

Graduate Research Information Booklet



School of Government
Faculty of Arts

<http://www.utas.edu.au/government/>

Welcome to the School of Government

As a graduate research student you are embarking on a challenging but rewarding activity that reflects the core ideals of the university as a community of scholars. Completing a research degree is a major achievement and one that takes a huge commitment but with considerable personal rewards along the way and in gaining the degree.

The School is committed to providing you with the best possible environment in which to undertake your research. This handbook provides a useful guide and is a great resource that, along with the excellent materials provided by the Graduate Research Unit, will hopefully answer some of the questions you may not yet even know you need to ask.

This guide and other publications do not, of course, take the place of regular contact with your supervisor(s), nor remove the need to develop and continually review your research plan. The single most important element in a successful completion of a research higher degree is the collaboration between student and supervisor. Getting agreement on supervision and maintaining regular meetings benefits both student and supervisor. Setting milestones is a great way of achieving objectives, but remember to be flexible and adaptive as milestones should not become millstones.

Researching and writing a research higher degree thesis will have its moments. The process was once described as being outside on a cool morning in a thick fog; you can't see where you are going, all landmarks are lost and you are starting to lose your bearings. Then the sun breaks through, the fog lifts and the day is much brighter. We are all here to help you in 'the fog' and to remind you that the sun will (eventually) shine.

Best wishes for your research.

Professor Aynsley Kellow
Head, School of Government

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Welcome!

On behalf of my colleagues and other students may I take this opportunity to welcome you to the School and to hope that you quickly settle down to an enjoyable and rewarding time in our research community. This booklet is in addition to an induction session that we arrange for all incoming students where we give out relevant information and answer any questions you may have. Any further questions or difficulties can be raised with your supervisor or postgraduate coordinator.

We hope you will enjoy your research experience with the School of Government and we wish you well with your endeavours.

Postgraduate Coordinator
School of Government

About the School of Government

The School enjoys outstanding success in the areas of research and teaching.

Our teaching record has been exemplified by student Jessica Radford (completed a major and Honours in Political Science) becoming the second Rhodes Scholar from the School in the past five years (awarded for 2004). Also, School of Government graduate and PhD candidate Cheryle Hislop was awarded the prestigious Fulbright Scholarship for 2004/2005.

In research performance the School of Government has been the most productive in the Faculty of Arts and enjoys a high profile in terms of publication output, research grants and contracts that exceed \$1 million. This could not have been achieved without the hard work and dedication of staff and students, and all adds up to a stellar performance by the School.

Candidates may like to note that the School has been ranked 167 out of the top 400 departments of Political Science worldwide, and 8th Australian department/school in a study compiled by the London School of Economics. See <http://personal.lse.ac.uk/hix>

1. Staff and Contact Details

Academic Staff

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Lecturer
Ph: 03 6324 **3262**
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Email: Joanna.Vince@utas.edu.au

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Executive Officer
Ph: 03 6226 **2331**
Location: Hobart Campus, Arts Building, Rm 517
Email: Louise.Darko@utas.edu.au

TBA
Administrative Assistant
Ph: 03 6226 **2329**
Location: Hobart Campus, Arts Building, Rm 517
Email:

School of Government Contact Details

Postal Address - Hobart

School of Government
University of Tasmania
Private Bag 22
Hobart Tasmania 7001
Australia

Telephone - Hobart

03 6226 2329
International
61 3 6226 2329
Facsimile:
03 6226 2864
International
61 3 6226 2864

Hobart Location

Level 5
Arts Building
Churchill Avenue
Sandy Bay 7005

Postal Address-Launceston

School of Government
University of Tasmania
Locked Bag 1340
Launceston Tasmania 7250
Australia

Telephone - Launceston

03 6324 3148
International
61 3 6324 3148
Facsimile:
03 6324 3610
International
61 3 6324 3610

Launceston Location

Faculty of Arts Building
Newnham Drive
Launceston 7250

Cradle Coast Campus Contact Details

Postal Address

Cradle Coast Campus
University of Tasmania
Locked Bag 3502
Burnie Tasmania 7320
Australia

Location

16-20 Mooreville Road
Burnie Tasmania 7320
Australia

Telephone

03 6430 4949
International
61 3 6430 4949
Facsimile:
03 6430 4950
International
61 3 6430 4950

2. General Information

2.1 Communications

Email will be the primary means of communicating information to postgraduate students. The School will use your University email account unless you advise otherwise. It is your responsibility to advise your supervisor(s), the Postgraduate Coordinator and the Executive Officer of the School of Government if your email address changes or is not your preferred method of communication.

2.2 School of Government Website

The School of Government website provides information on staff and their research interests and projects, postgraduate students and their research topics, units and courses offered by the School, publications, school facilities, news and events, and much more. The URL is: <http://www.utas.edu.au/government/>

On commencement, you are required to provide a recent photo of yourself (or School can take your photo), the working title of your thesis, an abstract which briefly describes your research focus, the name of your primary supervisor(s), and email address to administrative staff for posting on the web and our graduate research noticeboard. It is your responsibility to advise any changes and ensure the information is current.

2.3 Graduate Research Website

Graduate Research Website: <http://www.research.utas.edu.au/gr/>

The website provides useful information, including:

- **Scholarships**
Information on scholarships including application forms and funding opportunities
- **Prospective Candidates**
Information on application procedures and relevant forms for international and domestic graduate research candidates, supervision and links to Schools and Institutes
- **Current Candidates**
Includes candidature forms, applications for animal and human ethics, orientations sessions and workshops, services and support
- **Research Supervisors**
Includes relevant policies and guidelines, procedures for registration, upcoming seminars and supervisor training
- **Graduate Research Coordinators**
Information about the role of coordinators, graduate research coordinators day, relevant policies and training sessions
- **Heads of Schools & Research Institutes**
Includes relevant policies in relation to graduate research candidature and supervision
- **Thesis Examiners**
Includes information on policies and procedures of examination

The website also contains news and events of interest to postgraduate students.

2.4 Graduate Research Resource Book

The *Graduate Research Resource Book* (which includes the six stages to the completion of a graduate research degree) can be obtained from the Graduate Research Unit (GRU), or downloaded from the GRU website, and is essential reading for all postgraduate students. The URL is: <http://www.research.utas.edu.au/gr/>. It provides important information on the following:

- University – School – graduate research candidate agreement
- Governing structures for graduate research
- Admission
- Candidature
- Research matters
- Thesis (preparation and format)
- Examination

The ‘Six Stages to the Completion of a Graduate Research Degree’, is designed to provide both candidates and supervisors with a series of reminders and opportunities for the duration of candidature. It helps candidates plan their research with their supervisor, remain focused, move clearly and confidently through the six stages, and gain a growing sense of achievement and ownership of their research.

2.5 Application, Enrolment and ID Cards

GRU processes all graduate research applications and enrolments. Details on the application process are available from the GRU website at:
http://www.research.utas.edu.au/gr/prospective/application_process.htm

The International Office is the point of contact for admission arrangements for international students and provides various services to students during their candidature. Further information and the services available to international students is available from the international student website: <http://www.international.utas.edu.au/>

Student Administration issues student identification cards. You will need to present proof of enrolment (e.g. enrolment statement) and photo identification before an ID card can be issued.

2.6 Email and Internet Access

Once enrolled, postgraduate students new to UTAS will be provided with a UTAS email account. Account details are available from the IT Service Desk. The **Service Desk** provides support for students and staff on IT, library and online learning matters.

In person: Morris Miller Library Hobart and Launceston Campus Library. Hours of operation are 8.30am to 5.00pm, Monday to Friday.

Telephone: 1818 or 1300 304 903 (local call charge within Tasmania, excluding mobiles)

Email: servicedesk@utas.edu.au

For further information on the IT support available to UTAS students go to:
<http://www.utas.edu.au/servicedesk/student/index.html>

2.7 Scholarships

Information regarding postgraduate scholarships is available from the GRU website:
<http://www.research.utas.edu.au/gr/scholarships/>

2.8 Graduate Research Coordinator

Dr Matt Sussex is currently the Graduate Research Coordinator for the School of Government (all campuses). Please refer to the staff listing for contact details. Your supervisor is your point of contact in the first instance on all supervisory matters. Refer also to point 2.10 below for services available to students.

Executive Officer, Academic Programs (Cradle Coast Campus): Graduate students based at the Cradle Coast Campus should contact Linda Callahan on commencement to ensure they are advised of news and events occurring on the cradle coast. Phone 03 6430 4912 or email Linda.Callahan@utas.edu.au

2.9 Induction and Postgraduate Meetings

The Graduate Research Coordinator will conduct induction sessions for new students as and when required, usually following the beginning of the semester in which they commenced their candidature (students will be advised of the date by email). The induction session covers procedural matters relating to enrolment, supervision, infrastructure standards, resources, allowances, and any other concerns raised by students. Further postgraduate meetings will be held from time to time as the need arises. Postgraduates are encouraged to organise their own social meetings, drinks and get togethers.

2.10 Student Services

The University of Tasmania provides the following student services and support:

- Help with your studies
- Career development and employment
- Disability support
- Student equity
- Counselling
- Child Care
- Accommodation
- Critical Incidents and Trauma Recovery
- Health/Well-being
- Religious Support
- Student Finances
- Student Organisations
- Complaints
- IT Support

Student Services can be contacted as follows:

Hobart: Top Floor, Tasmanian University Union Building. Phone 03 6226 2697

Launceston: Ground Floor, Kerslake Student Centre. Phone: 03 6324 3787

Cradle Coast Campus: Phone 03 6430 4949

TTY (hearing impaired): Phone: 03 6226 2587 (Hobart); 03 6324 3847 (Launceston)

Email: Student.Services@admin.utas.edu.au

Website: <http://services.admin.utas.edu.au/>

2.11 Tasmanian University Postgraduate Association

The Tasmanian University Postgraduate Association (TUPA) is the representative voice of the postgraduate student population of the University of Tasmania. Check with the Graduate Research Coordinator or School administrative staff to find out who the School of Government postgraduate representative are. These representatives can raise issues at staff meetings on your behalf. TUPA holds a number of social events throughout the year, and also organise workshops and seminars. Postgraduate students will be advised of these events by TUPA via email.

TUPA can be contacted on 03 6226 **7834**. The URL is: <http://www.tuu.com.au/>

2.12 Safety and Security on Campus

The University provides a 24 hour security service, 365 days of the year provided by trained security staff. A 'safer walk' route system, public telephones and 'help point telephones' (which call Security direct), are available on campus. We strongly recommend that you make yourselves familiar with their location so you know where they are should the need arise.

In specific instances of concern, security officers are available to escort students between buildings, campus carparks and local public transport points on campus.

University Security can be contacted as follows:

Hobart: 03 6226 **7600**

Launceston: 03 6324 **3336**

Cradle Coast: 03 6324 **3336**

For emergencies, telephone the **Police, Fire Brigade or Ambulance on 000**. Please note that if using a University telephone "0" must be dialled prior to dialling 000 to obtain an outside line. If 000 is called, please contact Security as soon as possible so that they can arrange to meet and direct emergency services to the location.

As part of its concern for your personal security, the University of Tasmania urges awareness of the dangers inherent in any comparably sized community. The dangers include issues associated with the following:

Your Property

- Never leave your wallet, bag or purse, or other items of property unsecured and unattended.
- Only carry cash for your immediate needs.
- Clearly mark your property.
- Do not put your bag or purse on the floor when in a toilet cubicle.
- Do not leave keys, cash or other valuables in your desk drawers.
- Lock your home, car and office when you leave it.
- Report all thefts to security and to the police.
- Lost/found property may be checked at security.

At Work

- Always lock your office, even when you are only leaving it for a short time.
- Never leave valuable items of property unsecured and unattended.
- Never lend anyone your office keys or access card. Keys and combinations should not be left in desk drawers.
- Ensure your office personal computer is secure.
- Do not wedge doors open.
- Ensure all confidential information and data is secure.
- Stop and challenge strangers in your work area. If in doubt, call Security: Hobart 6226 **7600**, Launceston/Cradle Coast 6324 **3336**.
- Turn off heaters, fans, lights and urns when leaving work.
- If working after hours, please advise Security: Hobart 6226 **7600**, Launceston/Cradle Coast 6324 **3336** when you arrive and when you leave.
- Report broken locks, blown lights, overgrown trees and shrubs that may provide hiding places and other security deficiencies in your work area to Security: Hobart 6226 **7600**, Launceston/Cradle Coast 6324 **3336**.

3. Facilities

3.1 Office Accommodation

Hobart

The School accommodates all School of Government postgraduate students. Postgraduates are allocated a desk in a shared office with internal phone access, lockable filing drawer(s), bookshelves, and at least one School owned computer which is connected to the University network. Our Executive Officer will assist you with your accommodation needs and the necessary keys (\$20 deposit per key is payable on issue; deposit is refunded on return of keys). Refer also to Section 2.12 on 'safety and security on campus'.

Launceston

The Faculty of Arts accommodates Launceston postgraduate students. Postgraduates are allocated a desk in a shared office in the Faculty of Arts Building with internal phone access, lockable filing drawer(s), bookshelves, and at least one School or Faculty owned computer which is connected to the University network. The Faculty's Administrative Staff will help you with your accommodation needs and office access. Refer also to Section 2.12 on 'safety and security on campus'.

Cradle Coast

A dedicated research room (UCL1.12) for all Cradle Coast graduate research students is located on the Uni Campuslink, a five minute walk from the main campus. It is a shared room with phone access, multiple workstations and computers connected to the University wired network. Basic tea/coffee facilities are also available. Administrative staff in the front office (Room B1.60) on the main campus will assist you with your accommodation needs and office access. They can be contacted at ccc.support@utas.edu.au or on 03 6430 4949. Refer also to Section 2.12 on 'safety and security on campus'.

3.2 Network Access

Hobart

Wireless networking is available in most areas of the Sandy Bay Campus. Postgraduates with wireless capable computers can ask at the service desk in the Morris Miller Library for information and assistance on configuring their wireless connections. If further assistance is required please contact Faculty technical staff. All postgraduate offices are wired into the University computer network, only postgraduate students with no other options will be allowed to connect their personal computers to the University wired network (conditions apply). Contact Faculty technical officers or School administrative staff for details.

Launceston

Wireless networking is available in most areas of the Launceston Campus. Postgraduates with wireless capable computers can ask at the service desk in the Library for information and assistance on configuring their wireless connections. If further assistance is required please contact Faculty technical staff. All postgraduate offices are wired into the University computer network, only postgraduate students with no other options will be allowed to connect their personal computers to the University wired

network (conditions apply). Contact Faculty technical officers or School administrative staff for details.

Cradle Coast

Wireless access is available in the Gallery Wing (or '24 hour wing') on the main campus. Postgraduates with wireless capable computers can contact the service desk on 1818 for information and assistance on configuring their wireless connections. The dedicated postgraduate room (UCL1.12) on the Uni Campuslink is wired into the University computer network. There is also a 24 hour computer lab located in the Gallery Wing.

3.3 Use of University IT Facilities

The University has strict guidelines regarding the use of information technology facilities. These guidelines are available from the Information Technology website: <http://www.its.utas.edu.au/policies/>

It should be noted that students remain wholly responsible for all personal items and equipment used on site, including computers, University insurance does not cover any non-University items. You are required to organise and fund your own insurance for personal equipment kept on campus. We strongly recommend that students lock their office doors when leaving their room, even if only for a few minutes (refer to Section 2.12 on 'safety and security on campus').

3.4 School Computers – Conditions of Use

The following conditions apply to the use of School/Faculty/University owned computers located in postgraduate offices in Hobart and Launceston (refer also to Section 3.3 'Use of University IT Facilities').

- Computers remain School/Faculty property and must not be individualised or personalised in any way.
- You must not install or download additional software, change the image, or alter icons.
- Computers must remain on the ergonomic tables provided and must not be moved to an individual's desk. Ergonomic chairs must also remain housed at the computer table.
- Any data or documents stored on computers are the responsibility of each student.
- The computers are **not** backed up by the School, Faculty or University. Backing up of data is the responsibility of each student. Access to a central Faculty Server is available for this purpose (contact Faculty technical officers for access to the server).
- If documents are not stored on the Faculty Server and the computers fail, **you will lose data.**
- If a new image, updating of software, or any other work is required to be undertaken by IT staff, this will be done as and when required. They will not take account of any documents that may be stored on the computers.

The Faculty of Arts provides dedicated IT support for all **Faculty** staff and students in Hobart and Launceston. If students experience any technical problems with **School or Faculty of Arts** owned computers, please contact Faculty technical staff as follows:

- Hobart: 6226 **2291** or 6226 **2060**; located in Rooms 201 and 203, Level 2, Arts Building
- Launceston: 6324 **3224**; located in Room 164, Ground Floor, Faculty of Arts Building
- Cradle Coast: 6430 **4500** or 6430 **4967**; located in Room B145, Cradle Coast Campus. **Please note** IT officers on the Cradle Coast are **not** Faculty based.

3.5 The 'Mick' Townsley Research Room

The 'Mick' Townsley Research Room is located on Level 5 of the Arts Building in Hobart (opposite School office). It provides a dedicated study area for School of Government students and the resources available include:

- Small computer lab with printer – printer activated via CAPS account
- Internet access (hard wired and wireless)
- A selection of books, government publications and journals
- PhD, MA and Honours theses
- TV/DVD/VHS player
- Newspapers - *The Australian* and *The Mercury*
- Photocopier – activated via CAPS account

Conditions of Use

- Materials may be used within the Research Room but cannot be removed or borrowed by students. Staff may borrow **some** materials for a strictly limited time but these must be signed for.
- Any student wishing to access materials from the Research Room must leave their student card with School administrative staff. Cards will be returned when materials are returned.
- Eating, drinking and use of mobile phones is not permitted in the Research Room.

3.6 Staff Room

Hobart – All postgraduate students are welcome to use the School of Government staff room (Room 523). Tea, coffee, milk and sugar are provided free of charge by the School. Any additional requirements are the responsibility of the individual student.

Launceston – All postgraduate students are welcome to use the Faculty staff room (Room 133). Students are responsible for the purchase of their own supplies.

Cradle Coast – There is a kitchen in the Gallery Wing (or the '24 hour wing') on the main campus that students can use. There are also basic tea/coffee facilities in the postgraduate room (UCL1.12) on the Uni Campuslink. Students are responsible for the purchase of their own supplies.

All Campuses – All tea areas must be kept clean and tidy at all times. Items used by students must be cleaned (and put away) immediately after use. It is **not** the responsibility of others to clean up after you. Advise administrative staff of any concerns.

4. Infrastructure and Administrative Matters

4.1 Infrastructure

General:

The School of Government makes every effort to meet the infrastructure standards set out by the University Council (see Section 4.2). Please contact the School's Executive Officer if any of your infrastructure needs are not being met.

In general, assistance cannot be provided with word processing or other administrative tasks; you are expected to use the available computing, printing and copying facilities provided by the School and University.

School of Government/University stationery must **not** be used for private, non-research related purposes (e.g. job applications), but may be used for official e.g. teaching/research related purposes. Contact administrative staff for further details.

Mailboxes:

Hobart – Each postgraduate student is provided with their own mail box which is located in Room 519 next to the School's main office. Messages, incoming mail, and other information is placed in these boxes. You must **not** use the School address for receipt of personal mail.

Launceston – A single mail box is provided for all postgraduate students on Level 2. Messages, incoming mail, and other information is placed in these boxes. You must **not** use the School address for receipt of personal mail.

Outgoing Mail:

Hobart – All outgoing mail (internal and external) must be placed in the yellow mailbag located in Room 519. Please note that all outgoing **personal** mail must be affixed with a postage stamp and will **not** be paid for by the School.

Launceston – All outgoing mail must be placed in the relevant tray provided in Room 213 (Resource Room). Please note that all outgoing **personal** mail must be affixed with a postage stamp and will **not** be paid for by the School or Faculty.

Photocopying:

Hobart – Administrative staff will provide postgraduate students with a PIN number for access to the School photocopier located in Room 519. The PIN number will activate your personal copying account and will record the number of copies you make. Currently copying is free of charge, however, this is subject to change and is dependent on the School's budget position. Should the School require students to pay for photocopying the amount charged is the base fee recommended by IT Resources, currently 12 cents per page. If it is believed an excessive number of copies are being made, the individual may be required to reimburse the School accordingly. Students can use their School research allocation (see Section 6 on 'Funding') to offset any copying costs incurred on campus. Contact the School's Executive Officer for details.

Launceston – Administrative staff will provide postgraduate students with a PIN number for access to the Faculty photocopier located in either Room 111 on Level 1 or Room 213 on Level 2. The PIN number will activate your personal copying account and will record the number of copies you make. Currently copying is free of charge, however, this is subject to change and is dependent on the Faculty's budget position. If it is believed an excessive number of copies are being made, the individual may be required to reimburse the Faculty accordingly. Students can use their School research allocation (see Section 6 on 'Funding') to offset any copying costs incurred on campus. Contact the School's Administrative Assistant for details.

Cradle Coast – Postgraduate students have access to copiers in the Gallery Wing and on the Uni Campuslink. All copiers are connected to the CAPS system, a charge therefore applies (copiers are not owned by the School or Faculty of Arts). For information on the CAPS system go to:

<http://www.utas.edu.au/library/assist/itlit/printcopy.html>

Students can use their School research allocation (see Section 6 on 'Funding') to offset copying costs. Contact the School for details.

Printing:

Hobart – The School provides a dedicated printer for graduate research students. The printer is located in Room 519 and is connected to the CAPS system. The charge for printing is currently 12 cents per page, the base fee recommended by IT Resources, and is subject to change. Students can use their School research allocation (see Section 6 on 'Funding') to offset printing costs. Contact the School's Executive Officer for details.

Launceston – Graduate research students have access to the Faculty printer located in the Mac Lab in Room L169. Currently, printing is free of charge but this is subject to change. Students can use their School research allocation (see Section 6 on 'Funding') to offset printing costs incurred elsewhere on campus. Contact the School's Administrative Assistant for details.

Cradle Coast – Graduate research students have access to the printers located in the Gallery Wing on the main campus and to the printer located in the postgraduate room on the Uni Campuslink. Students can use their School research allocation (see Section 6 on 'Funding') to offset any printing costs. Contact the School for details.

4.2 Minimum Infrastructure Standards for Graduate Research Students

The following minimum standards have been approved by the University Council.

- Accommodation appropriate to the discipline; accommodation of no less than four square metres in floor space which is secure, ventilated, heated, lit to ASA standards, and located proximate to toilets and other amenities, with a desk space of no less than 0.5msq. There should be a clear statement about the space provided for part-time students.
- Twenty-four hour building access and own keys.
- Laboratory access where appropriate. Individual bench space and access to relevant equipment for those in laboratory-based disciplines; this does not imply permanent bench space in central facilities such as the Central Science Laboratory.
- An ergonomically sound chair as specified by the University of Tasmania's Occupational Health and Safety Policy.
- Bookshelves.
- Lockable filing cabinet, or appropriate space therein.
- Full library services including access to inter-library loans and document delivery.
- Shared access to an internal phone extension and a reasonable level of free access to a telephone for research related local calls. Permission required for STD/ISD calls and calls to mobile phones for research-related purposes.
- Controlled fax access.
- Shared mailbox and mail out facilities.
- Access to operational and regularly serviced photocopier.
- Twenty-four hour access to tearoom facilities.
- Twenty-four hour access to washroom facilities.
- Access to shared dedicated postgraduate computing facilities including: computer/work station, networked printing, email facilities and an address, Internet and Intranet access, IT support, and commonly used research related software where appropriate.
- Access to School stationery, such as School letterhead when necessary.
- School induction programme.
- Provision of written documents outlining School policies regarding the conduct of the postgraduate research programme.
- The research proposal completed by all candidates to include a detailed budget that the School considers appropriate to carry out the research project. This budget should be regarded as indicative and subject to annual change in the light of experience. The intention is to ensure a level of financial support appropriate to the project being undertaken. It is not intended to be an automatic entitlement to spend up to the budgeted amount irrespective of the needs of the project. Research related expenses might include: fieldwork, laboratory consumables, additional library services, off site photocopying, thesis preparation or any other expense that may be substantiated as a legitimate cost.
- Remote/distance candidates provided with infrastructure appropriate to their needs.

5. Academic Matters

5.1 Probation and Confirmation of Candidature

The start of a Research Higher Degree is an exciting and challenging time. It is during the first 12 months (full time equivalent) that a student makes the transition to doing original high standard research, and is able to identify any specific requirements their thesis will have. Equally, supervisors and School staff need to be able to determine whether the thesis will be of a high standard, and completed in a timely fashion. This means that a smooth start to the research project is crucial.

In order to facilitate this all students admitted – from 2009 onwards – as Graduate Research Candidates (PhD or MA by research) will serve a probationary period of at least 12 months.

During the probationary period candidates are required to present a Statement of Intent paper of about 10-15 minutes duration at one of the School of Government's Postgraduate Seminar sessions. The Statement of Intent should detail the aims and scope of students' projects, in addition to providing a scholarly rationale for the research. Statement of Intent papers will normally be given within the first six months of candidature. A panel comprising members of the supervisory team and the Research Committee will assess students' performance following their Statement of Intent.

By the end of their first 12 months (full time equivalent) of candidature all students must submit a Research Prospectus together with the standard associated documentation for their first Annual Review. The Research Prospectus is an extended piece of writing of at least 10,000 words in length. It should (i) pose the major and supplementary research questions to be addressed in the thesis; (ii) incorporate a literature review that locates the thesis within existing scholarly debates; (iii) introduce and explore and defend the potential methodology / research design to be adopted in the thesis; and (iv) include a bibliography and timeline for completion.

The Research Prospectus may be submitted as a draft chapter, a thesis overview, or as a stand-alone document to then be incorporated into subsequent thesis drafts.

The purposes of the Statement of Intent and the Research Prospectus are to:

- Provide forum for students to publicise the details of their research project to others;
- Celebrate the fact that the student has achieved major milestones in their progress;
- Identify any specific requirements for the thesis;
- Give students the opportunity to demonstrate capacity to produce high-quality work; and
- Help the Head of School assess the candidate's progress to date.

Once the Statement of Intent and Research Prospectus have been completed the School Research Committee will meet to assess the status of all candidates nearing completion of the probationary period.

The Research Committee will then recommend to the Head of School that either:

- (a) Candidature should be confirmed;
- (b) Candidature should be confirmed subject to specified amendments to the Research Prospectus;
- (c) Candidature should not yet be confirmed, and the probationary period extended to a specified date;
- (d) Candidature should be confirmed for study towards another graduate award or degree; or
- (e) Candidature should be terminated on the basis of unsatisfactory progress.

Students have the right to ask to be heard in response to the recommendation of the Research Committee, in accordance with UTas grievance procedures. Requests and accompanying documentation to support the student's case must be received in writing within two weeks of the student being informed of the Head of School's decision. Supervision will continue until the matter is resolved.

5.2 Supervision

The issue of supervision is covered comprehensively in the *Graduate Research Resource Book*. The principle is that 'the ultimate responsibility for managing the project and obtaining the degree rests with you.' Your supervisor's role is to provide instruction, assistance, a sounding board for ideas and plans, and review and criticism of written material. But, it is *you*, not the supervisor who must make the necessary contribution to knowledge.

If you have problems with your supervisor that cannot be resolved through direct discussions, you can discuss these with your co-supervisor, the Graduate Research Co-ordinator, Head of School, or with the postgraduate representative.

If you make a change to your supervisory arrangements, please ensure you complete the appropriate form which can be downloaded from the GRU website. The form must be signed by your supervisor(s) and forwarded to the School Executive Officer. Forms are also available from the GRU site to request a suspension or extension of your candidature (or scholarship) should this become necessary at any time.

5.3 Ethics

You may require ethics clearance for aspects of your research. Refer to the Graduate Research Resource Book for guidelines on ethical issues regarding your research or go to GRU website: <http://www.research.utas.edu.au/gr/>

Note: Ethics clearance cannot be awarded retrospectively. Please discuss this issue with your supervisor.

5.4 Student Presentations

All confirmed Graduate Research Candidates are required to deliver an oral Work In Progress presentation at least once every twelve months (FTE) of enrolment. Work In Progress presentations can be made at either the weekly School Seminar Series, specially arranged School Postgraduate Seminars, or local / national / international conferences. Candidates' performance at Work In Progress presentations will be taken into account during each Annual Review.

Returning from suspension

All candidates returning from suspension must give a Work In Progress seminar within six months of recommencing their studies, unless there are genuine reasons for not doing so, and that these are endorsed by the supervisor and Head of School.

5.5 School Seminar Series

Attending School seminars is a vital part of the graduate research experience. It facilitates networking, encourages face-to-face contact, and promotes a vibrant and healthy research culture within the School. It is expected that all Graduate Research Candidates will make every effort to attend and participate in School seminars during their candidature.

Currently, seminars are held each Friday during semester at 2.00pm, Room 586, Level 5, Arts Building, Hobart. The Seminar Series is posted on the School's website, in hard copy on notice boards, and is also emailed to staff and postgraduates. Selected seminars are video linked to Launceston.

Postgraduate Participation in the School of Government Seminar Series

- Every student is required to give at least one presentation during his or her candidature.
- Postgraduate papers should aim to be no more than 30-35 minutes long, leaving adequate time for questions and responses. Ideally they will be verbal presentations of the hard copy, and, apart from critical passages, not read out verbatim.
- The Seminar Series also provides a platform for rehearsal of an upcoming conference or workshop paper. Staff and peers will provide useful and salient feedback and give encouragement and/or suggestions for improvement where required.
- Please work with your supervisor in preparing your presentation, have your supervisor present taking notes in particular on any questions regarding scope, method or direction of your work during your presentation, and ensure you debrief afterwards with your supervisor.
- Postgraduates are expected to attend all postgraduate presentations as well as the School Seminar Series and to take an active part in the proceedings.

5.6 Publishing and Co-publishing

Candidates are encouraged to publish in consultation with their supervisors throughout their candidature, commencing with the publication of their honours thesis alone or jointly with their honours supervisor. Your honours supervisor is considered to have an intellectual investment in your thesis so co-publishing is appropriate.

You may like to commence your postgraduate publications during your literature review stage with book reviews. Conference papers may also be submitted for inclusion in published proceedings. Academic papers central to your thesis should be sole authored so that you can ensure that your thesis is all your own work. The School will receive credit for your output and you should submit details of publications, conferences

presentations etc to the School's Executive Officer for both the postgraduate website and the annual collection of publication data by UTAS for DEST purposes.

There are important ethical issues involved in co-publishing. It is recommended that you read about these in Evans and Gruba (2002) – details below.

5.7 Thesis Presentation

Details of thesis preparation and format are set out in the *Graduate Research Resource Book* available from the GRU website: <http://www.research.utas.edu.au/gr/>

The School recommends the following publication which is available from the Co-op Bookshop (located on campus):

Evans, D. and P.Gruba (2002) *How to Write a Better Thesis*. 2nd Edition (Carlton South: Melbourne University Press).

5.8 Guides to Thesis Writing for Postgraduate Students

The following titles are provided for your information. All are held in the Morris Miller Library (Hobart) or in one of the branch libraries of the University. Remember that local guidelines concerning presentation take precedence over the styles presented in these manuals. None of these titles has been annotated so you will have to make some judgement as to the strengths and usefulness of each. They are listed by year of publication, oldest first. New titles regularly become available, so we recommend searching for similar titles yourself.

Allen, George Richard. *The graduate students' guide to theses and dissertations: a practical manual for writing and research*. San Francisco: Jossey-Bass, 1973
Call No.: CentRef LB 2369 .A595

Davinson, Donald Edward. *Theses and dissertations as information sources*. London: C. Bingley, 1977 Call No.: Cent LB 2369 .D35 1977b

Hashimoto, Irvin Y, Barry M. Kroll, John C. Schafer. *Strategies for academic writing: a guide for college students*. Ann Arbor: University of Michigan Press, 1982.
Call No.: Cent LB 2369 .H33

Madsen, David. *Successful dissertations and theses*. San Francisco, Calif.: Jossey-Bass, 1983. Call No.: Cent LB 2369 .M32 1983

Mauch, James E., Jack W. Birch. *Guide to the successful thesis and dissertation: conception to publication: a handbook for students and faculty*. New York: M. Dekker, c1983. (Books in library and information science, v. 43)
Cent LB 2369 .M377 1983

Willis, Peter. *Dissertation handbook: a guide to research and writing*. London: RIBA Publications, 1983.
Call No.: Art NA 2584, Ltn 808.066721 W735d 1983

McEvedy, M Rosanna, Patricia Smith, Gillian Packham. *Editing assignments for content, syntax and presentation*. Melbourne, Vic.: Thomas Nelson, 1985 (Studying in Australia) Call No.: Cent LB 2369 .M35 1985

Campbell, William Giles, Stephen Vaughan Ballou, Carole Slade. *Form and style: theses, reports, term papers* (7th ed.). Boston: Houghton Mifflin, 1986.
Call No.: CentRef LB 2369 .C3 1986

Turabian, Kate L. *A manual for writers of term papers, theses, and dissertations* (5th ed). Chicago: University of Chicago Press, 1987.
Call No.: Cent 808.02 T929m/1987

Marshall, A.R.A., D.M. Phillipps. *Scholarly writing: a guide for students of education and the social sciences*. Armidale, N.S.W.: Dept. of Administrative and Higher Education Studies, University of New England, 1989.
Call No.: Cent LB 2369 .M37 1989

Hamilton, Alaine. *Writing dissertations*. London: RIBA Publications, 1990 (Prof. com.)
Call No.: Ltn 808.02 H217w 1990

Betts, K and A. Seitz. *Writing Essays and Research Reports in the Social Sciences*, Melbourne: Nelson, 1994 (first ed.1986).
Call No.: Cent PE 1479.S62 B4, 1986 (1994)

5.9 Referencing

The School of Government has a referencing guide which is available from its website (home page under 'Student Resources'):

<http://www.utas.edu.au/government/undergrad/resources.html>

The electronic citation guide can be accessed via:

<http://www.utas.edu.au/government/citat.html>

5.10 Endnote

Endnote is a software program designed for cataloguing library material, journal articles and other documents, and for streamlining the citing procedure in the preparation of publications and theses. The software allows you to store records retrieved from bibliographic databases (eg Current Contents), to search these records as you would a bibliographic database and to insert citations and bibliographies in Microsoft Word documents according to any designated style.

The Library runs regular Endnote workshops and has a basic instruction page which provides further details: <http://www.utas.edu.au/library/assist/apps/endnote/endnote.html>

Instructions to Download Endnote Software

Please note that only current staff and students of the University of Tasmania are eligible to download and install the software:

Go to <http://www.utas.edu.au/downloads>

- (i) Select the desktop software folder.
- (ii) Verify your status as a current UTas staff or student using your email username (POP account) and email password.
- (iii) Once authenticated, follow the path to the Endnote folder and either the Windows or Mac options until you reach the Endnote installer.
- (iv) **Warning:** the installer is a large file and may take some time to download depending on your connection. (It has been suggested that staff and students

download the software while on campus to a CD or flash to avoid long download periods via the internet).

- (v) Once installed, double-click on the installer and follow the prompts.

Endnote is part of the University software licensing scheme and is available on School owned computers. You will need to contact Faculty technical staff for account creation to access School of Government computers. Phone Hobart Faculty technical staff on 6226 **2291** or 6226 **2060** or Launceston on 6324 **3224** to create a network password.

5.11 Workshops

The Board of Graduate Studies by Research along with the Tasmanian University Postgraduate Association (TUPA) and the Library organise various workshops from time to time. Candidates are notified about the workshops by email and details will also be available on respective websites. They cover a diverse range of topics, issues, and services of relevance to postgraduate students.

5.12 WARP

Web Access Research Portal (WARP) allows you to access research data held on the Research Management Database and provides detailed information on the research activities of individual staff.

You can use WARP to find the right school for your research area and to locate academic staff working in similar areas. 'General Public' access (i.e. Level 1, General Access) allows any user, anywhere in the world to search for University staff based on either key word or name. This facility provides students with useful information on potential supervisors; research projects and funding received, graduate research supervision; and a listing of their research publications.

WARP: <http://www.research.utas.edu.au/warp/index.htm>

If you are after statistics and data on research at UTAS check out the annual Research Performance Reports available at: <http://www.research.utas.edu.au/reports/index.htm>
These contain a comprehensive selection of data by school.

6. Funding

6.1 School Research Allocation

The School allocates funds (from its own budget) to its postgraduate students for research related expenses – **expenditure must be approved in advance**. The amount varies from year to year but is currently \$400 per annum for full time students or part thereof. Funds cannot be used for the purchase of books or equipment. Candidates who suspend their candidature are not eligible to receive funds for the period of suspension. Students whose candidature has expired are not eligible to receive funds. Students whose candidature is divided between a number of Schools will receive a proportionate amount based on the credit split. Students need to confirm the allocation for each year of their candidature. All funds must be spent by 30 November each year and tax invoices/receipts are required (where applicable). Unspent funds cannot be carried forward to the following year. Contact the School's Executive Officer for further details.

6.2 Graduate Research Support Scheme

The Graduate Research Support Scheme (GRSS) is a scheme funded by the School of Government to support graduate student participation in research activities which are not normally supported from other sources. Examples of what the GRSS may cover are:

- travel expenses associated with fieldwork/library or archival research;
- travel to a conference to present a paper;
- specialist research training courses;
- acquisition of documents or data sets not otherwise available;
- the production of research instruments (e.g. surveys);
- travel for other research related purposes (e.g. to conduct interviews).

The Scheme will **not** defray the costs that graduate students commonly experience (e.g. living expenses, fees, or costs associated with thesis production).

Students are invited to make written competitive bids for funds using the required application form available from the School's website. Funds are distributed in a single round and students will be advised via email of the closing date for applications, usually 31 March each year. Applications are assessed by the School Research Committee.

GRSS Conditions/Eligibility

- GRSS funding is conditional upon: (a) satisfactory progress on your thesis; and (b) presenting a Statement of Intent, Work in Progress, or School Seminar during the 12 months prior to the date of the activity for which funding is being sought.
- Only currently enrolled graduate research students are eligible to apply. Candidates on suspension or whose candidature has expired, are not eligible.
- Grant may **not** cover the full cost of an activity.
- No student may receive more than one grant annually, and no part time student may receive more than one grant biennially.
- Funding for travel to attend a conference is restricted to those actively participating (eg. giving a paper). Travel for other research related purposes (e.g. to conduct interviews) will be considered.
- Funding for overseas travel is limited to every 2 years (FT student), or 4 years (PT).
- Funding will **not** be granted for the purchase of books or items of equipment.
- Funds must be fully expended by 30 November this year (tax invoices/receipts are required). Unspent funds cannot be carried forward to the following year.
- **Late applications will not be considered - no exceptions.**

Contact the Executive Officer of the School of Government for further details.

7. Library Services

Library Homepage: For detailed information on library services go the library's home page at: <http://www.utas.edu.au/library/>

7.1 Library Borrowing

Loans: Your Student ID card is also your Library Card. Your Library Card is necessary to borrow items and to add money to your CAPS account. Your CAPS account is your account for printing and photocopying. More information about CAPS is at <http://www.utas.edu.au/library/assist/itlit/printcopy.html>

Staff, Research Masters and PhD students may borrow 50 items for 60 days. Remote users have 7 days added to the normal loan period, once they register with Flexible Library Services (<http://www.utas.edu.au/library/libserv/rls/rls.html>). Loans can be processed by Circulation Staff at your Branch Library, or on one of the self-check machines located in either the Morris Miller or Launceston Branches.

Reserve is a collection of high demand items found in each of the library branches. These items are generally available for 2 hours during the day or overnight loan if taken out within 2 hours of the closing time.

eReserve is a collection of high demand, full-text electronic journal articles and book chapters accessible *electronically* through the library catalogue. You will be prompted for your **University email username and password** for authentication and access.

Recalls – all items are subject to a recall if they are needed by another borrower or to be put on Reserve. Items must be returned by the date on the Recall notice email (usually seven days after the notice is issued).

My Account – Your online library account. My account can be accessed via the Library catalogue, or by clicking on the My Account link under Services on the Library webpage. To access My Account, you need your Library Borrower ID and your Library PIN. PIN numbers can be obtained at any of our libraries, over the phone, or by email (<http://www.utas.edu.au/library/about/contact.html>). My Account gives you access to view and renew any items you have on loan; view any Hold requests you may have made and those available for pickup; and view any fines or blocks you might have on your account. You can also view and alter your Profile, which includes your name, address, phone number and Library PIN.

Renewals may be made in person, by telephone or through the library catalogue via **My Account**, if no reservation for another borrower has been made and the item is not overdue. All non-Reserve items can be renewed four times unless they are overdue or have been requested by another borrower. Reserve items cannot be renewed.

7.2 Document Delivery

Material not available in any of the University of Tasmania libraries may be requested through document delivery. Registration for this service is required and request forms are available on-line through the library website: <http://www.utas.edu.au/library/info/dd/index.html>

In 2007, a new Document Delivery system will be introduced. The details for this can be found at: <http://www.utas.edu.au/library/info/dd/vdx.html>. There will be publicity for this new system closer to the launch date.

7.3 Government Subject Guide

Subject guides for resources available in specific disciplines can be found on the library website. Subject Guides are a good place to start your research, and contain information on:

- Where to start your research, using dictionaries, handbooks and encyclopaedias.
- Some good Web sites for your research.
- How to find books for your subject.
- How to find journal articles using the Databases.
- Contact information for where to go for extra assistance.

The Government Subject Guide is available from the library website under 'Subject Guides'. The URL is: <http://www.utas.edu.au/library/info/subj/government.html>

7.4 Databases

The library subscribes to many databases both multi-discipline and subject specific. You can find an alphabetical list of all the databases the Library subscribes to by clicking on the database link on the Library webpage

<http://www.utas.edu.au/library/info/dbase/index.html>

7.5 Library Workshops and Training

The Morris Miller library runs courses in the use of databases and Endnote. See the Orientation tours and workshops page for more details

http://www.utas.edu.au/library/assist/tours_workshops.html

7.6 Endnote

Endnote is a bibliographic management tool that allows you to save, organise and use references found from a variety of sources. More information about Endnote is at <http://www.utas.edu.au/library/assist/apps/endnote/index.html>

Using Endnote you can:

- create a database (library) of references
- search and download references from electronic databases and library catalogues
- generate citations and bibliographies in specific styles

The Library runs regular workshops on Endnote for postgraduate students. For details of the next workshop, see:

http://www.utas.edu.au/library/assist/tours_workshops.html

7.7 ePrints

UTas ePrints is a digital archive that provides full-text access to publications by current University of Tasmania staff and higher degree students including journal articles, books, conference papers and theses. It is a growing collection providing free, searchable, open access to the research output of the University of Tasmania.

What's in it for researchers? There is evidence that making research available via open access repositories increases the likelihood of your work being cited.

You need to register in order to be able to deposit ePrints in the repository. More information about ePrints, including how to register, can be found at:
<http://ePrints.utas.edu.au/>

7.8 Australian Digital Theses Repository

The University of Tasmania has joined the Australian Digital Theses (ADT) program. This is a national collaborative scheme to establish a distributed database of digital versions of theses produced by graduate research students at Australian universities.

The University of Tasmania Library offers graduates the option of depositing theses submitted for research higher degrees in a repository managed by the Library and made available world-wide. Lodging your thesis is easy and fast. Further information on ADT is available at: <http://www.utas.edu.au/library/libserv/adt/index.html>

You can also contact the Library Coordinator on 03 6226 **2228** or the Graduate Research Unit on 03 6226 **2762**.

7.9 Google Scholar

http://scholar.google.com/advanced_scholar_search?hl=en&lr=

Google Scholar is a popular search engine that allows you to search for scholarly literature online.

Be aware that Google Scholar does not give you access to all scholarly literature. A large amount of past research is still unavailable in electronic form. In addition many scholarly publishers will ask for a fee to view the full text of many articles. The library pays for subscriptions that allow access to the full-text of scholarly journals, so remember to **check the library catalogue for full-text access**.

7.10 Electronic Journals

An extensive list of full text electronic journals is available at:
<http://www.utas.edu.au/library/info/ej/index.html>

7.11 Library Catalogue

You can check the library catalogue for all resources held by the library, including full-text electronic resources. To search the catalogue, go to:

<https://ipac.lib.utas.edu.au/ipac20/ipac.jsp?profile=catalogue#focus>
or click on the Catalogue link from the Library webpage.

7.12 Newsletter

The Library Newsletter at http://www.utas.edu.au/library/lib_news/libnews.html is issued monthly to keep you informed about new library services, resources and products.

7.13 Electronic Access Off-Campus

You can access online library resources anywhere you can access the Internet. If you are accessing a resource that is restricted to UTas staff or students you will be prompted for a username and password. Use your **UTas email username and password**.

Contact the Service Desk with any queries on 1818 or enquire at your library's Client Service Desk. Or use the online form to ask a Librarian:
<http://www.utas.edu.au/library/askus.html>

7.14 School of Government Liaison Librarians

Hobart – Susan Robson (Mon/Tues/Wed) and Anne Shepherd (Wed/Thurs/Fri), phone: 03 6226 **2306** or email: Susan.Robson@utas.edu.au or Anne.Shepherd@utas.edu.au

Launceston – Susan Bell, phone: 03 6324 **3359** or email: Susan.Bell@utas.edu.au

Your Liaison Librarian is here to help you with any questions you may have about library services and information resources as well as helping you to locate information for your research. They are always happy to set up consultation times with postgraduates and staff if in-depth assistance is required.

8. Student Travel

All travel undertaken by postgraduate students and funded by the University must comply with UTAS travel policies and procedures. Detailed travel information is available from the Financial Services website at: http://www.utas.edu.au/docs/fin_services/travel/
Please ensure you visit the UTAS travel page or contact the School's Executive Officer before making any travel plans.

9. Further Information

Further information is available from the Graduate Research Unit (GRU).

The Graduate Research Unit coordinates and manages the administration of graduate research candidature and scholarships, including general enquiries, applications, admission, enrolment, ongoing candidature and examinations. Candidates should contact the Unit for help and advice on any matters relating to their candidature or scholarship.

Each year members of the Unit coordinate the annual review of progress of candidates and the bi-annual survey.

The unit also provides secretarial support to the Board of Graduate Research.

Application forms relating to candidature and scholarships are available from the Unit, or may be accessed electronically from their website.

Contact Information

Graduate Research Unit
University of Tasmania
Private Bag 105
Hobart Tasmania 7001
Australia

Ph: 03 6226 **7495**

Fax: 03 6226 **7497**

<http://www.research.utas.edu.au/gr/>