Postgraduate Research Student Welcome
SCHOOL OF INFORMATION TECHNOLOGIES

The Head of School, Professor David Feng, warmly welcomes research students of the School of IT to the 2015 academic year.

This Welcome Pack aims to describe the processes which are already in place to assist new students to settle in quickly and smoothly.

Postgraduate Research Student Administration Contacts

Research Student Administration Officer: Evelyn Riegler, Room 225, Level 2
T: 02 9351 8961; E: evelyn.riegler@sydney.edu.au

Research Training Director: Dr Joachim Gudmundsson, E:
Joachim.gudmundsson@sydney.edu.au

School Manager: Shari Lee, E: shari.lee@sydney.edu.au

Resources

Supervision: Each postgraduate research student should have a supervisor and an auxiliary supervisor. If you are unsure of the name of your associate supervisor, then please speak with your supervisor about this.

The School provides each full time research student with the following:

- a desk & lock-up cupboard or filing cabinet
- a computer with email and internet access
- access to printers
- access to a telephone and fax for research purposes
- access to photocopying for research purposes
- stationery and other office supplies
- access to facilities outside working hours subject to OH&S requirements
- support for conference travel (on application). For more information, see: http://www.it.usyd.edu.au/current_students/postgrad_research/prts.shtml
- hardware maintenance support appropriate to the student’s research project
- software support for research servers
- communal kitchen on each floor with a fridge; milk is provided

Research Candidature

1. Probation and Annual Progress

All MPhil and PhD candidates are under probation for one calendar year from commencement, independent of whether they are full time or part time. You will be reviewed towards the end of your first year in the Annual Progress Review, and you will either have your candidature confirmed or you will be asked to undertake additional tasks and be reviewed again in a couple of months.

Detailed information about Probation and Annual Progress reviews:
2. **Faculty Research Methods Induction and INFO 5993 Research Methods in IT**
   All research students must attend the Research Methods Induction in their first semester of candidature and enroll and satisfactorily complete the INFO 5993 Research Methods in IT unit. Research Students enrolled at SIT do not have to attend the Faculty Research Methods Workshop.

3. **Changes to your research candidature & enrolling in units of study**
   Please find detailed information in the Faculty’s “Kick Start your Research Career” booklet.
   Link for forms:

   **Please Note:** A copy of all forms is to be passed to the PG Research Administration Officer for your file, after the relevant signatures are obtained. The postgraduate Research Director has the delegation of authority to approve candidature changes on behalf of the Head of School.

4. **MPhil upgrade to PhD**
   MPhil students in their first year of research may apply for an upgrade to PhD in their second semester by completing the appropriate form. The criteria for upgrade of candidature follow:
   - Has at least a peer-reviewed publication in a Tier-B journal or conference (acceptance rate less than 40%). If the paper is yet to be published, the acceptance email from the organiser should be attached.
   - Has a letter of full support from the primary supervisor indicating the candidate’s performance, caliber and work ethics during the Master’s year. The letter should focus on the candidate’s performance during their candidature at the University of Sydney based on the supervisor’s personal experience.
   - Submit a progress report, as per guidelines given below.
   Link:

5. **Postgraduate Research Travel Support**
   The Postgraduate Research Travel Fund is a scheme to support postgraduate research students to travel to conference venues in Australia and Overseas. Funds are made available to Postgraduate Research Students **up to a fixed amount** depending on the ERA ranking of the conference and the location of the conference. Students have **access to PRTS** funds as soon as they receive the **acceptance letter** from the conference program chair.
   Link with detailed information and application form:
6. **Unikey Account**

Please note that official University correspondence is sent to your SydneyMail email address. It is your responsibility to check this email address on a regular basis.

**General Housekeeping**

- all work areas around your desk area are to be kept clean and orderly
- floors are kept clear of objects and substances which could cause slips, trips or falls
- containers, boxes, equipment and materials are stored in a manner that prevents objects from falling
- no food and drink to be consumed near machine
- Students should not unplug or move equipment without permission
- no smoking rules are enforced throughout University buildings

**Emergency Procedures**

Students are to be aware of the Emergency Exits (indicated by a green sign with ‘Exit’ marked in white) in the venues where their classes are held.

Emergencies can occur at any time, and can arise from a number of causes. The first priority in an emergency situation is the safety of all people who are in danger.

When the emergency evacuation alarm sounds:

1. Check for any sign of immediate danger
2. Shut down equipment and processes
3. Follow the EXIT signs
4. Proceed to assembly area, in an orderly fashion, as indicated by wardens.
5. Do not use lifts

Do not enter a building while an alarm is sounding, or re-enter an evacuated building until the "all clear" has been announced by University emergency personnel or the attending Emergency Services.

Not all emergencies will commence with alarm activation. Following is a summary of the general emergency response procedures:

1. Warn anyone in immediate danger
2. Fight the fire or contain the emergency, if safe and trained to do so

If necessary,

- Close the door, if safe to do so
- Activate the 'Break Glass' Alarm
- Evacuate via your closest safe EXIT
• Report the emergency 0-000 and your local Security Service (see Emergency Contact Numbers)

Emergency contact numbers
Police, Fire, Ambulance: 0-000 (from internal phone)
University Security Service: 9351 3333, or x13333 from an internal phone

Medical Emergencies

If a person is seriously injured or ill, call an ambulance immediately on 0-000. Be ready to provide the following details:

• your name,
• location,
• number of people involved, and
• details of the medical emergency

In the meantime, contact the nearest First Aid Officer.

First Aid

The nominated first aid officers in the School of IT Building are:

Will Calleja, 9069706, located in the Workshop (next to lifts) on Level 1

First aid kits are available at the level 1 common room, the kitchen area near the labs in Level 1, and in the open kitchen areas between the two wings on levels 3 and 4.

University Health Service
The University Health Service offers a general practitioner and "walk in" service for staff, students and visitors on the Camperdown/Darlington Campus. Priority is given to emergencies or those in pain or distress. The University Health Service is located at Level 3 Wentworth Building (G01) Phone 9351-3484 and Entry Level Holme Building (A09) Phone 9351-4095.

Incident reporting

Please refer to the attached chart. Shari Lee is the School’s nominated OHS Officer, 9351 4158, Room 224, Level 2, shari.lee@usyd.edu.au.