

INFORMATION FOR HISTORY HONOURS STUDENTS SCHOOL OF HISTORY AND CLASSICS

FACILITIES AND RESPONSIBILITIES 2009

Welcome to the Honours program in History. We would like you to feel at home in the School, to take part in our seminar and other activities, and join us over morning and afternoon teas.

In this guide you will find information on the most obvious areas about which you may have queries, or about which the School particularly wishes you to be informed. Above and beyond these the golden rule is: when in doubt, ask your supervisor or the Honours co-ordinator.

1. Supervisor

In your Honours course you will be working with a number of lecturers. You will already know the teachers in the seminar courses you are taking. If you have not already done so, you should be identifying the area on which you will be writing a thesis, both by talking to your lecturers and the Honours co-ordinator. The Honours coordinator will approve your project and, in discussion with you, confirm your thesis supervisor.

2. Accommodation

All students will have access to shared working space. There are rooms for Arts honours students in both Hobart (Social Sciences room 320) and Launceston (room L112). At Burnie, you will have access to the shared postgraduate space at Campus Link at TAFE. Because space is limited, students may be required to share the desks and facilities in these rooms. If you regularly work on more than one campus you may request space on multiple campuses. Access will be as follows.

Launceston: see Tracey Gruber (Admin staff) in room L207 for access to the Arts Honours room. You need to get one key for the ground floor Honours room with the computers, another key for the room next door which has the photocopier and printer, and a swipe card for 24-hour access to the building.

Hobart: see Julie Hill, Cheryl Hughes or Lyn Richards in the History and Classics office. A key is available which gives you access to the History and Classics MacLab (Room 465), the tearoom (with fridge and microwave) and the photocopier room. A swipe card gives you access to the general Arts Honours room in rooms 320 Social Sciences (this room has 8 computers, lockers, fridge, microwave, big work desks). Swipe cards for access to the Humanities Building outside normal working hours can be purchased from the Contact Centre (\$25, \$10 refunded on return of card). You should then take the card to the School office for it to be activated.

Cradle Coast: see Leanne King for details.

Note: Keys are loaned and must be returned when you have completed your Honours study. A charge will be made for lost keys.

Thieving is a constant problem in the University so it is in your interest as well as ours that you keep keys secure. Insurance only covers the University's property!

3. Facilities

The following are available, the School bearing costs where they are incurred:

Photocopying

Launceston: Access to the photocopier will be through the Admin staff, Tracey Gruber. She will issue you with a PIN number, or may direct you to Kaz/Vicki in the Distance office on the ground floor of Arts to get the PIN.

Hobart: Julie or Cheryl will issue you with your own PIN for the photocopier.

Please confine your copying to *bona fide* research material, and generally to items not otherwise available in your campus library. Your code will be issued with a limit of 400 pages. If you reach the end of your limit, please speak to the Honours co-ordinator – provided you have a genuine reason for needing more copies, then we will be happy to increase your limit.

Interlibrary Loans

As Honours students you have access to the Document Delivery service, whereby the university library will track down necessary books and articles for you from other libraries (eg other Australian universities) if the relevant books/journals are not held at UTas. This service will prove invaluable for your thesis research. Any interlibrary loan requests must be approved by your supervisor.

Phone and Fax

Telephones are available for research-related STD calls in the School office during working hours. For personal calls and calls out of office hours public phones are available: *Launceston* near the cafeteria, *Hobart* in the foyer of the Humanities Building. (Note: the phones in the Honours rooms in Hobart and Launceston are restricted to ringing Campus only, but can receive outside calls. If you ring University Security, they can ring an outside line for you, eg to arrange a taxi etc).

The school fax facility is available at the discretion of your supervisor. Please check with the office staff before use.

University security's phone numbers

To speak to University Security: From Hobart uni phones, call internal 7600 (or 6226 7600 from outside). From Launceston and Cradle Coast uni phones, call internal 3336 (or 6324 3336 from outside).

Mail

You may send any letters (not parcels) genuinely related to your research work via the School.

Launceston students: Incoming mail is held for you by Admin staff in the Arts office.

Hobart students: Incoming mail will be put in the pigeonhole marked 'Honours students', which is located in the tea room.

Microfilm readers

Microfilm readers and microfilm printers are located in Hobart in the CTHS (Centre for Tasmanian Historical Studies) room (room 469 in History/Classics). There are also microfilm facilities in the university library in Hobart. In Launceston there are microfilm readers and microfilm printers in the library. In Launceston there is also a microfilm reader in the workroom diagonally opposite the Arts office.

Computers

MAC and PC computers are available to you in the School Mini Computer Lab in Hobart (Room 465); the Arts Honours room in Hobart, Social Sciences room 320; the Launceston Honours room; Burnie at Campus Link.

4. Communication

We would like all Honours students to make use of their email addresses and they must access their email at least once a week so that this can be used as a reliable means of communication for meetings etc. It is your responsibility to link any of your other email addresses to your university address, as the university will send messages to the university address.

5. Financial Assistance

The School's budget is always tight, but we try to make limited funds available for approved purposes (eg microfilms necessary for your thesis) on special request via your supervisor.

Assistance is always offered to northern students for transport to Hobart to attend required sessions (and vice versa for Hobart students travelling to Launceston/Burnie). Consult the Honours co-ordinator for further information.

6. Contact Numbers

Your thesis supervisor will probably be your first port of call for queries or problems. Other contacts are:

School Administration Staff

Hobart

Lyn Richards, Executive Officer (03) 6226 2298

Julie Hill and Cheryl Hughes, Administration Assistants (03) 6226 2544

Launceston

Tracey Gruber (03) 6324 3579

History Honours Co-ordinator

Dr Kate Brittlebank

Room: Hum 445

Phone: (03) 6226 2350; Fax: (03) 6226 2392. Email: kate.brittlebank@utas.edu.au

Head of School

Dr Tom Dunning, Launceston Arts room L113

Phone: 6324 3226

Email: tdunning@utas.edu.au

KB – 20 February 2008