

Postgraduate Facilities and Resources for Students at the Melbourne Institute of Asian Languages and Societies

24/01/05

The following information on postgraduate facilities and resources at MIALS and the University can also be found at: <http://www.mials.unimelb.edu.au/academic/postgrad/facilities.pdf>

1. General postgraduate information

1.1 Computing assistance for students

The University provides highly developed systems for the delivery of multimedia teaching and learning as well as excellent computer labs and training facilities. A range of introductory computer courses are offered free of charge, and advanced courses are available for a small fee. Notes on computing resources for students at the University are located at:

<http://www.its.unimelb.edu.au/students.html>

Students can find out information about courses, timetables, update personal details etc at:

<http://sis.unimelb.edu.au/>

1.2 Dial-in access

For information on dial-in access, visit: <http://www.studentit.unimelb.edu.au/itguide/>

1.3 Email

All students are automatically allocated a University email account upon enrolment. However before you can use this account you must activate it by visiting Student IT in the CSHE Building (number 161 on your University Map) where staff are available to assist you complete this process, or visit:

<http://www.studentit.unimelb.edu.au/itguide/email/>

University and Institute news and information updates are increasingly being circulated by email. Communication between supervisors and students and students/students are made much easier through email.

MIALS will be distributing as far as possible, all its postgraduate information through email. All postgraduate students are expected to access their email account regularly to receive the latest communications about grants, scholarships, Institute developments etc.

1.4 Environmental health and safety

All students are to comply with the Environment Health and Safety Manual. Student responsibility for environment and safety are set out in the Environmental Health and Safety Manual at

<http://www.unimelb.edu.au/ehsm/2.html#2.4.3>, which states that:

- Students are responsible for adopting safe work and study practices;
- must report all hazard and injuries to their supervisor or sports centre; see <http://www.unimelb.edu.au/ehsm/4.html#4.2>
- must not wilfully place at risk the health or safety of any other person at the University;
- must not wilfully or recklessly interfere with or misuse anything provided in the interests of environment, health and safety or welfare at the University;
- students are also required to comply with all University and Departmental rules and procedures which relate to environment, health and safety;
- the use of certain facilities may require that students provide some items of personal protective equipment- see Procedure 8.3.4 Selection and issue of Personal Protection Equipment (PPE).

Requests by students to bring their child(ren) to the classroom shall be treated sympathetically by supervisors and teachers. Students should request permission to bring their child(ren) to work from their lecturers. For more information see Personnel Policy and Procedures manual section 10.13 at: <http://www.unimelb.edu.au/ppp/docs/10.html#10.13>

1.5 Faculty postgraduate facilities

Information about the Faculty of Arts' facilities/resources can be found at: <http://www.arts.unimelb.edu.au/futurestudents/courses.html>

1.6 GradFlash and Grants Bulletin

GradFlash is a subscription news service which currently reaches over 4,000 recipients, most of whom are postgraduate students of the University of Melbourne. *GradFlash* emails update you on scholarships, grants, seminars, employer visits, conferences, training opportunities, employment vacancies, library resources etc. which are relevant to the broad postgraduate community. Subscribe to *GradFlash* by visiting their web site and following the instructions at:

http://www.gradstudies.unimelb.edu.au/prog_services/studentnews/gradflash/

Subscribe also to the *Melbourne Grants Bulletin* - a must for information on grant opportunities, prizes and awards, by following the instructions at: <http://www.research.unimelb.edu.au/grantsbulletin/>

or email at: grants_bulletin@unimelb.edu.au.

1.7 Scholarships and grants

The Postgraduate notice boards in the Institute, the Faculty and in SGS provide news and updates on scholarships. In addition, for information on University of Melbourne scholarships, please refer to: <http://www.services.unimelb.edu.au/Scholarships/> and the Arts Faculty scholarships web site at: <http://www.arts.unimelb.edu.au/scholarships>

1.8 School of Graduate Studies (SGS).

The School of Graduate Studies, located at the 1888 Building (corner of Swanston and Grattan Streets), provides services and facilities designed specifically for the University's postgraduate students. It provides access to fully integrated computer, multimedia and publishing resources. A variety of versatile study, seminar and function rooms are available and seminar programs are designed to assist students with skills development and career and research opportunities. It has a bistro which offers superb breakfasts, lunches, and dinners; that desperately needed coffee; and just that right snack at the right time!

More importantly, the SGS provides a wealth of information; it has friendly staff who will assist you with your queries pertaining to postgraduate studies at the University; a librarian to assist you with your research; its Resource Room houses Notice Boards pinned up with a comprehensive range of valuable information on scholarships, grants, travel subsidies, conferences, and seminars etc.

For PhD students, this is where you go to make enquiries about your PhD candidature, obtain (and submit) all the required forms for requesting leave of absence, extension of candidature, change of supervisor etc. Visit the SGS homepage at: <http://www.gradstudies.unimelb.edu.au>

1.9 Melbourne Research and Innovation Office

The University of Melbourne is committed to the highest standard of integrity in research. The University's Code of Conduct for Research sets out the obligations on all University researchers, staff and students, to be aware of the ethical framework governing research at the University and to comply with institutional and regulatory requirements. All research projects involving humans are subject to review and prior approval by the Human Research Ethics Committee. For more information, visit: <http://www.research.unimelb.edu.au/>

Research that is deemed to be of low risk to participants and researchers, may be approved by an expedited process in Departments that have established a Department Human Ethics Advisory Group (DHEAG). MIALS has established a DHEAG. For forms and more information, visit: <http://www.research.unimelb.edu.au/ethics/human/>

Applications to the DHEAG in MIALS are submitted to Liza Tsang (room 223). MIALS DHEAG meets once a month. For advice, please contact your supervisor.

1.10 Student support services

For information on ancillary student support services such as counselling, health, careers and employment, and child care, visit: <http://sis.unimelb.edu.au/section-4.html#s6>

1.11 UMPA (University of Melbourne Postgraduate Association)

UMPA provides postgraduate students with a range of support services and strong representation and advocacy on a range of matters concerning postgraduate students. It lobbies on postgraduate educational issues at all levels of the university and in the wider community. It provides services to postgraduates, including academic advice and support, study spaces, bursaries, workshops, social gatherings, cultural events, publications, funding to student departmental groups, a computer lab and a printroom. Visit the UMPA homepage at: <http://www.umpa.unimelb.edu.au/>

2. Specific information for MIALS postgraduate students

For more general information about the Institute, please visit: <http://www.mials.unimelb.edu.au>

2.1 Summary of postgraduate contacts in MIALS

| Responsibility | Name/Position Title | Room No. | Tel. | Email |
|--|---|----------|-----------|--------------------------------|
| Academic matters | Postgraduate Coordinator – Michael Ewing (Dr) | 314 | 8344 7557 | mce@unimelb.edu.au |
| Administrative matters | Graduate Programs Officer – Liza Tsang | 223 | 8344 0160 | lizat@unimelb.edu.au |
| Keys, photocopying, library vouchers etc | Administrative Assistant | 241 | 8344 5990 | mials-enquiries@unimelb.edu.au |
| IT matters | IT Officer – Eric van Bommel | 240 | 8344 5988 | e.vanbommel@unimelb.edu.au |
| International Adviser | Etsuko Toyoda | 319 | 8344 5463 | etsuko@unimelb.edu.au |
| MIALS Postgrad Rep | Emily Dunn | 232 | | e.dunn1@pgrad.unimelb.edu.au |

If you have any queries about academic matters relating to postgraduate studies at MIALS, please contact Dr Michael Ewing. It will be advisable to call or email beforehand to make an appointment.

For postgraduate administrative matters, such as progress reports, extensions, thesis examinations etc., please contact Liza Tsang on 8344 0160.

2.2 Postgraduate rooms

Room 232 (Postgraduate Room), located on the second floor of the Sidney Myer Asia Centre is for use primarily by research postgraduate students to undertake computing work, study and/or quiet discussions. Room 233 next door is a Postgraduate Locker Room where lockers and pigeon holes are located. Postgraduate students are welcome to use the Staff Room (Room 231) with its kitchen facilities any time.

Non-research postgraduate students of MIALS are welcome to use the facilities, but due to security requirements, the Postgraduate Room will only be open to use by these students from **Monday to Friday, between 9.00 am to 5.00 pm**. Regrettably, without exception, these students will need to vacate the room at 5.00 pm.

People who are not postgraduate students of MIALS are **not** permitted to use the facilities in the Postgraduate Room.

Any student found bringing visitors to the Postgraduate Room or infringing the Computing Regulations (e.g. logging on for someone else, giving out their passwords) of the University shall lose their privilege to use the Postgraduate Room.

No food or drinks are allowed in the Postgraduate Room.

Please make sure that all doors to the Postgraduate Room are locked if you are the last one to leave the Room, regardless of the time of day (or night).

2.3 After-hours building access

Research postgraduate students may have after-hours access to the Postgraduate Room. A \$10 deposit will be charged per key and per swipe card; the deposit will be refunded when the items are returned to the Institute at the end of the candidature. Please see the Administrative Assistant for issue of key/swipe card. Security is contactable on 8344 6666 or ext. 46666 (internal dialing) if help is ever needed.

2.4 Computers

The MIALS Postgraduate Room is equipped with computers (PCs and Macs) with appropriate software (including language software). In addition, scanning and printing facilities are also available. Please see the IT Officer for network access authorisation or assistance with any problems with either the University network or equipment in the room. As the facilities are shared, students are requested to be considerate in the use of the facilities.

2.5 Dial-in access

Due to limited resources, MIALS will be subsidising dial-in access only for its postgraduate research students, viz. masters by advanced seminars, masters by research, and PhD students. Postgraduate research students wishing to obtain dial-in access must complete the *Request for Computing Facilities* form. This is organized through the Information Division, located at 800 Swanston Street, or at <http://www.unimelb.edu.au/student/IT-handbook/4.html>. For authorization, please contact Eric van Bommel.

At the present charge rate of \$0.60/hour, a quota of **\$100 per annum for full-time postgraduate research students** and **\$50 per annum for part-time postgraduate research students** will be provided by MIALS. Students exceeding the quota will need to make alternative arrangements with commercial Internet Service Providers (see below).

All postgraduate students (other than research postgraduate students) needing Internet access will have to arrange for the access through commercial Internet Service Providers. For more information on Internet Service Providers, visit: <http://www.unimelb.edu.au/student/isp.html>

2.6 Environmental health and safety

All incidents and hazards must be reported immediately to the Business Manager or a member of staff in the Reception Office (Room 241).

EH&S notices will be placed on the Notice Board in the Staff Room (Room 231) and on the Postgraduate Notice Board.

A First-Aid Kit is kept in Reception Office (Room 241).

More information is available at: <http://www.unimelb.edu.au/ehsm/4.html#4.2>.

2.7 Request for funding

The MIALS Asian Fieldwork/Conference Travel Scholarship scheme provides funding for students in MIALS who wish to conduct fieldwork/attend conference travel in Asia or the Middle-East. It is available to confirmed PhD candidates in MIALS who have completed at least one year of study of their PhD (or part-time equivalent). For the guidelines, a budget proforma, and an application form, please visit: <http://www.mials.unimelb.edu.au/academic/postgrad/travel.html>

Students requesting other funding from MIALS can do so through the submission of the Request for Funding application available at: <http://www.mials.unimelb.edu.au/admin/funding.html>

2.8 International postgraduate students

For international students who have particular problems in settling down, language problems, study problems etc, Ms Etsuko Toyoda, MIALS International Adviser, may be able to help you. Please make a time to see Ms Etsuko Toyoda (8344 5463 or etsuko@unimelb.edu.au).

If you are encountering difficulties with English, and would like some assistance, you may wish to find out how to improve your English skills by visiting the *Language and Learning Skills Unit* at: <http://www.services.unimelb.edu.au/lisu/index.html>

2.9 Library loans

Postgraduate students may obtain library vouchers for interlibrary loans within Australia from the Administrative Assistant on a needs basis. International library loans will require a Library Loans Request Form (obtainable from the Library) to be endorsed by the supervisor, and then signed off by the Business Manager for authorisation of payment.

2.10 Lockers

There is a bank of lockers in Room 233, available **only** to full-time research postgraduate students. Due to the limited number of lockers available, the 'first come, first serve' principle will apply. Please contact Liza Tsang for more information.

2.11 Mail Boxes

Full-time research postgraduate students are allocated pigeon holes (mail boxes) located in Room 233.

2.12 Notice Boards

Information of interest to MIALS postgraduate students is regularly posted on the Postgraduate Notice Boards located in the Postgraduate Rooms. In order to ensure that you are always kept up to date with events, scholarships, seminars and other departmental activities, please do come in and check the boards regularly!

2.13 Photocopying and printing

The Institute provides MIALS postgraduate students with photocopying cards which can be used at all student photocopiers on campus. The closest photocopying facilities are located at the ARC. A limit of **\$50 per year for full-time students** and **\$25 per year for part-time students** will apply. Please see the Administrative Assistant if you wish to collect a photocopying card. If you already have a photocopying card, credit will be added to the card. Please see Liza Tsang regarding this.

All photocopying at the University is subject to the *Copyright Regulations 1968*. Severe penalties apply if the regulations are contravened.

A printer for postgraduate students is available in room 232 (Postgraduate Room). Only registered students can use this printer. To register, please give your user name to Liza Tsang. Each student will be given a ream of paper (500 sheets) per semester. Please collect paper from Liza Tsang .

2.14 Postgraduate committees and representation

The Institute has a Research and Graduate Studies (RAGS) Committee which meets a number of times a year to discuss postgraduate matters. The Committee is currently chaired by Dr Michael Ewing who also attends the Faculty RAGS Committee on behalf of the Institute.

Should you have any matters of concern which you would like drawn to the attention of the Committee (Institute or Faculty), please do email the Postgraduate Coordinator (Dr Michael Ewing at mce@unimelb.edu.au), or your Postgraduate Representative (Emily Dunn at e.dunn1@pgrad.unimelb.edu.au).

2.15 Seminar series

A fortnightly Institute-wide Postgraduate seminar series (with students, staff and visitors/guest speakers alternating in presenting) is organised for semester times. All research postgraduate students are strongly encouraged to participate in the seminar series. For more information, please contact the MIALS Postgraduate Representative or the Graduate Programs Officer for more information.

2.16 Telephones

Postgraduate students will have access to a telephone for internal dialing in the Postgraduate Room. There is a public telephone available in the Alice Hoy Building on the Ground Floor, near the entrance to the Alice Hoy Building from inside the Sidney Myer Asia Centre (Monash Road entrance).