SCHOOL OF BIOLOGICAL, EARTH AND ENVIRONMENTAL SCIENCES

Manual for Postgraduate Research Students

2009

UNSW

MPhil, MSc and PhD PROGRAMS

Student Name:_____

Supervisor:_____

Co-Supervisors:_____

Commencement Date: ……./……./…….

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UNSW Security	Emergency:		56666	
	Non-emergency:		56000	
Graduate Research School		http://www.grs.unsw.edu.au	55500	
Postgraduate Scholarships	General:		55502	
	http://www.grs.unsw.edu.au/scholarships/scholarshipshome.html		55000	
	APA: http://www.grs.unsw.edu.au/scholarships/awards.html			
Postgraduate Board			56714	
School web site	http://www.bees.unsw.edu.au			
UNSW web site	http://www.unsw.edu.au			
Research Students	http://www.grs.unsw.edu.au/currentstudents/currenthome.html			

IMPORTANT: **You are expected to read this document in its entirety. Please also consult the *UNSW Postgraduate Guide* and the *Orientation Booklet for New Postgraduate Research Students* (available from the BEES School Office) and *Guidelines for the Supervision of Postgraduate Research*, UNSW (available at http://www.chem.unsw.edu.au/postgrad/models/SupvGuidPreTxt.pdf) and information on the Policies and Procedures for Postgraduate Research (http://www.grs.unsw.edu.au/policy/policyhome.html). Please give your email address to the School Secretary by sending an email to bees@unsw.edu.au.**

CONTENTS

1. INTRODUCTION

Welcome to the School of Biological, Earth and Environmental Sciences (BEES). Postgraduate students make a huge contribution to intellectual activity within the School and to the School's research reputation. As a postgraduate research student, you will be considered to be a member of the research team led by your supervisor, and over the next few years you will make a key contribution to the research activity of your group and the School. It is, therefore, appropriate that the School provide all its graduate students with accommodation, facilities and resources that will allow them to complete their research training in the minimum time and make important contributions to the University's research output. This document details the facilities available to you in the School and indicates the steps that will be taken throughout your candidature to ensure that you get the highest levels of research training and supervision.

GOALS

The School of Biological, Earth and Environmental Sciences is committed to excellent postgraduate education that will enable its students to become leaders in their chosen field of research, teaching and other occupations anywhere in the world. The over-riding educational goal of our School is to provide degree programs that provide a balance between:

- the student's chosen field of research and/or teaching;
- the scientific expertise (research or teaching) needed by the community inside and outside the University environment; and
- a general education in the biological / earth / environmental sciences as a whole, as a basis for subsequent self-education across a wider range of topics than those covered by the student's own research.

Accordingly, our postgraduate programs normally involve a mix of supervised laboratory, field and theoretical research, teaching experience and appropriate general scientific education. Opportunities exist within the programs for concurrent course work if this is necessary or advisable to address the academic needs of the student.

Specific goals are that the student successfully completes the degree and that the candidature is a rewarding and stimulating experience for the student, supervisors and colleagues. Upon completion of their degrees, students should: be able to devise and implement a research program independently; be able to evaluate critically the research of others; be capable of independent thought and analysis; have developed excellent knowledge of, and experience in using appropriate research methods; be able to communicate their research clearly in oral and written presentations and have obtained an understanding of the general and specific ethical considerations relating to the research topic. It is expected that these abilities will have been developed to a greater extent in PhD than in MSc or MPhil graduates.

The University's code of conduct for the responsible practice of research, safety and legislative compliance of research is available on the web page for research students under Policy and Procedure http://www.grs.unsw.edu.au/policy/policyhome.html.

2. RESEARCH DEGREE PROGRAMS: MPhil, MSc and PhD

Master of Philosophy (MPhil) Research Program

BEES offers Master of Philosophy degrees by research. Details of the regulations governing Masters (Research) degrees:
http://www.grs.unsw.edu.au/currentstudents/studenthandbook.html

The normal duration of an MPhil program is 1.5 years full time, or 3 years part time. It consists of 18-24 units of credit of coursework, with the balance being the research thesis.

Master of Science (MSc) Research Program

BEES offers a Masters degree by research. Details of the regulations governing Masters (Research) degrees http://www.grs.unsw.edu.au/currentstudents/studenthandbook.html.

The normal duration of a MSc program is two years for full-time students, and four years for part-time students. While it is recognized that circumstances will sometimes result in an

inability to complete in this period, the goal of the School is for students to graduate in the minimum time. In our experience, 4 to 8 months are required to write a thesis. (See https://my.unsw.edu.au/student/research/ResearchTrainingScheme.html).

Doctor of Philosophy (PhD) Program
Doctoral programs offered by the School are also research degrees. Students are normally enrolled directly into the PhD program. Some students transfer to the PhD program after an initial term in the Masters program. In such cases transfer to the PhD program is dependent on the outcome of a Annual Research review that occurs annually after initial enrolment (see below). For details of the regulations governing doctoral degrees see Conditions for Award of Higher Degrees in the Science Postgraduate Handbook (available at http://www.grs.unsw.edu.au/currentstudents/studenthandbook.html).

The minimum time recognized for the length of a PhD is 3 years for full-time students and 4 years for part-time students. In line with this, APA support is for 3 years with scope for a 6-month extension. The goal of the School is for students to graduate in the standard time period of 4 years for full-time students. Students should allow 4 to 8 months to write their thesis.

Enrolment
Note that students must either enrol in each session, or request a leave of absence. Students are normally permitted two sessions leave of absence. Any further absences must be approved by the Faculty Higher Degrees committee. Leaves of absence are request using the enrolment form, with further instructions provided there.

3. SUPERVISION

Each postgraduate student will have a supervisory panel, comprising the student's supervisor and co-supervisor(s) and including two additional academic staff of the School. A student may have joint supervisors if more than one academic is equally responsible for a given project. While the student will meet regularly with the primary supervisor, an important role of the supervisory panel is to assess progress and provide feedback on project and thesis planning via annual progress meetings (see below). Each student's primary supervisor will be responsible for setting up and coordinating the membership of the supervisory panel. This will meet after to review the introductory proposal with the student and after presentations by the relevant student.

The role of the panel is to advise and assist the student to complete an original and feasible research program. The supervisor carries the principal responsibility in overseeing the student's progress, coordinating meetings and ensuring regular contact and communication with the student.

The UNSW policy on postgraduate supervision can be found at: www.policy.unsw.edu.au/policy/higher_degree_research_supervision.htm .

UNSW policy specifies that enrolled students will have a supervisor and at least one co-supervisor who are members of the academic staff. This co-supervisor is expected to act as supervisor if the supervisor is absent for any reason. Students may have additional co-supervisors from either inside or outside UNSW, but at least one co-supervisor must be based at UNSW. Other co-supervisors may be added (or replaced) at any time during candidature following consultation between the student and supervisor. Additional co-supervisors will be particularly useful as Committee members where they have specialist expertise in the area of research. Supervisors and co-supervisors have a responsibility for helping students prepare for the various review procedures listed below, for closely monitoring and advising on their research, and for ensuring that adequate materials and infrastructure are available to allow the research to proceed efficiently. The supervisor may **not** be one of the candidate's thesis examiners. Co-supervisors should have some expertise related to the project and may be called upon to assist with specific aspects of the project.

The supervisor has a responsibility to meet with the student one-on-one at regular intervals. The student and the supervisor must make sure that they meet regularly throughout the student's candidature by arranging regular meeting times. There is a responsibility on both

student and supervisor to remember what happens at meetings. Both parties are advised to keep notes at meetings as their own personal record.

4. REVIEW PROCEDURES AND THE POSTGRADUATE RESEARCH FORUM

Postgraduate Research Forum
Twice each year, the research activities of students are featured in the BEES Postgraduate Forum. Presentations from students across the School, and associated social events, promote the effective communication of science and allow students to receive valuable feedback from fellow students and academics. An aim of this format is to provide a time and a place for greater interaction among all members of the school. All academics and students will be expected to attend as many sessions as possible. The forum will be held over three days in the week following the last week of each session (10-12 June and 28-30 October) with the dates determined at the beginning of the year and posted on the BEES web site. This will allow appropriate planning for academic staff and postgraduates. The days will be organised into sessions or themes (e.g. Evolution and Ecology Research Centre (E&ERC)) with the main social event of a dinner on the middle night. The venue will be one of the University's lecture theatres or a venue outside the university.

At the end of each session the School holds a Postgraduate Research Forum consisting of short student seminars on their research project. The Forum is intended to provide a conference-style atmosphere where students receive helpful, constructive feedback and criticism from colleagues in the School. The atmosphere is not meant to be adversarial. Each full-time student is required to give a presentation in either the mid-year or end-of-year forum. Part-time students present every second year. Depending on their stage of enrolment, students present Introductory Seminars, or Research Update Seminars (see below). Each student presentation is followed by a review conducted by the School's Postgraduate Committee. The review involves meetings with both the student and the Supervisory Committee (comprising the supervisor and co-supervisors) – see below.

The Forum is a major occasion in the School's academic calendar. It is held over 3-4 days in the week of the Honours Oral Examinations in June and October. School academic staff and postgraduate students are expected to attend most but not all talks. Attendance is also open to undergraduate students and researchers from outside the School. Postgraduate students and supervisors/co-supervisors are expected to schedule other commitments so they are available on these days. Each day of the Forum consists of student seminars and meetings to review progress. The Forum is chaired by BEES postgraduate research students. The seminar timetable is organised by the School Secretary in consultation with the Postgraduate Studies Coordinator.

Research Presentation

Students enrolled in a PhD program are expected to give research presentations once each year at the BEES Postgraduate Forum, and a final seminar after completion.

- ***Annual research seminars*** (12 minutes + 3 minutes for questions). The research seminars are expected to be in the style of a conference presentation, covering one aspect of the project.
- ***Review seminars*** (25 minutes + 5 minutes for questions). The review seminars are a longer talk, where the student outlines progress to date, how each of the thesis components relate to each other, and how the remaining research will proceed. This is given after four enrolled sessions and replaces the annual research seminar for that year.
- ***Final seminar*** (30 minutes + 10 minutes for questions). A final seminar summarises the entire research program for a wide audience and will not be part of the postgraduate forum.

Students enrolled in a **MSc program** are expected to give research presentations once each year at the BEES Postgraduate Forum, and a final seminar after completion.

- ***Annual research seminars*** (12 minutes + 3 minutes for questions)

- ***Final seminar*** (30 minutes + 10 minutes for questions)

Students enrolled in a MPhil program are expected to give one research presentation at the BEES Postgraduate Forum, and a final seminar after completion.

- ***Research seminar*** (12 minutes + 3 minutes for questions)
- ***Final seminar*** (20 minutes + 5 minutes for questions)

Introductory Research Proposal

Within four months of commencement the students are required to submit a written introductory research proposal. The proposal will be reviewed by supervisor and supervisory panel for critical feedback.

Annual Progress Reports

Students are required to submit the annual progress reports within the first 12 months of enrolment, and again for each year enrolled. If students begin in March (Session 1), the annual progress report will be submitted one week prior to the committee meeting in October/November, and if students begin in July (Session 2), the annual progress report will be submitted one week prior to the committee meeting in June. Submit your progress reports to the Administrative Assistant to the Head of School, Firoza Cooper (f.cooper@unsw.edu.au). UNSW policies on adequate progress are available at:
www.grs.unsw.edu.au/currentstudents/progress.html

Student participation in the events presented as part of the BEES graduate program should be documented as "other achievements" in section B3 of the form. Student contributions in this regard will be assessed by supervisors, including relevant prizes.

Once a year, students will meet with their supervisory panel to assess progress, provide feedback on project ideas and planning for thesis completion. There are three meetings. First the supervisor(s) meet with the review panel. Second, the student and supervisor meet with the panel.. Third, the supervisor leaves, allowing students to raise issues in the absence of their supervisor if needed. Meetings will occur in association with the submission of Annual Progress Reviews.

Changes to your enrolment status and major difficulties should be discussed with your supervisor, panel and with your school's postgraduate coordinator. The postgraduate committee will primarily have an oversighting role.

Major Project Review

For PhD students, the Annual Progress report that occurs after four enrolled sessions (or pro-rata for part-time students) (i.e. two years) must include a detailed review of progress toward thesis completion (section B2), and planning for remaining research (section B4). Section B4 of the form should include a thesis outline with all completed chapters, planned chapters and intentions for research publication.

A major project review and review presentation should also be undertaken by students intending to transfer from the MSc program to the PhD program.

Completion

Thesis submission

The Graduate Research School has detailed instructions for the submission of higher degree theses: http://www.grs.unsw.edu.au/currentstudents/thesis.html. Students must lodge a notification of intention to submit two months prior to submission.

Assessment

Both marks and quality of the thesis produced in the MPhil will be used for rankings in the APA scholarships. Since the MPhil will be regarded as a Masters by research, the quality of the thesis will carry the most weight in ranking APAs.

Ceremonies for final completion

BEES students that have recently submitted their theses will present their final seminar to a school audience and invited guests followed by drinks and snacks.

Written Reports for Introductory Seminars, and Research Updates
As part of each student's review, the School requires a written report. See Appendix 1 for further details.

The goals of the review process conducted in conjunction with the Post-Graduate Research Forum are to assess progress by the student on the research being undertaken, and to contribute toward a rewarding and productive research environment. The emphasis is on review of the research program, the contributions from both the student and the supervisor, and the adequacy of support facilities. The review involves completion of a written report, which should be given to supervisors, co-supervisors and all members of the Post-Graduate Committee one week before the start of PRF. For Introductory Seminars the written document is provided by the student as a document in the format described in Appendix-1.

The Annual Progress Review Form and Coversheet will be sent electronically to the student and the supervisor or can be downloaded from the GRS website (http://www.grs.unsw.edu.au/currentstudents/currentforms.html#AnnualProgressReview).

On the report form the student indicates:
1. progress achieved during the year; list any papers published or submitted for publication; give titles of any talks or seminars presented;
2. when it is expected that the thesis will be submitted;
3. any problems relevant to progress towards the degree; and
4. any other comments.

All written reports should outline any past or anticipated difficulties with the project. These problems may be of a scientific nature or may be related to availability of materials, equipment etc. These are important if an extension to a scholarship will be later requested. If the student has a problem in relation to supervision that they do not wish to put into their report, a separate and confidential report may be submitted to the Postgraduate Studies Coordinator or Head of School. Alternatively, the student may raise any concerns in confidence during Meeting No. 3 (above) with the School Postgraduate Committee. (The supervisor has a similar opportunity to report independently and in confidence during Meeting No. 1 (above) with the Postgraduate Committee.) In exceptional cases, where problems exist or are anticipated, the student may apply to the Head of School to nominate individuals for inclusion or exclusion from review meetings. Completed report forms will be returned to students soon after their committee meetings.

University policy is that satisfactory progress is necessary for continued enrolment. If progress is judged by the Postgraduate Committee to be "conditional satisfactory" or "unsatisfactory", factors contributing to lack of progress should be identified and remedial action will be recommended to the student and supervisor and recorded on the report form. These recommendations will aim to maximise the chances of getting the project 'back on track'. If progress is judged by the Postgraduate Committee to be "unsatisfactory", the case will also be referred to the Faculty Higher Degree Committee for further consideration and action. This rarely happens.

Annual Progress Report
University policy requires annual progress report using an annual report form. This is distributed by the GRS to the School, and then to the students. Students will be reminded when the annual report forms are due (usually late in Session 2).

Table 1a: **MSc Flow Diagram (full-time students)**

Acceptance into postgraduate program and selection of supervisor
↓
Enrolment
↓

Year 1: Selection of research topic

↓

Session 1: Preliminary literature review

↓

Development of “Research Proposal”

↓

Introductory Seminar (at PRF)

↓

Meetings with Postgraduate Committee (after Introductory Seminar)

↓

Recommendation from Postgraduate Committee e.g. approval of project proposal

↓

Session 2: Continuation of research

↓

Student and supervisor discuss thesis submission dates

↓

Year 2: Continuation of research

↓

Research Update Seminar (at PRF in either Session 1 or 2)

↓

Meeting with Postgraduate Committee (after seminar)

↓

Submit progress report (in conjunction with Research Update meeting)

↓

Notify Graduate Research School of intention to submit your thesis

↓

Appointment of two examiners (plus one standby)

↓

Thesis submission

↓

Thesis examination

↓

Possible revision of thesis & response to examiners’ reports

↓

Report of examiners and thesis revision reviewed by Higher Degree Committee & Recommendation for award of degree

↓

Copy of thesis placed in UNSW Library, School Office and supervisor’s lab

↓

Graduation

↓

Student invited to present Research Seminar to School

Table 1b: **MPhil Flow Diagram (full-time students)**

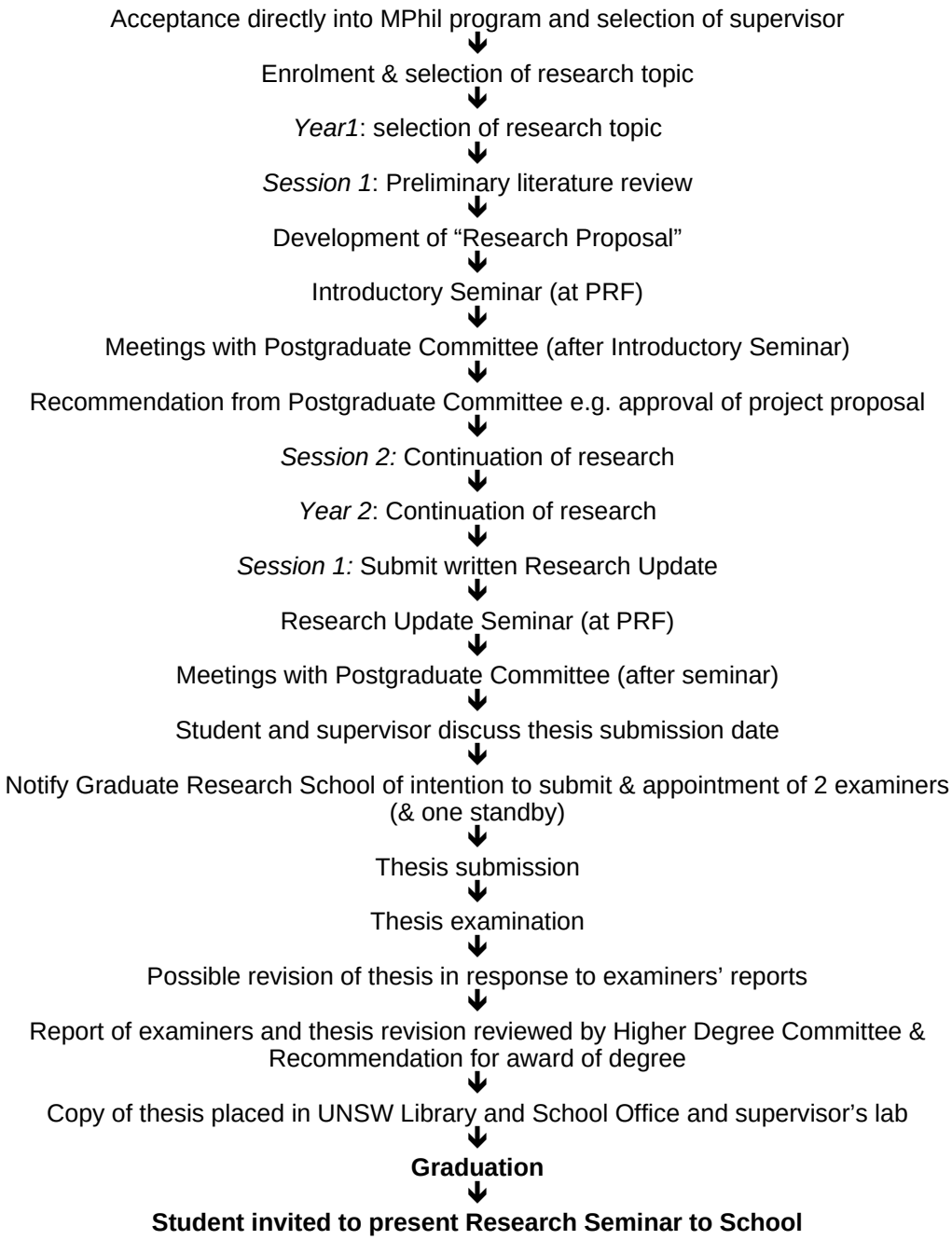

Table 1c: PhD Diagram (full-time students)

PhD: starting Session 1, March

Year	Sessions enrolled	Written submissions	Oral presentations	Meetings of supervisory panel
1	1	Introductory proposal within 4 months of enrolment		
	2	Annual Progress review - October	Research seminar November	October
2	3			
	4	Annual Progress review with major project review October	Review seminar November	October
3	5			
	6	Annual Progress review - October	Research seminar November	October
	7-8	Submit thesis 3-4 years	Final seminar within 3 months of thesis submission	

PhD: starting Session 2, August

Year	Sessions enrolled	Written submissions	Oral presentations	Meetings of supervisory panel
1	1	Introductory proposal within 4 months of enrolment		
	2	Annual Progress review, May	Research seminar June	May
2	3			
	4	Annual Progress review with major project review May	Review seminar June	May
3	5	Annual Progress review May 2		
	6		Research seminar Jun	May
	7-8	Submit thesis 3-4 years	Final seminar within 3 months of thesis submission	

MSC: starting Session 1, March

Year	Sessions enrolled	Written submissions	Oral presentations	Meetings of supervisory panel
1	1	Introductory proposal within 4 months of enrolment		
	2	Annual Progress review, October	Research seminar November	November
2	3			
	4	Annual Progress review October Submit thesis 1.5-2 years	Research seminar November	November
			Final seminar within 3 months of thesis submission	

MSC: starting Session 2, August

Year	Sessions enrolled	Written submissions	Oral presentations	Meetings of supervisory panel
1	1	Introductory proposal within 4 months of enrolment		
	2	Annual progress review May	Research seminar June	May
2	3			
	4	Annual progress review May 2010 Submit thesis 1.5-2 years	Research seminar June	May
			Final seminar within 3 months of thesis submission	

MPhil: starting Session 1, March

Year	Sessions enrolled	Written submissions	Oral presentations	Meetings of supervisory panel
1	1	Introductory proposal within 4 months of enrolment		
	2	Annual progress review, October	Research seminar November	October
2	3	Submit thesis 1.5 years		
			Final seminar within 3 months of thesis submission	

MPhil: starting Session 2, August

Year	Sessions enrolled	Written submissions	Oral presentations	Meetings of supervisory panel
1	1	Introductory proposal within 4 months of enrolment		
	2	Annual progress review, May	Research seminar June	May
2	3	Submit thesis, 1.5 years		
			Final seminar within 3 months of thesis submission	

5. THE THESIS

In order to complete the requirements of Masters and Doctoral research programs each student must submit a thesis on his/her research topic. Please give Graduate Research School 8 weeks written notice before submitting your thesis! The thesis is examined by a panel of experts in the research field selected by the university. Examiners assess the quality of the thesis and make recommendations on award of the relevant degree. MSc theses have two external examiners and PhD theses have three examiners external to the university. An additional examiner is also nominated as a reserve. This reserve examiner can be either external or internal, but cannot be the Supervisor, or Head of School, or Postgraduate Studies Coordinator. Students need to be aware that success cannot be guaranteed and that examiners have failed theses occasionally.

Details of the regulations governing theses and their examination as well as submission and format may be found at http://www.grs.unsw.edu.au/currentstudents/thesis.html. Following graduation Graduate Research School will transfer a copy of the revised thesis to the UNSW Library. The student is expected to place copies in the School office and the supervisor's laboratory and to provide a digitised copy to the Library.

(Thesis Printing: Fast Print, Shop 1, 331 Anzac Parade, Kingsford can be considered as an option.)

DIGITAL THESIS SUBMISSION
A digital copy of the thesis must now be submitted at the completion of examination. The Thesis Submission Kit states that:

At the completion of examination & prior to graduation every candidate who has satisfied requirements for the award of the degree will submit a final bound paper copy and a digital copy for deposit and preservation in the University library.

For further information at this time, please refer
http://info.library.unsw.edu.au/osd/services/adtthesis.html.

FONT REQUIREMENTS
Note that students are no longer limited to using only sans serif font when submitting their thesis. The requirement is now that the thesis be printed in a legible font.

FURTHER INFORMATION
The online Thesis Submission Kit produced by the Graduate Research School can be accessed through: http://www.grs.unsw.edu.au/currentstudents/thesis.html.

For Graduate Research School contact details please visit the website at: http://www.unsw.edu.au/currentstudents/research (Click on "Research Student Administration" contacts).

PUBLISHING
An important goal of research is to publish findings in reputable journals or to patent any findings that can be commercially exploited. Students should discuss the authorship of any publications with their supervisors. As your supervisor has usually initiated the project on which you are working and has an ongoing role in overseeing the project, it is normal to include your supervisor as co-author on publications, as should be the case with any other colleague who has significantly contributed to the research. No work should be submitted for publication without the consent of your supervisor. Where the work being reported is primarily your thesis work, it is expected that you would be the first author. If any outcome of the research is likely to be patented you should discuss your involvement with your supervisor and keep a record of the outcome of this discussion.

Further details are in the UNSW Code of Conduct for the Responsible Conduct of Research. http://www.secretariat.unsw.edu.au/acboard/approved_policy/3_04_Code_of_Research_Practice.pdf .

6. CONFLICT RESOLUTION

The Graduate Research School outlines the procedure for handling grievances. See the policy at www.policy.unsw.edu.au/policy/procedure_researchstudents_grievance.pdf .

Should difficulties arise in the project, or should any personal circumstances arise which will affect the work, students are encouraged to resolve them with their supervisors. Students and supervisors are encouraged to raise any current or anticipated problems in their meetings with the School's Postgraduate Committee following student seminars. If appropriate, such problems can be raised by the student during the third meeting when the student meets privately with the Postgraduate Committee. The Postgraduate Committee will respond sympathetically, discretely and constructively to any problems raised by students or supervisor. As a consequence it may recommend remedial action by student and/or supervisor. If serious problems arise between student and supervisor, or if discussion is preferred with someone else, then the student can consult the School Grievance Officer (Dr. Jes Sammut) or the Postgraduate Studies Coordinator or the Head of School. Students may prefer to discuss concerns with the School Postgraduate Student Representatives (Mr. Gilad Bino and Ms. Alexandra James - ext 58269) or a trained advocate at the Postgraduate Board (Ext. 56713), or UNSW Counsellors, or International Student Centre staff. If a satisfactory outcome cannot be achieved within the School, then University procedures are followed. Details of official University and School grievance procedures are available at http://www.infonet.unsw.edu.au/poldoc/studegrv.htm.

7. PROFESSIONAL SKILLS FOR POSTGRADUATE STUDENTS, BEES9011

(Attendance in this course is at the discretion of the post graduate committee and the supervisor)

S1 2009 starting: Week Zero, Room 456
Tuesday 3rd March, 10.00 am – 12 noon, Introduction, OH & S
Wednesday 4th March, 10.00 am – 12 noon, Library Research Skills Seminar/Workshop
Thursday 5th March, 1.00 pm – 3.00 pm, Presentation skills Workshop
Friday 6th March, 10.00 am – 12 noon, Powerpoint Skills Workshop

The first class of Module A will be held from 10am to 1pm on the first Monday of Session. It is especially important as the Safety-OH&S lecture is given, and it is at this time that the course coordinator can meet with you. The venue is Room 456, Biological Sciences Building. All new postgraduate students are required to attend the Safety lecture of Module A in Professional Skills (Monday, Week 1) regardless of whether you completed UNSW Honours recently or not. It is recommended, but not compulsory, to attend the Library Skills I & II on Tuesday.

Students who have already completed the Professional Skills course (BEES4511) of the School's Honours Program, or an equivalent from a related institution may be exempted from the rest of the course. Exemption will be discussed on the first Monday of session, after the OH&S Lecture, by the Course Coordinator.

All other new postgraduate students must attend the four core modules of BEES4511 (Modules A, B, C and D), as listed in the assessment table below. For some postgraduates, Modules E (Quantitative Skills), F (Geology Skills) or G (Consultancy & Business) and their assessment may be stipulated as necessary by the supervisor or postgraduate coordinator. Details of the course are in the Honours and Professional Skills Handbook which is available from the BEES School Office (Room 607A) in Week 1, or can be downloaded from the school web site as a pdf (http://www.bees.unsw.edu.au./school/docs/honoursbooklet.pdf) or a hard copy will be available in at the first meeting.

External students:
Special arrangements may be necessary for the attendance of students based off-campus. If you are in that position please see the Postgraduate Studies Coordinator.

Assessment:
Your performance in BEES9011 will be assessed on a Pass/Fail basis, and recorded in School files. Each student will receive an appraisal of their oral presentation from the conveners.

The Introductory seminar may have been done before they do BEES9011, therefore we will assess the mid term review seminar.

Module Assessment:
A) Risk assessment(s) to the Safety Officer (Pass/Fail)
B) Written assignment (300 word abstract to Module B convener) (Pass/Fail)
C) Seminar Skills (assessment sheet by Module C convener),
PLUS Introductory Seminar (Postgrad committee) (Pass/Fail)
D) Attendance of the Ethics Module D (by course coordinator) (Pass/Fail)

Forms titled "How to Complete BEES9011" and a week-by-week programme for the course will be handed out by Prof. Mark Adams at the first lecture of BEES9011.

8. OCCUPATIONAL HEALTH AND SAFETY

Students are required to conform to UNSW policies on occupational health & safety. Further information can be obtained on the OH&S pages of your supervisors' school.
School of Biological, Earth and Environmental Sciences:
www.bees.unsw.edu.au/ohs/indexohs.html
School of Biotechnology and Biomolecular Sciences
www.babs.unsw.edu.au/current/ohs/index_ohs.html
School of Mathematics and Statistics
www.maths.unsw.edu.au/school/ohs/ohshome.html
School of Medical Sciences
http://medicalsciences.med.unsw.edu.au/somsweb.nsf/page/OHS

As a student of BEES and UNSW you must abide by all school and UNSW policies and practices regarding Occupational Health and Safety (OHS). UNSW and BEES both have comprehensive OHS management systems displayed on their websites. You are expected to be familiar with those sections that relate to your work.

Essential safety information is presented in the first lecture of the Professional Skills Course BEES9011 during the first week of each session. (See above.) Attendance is compulsory for all students, even those exempted from BEES9011.

Information on the BEES OHS committee, regulations, procedures and BEES in-house forms is available on the School's website http://www.bees.unsw.edu.au./ohs/indexohs.html. Information on UNSW practices is at http://www.hr.unsw.edu.au/ohswc/ohs/ohs_home.html. Risk assessment practices will be discussed by David Hair in the first hour of the BEES9011 during Week 1. UNSW risk assessment and other forms are available on the UNSW website or by link from the School website http://www.bees.unsw.edu.au/school/beesforms.html.

The information presented during this first lecture is only an introduction to OHS at UNSW. You should also receive a safety induction, and other OHS information, from your supervisor. Please note that, under the UNSW OHS Responsibility and Accountability Policy, line supervisors are responsible for OHS issues. This means that your academic supervisor has the main responsibility for your health and safety while you are a student. Above your supervisor is the Head of School, then the Dean, and so on. The Postgraduate Coordinator should be aware of what OHS procedures are in place for your project but does not bear responsibility for their implementation.

During initial discussions of your project, you should talk with your supervisor about the project

risk assessment. This will detail the hazards and risks involved in the project, and also the safeguards that need to be put into place in order to eliminate or minimise the risks to which you could be exposed. You are entitled to receive a copy of any such risk assessments.

One of the main safeguards is relevant training. For some research areas, training is mandatory, e.g., for work that involves the use of radiation, for diving, or where biologically hazardous materials are used. For students working in laboratories, courses entitled Laboratory Safety Training and Hazardous Substances, presented by staff from the UNSW OHSWC unit, are recommended. Details are given on the UNSW safety website. Those wishing to do these courses should consult their supervisor, who will make the necessary arrangements and advise the School Safety Officer, Mr. David Hair.

If your project involves fieldwork, you must follow the procedures outlined in the UNSW Fieldwork Safety Guidelines 2007. These include doing a risk assessment and presenting a Fieldwork Plan and Notification Form to your supervisor. The plan/notification must be done for each fieldtrip (can be by email under certain conditions) but the risk assessment can be done less often, perhaps only once. It depends on whether or not the hazards and the controls are the same for each trip. The risk assessment will determine the level of supervision necessary on a field trip. The UNSW policy for postgraduate students is that the level of supervision during fieldwork depends on the level of experience of the student. It is the supervisor's responsibility to determine what level of supervision is adequate.

Where students are based in another institution (e.g. CSIRO), they must abide by the OHS procedures of both the other institution and of UNSW. In practice, as far as UNSW is concerned, that means that your supervisor in BEES must have done a risk assessment that incorporates the other institution's procedures, and must be satisfied that adequate training and supervision are being provided.

9. COMMONLY ASKED QUESTIONS:

How to re-enrol after an absence?
Following a substantial break in the student's enrolment (for whatever reason), the School must determine whether to recommend re-enrolment, i.e. that the thesis topic is still relevant and will make an original contribution at the required level, that adequate supervision is available, that the issues which resulted in the break of enrolment have been resolved and that a viable thesis will be submitted on time. Thus before applying for re-enrolment, the School requires that at least one member of the School's academic staff, someone familiar with the research area of the applicant, is willing (as indicated in writing) to act as the applicant's supervisor throughout the period of re-enrolment. There is no binding commitment on the part of the School that a former supervisor of the applicant will act in this capacity, no matter what arrangements may have been anticipated in this regard before or during the period of non-enrolment. Students in this position should consult the School Postgraduate Studies Coordinator or Head of School.

The applicant may, at the discretion of the Head of School, be required to give a seminar equivalent in nature to that expected of an MSc candidate requesting transfer to a PhD candidature. If the Head of School is satisfied that re-enrolment is justified and likely to lead to a successful outcome, a recommendation may be passed to the Faculty Higher Degrees Committee for consideration.

What help is available to improve my writing skills?
During their first year of enrolment all students may be required to complete the Professional Skills course (BEES 9011), which includes a written skills component. Details of the Professional Skills course are in Section 7 above. Students for whom English is not the first language are advised to submit regular written reports to their supervisor. Assistance with English language, thesis writing and word processing can also be obtained through the Learning Centre (Ext. 53890 or web site: http://www.lc.unsw.edu.au). Information on formal English language requirements for international student applicants to UNSW is available from http://www.international.unsw.edu.au/prospective/entry/english.shtml.

Am I eligible for an extension of my Australian Postgraduate Award (APA)?

For information see website http://www.scholarships.unsw.edu.au or consult the School's Postgraduate Studies Coordinator.

10. GENERAL INFORMATION

School Research Seminars

Twice each year, the research activities of students are featured in the BEES Postgraduate Forum. Presentations from students across the School, and associated social events, promote the effective communication of science and allow students to receive valuable feedback from fellow students and academics. An aim of this format is to provide a time and a place for greater interaction among all members of the school. All academics and students will be expected to attend as many sessions as possible. The forum will be held over two days in the week following the last week of each session (10-12 June and 28-30 October) with the dates determined at the beginning of the year and posted on the BEES web site. This will allow appropriate planning for academic staff and postgraduates. The days will be organised into sessions or themes (e.g. Evolution and Ecology Research Centre (E&ERC)) with the main social event of a dinner on the middle night. The venue will be one of the University's lecture theatres or a venue outside the university.

Two important skills of the research scientist are presentation of information in a clear and concise manner and the capacity to critically debate the scientific literature. Therefore students are expected to participate in the various seminars offered during the year. Students also are required to attend School research seminars during both sessions. All seminars will be held in Biomed C, from 4-5pm on Thursdays unless otherwise specified. Information on the seminars can be found at http://www.bees.unsw.edu.au./school/staffseminars.html. This is also a good time to see how seminars should be presented and, sometimes, how they should not be presented.

Accommodation

The School will provide adequate laboratory space for you to conduct your research and desk space. Most students will be accommodated in Samuels Building. Your accommodation should have been sorted out by your supervisor prior to your arrival. Please consult your Postgraduate Studies Coordinator if you have problems.

Research funding

Research is expensive and students are expected to achieve their research objectives as economically as possible. The student and supervisor should consult at the outset to ensure that enough funds are available to carry out the proposed research and to discuss fall-back positions in the event that external funding ceases. Support for research comes largely from the supervisor's externally obtained research funds. The School provides an amount as direct support and provides infrastructure support - cars, boats, large equipment, administrative support, workshop, furniture, computer labs, etc. Should sufficient funds not be available then it is the responsibility of the supervisor either to find sufficient monies for the research to proceed or to modify the proposed project in consultation with the student and his/her Supervisory Committee. Estimation of the appropriate level of funding for completion of the degree remains the responsibility of the supervisor. It is the responsibility of the supervisor to provide funds for basic research expenses such as photocopying (within reasonable limits).

Other external funding may be accessible to the student and/or supervisor. Information on available research grants is held by the UNSW Research Office (www.ro.unsw.edu.au or phone Ext. 57258) and other websites, such as the following three database services: SPIN (Sponsored Programs Information Network), SMARTS (SPIN Matching and Researchers Transmittal System) and GENIUS (Global Expertise Network for Industry, Universities and Scholars), which are accessible through

UNSW Research Office: http://www.ro.unsw.edu.au/spin/
SPIN: http://australia.infoed.org/spin/spinmain.asp
GENIUS: http://australia.infoed.org/GENIUS/Genius.asp

Equipment
Small equipment will usually be the property of the supervisor. Equipment owned by other schools may be accessible by arrangement with the relevant School authority.

Postgraduate Student Representative
The School's Postgraduate Student Representatives, Mr. Gilad Bino and Ms. Alexandra James (Room LG07 Samuels Building, Ext. 58269), are elected by the postgraduate students and can represent the interests or negotiate on behalf of BEES postgraduate students whenever the need arises.

Travel grants to support conference attendance
School travel grants may be available in 2009 to assist postgraduate students with expenses to present a conference paper or poster. The amount is limited and there will be a ceiling of $600 per student for an overseas conference and $300 for a conference outside the metropolitan area. The School normally will not fund more than one grant per calendar year to a student. Applications must be approved by the student's supervisor or acting supervisor. The application form is enclosed in Appendix 2. Some conferences and scientific societies provide funds to support student travel; if so then the student is asked to seek funds from the conference organisation to match the School travel grant.

Further information on travel grants available to support student attendance at conferences is at the web site of the UNSW Research Office (www.ro.unsw.edu.au or phone Ext. 57258) and other websites. For example three database services with information about alternative funding sources are: SPIN (Sponsored Programs Information Network), SMARTS (SPIN Matching and Researchers Transmittal System) and GENIUS (Global Expertise Network for Industry, Universities and Scholars), which are accessible through

UNSW Research Office:	http://www.ro.unsw.edu.au/spin/
SPIN:	http://australia.infoed.org/spin/spinmain.asp
GENIUS:	http://australia.infoed.org/GENIUS/Genius.asp

Academic Honesty and Plagiarism
Students must be aware of UNSW policies that relate to plagiarism and academic honesty. See further details at: www.lc.unsw.edu.au/plagiarism/link.html

Plagiarism is the presentation of the thoughts or work of another as one's own.*

Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism. Knowingly permitting your work to be copied by another student may also be considered to be plagiarism. An assessment item produced in oral, not written form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does not amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at:
www.lc.unsw.edu.au/plagiarism.

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle.
† Adapted with kind permission from the University of Melbourne.

Legal and ethical issues
UNSW requires that all research work is in accordance with the University's policies and procedures. Scientific researchers must conform with accepted ethical standards. See UNSW's Code of conduct for responsible practice of research, http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html. Information on procedures for approval of experimental research on animals can be obtained from A/P Michel Beal (a.beal@unsw.edu.au).

Intellectual property
UNSW intellectual property policy is specified in the policy statement at websites http://www.unsw.edu.au/currentStudents/postgradResearch/res/cspgrintellectualquidelines.html and http://www.infonet.unsw.edu.au/poldoc/ippol.htm. When you commence your project you should consult your supervisor about any intellectual property, safety and ethical issues that are relevant to your research. Any such issues should be resolved at the outset.

Licensing requirements for field work
It is the responsibility of the student and supervisor to ensure that all research conducted is approved by the relevant collection permits and animal ethics committees. Information on the application process for animal ethics is at
http://www.gmo.unsw.edu.au/Ethics/AnimalEthics/AnimalEthicsApplicationProcess.html

If you are planning to do field work, you should check on licensing requirements with National Parks, State Forests, Fisheries or Agriculture. You may need to obtain a license or official approval from the relevant authority, and there may be a license fee. Research in any National Park or on threatened species requires a permit. Research on fish or sea-grass or rock platforms – particularly if it involves collecting – requires a permit from NSW Fisheries.

Computing and word processing facilities
You should discuss your needs with your supervisor. Normally students use the facilities in their supervisor's laboratory or the computing laboratory in the building (Room G07 is available to both undergraduate and postgraduate students) when they are not in use by classes. During session both are heavily booked for classes. To arrange swipe card access to G07, students

should see Ms. Ann Lonergan (a.lonergan@unsw.edu.au Ext. 52015, Room G27). The Postgraduate Board also has a 24 hour computer lab (see the School's Postgraduate Student Representative for information) or visit their website www.lc.unsw.edu.au/plagiarism. You should observe the regulations concerning limits on continuous use (no more than 4 hours at a stretch) so as to avoid RSI.

Printing facilities: Most students will have access to local printers in their supervisor's laboratory. Personal printing should not be undertaken using school resources.

Backing up: Data are the stuff of science, and often take many hours to accumulate. DO NOT PUT THEM AT RISK. Floppy discs are unreliable for storage of data. It is imperative that you quickly establish a routine of backing up your work on a separate disc - preferably on a DVD and also on the hard drive of a second computer. **BACK UP TODAY** is the golden rule. Always make AT LEAST TWO copies, and keep one at home and one at university. Thefts from cars or offices are common, and sometimes fires occur at universities or homes. Every year several students (and staff members) in this School are affected by such disasters. **PLEASE MINIMISE THE DAMAGE BY BACKING UP**. Discuss all this with your supervisor very early in your project.

Software
Access to software must be arranged through your supervisor. The University has site licenses for a range of packages such as Minitab and Microsoft Office, which reduce the cost of software, but a charge must still be met. UNSW has a site license for Endnote, which makes referencing much easier.

Anti-virus software
UNSW has a site license for Norton Anti-Virus software that has automatic updates via the web.

Licensing requirements
It is the responsibility of the student and supervisor to ensure that all research conducted is approved by the relevant collection permits and animal ethics committees. Information on the application process for animal ethics is at
http://www.gmo.unsw.edu.au/Ethics/AnimalEthics/AnimalEthicsApplicationProcess.html

Photocopying
It is the responsibility of supervisors to fund access to photocopiers in the School (Room 529) and in the Library for research-associated photocopying. Access to the School photocopier is via their supervisor's photocopy PIN. Access to Library staff photocopiers is via a staff library photocopy card. Arrangements will be negotiated between the student, supervisor, and the Ms. Ann Lonergan, who authorises requests for Library photocopy cards.

It is the student's responsibility (or supervisor's) to cover the costs of binding the final thesis. Binding costs are however covered by some scholarships such as Australian Postgraduate Awards. See instructions at http://www.grs.unsw.edu.au/scholarships/awards.html#AdditionalBenefitsandAllowances

Plant and animal specimen preparation
If you collect voucher specimens of plants or animals during your research, copies should be retained in an approved collection at a museum or other institution, e.g. the School Herbarium.

See instructions from Frank Hemmings (Room 424, Herbarium) on the preparation of plant specimens, e.g. for identification, in Appendix 3.

Email
All students will be automatically issued with an email account. The address is the letter z followed by your student number then @student.unsw.edu.au. We ask that you change your email address to your name by ringing the disconnect desk (Ext. 51777) or via the website http://wombos.unsw.edu.au/.

Important information is disseminated by email. Please ensure that the School Secretary has your correct email address, by sending an email to the Secretary (bees@unsw.edu.au).

Business cards
Students can purchase business cards from the UNSW Publishing and Printing Services. An order form which can be download from http://www.publications.unsw.edu.au/ and must be completed and signed by the Head of School. A project number has to be included on the form so it is advisable to speak to your supervisor about this.

Telephone
Postgraduate students will have access to a telephone for work-related purposes. Limited personal calls will be permitted. If you need to make numerous personal calls, or a personal call to a mobile telephone, or a personal long distance call you should use a pay telephone. The nearest pay phone is located in the foyer of the Biomedical lecture theatre complex.

Building access
There will be occasions when you will need to be in the School after hours and on weekends. Each student will be provided with a swipe card complete with identifying photograph to allow out of hours access to the building, common equipment and common areas such as computer laboratories. You should carry this card at all times out of hours and this card must be available for inspection by security staff of the university. Please see Ms. Ann Lonergan, to arrange swipe card access and keys for specific rooms. You are responsible for those keys and swipe card, and must not pass them on to anyone else. If they are lost, report the loss immediately to Ms. Ann Lonergan (Ext. 52015) and Security (Ext. 56000). Please make sure you return them at the end of your enrolment.

Mail/Information
- Notices: Postgraduate notices are posted on the notice board on level 5.
- Mail: The two Postgraduate pigeon holes (A-L, M-Z) are located in the photocopy/mail Room on level, 5, Room 529. Please check the notice board and pigeon holes regularly. Outgoing mail can be placed in the mail bag in Room 529.
- Email: Many communications are sent by email. Please advise the School Secretary in the School Office (bees@unsw.edu.au) of your email address.

Security
IN EMERGENCY CONTACT SECURITY ON EXT. 56666
Security is a constant problem in this building, especially during February-March when there are many strangers wandering through the building. **DO NOT** leave purses, wallets or bags containing valuables unattended. Your supervisor should provide a lockable drawer or cupboard for valuables. It is good practice **to lock** rooms when they are unoccupied. The building should also be kept locked after 10pm or at weekends. If you find the outside door open, please lock it. In particular never leave the Boatshed or Aquarium doors unlocked after hours. Be aware of potential security risks when you work late at night. Use the Security Shuttle Buses that will take you to the main bus routes, or contact Unibeat for an escort. Further information and timetables are available from Unibeat (Ext. 56000) or consult the website http://www.security.unsw.edu.au/unibeat/.

Waste disposal
Waste disposal is to be done according to UNSW policy (information on policy will be provided at the Safety Lecture within the Professional Skills course).

Use of School Motor Vehicles
Before driving a school motor vehicle, you must present your current driver's licence and student card to Mr. David Hair (Room 531) so that details can be recorded for insurance purposes. This must be done each year and also after a traffic infringement that results in loss of points. If your work involves the use of school vehicles, you must be considerate of other members of the school. Failure to observe the following rules may result in fines (some quite heavy) or loss of the privilege to use the vehicles. Rules regarding the use of BEES' motor vehicles can be accessed at http://www.bees.unsw.edu.au./school/vehicles.html .

a) Vehicles must be parked in the BLUE ZONE (lowest level) in the Botany Street parking station with the windows closed, steering-wheel lock, if available, in place and doors locked.
b) Vehicles must not be returned with less than half a tank of fuel.
c) Where possible, use Caltex, Ampol or Woolworths fuel - and give the odometer reading to the attendant. Vouchers must be placed in the logbook, and the voucher number and number of litres purchased entered at the bottom of the current page.
d) Check the coolant, oil and washer levels when purchasing fuel. Also check tyre pressures (preferably before tyres heat up).
e) Vehicles must be clean when returned. The school pays for cleaning (inside and out), but it is your duty to have it done at the end of trips. If you accept a vehicle at the start of a trip, you accept responsibility for its state on return. If a vehicle is dirty, chase up the last user or advise Mr. David Hair.
f) All vehicles are non-smoking.
g) If you are going to carry animals, sea water or dirty loads, use a HiLux. If the Hilux is unavailable, put something in place to protect the inside of the vehicle from getting dirty or wet.
h) Report any faults to the staff member responsible for that vehicle (see cover of log book).
i) Booking. Access to the car booking system is via the web http://carbooking.bioscience.unsw.edu.au. Please see Mr. David Hair to obtain your password and instructions on using the system. Do not book for the whole day if you are not going to use it all day. Return keys promptly to the safe in Room 551A. If you decide not to use a vehicle, cancel the booking promptly. You need written permission from the Head of School (or David Hair) to take a vehicle home overnight, and it must be parked off the street. Indicate your home phone number in the booking system. Current vehicle use costs are $5.00 per hour to a maximum of $40.00 per day, and $0.30 per km. If you cancel your booking more than 24 hours before it was due to start, you will not be charged. Cancellations within 24 hours still attract a booking fee.
j) Trips outside the Sydney metropolitan area require an Authority to Travel form to be signed. Forms are found in the pigeon holes in Room 529 or at http://www.bees.unsw.edu.au./school/beesforms.html.

Note: If the key is still on the key board 30 minutes after the start of the booked time, another user may take the vehicle, after arranging with David Hair to cancel the previous booking and to enter the new booking

11. WHERE TO FIND ADDITIONAL INFORMATION

Useful websites and publications

UNSW has a website for Current Postgraduate Research Students
www.unsw.edu.au./currentStudents/currentstudents.html.

You should also refer to the *Orientation Booklet for New Postgraduate Research Students* and the *UNSW Postgraduate Guide* (available from the BEES School Office), *Guidelines for the Supervision of Postgraduate Research, UNSW* www.grs.unsw.edu.au/policy/policyhome.html, the Postgraduate Board website, and the UNSW website, which has answers to questions frequently asked by postgraduates www.grs.unsw.edu.au/currentstudents/faqcurrent.html.

Postgraduate Studies Coordinator
The Postgraduate Studies Coordinator can provide information on the following procedures for which he has responsibility:

- first point of contact for enquiries about postgraduate admissions
- approval of enrolment applications within the School
- IPRS and APA applications - including ranking decisions
- provision of Postgraduate Manual to new students
- maintenance of the School postgraduate student database
- processing of annual progress reports
- Introductory seminars and Research Updates
- Postgraduate Research Forum, meetings with the School Postgraduate Committee, and follow-up actions
- nomination of additional co-supervisors, approval of student deferments, withdrawals, PhD transfers, changes of student details (e.g. thesis title)
- problem resolution
- thesis examination (nomination of examiners, scrutiny of thesis revisions, recommendation to HDC)
- member of Faculty Higher Degree Committee

Postgraduate Board
The Postgraduate Board (PGB), which is elected by postgraduate students, is the representative body for postgraduates at UNSW and provides a range of services and representation specifically for postgraduate students. The PGB provides a Postgraduate Lounge adjacent to the Student Guild in the Quadrangle building, and a Postgraduate Computer Lab on the eastern side of the Library. To get more information on any of these areas or if you need independent advice on any postgraduate issue contact the Manager on Ext. 56714 or the Advocacy Officer, Geoff Capelin (Ext. 56713). Further information on the Postgraduate Board can be found on the website.

Higher Degree Committee & Graduate Research School
The chair of the Faculty HDC is Prof Mike Gal, School of Physics. The person responsible for our Faculty in the Graduate Research School is Ms Tessa Loftus (t.loftus@unsw.edu.au) or Mr. Gerardo Reyes (g.reyes@unsw.edu.au). General information on postgraduate scholarships can be obtained at http://www.grs.unsw.edu.au/scholarships/scholarshipshome.html.

BEES website
For information on Occupational Health and Safety (OHS), car bookings, forms, Room bookings and Life Sciences web store consult www.bees.unsw.edu.au/school/beesforms.html.

UNSW Forms:
Standard UNSW forms are also available from the photocopying Room on the 5th floor for:

- Travel within Australia
- Travel overseas
- Petty cash
- Volunteer forms

12. CONCLUSION

We hope that you will enjoy your period of postgraduate study with us. We are proud of our research training and the past students who have graduated from the School. We aim to provide you with all the support and encouragement necessary for you to learn and develop in a critical but friendly atmosphere.

We will give you as much support as we can over the next few years but in the end the success of your postgraduate training depends on **you.** Postgraduate training is hard work but it is also very rewarding. We aim to teach you to become independent research workers. We will not monitor the hours you work but we do expect high achievement because we want you to succeed. It is your responsibility to not only work hard but to ensure that you are getting adequate supervision and support. If you feel you are not, then the opportunities to overcome

these problems are described above. Share your problems immediately, do not wait until the end of your candidature when it will be too late. Good Luck and Good Science.

Dr. Stephen Bonser
Dr. Shawn Laffan
Postgraduate Studies Coordinators

Assoc. Prof. David Cohen
Head of School

ACKNOWLEDGEMENTS

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Appendix 1 – Introductory Proposal Format

The proposal should include text in the following sections:

Student and supervisor(s):
Project title:
Aims and background:

- Describe the aims and background of the project.
- Include information about recent international progress in the field of the research and the relationship of this project to work in the field generally

Significance and innovation:

- Describe how the research is significant and whether the research addresses an important problem.
- Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the project aims and concepts are novel and innovative.
- Detail what new methodologies or technologies will be developed in the course of the project.

Approach and methodology

- Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the project aims
- Include a research plan and proposed timelines.

References:

Page limit: 5 pages.

1.1 RESEARCH PROPOSALS AND INTRODUCTORY SEMINARS

1. Research postgraduate students are required to present a research proposal in the form of an introductory seminar (20 min) during the School's Postgraduate Research Forum within 3-6 months of commencing their study (pro-rata for part-time students). The seminar will be followed by about 10 min of question time.

The School's objective is to assist students in getting a satisfactory start to their project. Students should bear this purpose in mind when preparing for the seminar, and should regard the seminar as an opportunity to obtain helpful feedback from staff and other students. The purpose is to provide the student with constructive comments and, if appropriate, criticism of the proposed project.

2. Student should also prepare a handout for the School Postgraduate Committee of approximately three A4 pages and give it to the School Secretary and the Supervisor ONE WEEK BEFORE the start of PRF seminar.

3. In the Introductory Seminar and the handout for the Committee the student should:
    - Display a sound understanding of the background to the subject area and provide a good summary of this in the form of a preliminary literature survey;
    - Clearly define the thesis topic, and question(s) being asked and/or hypothesis(es) being tested;
    - Make clear how the project will be an original contribution to knowledge;
    - Include a list of specific research goals;
    - Outline a plan of work aimed at achieving each goal. (If appropriate, include methods for assessing the feasibility of the proposed research); and
    - Give an approximate timetable to achieve each goal and to write the thesis.

Supervisors, co-supervisors and other members of the supervisor's research team, are expected to assist students in preparing their seminar and written proposal.

If the student has a problem in relation to supervision that they do not wish to put into their report, a separate and confidential report may be submitted to the Postgraduate Studies Coordinator or Head of School. Alternatively, the student may raise any concerns in confidence during Meeting No. 3 (below) with the School Postgraduate Committee. (The supervisor has a similar opportunity to report independently and in

confidence during Meeting No. 1 (below) with the Postgraduate Committee.) In exceptional cases, where problems exist or are anticipated, the student may apply to the Head of School to nominate individuals for inclusion or exclusion from review meetings.

4. The Postgraduate Studies Coordinator and School Secretary will schedule the seminar during the Postgraduate Research Forum in June or November within 3-6 months of enrolment.

The seminar will be followed by 3 meetings conducted by the School Postgraduate Committee: (1) with the student's Supervisory Committee only, (2) with both the Supervisory Committee and student, and (3) with the student only. The meetings will be attended by at least 2 members of the School Postgraduate Committee. Other persons with appropriate expertise in the study area may be called upon from time to time. Meetings will discuss the proposed work and consider whether the topic is suitable, feasible, properly planned, time-tabled and funded, and if the necessary facilities are available for the project's successful completion. The meetings will assess the research program and give constructive criticism and may recommend specific skills training needed to achieve the research goals in a reasonable time. Another aim of the committee is to identify any potential constraints on progress – financial, physical and intellectual, the need to acquire additional skills, etc. If constraining factors are identified, the Postgraduate Committee will institute appropriate supportive remedial action. Meeting No. 2 is intended to provide a forum for broad discussion among all contributors to the project and to provide immediate and constructive feedback to both student and supervisor. Meeting No. 3 may provide an opportunity for the student to raise any issues or concerns about the project in private and confidence; it may be brief if the student so wishes. It is stressed that this review should not be regarded in any sense as an examination but rather as a formalised opportunity for the student and supervisor to get the project off to as effective a start as possible. In clear-cut cases the research plan may be approved immediately, but if the case is not clear-cut, revision of the plan to meet the requirements may be needed and the committee may hold follow-up meetings with the student and/or supervisor, to consider revised plans.

APPENDIX 2 - Postgraduate Conference Fund Request

Postgraduate students presenting papers or posters at conferences, colloquia or workshops may be eligible for a School travel grant (maximum normally $600 for an overseas conference and $300 for a conference outside the Sydney metropolitan area in a year) to assist with the associated costs of travel, registration and accommodation. Normally a student will receive only one grant per calendar year.

To apply, please complete the form on the following page and give it to your supervisor or acting supervisor for approval.

Before traveling, students should complete an Application for Authority to Travel Within Australia and Overseas and have it approved by the Head of School.
http://www.bees.unsw.edu.au/school/docs/travelform.pdf

Travel should be purchased and conducted according to UNSW policy. The UNSW travel policy is summarised here:
http://www.grs.unsw.edu.au/resources/travelguide.html

This includes purchasing air fares through one of the two University approved travel agents: Kistend Campus Travel and Anywhere Travel. Their contact details are on the link above.

Students should make their own arrangements for travel and expenses will be refunded on provision of original receipts. You should provide your receipts with a copy of the signed Application for Authority to Travel form, and the signed Postgraduate Conference Fund Request to Francine Gregory with a page stating your full name, address, student number and bank account and BSB details for the payment to be deposited.

Alternatively, your supervisor may use their UNSW credit card for expenses on your behalf up to the limit of $300 for domestic travel, or $600 for international. Supervisors can contact Francine Gregory at f.gregory@unsw.edu.au, for details of the project code to reconcile these charges.

Postgraduate students are also encouraged to apply to the Graduate Research School for funding under the Postgraduate Research Student Support Scheme of up to $3000 towards travel to local and international conferences. Please contact the Graduate Research School for details or see the website: http://www.grs.unsw.edu.au/resources/prss.html

APPLICANT NAME_____ **SUPERVISOR**_____

EMAIL ADDRESS & PHONE CONTACT_____

AMOUNT REQUESTED (maximum $600 or $300)

CONFERENCE DETAILS

Conference Meeting Name_____

Place _____ Dates_____

PRESENTATION

Oral_____ Poster_____

Title & Authors_____

TRAVEL DETAILS

University Car_____ Private Car_____ Air_____ Rail_____

OTHER COSTS

Accommodation:

# of Days_____ Estimated Cost $_____ Registration Fee $_____

LAST POSTGRADUATE TRAVEL GRANT: Date of your last grant, name of conference attended, and confirmation that paper or poster was presented:

_____

SIGNATURES

I certify the above details are correct

Applicant ---------- Date----------

This request has my approval as supervisor

Supervisor---------- Date----------

APPENDIX 3 - PREPARATION OF PLANT SPECIMENS

When collecting a plant, it is recommended that the specimen be immediately placed in a plastic bag, given a light spray of water, and the bag sealed with an elastic band and placed in a cool place. This helps to prevent the specimens from wilting or discolouring before pressing.

The location where the plant was collected should be recorded and features such as flower colour, bark type, vegetation type and habitat, need to be noted.

If more than one specimen is collected, then some form of labelling or numbering system should be used which would then be available for lists of names. Individual plants should be labelled and parts of the same plant kept together or labelled as such.

If the specimen can be identified immediately, then this should be recorded. If, however, the specimens need to be kept in order to be identified at a later date, then they should be pressed as soon as possible before shrivelling can take place.

Plants should not be left indefinitely in a plastic bag as they will go mouldy. However, if the bag is placed in a refrigerator or cold room, the specimens will keep longer (up to about 2 weeks). As well as being impossible to identify, mouldy plants are a health hazard to the person who handles them.

Specimens should be as complete as possible to facilitate identification, and should include flowers and/or fruits and a piece of stem bearing typical healthy leaves. Eucalypt specimens need buds and fruits as well as a description of the bark type.

Specimens should be laid out carefully to show important features and kept as flat as possible. They should be held flat and dried between sheets of absorbent paper (folded newspapers are most suitable). (Blotting paper retains moisture too long, and glossy paper does not absorb any moisture.) Some moderate pressure will help in the drying process. Layering the newspapers with sheets of stiff cardboard, which can then be strapped together will help to keep the specimens flat. The plants do not need to be severely squashed - the purpose here is to dry them flat. If the specimen has large or bulky fruits, the fruits should be labelled with the number of the specimen and kept separate.

The papers should be changed every day for the first three to four days, and new papers used to maintain the drying process. In the absence of any form of additional heat, most plant specimens should dry in less than a fortnight, and some will take less than that.

For most purposes this is a perfectly adequate method of preparing the specimens. Parts of dried specimens can be easily re-hydrated if this is necessary for identification.

Specimens may be lodged in the herbarium. Collection details of all new specimens submitted to the herbarium need to be entered into the herbarium's database. This must be done in the herbarium, and specimen labels can be printed off from the database. Any material submitted to the herbarium will then be placed in new folders and labelled.

For the management of pests within the herbarium, all dried material entering the herbarium must be first frozen for a week in the herbarium's freezer. For all herbarium enquiries and assistance, please call Frank Hemmings on Ext. 53274.

Frank Hemmings
John T. Waterhouse Herbarium
School of Biological, Earth and Environmental Sciences
University of New South Wales

Appendix 4 - RESOURCES

School of Biological, Earth and Environmental Sciences

Web: www.bees.unsw.edu.au/current/pgradcurrent.html
Postgraduate coordinators
Dr Stephen Bonser, Ph: 9385 3863, Email: s.bonser@unsw.edu.au
Dr Shawn Laffan, Ph. 9385 8093, Email: shawn.laffan@unsw.edu.au

Postgraduate Committee

Assoc. Prof. Paul Adam, Dr Stephen Bonser, Prof. Richard Kingsford, Dr Shawn Laffan, Dr Paul Lennox, Prof. Ross McMurtrie, Dr Alistair Poore.

E&ERC Education Subcommittee

The development of the Graduate Program in Evolution & Ecology is the responsibility of the Education subcommittee of the E&ERC. In 2009, the committee comprises: Dr Alistair Poore (Deputy Director/Education), Dr Peter Banks, Dr Stephen Bonser, Dr Mark Tanaka, Dr David Warton and Louise McKenzie (student representative).

Further information on postgraduate study at UNSW

Graduate Research School

The GRS is the central administrative and support unit for all higher degree research students and their supervisors at UNSW. Their website has extensive information on postgraduate policies, available scholarships, forms that you will need, and a resources available for students at UNSW.

Web: www.grs.unsw.edu.au
Email: enquiries.grs@unsw.edu.au
Ph: 9385 5500/5502

School of Biotechnology and Biomolecular Sciences

Web: www.babs.unsw.edu.au/current/index_current.html
Postgraduate coordinator: A/Prof Peter White, Ph: 9385 3780, Email: p.white@unsw.edu.au>

School of Mathematics and Statistics

Web: www.maths.unsw.edu.au/honpg/future/research/pgfutureresearch.html
Postgraduate coordinator: Associate Professor Jie Du, Ph: 9385 7087, Email: j.du@unsw.edu.au

School of Medical Sciences

Web: www.med.unsw.edu.au/SOMSWeb.nsf/page/Postgraduate+Research+Current+Students
Postgraduate coordinator: Dr Pascal Carrive, Ph: 9385 2467, Email: p.carrive@unsw.edu.au

Appendix 5: Travel and research grants available for students

Contact your school and supervisor for information on financial support for attending conferences. The Graduate Research School also supports conference travel for postgraduate students – check their website for due dates and application forms.

A wide variety of research grants are available from scientific societies and other agencies to support small research projects and scientific travel. BEES students are strongly encouraged to apply for these to gain experience in grant writing, support their project and strengthen their CVs.

Below is a partial list of such grants. Please email Dr Stephen Bonser or Dr Shawn Laffan if you are aware of other suitable grants for the school.

Animal Behaviour Society
- Student Research Grants - http://www.animalbehavior.org/ABSGrants08/abs-research-grant-information/abs-student-research-grants-2008

Australasian Society for Phycology and Aquatic Botany
- Conference Travel Support, International Travel Support - http://members.iinet.net.au/~philip.orr/ASPAB_new_site/

Australian Federation of University Women
- http://www.afuw.org.au/ScholarshipsFS.htm

Australian Geographic
- http://editorial.australiangeographic.com.au/society/index_society.aspx

Australian Marine Science Association
- AMSA International Conference Prize for Students - https://www.amsa.asn.au/students/international.php
- Annual Conference - Student Travel Subsidy - https://www.amsa.asn.au/students/travel.php

Ecological Society of Australia
- Student Travel Grants — Conference attendance - http://www.ecolsoc.org.au/What%20we%20do/Prizes/StudentTravelGrants.html
- Jill Landsberg Trust INAUGURAL STUDENT GRANT - http://www.ecolsoc.org.au/What%20we%20do/Endowments.html

Australian Society for Fish Biology
- Student International Travel Scholarship, Conference Awards and Bursaries, Research Support - http://www.asfb.org.au/students/index.htm

Genetics Society of Australia
- Smith White Travel Award - http://www.genetics.org.au/SmithWhite.php
- Student Travel awards - http://gsa2007.org/awards
- D. G. Catcheside Prize for doctoral research - http://www.genetics.org.au/Catcheside.php

Linnean Society of New South Wales
- The Joyce W. Vickery Scientific Research Fund - http://www.acay.com.au/~linnsoc/grants.html#THE%20JOYCE%20W.%20VICKERY%20SCIENTIFIC%20RESEARCH%20FUND

Project AWARE (marine conservation)
- http://www.projectaware.org/americas/english/grants.asp

Royal Zoological Society of New South Wales
- Ethel Mary Read Research Grants - http://www.rzsnsw.org.au/EMRGrants.htm

SeaWorld Research and Rescue Foundation
- http://www.seaworld.com.au/research_rescue/research_rescue.cfm

Sydney Aquarium Conservation Foundation
- Research Grants - http://www.sydneyaquarium.com.au/NonProfit/NON050.asp