work and the last thing you want to do is put yourself in a position where you have to rewrite or rethink sections of work because you have not been in the habit of backing up. Even the best and most rugged equipment can malfunction, be dropped, stolen or have coffee spilt on it.

Develop a consistent backup routine that involves backing up your work in different places. Apart from saving to your personal computer hard drive, back up onto a portable hard drive so your precious draft is always with you, and upload to an online cloud storage site such as iCloud, DropBox, or Google Drive for small to medium-size documents. Portable hard drives now have capacity measuring into terabytes, can handle both OS X and Windows and have built-in in backup programs so you can easily plug in to whichever computer you are currently working on, and follow the onscreen instructions.

If you have sensitive materials or materials that need to be kept confidential for intellectual property reasons, remember to password protect your files on your computer.

Choosing the right media:

- CD and DVD writers are quite cheap to purchase. Buy your CDs and DVDs in bulk to save money.
- External and portable hard drives are also reasonably priced.
- USB memory keys/flash drives are very useful if you are traveling between various workspaces and computers. They can be used in any USB port and appear on the desktop as a removable disk; however, because of their size and fragility we would not recommend they be used as a primary back up device.

Norton Ghost

Norton Ghost is special software that allows you to backup a complete copy of your computer’s hard drive. This will obviously require the purchase of an external or portable hard drive but it means that if you have a computer disaster you have copies of all your software, Endnote libraries and style files. There are other similar products available, including freeware options which you can find with a little internet searching.
Computer security

Virus scanners
Use a well-known virus scanner such as McAfee, Norton, PCcillion, AGV, or SpyBot and make sure you use the latest version available.

Pirated software & dodgy websites
It goes without saying that you do not use pirated versions of commercial software (and don’t visit dodgy web sites) on your computer. Some still take risks and we continue to hear of many a person’s computer being hacked or corrupted by a virus after downloading a ‘free’ version of Photoshop or something similar. If you cannot afford an academic version of the software you need, try a free one such as OpenOffice.

Firewalls
Windows and Mac OS come with their own firewalls and can be configured to your needs. They are fairly basic and you may find other ones that are more advanced and still free (try a search for Zonelabs or Kerio). Alternatively, academic versions of firewall programs often come with a virus checker too, and aren’t too expensive.

Conclusion
Always back up your work by completing your backup routine every time you are finished working and ready to quit your computer, or after a few hours working when you are doing a long shift. Print out regular hard copies of your thesis and immediately file somewhere safe. Ensure your supervisor has the latest copy of your work to date and approach them to request if you can send them backups for your own peace of mind.

Software provided by the University

Free downloads for students
The University holds a variety of site licenses allowing University of Sydney students to install certain software packages free of charge.

The following software is currently available for students to download for free via the ICT website: Endnote; StarOffice; Reference Manager; Genstat; SAS; DreamSpark, formerly known as MSDN AA (Engineering students only), and NVivo 10.

Software for use on University owned ICT equipment
ICT provides some software for use on University owned ICT equipment. You must be directly employed by the University to have access to the software listed below. Alternatively, if you can get access to a University owned machine, your supervisor can apply to have any of this software installed for you. If you work offsite (e.g. at a hospital), and want to install an application you might not have access to the installation files because you are not directly connected to the University network. You will need to contact the ICT Helpdesk or your local Computer Support officer to manually install the software. This software includes: Adobe; Antivirus; Endnote; Microsoft Office; and Statistics packages.

ICT also distributes a range of software packages that are used for specific Faculties or units within the University. These include: ArcGIS; ANSYS; ChemBioDraw; Citrix; FileMaker; Genstat; Ghost; HP Drivers; Matlab; MindManager; Parallels; Polyclom CMA desktop video conferencing software; RedHat; Reference Manager; SAP R/3 Enterprise Resource Planning system; Starnet X Win; Unisent; and VMWare.

More assistance
More information on services is available in Appendix A: Extra Info and Support

Student IT
ICT Helpdesk (02) 9351 6000
<http://sydney.edu.au/ict>
Referencing Essentials

Introduction
An extremely important aspect of writing a thesis, and indeed any academic writing, is that the reader is able to identify and locate the works that you have referred to. Correct, consistent and extensive referencing will also protect you from the accusation that you have plagiarised or copied your work from someone else.

Each Faculty and/or Department has its own preferred style of referencing, and often these follow universal standards in each discipline. You should consult your Faculty/Department regarding current requirements. Please see Appendix B: Faculty Guide for contact details to find referencing and other information for postgrad students within each Faculty. Faculties and Departments will quite often publish a style guide letting you know of the conventions that it expects you to follow. If in doubt, consult your supervisor or postgraduate research coordinator.

Key principles in referencing
Consistency
You must ensure that the formatting is absolutely consistent and stays in the exact format for every reference. Each punctuation mark must be used correctly so that it is clear to the reader what you are referring to: a journal, a book, an article in an edited book and so on. All have distinct ways of formatting and you should become familiar with these. At the very least, you will need access to a good guide that sets outs how to format each reference.

Accuracy
If you reference an idea, you must ensure that the information contained in the reference is accurate so that the reader may find the source if they choose to do so. If the information is inaccurate or absent, it indicates poor scholarship and can lead to accusations of plagiarism. You should check that you correctly spell the names of the authors that you use, make sure that any diacriticals are included (if it is in a foreign language, for instance) and that you have the correct edition and page numbers in the reference.

Where to find information
The Library website and the Learning Centre have information that can be easily downloaded for your reference. The Library also has countless books on the various referencing systems, and the Library website can direct you to sites with loads of information and examples of references. Also, ask your supervisor for any information they can provide you with about the referencing style you must use. In the absence of Department/Faculty guidelines, check out some of the journals in your discipline and see what referencing system they use. The most important point is that your referencing is absolutely accurate and consistent.

Referencing of websites
The proliferation of material available on the internet has meant that academic sources are ever-expanding. It is an incredibly exciting time to be researching and writing because of this widening of sources and their ease of accessibility. However, dealing with these sources can be quite a challenge. Not least amongst the challenges is the concern that the spirit which exists in academic writing in relation to acknowledging sources will be undermined.

Depending upon the hosting etc., some sites may no longer exist on the internet by the time your work is being read. This can cause problems with the credibility, location and checking of sources. Nevertheless, there are style guides that exist and the standard styles (MLA, Oxford, Harvard, etc.) have now incorporated sections on how to deal with websites. Check out your Faculty/Department Handbook first though, as this will probably be the most pertinent for you. In the absence of this, the Library website again has information on dealing with citations.

In general, the same rules apply. You must note the author’s name, the title of the document, the title of the complete work (if applicable), the version or file number (if applicable), the document date or date of last revision (if different from the access date), protocol and address, access path or directories and, finally, your date of access. You might also want to think about how you will refer to the source, especially if it is a site that is constantly changing. Printing the source out might cover you here.
There are further complications when it comes to email, discussion lists and newsgroups, information available using gopher protocols or file transfer protocols (FTP), telnet and synchronous communication sites. If you have to reference these kinds of sources, it is worth talking to your supervisor or checking out the style guides to see what they recommend. Most importantly, you are looking for a reference that is transparent, accurate, complete and consistent with the rest of your thesis.

**EndNote**

EndNote is a powerful tool for managing your references. It works as a stand-alone program and as an adjunct to Microsoft Word and Corel WordPerfect. EndNote allows you to enter your reference list into a database efficiently. Furthermore, while you type you can quickly insert footnotes or in-text notes that are correctly formatted depending upon which style guide you have chosen.

Try to always upgrade to the latest version of the software. The latest versions allow you to manage images as well as text, and provide Word templates for a variety of journals. EndNote also allows you to: organise your references into libraries to use in your research papers/assignments; import references from bibliographic/research databases and library catalogues using filters; search library catalogues using connection files; create and format bibliographies whilst writing your research paper or essay; and search the libraries you create.

If your Department/Faculty has a really obscure style for footnotes that is not included in Endnote (which is unlikely) then you can always customise it to whatever your requirements are.

Remember to back up your EndNote libraries and style files.

**Free EndNote online tutorial and classes**

The Library offers tips and online tutorials on how to use EndNote. You can also book yourself into an EndNote class using the online class booking system. If you are unable to book a class or find a class that is suited to your needs, arrange a consultation with your Faculty Liaison Librarian.

Where can I get EndNote?

EndNote is available for free download from the Library website. Check out the online resources for the links to the download site and have your Unikey and password ready. Other versions of EndNote and similar software is also available for free download from the University Information and Communications Technology (ICT) website.

**Plagiarism**

**What is plagiarism?**

A lot of students don’t intentionally set out to plagiarise but still encounter problems with plagiarism. It is therefore important that you have a full understanding of what is considered plagiarism. Plagiarism is when the words, ideas, diagrams or data of another are passed off as your own without the original source being cited or referenced. Plagiarism is one form of research misconduct that can be investigated by the University and may lead to penalties ranging from a warning up to expulsion from the University. For more information on research conduct requirements and misconduct processes see *Ensuring Integrity in Research* on page 19.

**Making sure you don’t plagiarise**

The Learning Centre holds workshops if you need an introduction to, or a refresher on, correct referencing, citing, paraphrasing, etc., to avoid plagiarism. Many Faculties also provide workshops for students, and passing a course is mandatory in some.

The University provides a comprehensive online video around plagiarism and academic honesty.
Writer’s Block: Causes & Solutions

A thesis is probably the longest and most complex text you will write and it is usual for students to experience some difficulties during the research and writing up stages. Sometimes students experience what is called ‘writer’s block’ – a kind of shut down when it seems impossible to convert ideas and thoughts into words on a page.

Causes

Various ‘barriers’ can impede the writing process:

- Disorganised work and living patterns.
- Procrastination.
- The ebb and flow of creativity.
- Feelings of self-doubt and anxiety.
- Fear of failure (and sometimes of success).
- Perfectionism.

Solutions

- Write every day. Set up a routine and either write a certain number of words or write for a certain period of time, each day.
- Pay attention to what works for you: when and where do you do your best writing?
- Even if you’re not in the mood, write something – anything! Don’t worry about the quality of the text – you can edit and proofread later. It doesn’t have to be perfect, you just need to get started.
- Write short pieces. It’s easy to become overwhelmed by the enormity of a whole task, so break it down into more manageable chunks and focus on one piece at a time.
- When confronting a difficult section of the thesis, move on to something more straightforward, which should help you get back into writing, and then come back to the more difficult section.
- Write up your research in whatever sequence best suits you. You do not have to write sections in the order of the final draft.
- Constantly remind yourself of the focus, the central issue of and rationale for your research. Redefine these when and if necessary.
- Use positive self-talk. Instead of focusing on how hard it all is, focus on a particularly enjoyable and interesting aspect of your work.
- Give yourself rewards when you have achieved some goals that you have set for yourself.
- Make sure that you have and maintain a balanced and healthy life, i.e. eat healthy foods, get some physical exercise and get enough sleep.
- Seek help early on. Don’t let your writing block go on for too long. Discuss problems with your supervisor, who should be able to help you set deadlines and stage the writing process. Also, utilise other support services, such as the Learning Centre and Counselling and Psychological Services (CAPS).
- Set up a network of support among other research students.
You Are Not a Fraud!
Dealing with Anxiety & Feelings of Inadequacy

A common problem faced by many research candidates is feeling that you are a fraud, not able to live up to other people’s expectations of you as a genius professor in the making. You will struggle to find anyone who is writing a thesis who hasn’t, at some time, thought they are not up to the task, or doubted their capacity to write anything of value in a complex field.

The first thing to say about this is that it’s natural and everyone feels it. Writing a thesis is likely to be a step up from anything you’ve done previously and it is healthy to feel challenged. Secondly there are time-honoured ways to maintain self confidence while making your way through your candidature.

Tips on managing feelings of inadequacy:
1. Remember the saying ‘It’s a PhD not a Nobel prize’
   While it is a requirement for a PhD thesis to make an original and substantial contribution to your field, it is not a requirement that it must revolutionise thinking in your field. To keep it in perspective very few academics are remembered for their PhD thesis. Rather, the publications you author after your thesis will be far more important in this regard. More likely than not it will be several years later, after your third or fourth book, that your work makes a ripple in your field.

2. Write!
   We’ve said it before and we will say it again (and so will everyone else that gives you advice): writing is the best remedy. Even if you feel like you have nothing to say or you are not sure whether your ideas are original or correct, write! Writing will help clarify your thoughts and uncover areas that need more thought and research. Writing provides something you can show your supervisor and colleagues. Use the opportunity to ask for feedback and you may be pleasantly surprised that other people think you have written something very good!

3. Read widely in your field
   Reading the major works in your field is essential, but if this is all you read you may start to believe that you ‘can’t write anything unless it is that good’. Reading diverse material will often reveal other people who are not yet ground-breaking geniuses but still produce thoughtful and interesting ideas and discussions. You may notice that, like you, they are developing their research skills and profile while making more modest contributions to knowledge.

4. Talk with fellow students
   Talking with fellow students about your doubts may allow you to get some perspective on things. It does take time to ‘grow’ your confidence levels in terms of writing skills because this is a process issue. It takes time to recognise that, for example, there are short and long ways of saying the same thing. Sometimes the only way we can learn this is to write sentences that are too long, be told they are, and then rewrite them. Having a chat and, hopefully, a laugh about these issues with others will help you to realise that you are not the only one going through this.
Remember that there are student support services which can help you

The University provides a number of student support services which offer free, confidential and professional advice and/or counselling.

If you feel like any issue related to your thesis is causing unnecessary stress or anxiety for you, it is a good idea to talk it over with someone, and the counsellors at the Counselling and Psychological Services (CAPS) can be useful for this purpose.

CAPS provides workshops on common issues, such as improving your coping skills through relaxation and motivational techniques, as well as individual support, including for situations where you may feel that your mental health is impacted.

The Learning Centre provides workshops on research and academic writing skills, as well as individual support and feedback on your written work.

In addition the University provides many support services as well as Faculty Liaison Librarians, who have specialist knowledge of different study areas and are trained to assist research students.

More assistance

More information on services is available in Appendix A: Extra Info and Support

SUPRA
Phone (02) 9351 3715
Email <help@supra.usyd.edu.au>

University Counselling and Psychological Services (CAPS)
Phone (02) 8627 8433 or 8627 8437

The Learning Centre
Phone (02) 9351 3853
<http://sydney.edu.au/stuserv/learning_centre>

University of Sydney Library
<http://sydney.edu.au/library>

University Student Services
<http://sydney.edu.au/current_students/student_services>
Managing Time Effectively

In general, managing time effectively is about setting realistic goals and making step-by-step plans to reach them. If you have several conflicting goals, then you must set priorities. To establish priorities, you must work out what is most important to you, and recognise your own limits. If you jump from task to task or are distracted by competing demands on your time, you will make little progress and feel out of control. Successful study often requires saying ‘no’ to many other activities.

Time management tips:

- Break your overall goal down into stages, and set deadlines. Write your deadlines into your diary and calendar or year-planner.
- Make a ‘to do’ list for each week and for each day. Cross off items as they are completed. Carry over unfinished items to the next list, revising the priorities as you go.
- If you’re feeling energetic, tackle the tasks you like least. If you’re feeling less motivated, start with the tasks you like.
- Make a commitment to doing something on your thesis every working day.
- Watch out for signs of procrastination. For example, spring-cleaning the house, alphabetising book and CD collections, etc.
- Try to stick to regular working hours and days. Allocate work to times when you know you are likely to be more productive.
- Remember that you don’t have to like a task in order to get it done.
- Be wary of perfectionism. Obsessing about how good the end product should be can discourage you from making any progress at all. If you get stuck on one task, put it aside, and work on something else for while.
- Devise your own reward system. Give yourself small rewards for small achievements along the way.
- Get help from others, especially during pressured times. Enlist help with proof-reading. Delegate some other responsibilities (e.g. cleaning) even if it means not getting them done the way you like them to be done.
- Do not take phone calls, check email, SMS, surf the net (other than for study) or keep chat lines open while you are studying. These are all major distractions. Messages can be responded to at designated times.
- Build rest, relaxation and exercise into your routine. Allow yourself to forget about study when you are having time off, so that you can really relax and come back to it refreshed.

If you find you require skills to improve your time management, the University’s Counselling and Psychological Services (CAPS) and The Learning Centre are useful resources.

The Learning Centre conducts free workshops on a range of topics relevant to postgraduate research study, at different times during the year.

In conclusion, effective time management is really boring old common sense, and this may be something brilliant and creative people instinctively resist. Embrace the mundane and the obvious! Develop your inner tortoise, and get your inner hare under control.

More assistance

More information on services is available in Appendix A: Extra Info and Support

University Counselling and Psychological Services (CAPS)
Phone (02) 8627 8433 or (02) 8627 8437

CAPS ebook series

The Learning Centre
Phone (02) 9351 3853
<http://sydney.edu.au/stuserv/learning_centre>
Making Connections

The University community and you

Research can be lonely. Perhaps it is the nature of working in a highly specialised field or perhaps it is an inability to spend much time on campus. In an increasingly corporatised higher education system, some research students confront a competitive environment that may limit the sharing of ideas and knowledge.

Unlike some overseas research degrees, Australian research degrees currently incorporate little, if any, coursework. This can mean it is more difficult for research students to link up with other students and the academic community.

Many postgraduate research students feel isolated at some point during their candidature. Without a sense of belonging and support, successfully completing a research degree can seem that much more difficult. With increasing pressure to complete within a minimum time frame, making good connections and harnessing support in the University will make it that much easier.

Traditionally, collegiality was prized and universities shared ideas and knowledge that assisted and inspired research. Collegiality engendered a sense of belonging to an academic community, and a feeling of support not only in academic but also non-academic activities.

Today universities face new challenges in maintaining a sense of collegiality within their communities. Postgraduate research students are now more diverse in age, culture, gender, family and socioeconomic background, family responsibilities and employment status. More students study part-time and the majority do not receive scholarships to cover their living expenses. Identification with the University community may also be weakened as more students balance study with work, family and other commitments.

The University of Sydney community is now scattered across several city and regional and rural campuses, research institutes and hospitals. Students may feel part of a faculty or campus, but may be unaware of the support, services, academic and social life available within the broader University community to which they are entitled.

All of these reasons make it worthwhile for research students to forge connections with other students, your Department, Faculty and University. A sense of dislocation and distance from an academic community can be as much a state of mind as a geographical reality.

Connecting with your Department, School and Faculty

It is important to recognise that collegiality and a sense of belonging arise when students take an active interest in their Department or School. These local connections can be an important source of information and provide support and advice if you run into trying times (such as the loss of a supervisor, requiring new direction for your research or changes in funding or resources).

Collegiality can be fostered, firstly by contacting your Postgraduate Student Representative (Postgraduate Rep) for your Department/School or Faculty. Some schools or faculties have postgraduate student associations and these may provide immediate and useful contacts. Postgrad Reps represent postgraduate students at various committees and meetings and have a key role in raising issues for students within the Faculty.

If you do not know who your Postgraduate Rep is, ask your Faculty Office.

SUPRA organises a range of events throughout the year specifically for postgraduate students at the University of Sydney to come together for social and political aims. SUPRA events are published in the Postgraduate Student Calendar, on the SUPRA website and through our weekly e-bulletin, eGrad.

Subscribe to SUPRA for free and automatically receive eGrad, featuring weekly updates on social events and important information for postgraduate students.

Collegiality is also built by participation at orientation programs and inductions within departments or faculties specifically aimed at research students. These aim to ensure research students are systematically oriented to their Department or School following admission to their degree. Such programs should ensure
that students are aware of their rights and responsibilities, that they know the full extent of facilities, funding and services available to them, and know who to speak to about any concerns they have. These programs also provide new students with the opportunity to be introduced to researchers within their field who are further advanced.

Be alert to common ways that collegiality is built within Departments and Faculties, including email bulletins or email discussion lists, seminar series specifically for research students and staff, learning circles, joint academic/research student morning teas, invited guest speakers, etc.

**Connecting with other students across the University of Sydney**

SUPRA has organised postgraduate ‘connect’ conferences designed to help students make connections across disciplines and with postgraduate colleagues. The conferences have focused on encouraging postgraduate presentations alongside keynote academic addresses. Many Faculties hold conferences or symposiums for their own research students, and SUPRA has actively supported these.

**Digital connection with other students**

Many research students are find like-minded and accessible peers online. A popular blog used by many students is *The Thesis Whisperer*, a newspaper style blog which is published once a week and dedicated to helping research students everywhere. The blog is edited by Dr Inger Mewburn, and features useful and entertaining observations on the world of the thesis writer under themes such as ‘Getting things done’, and ‘You and your supervisor’, by contributors from around the world.

**Individual student advice or assistance – no matter where you are**

If you are feeling isolated, have a concern with your studies and do not know who to talk to, consider contacting SUPRA to talk with a Student Advocate. We are independent of the University and provide a professional and confidential service. Whether you are on campus, or elsewhere including overseas, so long as you are enrolled as a student in a postgraduate research degree, SUPRA will listen to you and provide assistance to the best of our ability and resources.

You may wish to consider contacting the University Counselling and Psychological Services (CAPS), if you are feeling isolated or finding it hard to connect with others in the academic community and want to speak with someone. CAPS provides various workshops and ebooks for postgraduate research students.

The Learning Centre provides workshops on getting the most out of your supervisory relationship.

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**More assistance**

More information on services is available in *Appendix A: Extra Info and Support*

SUPRA
Phone (02) 9351 3715
Email <help@supra.usyd.edu.au>

University Counselling and Psychological Services (CAPS)
Phone (02) 8627 8433 or 8627 8437
<http://sydney.edu.au/current_students/counselling/>

The Learning Centre
Phone (02) 9351 3853
Email <learningcentre@sydney.edu.au>

The Thesis Whisperer
<http://thesiswhisperer.com/>
Work Health & Safety

Postgraduate studies can aid your career prospects and be enormously positive for your wellbeing. Still, there are health challenges posed by long periods of study at a desk or in a lab, and by the stress associated with completing a postgraduate research degree.

While the University has responsibility to ensure the research environment (workplace) does not risk your health and safety, it is just as important that you make a commitment to staying healthy and safe, and to take appropriate steps to prevent problems.

Avoid ‘overuse’ injuries

Overuse injuries include repetitive strain injury (RSI), tenosynovitis and epicondylitis. These result from excessive static overload (constant muscle tension) and/or dynamic overload (repeated muscle tension) of the muscles, joints, tendons and nerves. They can occur with any activity involving fixed head postures or repetitive movements such as various occupational tasks as well as some sports. As all research students spend lengthy periods working on a computer, prolonged keyboard use is a particular worry but problems can be prevented by good ergonomics and work methods.

The following are some tips to help you avoid strain and injury while you work:

1. Use the mouse efficiently
   - Avoid stretching to reach the mouse pad by placing it directly in front of the arm using it.
   - Use function key alternatives as much as possible.
   - Learn to use the mouse in both hands and swap the mouse between hands on a few occasions throughout the day.
   - Vary the inputting task to include some keyboard and some mouse use.

2. Arrange your workstation ergonomically
   - Adjust chair height so that, with your fingers on the middle row of keys, your forearm is level with the floor.
   - When sitting tall and looking straight ahead, your eyes should be within the top 1/3 of the screen.
   - Your shoulders should be relaxed and your upper arms hanging comfortably at your sides.
   - Use a foot rest if necessary to ensure your thigh is nearly parallel to the floor.
   - Adjust the backrest of the chair so that it fits into and supports your lower back.
   - Avoid using office chairs with armrests. They cause you to either hunch your shoulders, or raise your upper arms in order to use a keyboard freely.
   - If you look at the screen frequently, position it so that you do not need to bend your head or turn it to the side.
   - Place the keyboard directly in front of you. Do not key with the wrists resting on the desk or the front of the keyboard. Keep a soft touch on the keys, and avoid a bent-up wrist position even when resting.

3. Minimise eyestrain
   - Arrange your computer so that strong light doesn’t fall directly on the screen.
   - Use an antiglare screen if necessary.
   - If you work in a heated or air-conditioned room, drink plenty of water to remain hydrated, and to prevent dry eyes.
   - Look at a distant object around every ten minutes when working at your computer for long periods.
   - Have your eyes checked annually to see if you need glasses, or your glasses need adjustments.
   - Ensure source documents are clearly legible, and your monitor is placed at a comfortable distance.
   - Make sure your working area has adequate light. During the day, natural light is preferable.
   - Use a larger than average monitor if you can (e.g. 17” or 19”).
   - Dim the brightness of your monitor to a comfortable level.

4. Use document holders
   Use document holders for data entry and position them directly in front of you (between your monitor and keyboard) to avoid neck bending and twisting.

5. Take regular breaks and perform ‘pause’ exercises
   No single posture can be maintained for a long period of time without discomfort or build-up of fatigue. Take short breaks at least every hour. Performing pause exercises to regularly warm up the body for repetitive work or to interrupt constant loading will help lessen the build-up of fatigue and improve your productivity. These exercises should
not be taken to the point of pain or discomfort (sets of about half a dozen each are great). Ideally the exercises should be done standing, but many can be done seated. Pause exercises include:

- Flexing your fingers while keeping your hand open.
- Curling your hands into a fist, and then relaxing them.
- Rotating your wrists by making circles in the air.
- Rolling your head. Start with your chin close to your chest and then slowly and carefully turn your head in a circle.
- Putting your hands on your shoulders and slowly make wide circles with your arms.
- Shrugging your shoulders slowly.
- Rolling your eyes. Look up (without turning your head), and then slowly move your eyes clock-wise and then anti-clockwise.
- Doing knee-bends to stretch the legs.

**Warning signs**

If you do experience recurrent or persistent feelings of discomfort, heaviness, weakness or tenderness, these feelings should not be ignored. Over time they can progress to more problematic symptoms such as pains and aches, tingling, swelling, and sensations of pins and needles. Treat the warning signs early and in most cases the symptoms will quickly disappear. It is generally recommended that if you experience any of these sensations, you should see a doctor immediately. A doctor will be able to inform you of occupational therapists and treatments to reduce the risks of these types of conditions.

**Bullying, harassment and discrimination**

Although the University’s policy and procedures do not adequately cover bullying of students by staff, except where students are also employed by the University, this is a significant area of concern for some research students, and is covered by NSW Work Health and Safety legislation.

See [Harassment, Discrimination and Bullying on page 48](#).  

**Work Health & Safety legislation**

While researching at the University of Sydney, you are subject to Work Health and Safety standards that are based on University policy as well as NSW and Federal law. This used to be known as Occupational Health and Safety. While you have a responsibility to act responsibly and professionally to ensure your safety and that of those around you, the University has a responsibility to ensure that you have a safe work environment. This covers a wide range of areas from the use of hazardous materials to everyday requirements such as adequate lighting. If you are concerned about unsafe or unhealthy workplace practices or environments, you should raise this with your supervisor or Head of School or Department.

If you want to report a work health and safety incident contact the University’s Work Health and Safety Services. More information on work health and safety can also be obtained from the WorkCover Authority of NSW.

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**More assistance**  
More information on services is available in Appendix A: Extra Info and Support

SUPRA  
Phone (02) 9351 3715

Staff and Student Equal Opportunity Unit  
Phone (02) 9351 7122  

University Work Health & Safety  
Phone (02) 9351 5555  

See University of Sydney Policy Register website [http://sydney.edu.au/policies/](http://sydney.edu.au/policies/) to access key policies relevant to this section:

- Harassment and Discrimination Prevention Policy and Resolution Procedure
- Work Health and Safety Policy 2012
- Work Health and Safety Procedures 2012

NSW Work Health and Safety Act 2011  

WorkCover Authority of NSW  
Phone 13 10 50  
Harassment, Discrimination & Bullying

All postgraduate students have the right to study in an environment free from unlawful harassment or discrimination. Students, staff, and affiliates must understand that everyone plays a role in making an environment a welcoming, comfortable space marked by respect and hospitality. Behaviour such as using intimidating or hostile language, violence, touching someone without their consent, intolerance of someone's religious beliefs or lack thereof or exhibiting any other behaviour or language that may perpetrate oppression can be considered harassment and discrimination on one or more legal grounds.

What is unlawful harassment?

Unlawful harassment is behaviour which is unwanted by the other person, and that offends, insults, humiliates or intimidates them, and is either sexual, or targets them on one or more grounds set out in relevant laws, and in the circumstances a reasonable person should have expected it would offend, insult, humiliate, or intimidate.

It is unlawful to harass someone on grounds of race, sex, sexual preference or orientation, pregnancy, marital status, disability and long term illness, transgender status, age, family or carer responsibilities, social origin, political belief or lack of political belief, religious belief or lack of religious belief. In New South Wales (NSW) it is also unlawful to vilify or speak ill of someone on the basis of their race, homosexuality, transgender status, or HIV/AIDS status.

Unlawful sexual harassment is unwanted behaviour that has sexual implications, such as sexual jokes or innuendo, touching, threats or repeated invitations to secure sexual involvement, sexual assault and/or rape. Serious actions, including criminal prosecution, can be taken against anyone trying to force sexual behaviour onto another person.

In what circumstances do laws against harassment apply?

The law against harassment and sexual harassment in NSW applies in five main areas of public life, namely: in employment; when you purchase or try to purchase most types of goods or services; when you apply for entry or are already enrolled in a public educational institution including a University; where you rent accommodation; and when you try to enter or join a registered club or when you are inside one.

What is unlawful discrimination?

Unlawful discrimination can be direct or indirect.

Unlawful direct discrimination occurs when you are treated less favourably, because of race, sex, pregnancy, marital status, transgender, sexual preference or orientation, disability, age, carer responsibilities, political belief, lack of a political belief, lack of a particular political belief, religious belief, lack of a religious belief, and/or lack of a particular religious belief, than another person would be treated without that characteristic in the same or similar circumstances.

Unlawful indirect discrimination occurs when a person requires another person to comply with an unreasonable requirement or condition, with which the other person is unable to comply due to his or her race, sex, pregnancy, marital status, etc., and with which a substantially higher proportion of persons without that characteristic can or would be able to comply.

In what circumstances do laws against discrimination apply?

The law against discrimination in NSW generally applies when:

- You apply for a job.
- You are at work.
- You get or try to get most types of goods or services.
- You rent or try to rent accommodation.
- You apply to get in to a State educational institution.
- You are studying in a State educational institution, including a University.
- You try to join a registered club.
- You are entering or are inside a registered club.

What are the relevant laws and where do I find them?

Grounds for complaints of unlawful harassment and discrimination are set out in the NSW Anti-Discrimination Act 1977. For more information, including access to the law, examples of what might constitute unlawful
Looking After Yourself

harassment or discrimination under NSW law, and information about making a complaint, see the Anti-Discrimination Board of NSW (ADB) website.

Grounds for complaints of unlawful harassment and discrimination are also set out in Federal laws, including the:


For more information, including access to the laws, examples of what might constitute unlawful harassment or discrimination under Federal law, and information about making a complaint to the Australian Human Rights Commission (AHRC), see the AHRC website listed below.

What are the University’s responsibilities?
The University has a legal obligation to provide an environment free of unlawful harassment and discrimination, and a responsibility to provide effective procedures for reporting and resolving complaints. The University’s Harassment and Discrimination Prevention Policy and Resolution Procedure puts this responsibility into effect.

The Policy requires all staff, students and affiliates to not promote or engage in unlawful harassment or discrimination. All managers and supervisors, including academic staff in relation to their students, are responsible for intervening to prevent unlawful harassment and discrimination. A breach of the Policy can result in disciplinary action.

The University policy states that a person who raises a complaint of unlawful harassment or discrimination against another person, in accordance with this Policy, will not be victimised and that a person who causes detrimental action towards a complainant may be subject to disciplinary action. Intentional misuse of the Policy, including knowingly making a false allegation of unlawful harassment or discrimination, will be treated seriously and may also result in disciplinary action.

What particular responsibilities does the University have to students living with a disability?
The University follows the key principle that students living with a disability have the opportunity to realise their academic and social potential and to participate fully in University life. Students can access support services through Disability Services. Disability Services assist students who have a disability to access reasonable adjustments and to help maximise their independence both on and off campus. Disability Services seeks to provide services that support the University’s commitment to meeting its obligations under the Disability Discrimination Act 1992 (Commonwealth), the Anti-Discrimination Act 1977 (NSW) and the Disability Standards for Education 2005 (Commonwealth).

What complaint options do I have within the University?
Under the above-mentioned Policy, the Staff and Student Equal Opportunity Unit (SSEOU) is the University department responsible for receiving and investigating complaints of unlawful harassment or discrimination. If you wish to make a complaint to the SSEOU you can either do so through their network of support officers, or complain to SSEOU directly. SUPRA recommends directly contacting the SSEOU. More details are on their website, listed at the end of this section.

What complaint options do I have outside the University?
You can complain to the Anti-Discrimination Board (ADB) or Australian Human Rights Commission (AHRC). You normally have to lodge the complaint within 12 months of the incidence of unlawful harassment or discrimination about which you wish to complain. You cannot have your complaint heard by both bodies, so you need to choose which complaint route to take. Note that it can take many months, and sometimes in excess of a year, for the ADB or the AHRC to complete their respective complaint handling processes.
What about bullying, and what can I do about it?

Bullying is repeated, unreasonable behaviour, directed towards a person or a group of people that may create a risk to their health and safety. Bullying includes repeated: physical or verbal abuse; yelling, screaming or offensive language; exclusion from a community; spreading of rumours or innuendo; psychological harassment; unjustified criticisms; and interfering with personal property or equipment. Single instances of enough severity can also constitute bullying.

SUPRA continues to advocate for an anti-bullying policy to adequately cover students. In the interim SUPRA can offer support and suggestions on raising bullying issues, particularly in light of stronger Workplace Health and Safety legislation in NSW, which makes it clear that the University has strong responsibilities for the Workplace Health and Safety of students.

Your health and wellbeing

It can be extremely distressing to experience any form of bullying, harassment or discrimination. People who are experiencing harmful treatment may feel silenced, ashamed or feel threatened to remain silent about their treatment. Students may feel isolated and can find themselves experiencing serious levels of despair. At SUPRA we can refer you to University and community based support services and help you access immediate crisis support. We are here to help you feel empowered through means such as preparing and lodging a complaint and/or taking proactive, healthy steps to heal from your harmful situation. All students have a right to feel safe, comfortable and supported during your education at Sydney University.

More assistance

More information on services is available in Appendix A: Extra Info and Support

To discuss options for making a complaint contact:
SUPRA
Phone (02) 9351 3715.
Email <help@supra.usyd.edu.au>

University Staff and Student Equal Opportunity Unit
Phone (02) 9351 2212
Email <equal.opportunity@sydney.edu.au>

University Disability Services
Phone (02) 8627 8422
Email <disability.services@sydney.edu.au>

University Counselling and Psychological Services (CAPS)
Phone (02) 8627 8433 or 8627 8437

Anti-Discrimination Board of NSW
Phone (02) 9268 5555
<www.lawlink.nsw.gov.au>

Australian Human Rights Commission
Phone 1300 369 711
<www.hreoc.gov.au>

See Disability services website <http://sydney.edu.au/stuserv/disability/index.shtml> to access key policies relevant to this section:
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- NSW Anti-Discrimination Act 1977
- The University of Sydney’s Harassment and Discrimination Prevention Policy and Resolution Procedure
Options for Candidature

Higher Degree Research study takes place over a substantial period. Your circumstances may have changed since you commenced your candidature.

Full-time or part-time?
Unfortunately, international students are normally required to study full-time because of visa restrictions so the option of studying part-time, with a few exceptional circumstances, is usually not a possibility. It is advisable for international research students who want to consider part-time study, to seek advice from SUPRA.

The University requires the time committed to full-time candidature to be at least the same as full-time professional employment in Australia. This equates to a commitment of at least 35 hours per week for 48 weeks per year (plus 4 weeks annual leave).

You will get a feel for how much time you actually need to spend on your degree when you take into account all of the tasks involved in a research candidature. You will then need to balance these against the other commitments in your life so you can work out what type of candidature best suits you. The guiding question should be, ‘How much quality time do I realistically have to devote to my research?’. ‘Quality’ here means good chunks of at least several hours per day where you can focus solely on the research.

Higher Degree by Research is more than just research and writing of the thesis. The manner in which a candidature is undertaken can vary across disciplines and between individuals. When you have worked out how much quality time you will need for these tasks, consider all of the commitments you have separate to your research, such as employment, financial, personal and other outside commitments.

Scholarship holders need to consider whether that is going to provide enough money to support you and your dependents, noting that part-time scholarship payments usually require special permission and, if you go part-time, your scholarship ceases to be tax-free.

So, if you need to work, should you seek full-time or part-time employment in addition to your studies? Employment choices affect your decision to study full or part-time. It is also advisable to factor in time away from study to rest and relax.

Work out how much quality time your study, other commitments and relaxation will require and see whether you have 35 or more quality hours in the week for your research. For candidates already enrolled, conversion between full and part-time candidature is usually possible. Your maximum candidature length will be adjusted accordingly by your Faculty.

How much employment can I manage?
Many students need to work at least one job whilst undertaking a research degree. So a more realistic question might be, “How many employment hours can you realistically do and still make adequate progress with your research?” Evidence suggests that working beyond an 8 hour day results in a rapid decline in productivity. Thus, spending a full day at a job and then backing up in the night to do several hours more study is not ideal, though some students will have no other alternative.

A common trap that a research student can fall into is to work so many hours as a casual academic in their Department that they ultimately harm their own research work and do not complete their degree. Such casual work is important for many reasons such as networking, and gaining more research and teaching experience. Decisions you make should depend on assessing your priorities and the overarching aim of maintaining progress on your thesis.

Can I extend my candidature?
If you run out of time, extensions are possible in some circumstances and you should consult your Faculty Office for information on the procedure. Extensions are more likely to be granted where you have already shown good progress towards completing your degree, are likely to finish well within one semester, and have the support of your supervisor and Head of Department.

Where extenuating circumstances (such as accident, illness, unforeseeable research impediments such as problems with equipment or accessing expert advice) have prevented you
from completing, make sure you present this information to the Faculty and ask that it be taken into account in assessing your case. It’s important that wherever possible these issues have been raised in previous Annual Progress Reviews so that you can show evidence of having raised concerns early.

Note that for those on Australian Postgraduate Award (APA) and similar scholarships, an extension of six months on the three year stipend may be granted. The reasons for the extension must be related to your research and you usually need to demonstrate that the delay in completion was beyond your control.

**Should I discontinue my candidature?**
Some factors to consider are: whether you still have the interest and drive to complete the degree; have your professional and personal needs changed; are there other areas of study you would like to change to; or have your priorities shifted away from University towards other matters?

The University advises students that if they are in circumstances where they cannot predict when they will be able to resume candidature, they should withdraw by writing to their Faculty Office. This also means that you will need to re-apply to the University for admission to a research degree at a later date to resume your research. It is sometimes possible to gain credit for previous studies upon re-applying for admission.

SUPRA advises that you think very carefully before you take up this option, because under the Research Training Scheme (RTS) funding guidelines for Commonwealth Supported (i.e. fee-exempt) local students, pressure is placed on the University to get students through research degrees and completed in as short an amount of time as possible. Where a degree does not get completed in the shortest time possible, the University is penalised in the sense that their ‘research performance index’ (which accounts for 50% of the funding calculation under these guidelines) suffers and funding for future years may be lessened. The University can sometimes be reluctant to admit or re-admit students who have not completed a previous research degree for fear that they will not complete the program.

There may also be implications should you apply for scholarships in the future – for example, if you were receiving an APA scholarship, you will not be eligible to receive another APA in the future.

If you are a Commonwealth Supported student and you are able to regain a Higher Degree Research place at the same level after previously discontinuing your candidature, you will have the amount of time already spent on your discontinued candidature deducted.

If you are considering this option or if you are feeling pressured to discontinue by either your supervisor and/or Department, talk to friends, consult with your research colleagues, discuss with your supervisor, consider downgrading to an MPhil and/or seek advice from SUPRA.

**Can I suspend my candidature?**
Where personal circumstances make it difficult to continue study, or you are struggling to find the time or motivation, or where you need to work more hours to finance your degree, consider suspending your candidature for one or (a maximum of) two semesters.

This may provide you with a more attractive option than discontinuation and students often return from periods of suspension reinvigorated, enthused and ready to work hard on their research once more.

As your candidature is counted in whole semesters, suspensions are recorded in whole semesters. Suspension allows you to have a break away from your research (of one whole semester) without using up the time you have to complete. You will normally need your supervisor and Head of Department to provide you with approval and your Faculty Office should have the relevant form to complete. If you are on a scholarship, notify the relevant office (normally the University Scholarships Office) because you should not be receiving a stipend whilst on suspension.

SEMESTER 1 last day to suspend: 31st March
SEMESTER 2 last day to suspend: 31st August
What about short periods of absence?

While suspensions are recorded in whole semesters, a leave of absence can be a period of less than six months where you do not engage in research. It would normally be used where you have something unexpected come up that prevents you from doing research for a short period of time. For such short periods, consult with your supervisor and provide them with advice in writing about the time off and reasons for the period of absence. Documentation such as medical advice or carer responsibilities may be required. Ask that the request letter and documentation be forwarded to the Faculty for noting on your file. This is important so that it can be referred to in the event that an extension is needed later on.

Leave of absence differs from suspension in another way in that leave does not ‘stop the clock’, whereas suspension does.

Can I study from a distance?

Some degrees will offer you the opportunity to study away from one of University of Sydney’s campuses for a period of time. Such study might be conducted either in Australia or overseas. The University places some limitations on where you can study and for how long.

The University requires that, ‘a student who pursues his or her candidature outside Australia must complete a minimum of two semesters of candidature within the University prior to submitting his or her thesis for examination’. Note that this need not be immediately prior to the submission, nor a continuous two-semester period. It is always advisable to check all the rules with your supervisor, Department, and Scholarships Office.

More assistance

More information on services is available in Appendix A: Extra Info and Support

SUPRA
Phone (02) 9351 3715
Email <supra@usyd.edu.au>

University Scholarships Office
Phone (02) 9351 3250
<http://sydney.edu.au/scholarships>

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:

- University of Sydney (Higher Degree by Research) Rule 2011
- Supervision of Higher Degree by Research Students Policy 2013
Making Progress & Annual Progress Reviews

Research Training Scheme
The Research Training Scheme (RTS) is a Commonwealth Government program that provides course fee exemptions for eligible Higher Degree by Research (HDR) students for the duration of an accredited HDR course, up to a maximum of 4 years full-time equivalent study for a doctorate by research (including a professional Doctorate which meets the research program criteria), and 2 years full-time equivalent study for a Masters by research. RTS students may be enrolled full-time or part-time.

A different funding arrangement may apply to students who commenced their candidature prior to September 2000. It is expected that students registered for HDR complete their studies within their maximum entitlement period, and the RTS guidelines stipulate that research students who are granted an extension beyond their maximum entitlement can no longer be funded by the Commonwealth.

Training Needs Analysis
The Training Needs Analysis (TNA) is a tool for managing, reflecting on and helping to promote HDR skills development. The University aims to have all HDR students graduate with general competencies in: the ability to communicate both orally and in writing to disciplinary peers; the ability to communicate specialist knowledge, both orally and in writing, to a non-expert audience; the issues of professional conduct as they relate to their field; and sufficient aspects of the social history of their discipline.

You and your supervisor will need to complete a Training Needs Analysis Form in the first few months of your candidature and annually thereafter. A new TNA Form is required each year.

Annual Progress Review
The University of Sydney requires that every Higher Degree by Research student has an Annual Progress Review (APR). This includes both full and part-time students. Your APR is a critical opportunity for you to constructively discuss your achievements thus far, any areas of concern or challenges you are facing to ensure you are heading in the right direction in your candidature and to receive beneficial feedback. Your APR is also designed to assist you to successfully complete your candidature, make sure you are on track with your timeline and to ensure you are getting the support you need.

APR panel
Your panel will usually consist of at least 1 or 2 academic staff and your Postgraduate Coordinator. Your supervisor will not be on the panel.

APR form
All postgraduate research students must complete the APR form, which will also be filled out by your supervisor. As a general rule, the administrator in your Faculty will send out the form for you to complete. This form will then go to your supervisor to fill out and should come back to you so you can read the comments made by your supervisor prior to your review. The panel will read your APR form before your review session. It is important to note that the APR form is used as part of your performance evaluation. The form also assists you to have a record of your work progress. Always keep a copy of the form for yourself. At the end of your APR, the panel will discuss and evaluate your performance and decide the outcome of your review, which will be reported on your APR form.

APR format
Your APR meeting will typically last for 15-30 minutes. The structure of your APR can vary depending on what Faculty you belong to. Some candidates may have to give a 5-10 minute presentation followed by a question and answer section, while other candidates will have a question and answer format with no presentation. Whatever the structure of your APR, you will be expected to discuss your research progress through your responses to the questions asked by the panel. These questions are an opportunity for you to demonstrate your level of knowledge relating to your research and to the stage of your degree. Your supervisor may be present if there is a need to raise an issue concerning your progress. Once they raise the issue, they will then leave so you can respond freely.

Confidentiality and raising your concerns at your APR
Faculties have different procedures around candidates raising confidential issues at their APR. If you are having an issue with your supervisor,
another member of staff or a personal matter and you want to raise the issue for discussion at your APR, consult with your Faculty administrator first. Some Departments allow for issues to be raised and discussed confidentially, while others discourage it. If your Faculty does not allow for confidential issues to be raised, the administrator should be able to tell you the correct process for raising your concern. If you are going to bring up a serious issue you may want to seek advice from SUPRA first. Anything you write on your APR form will not be confidential. You have the right to bring a support person to your APR. You may want to have a SUPRA Advocate with you. You will need to notify your Faculty administrator prior to your APR that you will be bringing a support person.

Preparing for your APR
Some students may feel anxious, nervous or overwhelmed by their APR. It is very important to remember this is not an examination, but rather a review of your progress. Do not feel tempted to withhold problems. If anything you should see your APR as an opportunity to discuss your issues and your achievements with a specialised panel of research experts who can offer assistance, guidance and help you overcome any barriers you are facing.

Here are some tips for your presentation/Q&A:

- Practice speaking to your research. Break it into what, how and why and prepare a concise and developed answer for all three.
- Practice communicating clearly. Try not to get too swept up in sounding technical and academic.
- Remember to engage the panel. Be expressive and make eye contact.
- Speak slowly, pause to highlight important ideas.
- You can engage people more about your research if you can get them to feel some degree of emotional engagement.
- If you are asked a difficult question, take your time to respond.
- Be prepared and organised with your notes so you can refer to them easily if needed.

Outcomes of your APR
At the time of preparing The Thesis Guide, there are 3 possible outcomes of your APR. Progress will be reported as either ‘satisfactory’, ‘marginal’, or ‘unsatisfactory’. Policy reform may lead to ‘commendable’ being added as a fourth outcome.

If your outcome is marginal or unsatisfactory SUPRA advise that you contact a SUPRA Student Advocate for assistance.

If deemed marginal you may have conditions that you will have to meet and you also may be scheduled an earlier review (at six months, for example). If your outcome is ‘unsatisfactory’, you will be asked to show cause as to why your candidature should not be terminated.

Probationary period
Candidates enrolled in a PhD may be enrolled on a probationary basis for up to one year, after which progress is reviewed and the Faculty will then confirm your candidature or ask you to show good cause as to why your candidature should not be terminated.

For steps you can take to ensure your progress is adequate and for ideas about what you can do if problems occur, please refer to the other articles in this chapter as well as the Supervision chapter starting on page 10.

SUPRA recommends that you keep your own personal file which includes copies of all Annual Progress Reports, medical certificates, research plan timeframes, meeting minutes or your own notes of meetings, all emails or other documents (both academic and personal) that relate to or discuss your progress. Remember to record dates of events.

More assistance
More information on services is available in Appendix A: Extra Info and Support

SUPRA
Phone (02) 9351 3715

Research Training Scheme information <http://innovation.gov.au>

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
- University of Sydney (Higher Degree by Research) Rule 2011
- University of Sydney (Student Appeals Against Academic Decisions) Rule 2006
Editing the Final Draft

Initial checking
Congratulations! You are ready to check through your final draft – a task that can seem as daunting as the writing of the thesis itself. Your first aim of checking a final draft should be to correct grammatical errors and inconsistencies. After that you should read the draft from title page to back cover to ensure the sentences, paragraphs, titles, diagrams, graphs, and so on make a coherent reading experience and convey a clear and strong argument.

Although this initial part of checking is the responsibility of the student the University expects supervisors ‘to provide editorial advice to their students’. Student reports on how much editorial assistance is actually provided vary radically, and it is increasingly common for students to contract an editor at an earlier stage than the final draft stage.

Finding an editor
If you decide you need an editor, the University policy on this matter requires that you ‘should discuss this with your research supervisor/auxillary supervisor’. We suggest you discuss this as soon as you can with your supervisor and before you contract an editor.

Another reason students use an editor is for an objective and critical review of a large body of work that you are ‘too close’ to and where you may be unable to identify any areas requiring changes.

SUPRA maintains a list of editors which you can obtain by contacting us. We cannot endorse or recommend any particular editor, but advise that when contacting a possible editor you request their qualifications and what kind of editing they will be able to do for you. Some editors only check for points of grammar and spelling, other editors will check for a well sustained argument, and so on. It is also a requirement of the University that any research student should provide the editor with a copy of the most recent Proof-reading and Editing of Theses and Dissertations Policy before they commence work.

As it is your thesis, you should also ensure that any paid editing of your work complies with the University’s requirements.

Formatting
There are no fixed requirements for font sizes and line spacing for your thesis, except that it be readable. Note that some Faculties have style guides, and where they exist you should follow your Faculty requirements. If your Faculty doesn’t have a style guide, SUPRA recommends that you keep the default borders, as set by your word processing software, use minimum 11 point font and double space lines.

Statement by supervisor on submission of doctoral thesis
Before submission of the thesis, your supervisor is required to complete a two page document titled, Statement by Supervisor on Submission of Doctoral Thesis. The completed statement confirms that your thesis is ‘sufficiently well prepared to be examined’ and, amongst other requirements, certifies that to the best of your supervisor’s knowledge, ‘any editorial assistance in the writing of the thesis has been appropriately described and acknowledged’.

The statement that a thesis is ‘sufficiently well prepared to be examined’ relates to such matters as clarity of expression, accuracy, legibility and generally that it is free from typographical and grammatical errors. It does not relate to the quality of the research, research methodologies used, the validity of hypotheses and arguments contained in the thesis or the academic merits or otherwise
of the content of the thesis. At this stage, a candidate is usually well advised to accept their supervisor’s advice and direction when preparing for submission. A candidate does ultimately have the right to submit a ‘well prepared’ thesis for examination even where supervisors do not think it has the quality to pass. You would want to think very carefully before going down this route.

Importantly, students who are in the final stages of their candidature are advised to re-read the policies contained in the University Policy & Legislation section on page 6 of The Thesis Guide.

More assistance
More information on services is available in Appendix A: Extra Info and Support

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
- PhD: Submission of Doctor of Philosophy Theses Containing Published
- PhD: Submission of Doctor of Philosophy Theses Containing Published
- Proof-reading and Editing of Theses and Dissertations
Labelling & Binding

Normally, theses may be submitted in either temporary or permanent binding.

Temporary binding
It is recommended that for examination purposes, the thesis be submitted in a temporary binding strong enough to withstand ordinary handling and postage. The preferred form of temporary binding is ‘perfect binding’. Perfect binding, also known as adhesive binding, applies an adhesive to the spine of gathered pages which then dries and keeps them securely bound.

A thesis submitted in temporary binding must have a label affixed to the front cover, clearly identifying the name of the candidate, the title of the thesis and the year of submission.

Ring back or spiral binding is not acceptable.

Permanent binding
Theses submitted in permanent bound form should normally be on international standard A4 permanent or acid-free paper, and be sewn and bound in boards covered in binding fabric.

The following details are required to be placed on the front cover or the title page:
• The title of the thesis.
• The candidate’s initials and surname.
• The title of the degree.
• The year of submission.
• The name of the University of Sydney.

The lettering on the spine, reading from top to bottom, should conform as far as possible to the above except that the name of the University of Sydney may be omitted and the thesis title abbreviated. Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.

 Upon formal notification of the award of a Higher Degree by Research, a candidate is required to lodge a permanently bound copy of the thesis in the University Library with all corrections having been made. Your degree will not be conferred unless a permanently bound and corrected copy has been lodged.

The Xerox Demand Binding System is suitable and acceptable for both permanent and temporary binding.

Paying for thesis production costs
If you are fortunate enough to have a scholarship, check if it provides funding over and above your stipend to cover the costs associated with producing your thesis. Many common scholarships such as the Australian Postgraduate Award make this kind of provision.

If you don’t have a scholarship or there is no provision for these production costs, you might still be able to apply for funding through the Postgraduate Research Support Scheme (PRSS). In most Faculties this type of enquiry should be directed to the Postgraduate Coordinator.

Sample of a Thesis Title Page
Please check for any Faculty/Department-specific requirements regarding Thesis title pages.

[Title of Thesis]

[Your Name]

Thesis submitted in fulfilment of the requirements for the Degree of
[Title of your degree] in
[Name of your Department],
The University of Sydney,
[Month and Year]
Submission & Waiting for Results

If you are preparing a research thesis other than a PhD thesis then you should check with relevant program authorities as to how your examination is to proceed. In the case of some non-PhD doctoral programs the process can be similar or even almost identical to what we describe below. In other cases individual Faculty resolutions relating to examination will be quite different. A note that at the time of preparing this section of The Thesis Guide the examination processes are under review and may change in future.

Hard copy submission

PhD theses can be submitted for examination in hard copy or, with special permission, electronically. Hard copy theses can be submitted in either permanent or temporary bound forms. SUPRA strongly recommends that students submit for examination in temporary form to keep costs down and in case revisions are required by your examiners before submission to the Library.

A thesis submitted in temporary form should be strong enough to withstand ordinary handling and postage. It should have a cover attached to it clearly identifying the name of the candidate, the title of the thesis and the year of submission. It should be double spaced and printed on International A4 size paper. You are required to submit four copies of your thesis along with four copies of a 300 word summary.

Once permanently bound, the thesis should be enclosed within boards covered in binding fabric, with the title of the degree, the year of submission and the name of the University of Sydney in lettering on the front cover or title page. The letter on the spine should also conform to this, though abbreviating the University name and the thesis title is permitted.

You need to submit a permanently bound copy of the thesis (incorporating any corrections or amendments that may be required), printed on acid free or permanent paper, before the degree of PhD can be awarded.

Electronic submission

If you wish to submit for examination electronically you are required to advise your supervisor and Faculty at least three months prior to submission. Four electronic copies, on disk, should be provided. It should have the same structure as a printed version with each chapter in a separate document, and the title page and disc must include the details required for a paper copy.

You should also complete a form for the purpose of providing this advice and provide information relating to the length of the thesis and any special features or content. When submitting electronically, you must also provide the Faculty with a hard copy and any further hard copies for those examiners who choose not to examine electronically.

Only when the Faculty office confirms the appointment of examiners and the examiners have been asked if they are willing to examine the thesis electronically will you be allowed to submit your thesis electronically. Whether you submit in hard copy or electronically, you are required to give three months notice of your intention to submit. This notice must be given to the Faculty.

Appointment of examiners

The University has an obligation to ensure that examiners are free from bias either for or against the candidate and/or supervisor. The University is also required to ensure that examiners have the appropriate knowledge of your subject area and are appropriately qualified.

Research students and their supervisors and/or Head of Department (HoD) may discuss a range of potential examiners. In many cases this may be done well before notice of intention to submit is given. It is perfectly legitimate for a student to initiate such a discussion, so long as you realise that the names chosen cannot usually be disclosed to you until after the examination process has been completed and the determination about award has been made.

If there is a person or persons you do not want appointed as examiners, you have the right to advise your Head of Department or Dean. You should give the name of the person or persons and the reasons why you think they would not be an appropriate examiner. Early identification of the range of potential examiners is a good idea, particularly if your field of research is highly specialised and you want to avoid examination delays.
At present, three examiners are required to examine a PhD, at least two of whom must be external to the University. There is no requirement that there be an examiner from the University of Sydney. It is not appropriate for a student to contact a potential examiner directly and request them to participate in the examination process.

Once the Faculty has appointed examiners the Registrar writes to them inviting them to act, and includes conditions applicable to the examination process, the resolutions for the degree, an information statement, and a report form. If the examiner has indicated a willingness to participate in oral examination of the thesis, the date and arrangements for the oral examination will also be notified. Note that oral examination is still very much the exception and most examinations are conducted by written examination only. Presuming that all examiner’s accept the invitation to act, then the Registrar sends them copies of the thesis.

The examination process and examiners’ reports

Examiners are required to complete the examination of the thesis and submit a report within two months of receipt of the thesis. They are sent reminder notices and in some cases it may be necessary for the Faculty to appoint a replacement examiner should no response be received. If an examiner’s report is not received after the fourteenth week, then that examiner will be advised that a replacement examiner will be appointed if the report is not received within another two weeks.

Once the process of appointing any replacement examiner has progressed to the point of dispatch of the thesis then any subsequently received report from the examiner who has been replaced will not be considered. Examiners reports are to be independent and examiners are not advised of the names of the other examiners who have agreed to act.

The examiners’ reports each include one of the following recommendations:

- Award without further examination
- Award subject to correction of typographical errors
- Award subject to conditions listed in an examiner's report being addressed to the satisfaction of the University (this may include a recommendation that an additional oral or other examination take place)
- Non-award with permission to revise and resubmit the thesis for re-examination following further study (except in the case of a second examination of an already-revised thesis where the option to recommend revise and resubmit is usually not available or
- Non-award of the degree.

The reports also include a record of whether, in the opinion of the examiner, the thesis:

- makes a substantially original contribution to knowledge of the subject
- affords evidence of originality by the discovery of new facts
- affords evidence of originality by the exercise of independent critical ability
- contains a substantial amount of material suitable for publication.

Where an oral examination has been selected as part of the examination process, the examiners initially provide an interim report that is only completed following conclusion of the oral examination. A policy called Oral Examination of PhD Theses at the University of Sydney explains this.

The examiners report must also indicate whether or not the examiner is willing to have their name or their report released in part or in full to the candidate.
Consideration of examiners’ reports
If all of the completed examiners reports recommend award of the degree without further qualification or award subject to correction of typographical errors, then the Faculty can award the degree either without further examination or subject to the correction of typographical errors. If any other recommendations have been made, then a process of consideration of reports is commenced. During this time the examination process is still confidential and you will still be unable to access examiners reports.

Outcome of examination process
A process of considering your reports by your Faculty and PhD Award Sub-Committee proceeds confidentially until you are formally advised of an outcome by the University’s Registrar. The different possible outcomes of the examination are described below.

Award of degree without further conditions
In your notice you will be advised what you need to do before submitting the permanently bound copy for lodgement in the University Library.

Award subject to typographical correction
Subject to typographical errors being corrected to the satisfaction of the HoD you are awarded your degree.

Award subject to emendations
All emendations normally need to be completed within a timeframe of three months unless specified otherwise by the Faculty. Emendations are required to be made in all copies of the thesis lodged with the University including the copy lodged in the University Library. The emendations required will be specified in the advice from the Registrar, and need to be completed to the satisfaction of the HoD.

Requirement to take an additional oral or other examination
In the case of an oral examination, a candidate must be given reasonable notice, and be provided with details of the names of persons who will be present as well as the nature of the examination. The candidate is allowed to advise the Dean, in writing, outlining any reservations they have about the presence of any person at the examination.

Recommendation of revise and resubmit or non-award
Where a Faculty or College Board forms the intention to resolve that the degree not be awarded or that the degree not be awarded but the student be allowed to revise and resubmit the thesis, then you must be consulted before the Faculty finalises their resolution. You will be given copies of examiners reports and have the right to comment in writing to the Registrar no later than eight weeks from the date of the Registrar’s advice. Where a Faculty still resolves that you need to revise and resubmit a thesis, you will be told of the maximum period of time in which revision and resubmission is to take place.

Faculties may, where non-award of the PhD has occurred, allow you to use all or part of the material submitted in the PhD thesis to be submitted for a Masters degree.

If you receive notice that the Faculty is considering non-award of your degree and without the opportunity to revise and resubmit, we strongly urge you to contact SUPRA as soon as possible.

More assistance
More information on services is available in Appendix A: Extra Info and Support

SUPRA
Phone (02) 9351 3715
Email <help@supra.usyd.edu.au>

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
- Degree of Doctor of Philosophy Policy
- PhD: Guidelines for Examiners of Doctor of Philosophy
- Oral Examination of PhD Theses at the University of Sydney PhD Policy
SUPRA’s PhD Completions Checklist: Preparing Your Thesis for Submission

In your last semester you should be on top of a number of tasks required for pain-free and successful submission.

We have pulled together some of the key requirements from University policies related to the PhD thesis, added some advice from SUPRA, and listed the major tasks that you need to complete in the lead up to submitting your thesis for examination. These tasks are in an indicative order and suggested timeframe, to assist in prioritising and making good use of your limited time.

You should still consult with your supervisor and relevant staff within your discipline, school and Faculty (e.g. Postgraduate Coordinators & Heads of Departments) for advice on when you need to do things and for information about any additional specific tasks you need to complete. You should also note that not every single issue or every policy relevant to PhD students is covered in our checklist.

Note that the checklist is relevant to the majority of University of Sydney PhD students but may contain some items that don’t relate to your particular situation. If a task or item is not relevant to your candidature tick it off and move to the next item.

At least 6 months before submission:

☐ Check you are enrolled or will be enrolled in the semester you intend to submit the thesis for examination (you cannot submit your thesis if you are under a suspension).

☐ If you will be over the time limit for submitting your thesis (4 years full-time or 8 years part-time), then apply for an extension of candidature.

☐ Check any word limits or guidelines that apply to your discipline to make sure that the thesis is going to be the right length.

☐ Discuss with your supervisor, Postgraduate Coordinator (PC) and/or Head of Department (HoD) about a wide range of possible internal and external examiners for your thesis. Note that it is your right to have this input.

☐ If relevant, write to your HoD and specify the names of anyone who in your opinion would not be suitable to examine the thesis and give reasons.

☐ Check and make sure that any of your published work you intend to include in the body of the thesis occurred during the course of the candidature (if it did not, then you may not be able to use that material as part of the body of your thesis).

☐ Discuss with your supervisor and the University whether there is the possibility of exploiting any invention or other intellectual property arising from the thesis.

☐ If it is felt that confidential material (that can’t be immediately lodged in the Library) is needed in the thesis, make sure your Faculty applies for permission to have that material included in an appendix not available for general inspection for a period.

☐ If there is concern over the exploitation of intellectual property related to your thesis and the thesis cannot yet be lodged in the library, then make sure your Dean of Faculty is aware of this and ask that they recommend deferment of public availability.

☐ Where you have generated research data that will be used in the thesis, make sure arrangements are in place for the retention of that data within the University for a minimum of five years. Longer periods may apply in some situations.

☐ Check and confirm the availability of your supervisor, associate supervisor and any other advisers you might need (eg. statistical support) during the last six months of your thesis, and confirm an indicative timetable for regular supervision.
3-6 months before submission:

☐ If you decide you want to submit electronically, fill out and submit the form at least 3 months prior to submission. Note that if any of the examiners do not wish to examine electronically they can request a hard copy of the thesis.

☐ Where you are going to use work in the body of the thesis that has already been published with other co-authors, make sure you get a statement from all authors that demonstrates the parts of the work for which you are responsible.

☐ If you are going to use a professional proof-reader or editor, check their availability and make sure they have read and can comply with the Proof-reading and Editing of Theses and Dissertations policy.

☐ Discuss the possibility of an oral examination with your supervisor and/or HoD and, if appropriate, lodge a request that oral examination be conducted well before the thesis is submitted.

☐ If specialised electronic applications form part of the thesis then inform your Faculty office at least 3 months prior to submission so that they can ascertain whether examiners have the capability to accept the format.

☐ If you made exceptional progress and will be ready to submit one semester earlier than the end of your sixth full-time semester of candidature, ask your HoD and supervisor to recommend to the Faculty permission for early submission.

☐ If you made even more exceptional progress and want to submit even earlier, then make the same kind of approach only this time ask your supervisor and HoD to recommend that the Dean write to the Chair of the Academic Board.

☐ Inform your supervisor of your intention to submit and complete a form provided by your Faculty office giving notice of your intention to submit within 3 months.

1-3 months before submission:

☐ Include a preface to your thesis that states, in general terms, the sources used in your research, any animal and human ethics approval obtained, the extent to which the work of others is used, and the portion claimed to be an original contribution. Any work submitted for another degree should also be identified in the preface.

☐ Review the form of previous theses submitted in your Faculty to get an idea of how others have presented their work and to help you to prepare your own format.

☐ An advanced thesis draft should get thoroughly reviewed from cover to cover by at least yourself and your supervisor for substantive issues such as content, structure and consistency of argument (final editing of grammar and spelling comes later).

☐ Later, give the thesis a final and thorough proof-read/edit for spelling and grammar as well as for thoroughness of referencing throughout.
1 month before submission day:

☐ Write a 300 word summary of the thesis to be included with all 4 copies of the thesis when you submit for examination.

☐ Where you get additional proof-reading/editing from someone other than your supervisor you should give a brief description of services rendered and acknowledge the assistance in either the acknowledgements section of your thesis or with other prefatory matter. If their academic specialisation is similar to yours, this also needs to be stated.

☐ Make sure your thesis cover includes a label clearly identifying your name, the title of the thesis and the year of submission.

☐ If submitting electronically, prepare the document with the same structure as a printed version with separate documents (PDFs are usually best) for each chapter.

☐ If submitting electronically, the title of the thesis, your initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should be on the title page and also affixed to your disk.

☐ If submitting electronically you also need to provide at least one hard copy to your Faculty office for retention and further copies if one or more examiners are unwilling or unable to examine electronically.

☐ For hard copy submission of the thesis SUPRA strongly recommends you use appropriate temporary binding (‘perfect binding’ is preferred and ring or spiral binding is not allowed) that is strong enough to withstand normal handling and postage.

☐ For hard copy submission prepare at least 4 copies. Three copies will be forwarded to examiners and 1 copy is retained by the University.

☐ No matter whether submitting electronically or in hard copy, request your supervisor to certify in writing that, in their opinion, the form or presentation of the thesis is satisfactory. This certificate must be submitted with your thesis.

☐ Where there is joint authorship on material included in the body of your thesis, make sure you submit with your thesis evidence identifying sections of work for which you are responsible. The above-mentioned letter from co-authors should suffice.

☐ Make sure you are prepared to submit by the final date for the relevant semester. Normally you get until 31 March the following year for theses due in Semester 1 and 31 August for theses due in Semester 2.

☐ Once you have submitted, you need to notify the University’s Scholarships Office and/or the scholarship provider if there is any more time left on a scholarship, so that you don’t get overpaid and need to pay money back.
After examination:

☐ If possible, claim thesis production costs through the Postgraduate Research Support Scheme or via funds provided as part of any scholarship you might have (e.g. APAs and UPAs include funding for thesis production costs).

☐ If you are awarded the PhD subject to typographical corrections or emendations, then you need to complete those and get the HoD or PC to sign a statement certifying that you have made any necessary corrections.

☐ If you receive notice of a foreshadowed revise and resubmit or a fail examination outcome, contact a Student Advocate from SUPRA for assistance immediately.

☐ Once you have passed examination, the thesis should be permanently bound and is normally to be on A4 size acid free paper, sewn and bound in boards with bookcloth or buckram or other binding fabric.

☐ Make sure the title of the thesis, your surname and initials, the title of the degree, and name of the University of Sydney are in lettering on the front cover or the title page.

☐ The lettering on the spine should include similar information, though the name of the University can be omitted and the thesis title shortened.

☐ Submit the hardbound copy to your Faculty office for lodgement with the library, complete with any letters from your HoD/PC confirming that you have completed any corrections.

☐ You can at this point make a decision as to whether to have the thesis included in the Australian Digital Thesis program.

If you’re using this checklist, we expect you have completed or aren’t too far away from completing an advanced draft of the thesis and are going to submit in the next 6 months or so. SUPRA offers a big congratulations on your achievement thus far and we wish you good luck with finishing the thesis!

More assistance

More information on services is available in Appendix A: Extra Info and Support

SUPRA
Phone (02) 9351 3715
Email <help@supra.usyd.edu.au>
Electronic copy of The Thesis Guide as well as our annual Postgraduate Survival Guide and Fact Sheets can be accessed at <http://www.supra.net.au>

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
- Oral Examination of PhD Theses at the University of Sydney Policy
- Postgraduate: Degree of Doctor of Philosophy Policy
- Proof Reading and Editing of Theses and Dissertations
- Submission of Doctor of Philosophy Theses Containing Published Work
- Supervision of Higher Degree by Research Students Policy 2013
- University of Sydney (Higher Degree by Research) Rule 2011
Show Cause & Exclusion

If you are a research student facing show cause proceedings, then this section applies to you.

Before we get started, take a deep breath and remember to exhale. This section will take you through steps to help you to respond.

What does show good cause mean?
If you are asked to show good cause, it means you are required to defend the amount of progress you have made on your higher degree research candidature and, if you do not make a defense that convinces your Faculty, you will have the candidature terminated. You can make a case for good cause by showing that your progress was better than the Faculty had previously realised. You can also argue for good cause by accepting that your progress could have been better, but making the case that you were impacted by circumstances beyond your reasonable control. This may include serious ill health or misadventure, or lack of access to appropriate resources or supervisory support, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure. The University may take into account relevant aspects of your student record in other courses or units of study within the University and relevant aspects of academic studies at other institutions.

Why did I receive a show good cause letter?
Normally a show cause letter will be issued after an unsatisfactory Annual Progress Review assessment (see Making Progress & Annual Progress Reviews on page 54 for more information). In such circumstances your progress, as assessed by your supervisor, auxiliary supervisors, Head of Department (HoD) and the relevant departmental postgraduate review committee, will have been deemed unsatisfactory. The HoD recommends the Dean require you to show good cause as to why you should be permitted to continue your candidature.

What will a show cause letter say?
A show cause notice will require a student to show good cause as to why they should be permitted to continue their candidature, and provide their response on or before a specified date. The notice will state why you have been asked to show cause, set out the actions that may be taken in respect of your candidature and advise you of your right to seek independent advice and assistance in preparing your response.

I have received a show cause letter. What do I do?

1. Read the letter very carefully. The letter is going to contain all the information on what you are required to do and the grounds for the letter being issued.
2. Prepare your response and support documents in advance of the deadline given in your letter. Try to be organised and not leave your response to the last minute. Consulting with SUPRA Student Advocate can be extremely beneficial at this stage.
3. As a research student, you can now apply your research skills to find plausible grounds as to why your progress has not met the required standards of your Dean and resulted in you being issued the show cause letter.
4. Once you have found reasonable grounds as to why you believe your progress has not met the required standards, you need to find support material/documentation to back your claim. Break your claim into 3 or 4 possible categories along these lines:
   a) Your prior academic history/progress reports from when you were not struggling.
   b) Reasons that explain why you have not made satisfactory progress in your research.
   c) Reasons as to why you feel you have made satisfactory progress.
   d) Strategies you can put in place to demonstrate how you can and have overcome your issues.

5. Begin writing your response. You may want to consult with a Student Advocate at this point to get a copy of a template to guide you through your first draft or have a Student Advocate revise your draft with you.
6. Submit your final copy of your show cause letter with all your clearly marked evidence by or before the deadline. Make sure to keep a copy for your own records and once you
receive a letter confirming your submission has been received, add the confirmation letter to your files.

**Possible outcomes to your response to show good cause**

1. After considering your submission, progress reports, and any reports by the supervisor, associate supervisors or HoD, the Dean could form the opinion that you have shown good cause and will permit you to continue your candidature.

2. After considering your submission, progress reports, and any reports by the supervisor, associate supervisors or HoD, the Dean could form the opinion that you have not shown good cause. In this case the Dean must, by written notice, outline their reasons as to why they came to this decision.

3. The Dean could decide to terminate your candidature.

4. The Dean could impose conditions or restrictions on the continuation of your candidature.

5. The Dean might also offer you the option to transfer to another course within the Faculty for which you are eligible. The Dean may impose conditions or restrictions on that offer to transfer course.

6. If your candidature for a Higher Degree by Research (HDR) has been terminated by a Dean then you may be excluded from applying for admission to a HDR at the University of Sydney for the longer period of (a) at least two academic years, or (b) if the person is applying for a Research Training Scheme (RTS) place, the period of time until the person is entitled to the maximum period allowed for the course under the RTS.

**What can I do if I receive an outcome I am unhappy with?**

You will be notified your result to show cause by mail or email. Keep checking both your university email and your mailbox.

If you are unhappy with your outcome, you can appeal to your Faculty. The letter notifying you of your results will outline your appeal rights. You have 15 working days from the date notice on your letter to lodge your appeal. SUPRA strongly recommends you discuss your appeal options with a Student Advocate.

If you are still dissatisfied with the result of the appeal, you can appeal within 20 working days to the University’s Student Appeals Body. At this level of appeal you must demonstrate that your Faculty breached due academic process in order for the appeal to succeed.

**What happens if I lodge an appeal with the Student Appeals Body (SAB)?**

If you appeal to the SAB, your case may be referred for a hearing. If your case is referred for a hearing you can take a representative with you. You can ask a Student Advocate from SUPRA to be your representative. The Faculty is also invited to send a representative. A three-person panel will hear your case. They will usually consist of the Chair or Deputy Chair of the Academic Board, a member of academic staff, and a student. There will also be staff present to take minutes. During the hearing, SAB members ask questions of you and the Faculty.

You should be told the outcome and reasons for the outcome as soon as practicable. The SAB’s decision is final within the University.

**What if I followed the University’s appeals policy and my academic appeal is still not resolved?**

One external complaint option is to approach the NSW Ombudsman. Recommendations of the NSW Ombudsman are non-binding on the University in local student cases. For international students, legal obligations require the University to implement any decision and/or corrective action the NSW Ombudsman recommends.

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**More assistance**

More information on services is available in Appendix A: Extra Info and Support

SUPRA
Phone (02) 9351 3715

NSW Ombudsman
Phone (02) 9286 1000

See University of Sydney Policy Register website <http://sydney.edu.au/policies> to access key policies relevant to this section:
- University of Sydney (Higher Degree by Research) Rule 2011
- University of Sydney (Student Appeals Against Academic Decisions) Rule 2006
Suggested Readings


Appendix A: Extra Info & Support

A

Academic assistance

Aboriginal and Torres Strait Islander Student Support
The University provides programs to support the learning and cultural needs of Aboriginal and Torres Strait Islander students.

Information on Cadigal Program, Indigenous Tutorial Assistance Scheme (ITAS), Academic Skills Assistance, Koori Centre, and Yooroang Garang Indigenous Student Support Unit can be accessed at:
<http://sydney.edu.au/current_students/student_services/indigenous_support.shtml>

The Learning Centre
Provides free workshops on a range of Higher Degree by Research subjects, including research methodologies, proposals and academic writing skills. Also provides individual support and feedback on written work.

<http://sydney.edu.au/stuserv/learning_centre>

Camperdown/Darlington Campus:
Lvl 7, Education Bldg (A35)
Ph (02) 9351 3853
<learningcentre@sydney.edu.au>

Cumberland Campus:
Ground Floor in Building A
Ph (02) 9351 9638
<cumberlandlc@sydney.edu.au>

Centre for English Teaching
Provides Academic Language Support workshops which offer students the opportunity to develop their academic competencies in ongoing language development sessions and to meet the demands of University studies. Course fees are charged.

Lvl 5, Wentworth Bldg (G01)
Ph (02) 9036 7900
<cet.info@sydney.edu.au>
<www.sydney.edu.au/cet>

Centre for Continuing Education (CCE)
CCE offers over 700 short courses, professional development courses and corporate training courses to the wider Sydney community across a diverse range of interests. Course fees are charged.

160 Missenden Rd, Newtown 2042
Ph (02) 9036 4789
Fx (02) 9036 4799
<http://cce.sydney.edu.au>

Institute for Teaching & Learning
Provides free training and professional development for employees of the University involved in academic teaching, including assistance to new lecturers and tutors.

Lvl 3, Carslaw Bldg (F07)
Ph (02) 9351 3725
Fx (02) 9351 4331
<itl@sydney.edu.au>
<www.itl.usyd.edu.au>

Accommodation
See also Tenancy Advice

University Accommodation Information Service
Lvl 5, Jane Foss Russell Bldg (G02)
Ph (02) 9351 3322
<accommodation.info@sydney.edu.au>
<http://sydney.edu.au/current_students/accommodation>

STUCCO Co-operative
Stucco is a self-managed, not for profit housing co-operative for full-time students of the University of Sydney.

197 Wilson St, Newtown 2042
<stucco.cooperative@gmail.com>
<www.stucco.org.au>

EMERGENCY ACCOMMODATION: Homeless Persons’ Information Centre
7 Days, 9am-10pm
(closed daily between 1-2pm)
Ph (02) 9265 9081
Free call 1800 234 566

Domestic Violence Line
A 24 hour statewide free call number. The Domestic Violence Line makes referrals to women’s refuges and explains what they are and what they do.

Free call 1800 656 463
Binding

University Copy Centre
Shop 2, Lower Ground Level, Sports & Aquatic Centre, Camperdown/Darlington Campus
Ph (02) 9351 4582
Fx (02) 9351 5566
<copy.centre@sydney.edu.au>  
<www.sydney.edu.au/ucc>

Allbook Bindery
91 Rydale Rd, West Ryde 2114
Ph (02) 9807 6026
<allbookbindery@bigpond.com>  
<http://www.allbookbindery.com.au>

Glory Printing
Cambridge Court
Unit 5/255-271 Anzac Pde
Kingsford 2032
Ph (02) 9663 5575
Fx (02) 9663 5570
<info@gloryprinting.com.au>  

Kwik Kopy Wollongong
288 Keira St, Wollongong 2500
Ph (02) 4228 4033
Fx (02) 4226 4737
<print@gong.kwikkopy.com.au>

Les Baddock Book Binders
6-8 McGill St, Lewisham 2049
Ph (02) 9560 9222
Fx (02) 9569 2221
<sales@baddocks.com.au>
<www.baddocks.com.au>

Thesis Online
Shop 1, 180-182 Broadway
Broadway 2007
Ph (02) 9212 4144
Fx (02) 9281 2701
<broadway@worldofprint.com.au>  
<http://www.thesisonline.com.au>

Both can be accessed at:

Child Care

Child Care Information Office
Provides information about child care centres on/near the Camperdown/Darlington and Cumberland campuses, and other relevant government agencies. Check the website for location of baby change rooms and facilities on campuses.

Lvl 5, Jane Foss Russell Bldg (G02)
Camperdown/Darlington Campus
Ph (02) 8627 8420
<child.care@sydney.edu.au>
<www.sydney.edu.au/stuserv/child_care>

Commercial Development & Industry Partnerships

Sydnovate
Assists with contractual arrangements with industry, government and other universities relating to professional services including research, technology transfer, the transfer of proprietary materials and university confidential information.

Lvl 5, School of Information Technologies Bldg (J12)
Ph (02) 9351 4000
Fx (02) 9351 3636
<sydnovate@sydney.edu.au>
<www.sydney.edu.au/sydnovate>

Change of Address

See also University Of Sydney/Student Centre

Correspondence from the University is sent to the address you supply to the Student Centre. It is important that if you are moving or have changed address, you tell the University so that you do not miss official correspondence, especially during semester breaks. You can do this online by using MyUni or download a Change of Address form and hand it in to the Student Centre.
Complaints

See also Student Organisations/SUPRA

If you want to make a complaint (non academic) against another student, academic staff, your Faculty, or the University, we suggest you contact SUPRA for assistance.

Computers & IT

**Computer courses**

Short computer courses are offered, at a cost, by the Centre for Continuing Education at the Camperdown campus. The Library offers training in the use of the internet and electronic databases.

**Computer, internet & printer use**

Student IT manages the University's information technology network and resources.

<http://sydney.edu.au/ict/student>

Find a computer on campus:

For all other assistance contact the ICT Helpdesk:
Ph (02) 9351 6000
Fx (02) 9351 6004
<icthelpdesk@sydney.edu.au>

SUPRA has provided free computer and internet use for postgraduate students in previous years. However, the University have not provided us with the space to do so at our new location. We are lobbying the University for more space so we can provide this essential service to students. Please keep an eye on eGrad for further developments.

Copying

SUPRA and any of the University’s libraries provide low cost printing and copying. Contact SUPRA to discuss if we can meet your copying needs. The Library copying facilities require payment by a pre-paid card which you can obtain and reload at a kiosk in the library. Note you cannot use your library card for copying.

**University Copy Centre**

Provides general printing services, including binding, laminating, and all your thesis requirements. The Copy Centre prints and sells Student Notes and offers an online ordering service.

Shop 2, Lower Ground Level, Sports & Aquatic Centre, Camperdown/Darlington Campus
Ph (02) 9351 4582
<copy.centre@sydney.edu.au>
<www.sydney.edu.au/ucc>

Counselling

IN AN EMERGENCY OR CRISIS CONTACT (24HR):
**Lifeline** 131 114
**Ambulance, Fire, Police** 000

Medicare rebates are available to patients for selected mental health services provided by general practitioners (GPs), psychiatrists, psychologists (clinical and registered) and eligible social workers and occupational therapists. To access this service you need a mental health care plan. This plan is developed in consultation with your GP, who will do a mental health assessment and may refer you to a counsellor for a limited number of claimable visits. Some of the services listed here are free; for others, please contact the individual services to ascertain if you are able to access the service with a mental health care plan.

**Beyond Blue**

Information and support on depression and anxiety, including a directory of medical and allied health professionals in mental health.

Ph 1300 224 636
<http://www.beyondblue.org.au/get-support/find-a-professional>

**University of Sydney Chaplains (Multifaith Chaplaincy Centre)**

Chaplains are professional women and men who have been appointed by their faith community and officially recognised by the University to provide spiritual support and pastoral care to students and staff on campus. Visit the website for contacts for specific faiths or spiritual groups.

Multifaith Chaplaincy Centre (D11)
Grose Farm Ln off Western Ave
Camperdown/Darlington Campus
<http://sydney.edu.au/chaplains>

**University Counselling & Psychological Services (CAPS)**

Free service for all students enrolled at the University of Sydney, including Conservatorium of Music, Sydney College of the Arts, the Law School, and International students.

<www.sydney.edu.au/current_students/counselling>

Camperdown/Darlington Campus:
Lvl 5, Jane Foss Russell Bldg (G02)
Ph (02) 8627 8433 or 8627 8437
<caps.admin@sydney.edu.au>

Cumberland Campus:
Ground Floor, Building A
Ph (02) 9351 9638
<cumberland.cs@sydney.edu.au>
Gay and Lesbian Counselling Service
Telephone counselling
Ph (02) 8594 9596

Leichhardt Women’s Health Service
Leichhardt Women’s offers all issues counselling for women. For the full range of counselling options available please visit the website.
Ph (02) 9560 3011
<info@lwchc.org.au>
<http://www.lwchc.org.au>

ALL-OPTIONS
PREGNANCY COUNSELLING:
Family Planning NSW
Ph 1300 658 886
<http://www.fpnsw.org.au>

Women’s Health NSW
Ph (02) 9560 0866
<http://www.whnsw.asn.au>

Immigrant Women’s Health Service
92 Smart St, Fairfield NSW
Ph (02) 9726 4044
<www.immigrantwomenshealth.org.au>

Disability
University Disability Services
Assists students who have a disability to access services and support.
<www.sydney.edu.au/stuserv/disability>

Camperdown/Darlington Campus:
Lvl 5, Jane Foss Russell Bldg (G02)
Ph (02) 8627 8422
Fx (02) 8627 8482
<disability.services@sydney.edu.au>

Cumberland Campus:
Ground Floor, Building A
Ph (02) 8627 8433
Fx (02) 9351 9635
<ds.cumberland@stuserv.usyd.edu.au>

People with Disability Australia Incorporated (PWDA)
PWDA is a national peak disability rights and advocacy organisation.
Ph (02) 9370 3100
Free call 1800 422 015
Fx (02) 9318 1372
TTY (02) 9318 2138
TTY Free call 1800 422 016
<pwd@pwd.org.au>
<www.pwd.org.au>

Anti-Discrimination Board
Level 4, 175 Castlereagh St,
Sydney 2000
Ph (02) 9288 5555
<adbcontact@agd.nsw.gov.au>

Australian Human Rights Commission
Level 3, 175 Pitt St, Sydney 2000
Ph (02) 9284 9600
Complaints Infoline 1300 656 419
<complaintsinfo@humanrights.gov.au>
<www.humanrights.gov.au>

Supra Legal Service
Contact Supra to consult with our solicitor.
Ph (02) 9351 3715
行政@supra.usyd.edu.au>
<www.supra.usyd.edu.au>

Drugs & Alcohol
EMERGENCY OVERDOSE
CONTACT:
Ambulance 000

Alcohol and Drug Information Service
24 hour information and referral service based at St Vincent’s Hospital.
390 Victoria St, Darlinghurst
Ph (02) 9361 8000
Free call 1800 422 599

Employment
Careers Centre
Assists current and recently graduated students to build employability skills, plan careers, and look for part-time and casual work.
Lvl 5, Jane Foss Russell Bldg (G02)
Ph (02) 8627 8403
<careers.information@sydney.edu.au>
<www.sydney.edu.au/careers>

Sydney Talent
Connects outstanding students and graduates to employment opportunities both within the University and with external companies.
Lvl 5, Jane Foss Russell Bldg (G02)
Ph (02) 8627 8000
Fx (02) 8627 8630
<sydney.talent@usyd.edu.au>
<www.sydney.edu.au/sydneytalent>
Fair Work Ombudsman
Fair Work give advice and help you understand your workplace rights and responsibilities and investigate workplace complaints and enforce compliance with Australia's workplace laws.
Ph 13 13 94
<www.fairwork.gov.au>

Trade Unions
Unions offer expert advice, assistance and access to services such as union lawyers. Call the number below, or visit the website, to find the relevant union for you.
Ph 1300 4 UNION (1300 486 466)
<www.australianunions.org.au>

Ethics
Ethics approvals are processed by Research Integrity (within Research Support). The primary responsibility of Research Integrity is to ensure that all University of Sydney research is conducted in accordance with State Acts and National Codes of Practice.

Research Support
Lvl 6, Jane Foss Russell Bldg (G02)
Ph (02) 8627 8111
<research.support@sydney.edu.au>
<sydney.edu.au/research_support/ethics/index.shtml>

Financial Assistance
See also Centrelink
See also Scholarships

University of Sydney Financial Assistance Office
Financial Assistance is available for any undergraduate student or postgraduate student enrolled at the University of Sydney who is making satisfactory progress and who is experiencing genuine financial hardship.

Lvl 5, Jane Foss Russell Bldg (G02)
Camperdown/Darlington Campus
Ph (02) 9351 2416
<financial.assistance@sydney.edu.au>
<www.sydney.edu.au/stuserv/financial_assistance_office>

Grants-In-Aid (GIA)
GIA are small amounts of funding available to provide students with travel grants to support short-term periods of research overseas.
Ph (02) 8627 8115
Fx (02) 8627 8485
<ro.scholarships@sydney.edu.au>

Freedom of Information & Privacy at Sydney University

Archives and Records Management Services (ARMS)
ARMS manages the University's registered files and documents, including student files which contain personal and assessment information pertaining to each student, which can be in both paper and electronic format. Students can access their documents on application.
Ph (02) 9351 2212
Fx (02) 9351 3195
<equal.opportunity@sydney.edu.au>
<http://sydney.edu.au/eeo>

Graduates
Alumni and Friends, University of Sydney
<http://sydney.edu.au/alumni>

Graduate Careers Australia (GCA)
Level 10/313 La Trobe St, Melbourne VIC 3000
Ph (03) 9605 3700
<info@graduatecareers.com.au>
<www.graduatecareers.com.au>

Harassment, Discrimination & Bullying
If you believe you have experienced harassment, discrimination or bullying, we suggest you contact SUPRA for assistance prior to contacting the below organisations.

Staff and Student Equal Opportunity Unit (SSEOU)
SSEOU is the University unit with responsibility to investigate and manage harassment and discrimination complaints amongst staff and students.
Ph (02) 9351 2212
Fx (02) 9351 3195
<equal.opportunity@sydney.edu.au>
<http://sydney.edu.au/eeo>
Anti-Discrimination Board of NSW
Promotes anti-discrimination and equal opportunity principles and policies in NSW and handles discrimination complaints.
Ph (02) 9268 5544 <adbcontact@agd.nsw.gov.au> www.antidiscrimination.lawlink.nsw.gov.au

Australian Human Rights Commission
Promotes human rights and receives and resolves complaints of discrimination or breaches of human rights.
Ph (02) 9284 9600 <complaintsinfo@humanrights.gov.au> www.humanrights.gov.au

Health
University Health Service (UHS)
UHS offers free medical consultations for students, including international students.
<www.unihealth.usyd.edu.au>
Camperdown/Darlington Campus: Wentworth Bldg (G01)
Ph (02) 9351 3484
Holme Bldg (A09)
Ph (02) 9351 4095

Womens Health Centres
Non-government, low-cost health care for women. Women’s Health Centre’s provide professional and confidential health care, including groups and complementary medicine.
All Centres are listed on the website by location: 
<www.whnsw.asn.au/centres.htm>

The nearest Womens Health Centre to Camperdown/Darlington campus is Leichhardt.
Leichhardt Womens Health Centre
55 Thornley St Leichhardt 2040
Ph (02) 9560 3011
Fx (02) 9569 5098 <info@lwchc.org.au>

International Students
International Student Office
International Student Advisers provide support to international students on academic, enrolment, scholarship and student visa issues.
Lvl 4, Jane Foss Russell Bldg (G02)
<io.studentadvisers@sydney.edu.au>
<http://sydney.edu.au/current_students/student_services/international_student_advisers.shtml>

Housing
See Accommodation
See Tenancy Advice

Intellectual Property
Australian Copyright Council
Provides free online legal advice.
<www.copyright.org.au>

University of Sydney Copyright Services
Provides information and training on copyright issues for students.
Ph (02) 935 12888 <copyright@usyd.edu.au>
<http://sydney.edu.au/copyright>

SUPRA Legal Service
SUPRA’s Legal Service provides advice on intellectual property matters. Contact SUPRA to arrange an appointment.
Ph (02) 9351 3715 <admin@supra.usyd.edu.au>

IP Australia
Information on intellectual property and commercialisation
Ph 1300 651 010 <assist@ipaustralia.gov.au>
<www.ipaustralia.gov.au>

Justices of the Peace (JPs)
Justices of the Peace (JPs) are legally recognised as witnesses for statutory declarations and to certify signatures and copied documents. JPs are available in various Faculties and Departments of the University.
Visit the website for contacts: <http://sydney.edu.au/staff/people_departments/justice_peace.shtml>

Legal
SUPRA Legal Service
SUPRA provides a free legal service for Sydney Uni postgraduate students (solicitor from Redfern Legal Service).
Ph (02) 9351 3715
Free call 1800 249 950 <help@supra.usyd.edu.au>
Community Legal Centres
Community Legal Centres (CLCs) are independent community organisations providing free, equitable and accessible legal services. NSW CLCs work for the public interest, particularly for disadvantaged and marginalised people and communities.

Use the details below to find the nearest CLC for you:
Ph 02 9212 7333
<clcnsw@clc.net.au>
<www.clcnsw.org.au>

Consumer Credit Legal Centre NSW
Free telephone legal advice.

Ph (02) 9212 4216
Credit and Debt Helpline: 1800 007 007
<http://cclnsw.org.au>

Legal Aid
Free telephone legal advice for anyone.

Free call 1300 888 529
Ph (02) 9219 5000
TTY (02) 9219 5126
<www.legalaid.nsw.gov.au>

Welfare Rights Centre, Sydney
55 Holt St, Surry Hills NSW 2010
Ph (02) 9211 5300
Free call 1800 226 028 (non-metro)
Fx (02) 9211 5268
TTY (02) 9211 0238
<welfarerights@welfarerights.org.au>

Women’s Legal Contact Line
Free confidential legal information and referrals with a focus on family law, domestic violence, sexual assault and discrimination.

Ph (02) 8745 6988
Free call 1800 801 501

Libraries
University of Sydney Library
The University of Sydney Library comprises over 20 branch, college and department libraries.

For catalogues, locations, hours and details of services, see website:
<www.library.usyd.edu.au>

Faculty Liaison Librarians

National Library of Australia
Parkes Place, Canberra ACT 2600
Ph (02) 6262 1111
Fx (02) 6257 1703
<www.nla.gov.au>

State Library of NSW
Macquarie St, Sydney 2000
Ph (02) 9273 1414
Fx (02) 9273 1256
<library@sl.nsw.gov.au>
<www.sl.nsw.gov.au>

National Tertiary Education Union (NTEU)
All employees of the University are eligible for membership of the NTEU. Members can access services including contractual advice and representation in workplace negotiations with the University.

NTEU Sydney University Branch,
Room 214, Transient Bldg (F12)
Ph (02) 9351 2827
<nteu@nteu.usyd.edu.au>
<www.nteu.org.au/sydney>

Ombudsman
NSW Ombudsman
Investigates complaints about government agencies and services, including universities.

Ph (02) 9286 1000
Free call 1800 451 524 (non metro)
Fx (02) 9283 2911
<nswombo@ombo.nsw.gov.au>
<www.ombo.nsw.gov.au>

Parking
Parking on University areas requires either a permit or ticket which can be obtained at Pay and Display machines located around the campus.

Apply for a permit online at:

Ph (02) 9351 3336
<security.traffic@sydney.edu.au>

Photocopying & Printing
See Copying

Plagiarism
See Referencing
Research

Research Training Scheme (RTS)
The Commonwealth Government administers the RTS as block grants, on a calendar year basis, to universities and other tertiary institutions to support research training for students undertaking Research Doctorate and Research Masters degrees.


Research Support
See Ethics

Safety

University Security
see also Security Shuttle Bus

EMERGENCY ONLY:
Ph (02) 9351 3333 (24 Hours)

General enquiries:
Ph (02) 9351 3487
(Security Patrol or Safety Escort [after hours], traffic and parking, access to facilities, lost property, and other security matters)

Lvl 1, Campus Infrastructure Services Bldg (G12),
Cnr Abercrombie/Codrington Sts,
Camperdown/Darlington Campus

Camden Campus:
Ph (02) 9036 7763

Cumberland Campus:
Ph (02) 9351 9563 or 9351 9230


Scholarships

AusAID Scholarships (Current students)
Contact International Student Office:
Ph (02) 8627 8328 or 8627 8329
<ausaid.officer@sydney.edu.au>

University of Sydney Scholarships Office
Lvl 5, Jane Foss Russell Bldg (G02)
Camperdown/Darlington Campus
Ph (02) 8627 8112
<research.training@sydney.edu.au>
<http://sydney.edu.au/scholarships>

Sexual Harassment

See Harassment, Discrimination & Bullying

If you feel you are being harassed, contact SSEOU or SUPRA immediately.

Social Security

See Centrelink, as well as Welfare Rights Centre, listed under Legal.

Sport & Fitness

Sydney Uni Sport and Fitness (SUSF) provides facilities for a range of swimming and aquatic
sports, gym and fitness, rock climbing, rowing, squash and tennis, over 43 sports clubs, and an elite sports program.

Ph (02) 9351 4960
<www.susf.com.au>

Student Organisations

Council of Australian Postgraduate Associations (CAPA)
National peak body for Australian postgraduate student associations whose key function is to lobby governments and universities for the benefit of postgraduate students. SUPRA is a member of CAPA.

PO Box 1323, South Melbourne, Victoria 3205
Ph (03) 9650 7666
<admin@capa.edu.au>
<www.capa.edu.au>

Sydney University Postgraduate Representative Association (SUPRA)
Provides representation on postgraduate issues and concerns to the University of Sydney and other key stakeholders, lobbies for the benefit of postgraduates, and events and activities. SUPRA provides a free confidential and professional advice and advocacy service to postgraduate students at the University of Sydney.

Demountable Village (A06) Science Rd, Ross Street entrance University of Sydney NSW 2006
Ph (02) 9351 3715
<help@supra.usyd.edu.au>
<http://supra.net.au>

University of Sydney Union (USU)
Ph (02) 9563 6000
<usu@usu.usyd.edu.au>
<www.usuonline.com>

T
Tenancy Advice
See also Accommodation

Tenants Union NSW
Website information on common tenancy issues and list of Tenants Advice and Advocacy Services.

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Appendix B: Faculty Guide

As with the rest of The Thesis Guide, please note that this is a guide only and was correct at time of publication. Even if your Faculty provides information on research and thesis writing, you must always seek guidance from your research supervisor.

AGRICULTURE, FOOD AND NATURAL RESOURCES

The Faculty provides detailed information on the website, under Postgraduate Research Portfolio which can be accessed at:
<http://sydney.edu.au/agriculture/current_students/postgraduates/research_resources.shtml>

Postgraduate Coordinator/Associate Dean, Associate Professor Michael Kertesz
<michael.kertesz@sydney.edu.au>

ARCHITECTURE, DESIGN AND PLANNING

The Faculty provides general research information on the website, under Research which can be accessed at:

Thesis submission and examination procedures can be accessed at:

Postgraduate Coordinator role is currently the responsibility of the relevant Head of Discipline:

ARTS AND SOCIAL SCIENCES

The Faculty provides dedicated space to HDR students at four separate Postgraduate Arts Research Centres (PGARCs):
- PGARC Fisher
- PGARC Old Teachers’ College
- PGARC Woolley
- PGARC Wallace

PGARC Fisher and PGARC OTC offer shared facilities to postgraduate research students in the early years of their candidature. PGARC Woolley and PGARC Wallace offer dedicated desks to students in the final stages of their research degrees.

The Arts and Social Sciences Research Students Survival Guide contains essential information for HDR students and can be picked up at the Faculty Office located in Lobby H, The Quadrangle A14.

If you cannot get hold of the Survival Guide all the information is available online as follows –

PGARC information and application process:
<http://sydney.edu.au/arts/current_students/postgraduate_research/research_facilities.shtml>

All administrative information including forms and submission requirements:
<http://sydney.edu.au/arts/current_students/administration_research/index.shtml>

Postgraduate research areas with detailed information on research student requirements:
<http://sydney.edu.au/arts/current_students/postgraduate_research/index.shtml>

Postgraduate Research Coordinators:
<http://sydney.edu.au/arts/current_students/postgraduate_research/coordinators.shtml>
BUSINESS
All PhD students are required to complete six units of coursework. Details can be accessed at: 
<http://sydney.edu.au/business/currentstudents/research/mandatory_requirements>
Postgraduate Research Coordinators by discipline: 
<http://sydney.edu.au/business/currentstudents/research/staff_contacts>

DENTISTRY
Essential Information for Research Students can be accessed at Medical School website:  
Postgraduate Coordinators/research discipline heads:  

EDUCATION AND SOCIAL WORK
Postgraduate Research information, including the Faculty Research Students Guide can be accessed at: 
Research Higher Degree Coordinator
Dr Helen Proctor 
<helen.proctor@sydney.edu.au>

ENGINEERING AND INFORMATION TECHNOLOGIES
The Faculty's postgraduate office, Graduate Studies Engineering, publishes a useful document called Kick Start Your Research, which contains key academic and administrative staff and contacts, relevant policies and procedures for research students to be aware of, especially the Faculty's Milestone Policy.
Ph (02) 9351 5170
<engineering.research@sydney.edu.au>

HEALTH SCIENCES
The Faculty provides detailed information on their website:  
The Faculty Research Advice Team provides advice and assistance to staff and research students in the design and analysis of research projects. The Team provides support in statistics, but also in a range of other forms of research. Advice and assistance is free, but there are conditions.
Professor Deborah Black
<Deborah.black@sydney.edu.au>

LAW (SYDNEY LAW SCHOOL)
The Faculty provides detailed information on the website, under Research Programs @ Sydney Law School which can be accessed at:  
Postgraduate Team Leader
Sue Ng
Ph (02) 9351 0265
<sue.ng@sydney.edu.au>

MEDICINE (SYDNEY MEDICAL SCHOOL)
Essential Information for Research Students can be accessed at Medical School website:  
Postgraduate Research Coordinators:  
<http://sydney.edu.au/medicine/future-students/research/co-ordinators.php>

MUSIC (SYDNEY CONSERVATORIUM OF MUSIC)
Postgraduate Coordinator
Timothy Crowe
Ph (02) 9351 1206
<timothy.crowe@sydney.edu.au>
NURSING AND MIDWIFERY

Essential Information for Research Students can be accessed at Medical School website:

Nursing and Midwifery research students can access further information on research and candidature on the website:

Director Research Students and Research Development
Associate Professor Jennifer Fraser
Ph (02) 9114 4063
<jfraser@sydney.edu.au>

PHARMACY

Essential Information for Research Students can be accessed at Medical School website:
and
<http://sydney.edu.au/medicine/current-students/policies-forms/research.php>

Pharmacy research student orientation to the Faculty:

Pharmacy research student procedures:

Pharmacy candidature information:
<http://sydney.edu.au/pharmacy/current_students/pg_students/candidature.shtml>

Postgraduate Coordinator
Dr Bandana Saini
<bandana.saini@sydney.edu.au>

SCIENCE

Postgraduate Research Advisor by discipline:

VETERINARY SCIENCE

The Faculty provides detailed information on the website:

Research submission guidelines:

Postgraduate Coordinators, by campus:

VISUAL ARTS (SYDNEY COLLEGE OF THE ARTS)

The Faculty provides detailed information on the website:
<http://sydney.edu.au/sca/graduate_school/current_students/your_study/phd.shtml>
<http://sydney.edu.au/sca/current_students/student_administration/postgraduate.shtml#guides>

Director of Graduate School
Debra Dawes
Ph (02) 9351 1058
<debra.dawes@sydney.edu.au>
notes
Contacting SUPRA

Visit us:
The SUPRA Offices are in the Demountable Village on Science Rd, Camperdown/Darlington Campus.

This is next to the Ross St gate on Parramatta Rd, opposite the Glebe Officeworks. Our new premises are fully accessible.

Office hours are 9am to 5pm, Monday to Friday. Please feel free to drop in to SUPRA at anytime within these hours.

Email us:
Send an email to <admin@supra.usyd.edu.au>

Call us:
On (02) 9351 3715.
If you are in Australia but outside the Sydney metropolitan area, call our toll free number 1800 249 950.

Visit our website:
<www.supra.usyd.edu.au>

Write to us:
Send a fax to (02) 9351 6400 or post your letter to SUPRA
Demountable Village (A06)
The University of Sydney NSW 2006
Australia

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