



THE UNIVERSITY OF
WESTERN AUSTRALIA
Achieve International Excellence

Postgraduate Students' Almanac 2012

GRADUATE RESEARCH SCHOOL



ACHIEVE INTERNATIONAL EXCELLENCE

Welcome to The University of Western Australia

Welcome to The University of Western Australia and the beginning of a new chapter in your life that will be both challenging and rewarding.

In welcoming you to the vibrant multicultural setting that is the main campus at Crawley, we recognise the Nyoongar people as the traditional custodians of this land over many thousands of years.

UWA promotes an inclusive environment for all staff, students and the broader community; one which guarantees the rights of students and staff to fair treatment so they may achieve their full potential. The University is strongly supportive of all initiatives that promote equity and diversity to ensure that our institution:

- Promotes a work and study environment that is free from all forms of discrimination and harassment;
- Celebrates diversity; and
- Recognises, utilises and values the knowledge, abilities, skills and ideas of all our people, irrespective of race, ethnicity or religion, gender or sexual preference, education level, socio-economic background, age, disability or family responsibility.

Whether you have studied at UWA before or completed your undergraduate degree at another institution, you may find that beginning again as a postgraduate student raises a different set of conditions and issues. Even the most experienced student can benefit from information about the resources,

information and opportunities available to postgraduate students. This booklet is designed to be used as a handy directory to services and important information. It should be used in conjunction with the *UWA Postgraduate Handbook* (available on-line at handbooks.uwa.edu.au/postgraduate). An abridged hard copy version of the *UWA Postgraduate Handbook* is available for purchase from UniPrint's Campus Shop, located in the Guild Village, Crawley. However, for full details and the most current information, students are encouraged to read the official online handbook. You should also consult the Graduate Research School website and information from your own faculty. The 2012 Postgraduate Almanac provides:

- An outline of Orientation and how you can participate;
- Things you should know once you are enrolled;
- Details to help you access ongoing support; and
- Resources that will be useful to you while you are a postgraduate student at UWA.

Sections 1 and 2 of this book outline the Enrolment and Orientation process at UWA. As a new postgraduate student you will be invited to attend orientation and induction activities. It is important that you attend any orientation and induction activities organised by your faculty or school as well as by the Guild, Student Services, International Centre and the Graduate Research School. Each of these areas can provide new postgraduate students with valuable information

and strategies for settling in to their research or other courses of study at the University. At induction events you are given the opportunity to meet key people in your faculty or area, information about where to go for help and advice, and an indication of the expectations of your higher degree.

Sections 3, 4 and 5 outline important information that you will need once you have enrolled. There is a particular emphasis on issues which you need to be familiar with early in your candidature. There is also a great deal of information specifically for international students, as well as campus-related information for course work students.

Section 6 links you to the support services available at UWA. Please take the time to read this section because you never know when you might need some support to get you through when things are tough!

Section 7 contains information pertaining to learning at UWA, including the research proposal, research ethics, fieldwork and safety policies, intellectual property, the Statistics Clinic and teaching.

Section 8 is a guide to academic policies and processes, and the Campus Services and Directory sections (Sections 9 and 10) are a quick reference to:

- important University dates; and
- contacts within the university.

Keep this booklet in a handy place as it will be useful to you long after you have started your postgraduate studies. Please note that the information contained in this guide was correct at the time of publication. For further information contact the Graduate Research and Scholarships Office. Good luck with your postgraduate studies, and we hope you enjoy your time at UWA!

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1. Enrolment

As early as possible students should take the time to familiarise themselves with the key websites containing policies, guidelines and other information relevant to their course, as well as with the Rules in the *UWA Postgraduate Handbook*. For candidates in courses administered by the Graduate Research School (all PhD and Master by Research degrees) it is essential to become familiar with the Graduate Research School Website (**postgraduate.uwa.edu.au**). Students enrolling in coursework degrees administered by individual faculties should refer to the website of the relevant faculty.

A student enrolled in a Doctoral or Masters Program in which the research component is 66.6% or more is considered a **research student**. Research students' enrolment is covered by the conditions of the Commonwealth Research Training Scheme (RTS) and in most cases Australian Citizens and Permanent Residents, and New Zealand citizens, are not required to pay tuition fees. However, international students are required to pay full fees unless they are in receipt of a scholarship which pays the fees for them.

A **coursework student** is one who is enrolled in any course which has a research component of less than 66.6%. Domestic students enrolled in these courses will usually be required to pay tuition fees, and should become familiar with the Fee-Help Scheme (see Section 5). International students are required to pay full fees unless they are in receipt of a scholarship which pays the fees for them.

1.1 Research Students

Research students include those in courses administered by the Graduate Research School (all PhD and Master by Research [by thesis], which have no formal coursework component) and those in courses administered by individual faculties (research degrees which include a formal coursework component). Students must manage all changes to enrolment/candidature with the Graduate Research School or faculty as appropriate.

Further information in this sub-section relates to those courses administered by the Graduate Research School. For students in other research courses, i.e. those which have a formal coursework component, the information is as for Coursework Students (see below).

Successful applicants receive by mail an Authority to Enrol letter to present to Student Administration in Hackett Hall by the specified enrolment date. You will be advised of special admission or course requirements. The *UWA Postgraduate Handbook* is useful for checking any special requirements. Any variations to the terms of enrolment (as set out in the Authority to Enrol) must be approved by the Head of School and the Board of the Graduate Research School.

The UWA Postgraduate Hand book: **handbooks.uwa.edu.au/postgraduate**

Graduate Research School: **studyat.uwa.edu.au/postgraduate/research-applications**

Research Students should discuss their starting time with their coordinating supervisor. Scholarship holders seeking to commence after March 31st require the approval of the Graduate Research School.

Your enrolment in subsequent years is dependent upon the lodgement and approval of satisfactory Annual and Interim Progress Reports, Research Proposals, Confirmations of Candidature, and Travel Reports by the re-enrolment period at the end of each year (this being the 1st December). If all milestones have been submitted to the Graduate Research School as required your re-enrolment for the following year will be automatically processed. However, please note that the Graduate Research School is unable to re-enrol you if you have any financial encumbrances like unpaid parking fines or library fees.

Concurrent Enrolment

You may enrol in up to 24 points of coursework units during your candidature. You will need the approval of your supervisor and Head of School, and need to complete an Application for Variation of Terms of Candidature form available at: **postgraduate.uwa.edu.au/students/forms**

Except for those in approved combined degrees, research students are not usually permitted to enrol in additional courses, either at another university or at UWA, while enrolled in a research degree at UWA. However, permission may be granted under special circumstances, with the approval of the supervisor and Head of School and the Board of the Graduate Research School.

It is important that international students consult with the International Centre about all proposed changes of enrolment.

1.2 Coursework Students

An enrolment form, and any supporting material required, must be completed and lodged with Student Administration by the closing date specified on the Authority to Enrol or Offer of a Place, which you should have received. Information on enrolment procedures can be obtained from your faculty office or the Student Administration Website. An offer may be withdrawn if it is not accepted by the closing date. studentadmin.uwa.edu.au/welcome/enrolment

Transfer of Credit

Applications for transfer of credit units from another university are dealt with on a case by case basis. The credit granted will be largely dependent on the overlap between your previous study and the courses offered at UWA. The amount and nature of the credit granted may be limited by particular faculty regulations governing the structure of degrees. In general, the final year of study for the degree must be completed at the University. For further information on credit availability please contact the appropriate Faculty Office.

1.3 International Students

It is important to remember that changes to your enrolment could affect your student visa. Please ensure that you consult with the International Centre before making any changes to your enrolment.

international.uwa.edu.au

2. Orientation

Starting postgraduate study is an exciting, challenging and sometimes confusing time. Many students have a variety of questions. For instance, you may want information about:

- funding for your project;
- understanding what is expected in terms of study and attendance;
- finding your way around campus;
- understanding academic jargon;
- meeting and building networks with people in your field;
- getting advice when you need it; and
- finding a place to live.

Most of these questions will be answered for you if you attend orientation activities. Attending orientation is important. Students who do not attend orientation programs may find that they have missed out on information vital to their success in research and study. Even if you have attended university before, you may find that your entitlements have changed. In terms of postgraduate study the expectations and conditions regarding your enrolment are different from those of undergraduate students.

2.1 When is Orientation and What Happens?

A range of orientation activities are offered by the University. All research students, including those in courses not administered by the Graduate Research School, such as postgraduate coursework degrees and Professional Doctorates, are invited to attend the Graduate Research School Welcome event (see below). International postgraduate students are also required to attend

the International Postgraduate Student Orientation Program. In addition, schools and faculties may host their own orientation Programs for commencing postgraduate students. The Guild also hosts a range of activities for commencing students. This book contains general information about orientation programs. For specific information regarding other orientation activities, please consult your enrolment pack.

2.2 Postgraduate Student Welcome

A Welcome activity for postgraduate students is held twice each year, usually during the first week in March and August. All newly enrolled postgraduate students will receive an invitation to attend the Welcome, whether or not they have previously been a student at UWA. Even those whose earlier degree was at UWA will find the Welcome very useful.

During the first hour of the Welcome you will be formally welcomed by the Deputy Vice-Chancellor (Research); the Pro Vice-Chancellor (Education); the Dean of the Graduate Research School; as well as the Associate Director Graduate Research and Scholarships. You will also receive important information about your candidature, about the Postgraduate Students Association, Library services, Equity and Diversity, intellectual property and much more from other representatives of the University.

At the completion of these presentations students attend a series of short, interactive workshops

facilitated by the Graduate Education Officers and the Study Smarter team which run over a period of one hour. These workshops focus on topics that are critical to the success of postgraduate students including developing strategies to for generic skills development, publishing and working with your supervisor.

After the formal part of the Welcome is an important social function during which you will have the opportunity to meet many of the key staff with whom you may interact during your candidature. If you are a research student your supervisors will also be invited to attend. You will also be able to collect useful information about the services available to postgraduate research and coursework students from the Graduate Research School, Library, Statistics Clinic, Research Integrity Office (Research Services), Student Services, Safety and Health Office, Office of Industry and Innovation, International Centre, the Postgraduate Students' Association and more.

For further details of the Postgraduate Student Welcome, please contact:
Dr Michael Azariadis
Phone: (08) 6488 1726
Email: michael.azariadis@uwa.edu.au

2.3 International Student Orientation

Along with other University and faculty orientation events, and to assist your transition into your new environment and academic life at UWA, all International Postgraduate students are required to attend the

International Postgraduate Student Welcome. The Welcome program will cover:

- ↘ opportunities to meet with other new International Postgraduate students;
- ↘ campus tour;
- ↘ advice on enrolment procedures;
- ↘ enrolment in courses;
- ↘ information about study expectations, student support services and student associations; and
- ↘ student visa requirements.

Please refer to your International Postgraduate Student Welcome Program for more details. In order to benefit from the program, international students are expected to attend all events. For further information, please contact:
Ms Debra Basanovic
Administrative Officer
International Centre
Phone: 6488 4295
Email: debra.basanovic@uwa.edu.au

2.4 Additional Orientation for Students With Disabilities

UniAccess, UWA's Disability Office, provides support and assistance to students who have a disability, medical condition, mental health condition or temporary injury that affects their performance at university. Appointments can be made at the Student Services reception desk (Phone: 08 6488 2423). It is important for you to make contact with UniAccess to receive information about UWA's resources and services. An individual orientation is available if required and involves a guided tour of buildings and facilities. Please make contact early so that sufficient time can be set aside to plan for this. For further information see: uniaccess.uwa.edu.au

Please refer to page 21 for the contact details of the Disability Officers.

2.5 FIRStatUWA Induction for International Research Students

One month after enrolment, all international postgraduate research students are offered the opportunity to meet with a Graduate Education Officer to discuss their candidature, and the resources and support that is available at UWA. This informal interview is part of the Facilitating International Research Students Transition at UWA (FIRStatUWA) program that was implemented to ease students' transition into higher research degrees. Mention of the interview is made in student's enrolment letter. Graduate Education Officers then maintain regular email contact with students throughout their candidature. For further details see: studyat.uwa.edu.au/postgrad/international/firstatuwa

Please refer to page 24 for the contact details of the Graduate Education Officers.

3. After Enrolment: Things You Need To Know

3.1 Confirmation of Enrolment

If you have enrolled online you can view a Receipt of Enrolment as part of the online process. Your confirmation of enrolment can also be accessed through studentConnect (at studentadmin.uwa.edu.au/welcome/student_connect) using your Student ID and your PHEME password. Please note that confirmation of enrolment is not the same as Confirmation of Candidature which occurs twelve months after the initial date of enrolment for full-time (equivalent part-time) PhD students (see Confirmation of Candidature section below for more details). It is imperative that you check your enrolment carefully, and if any information is incorrect you must bring this notice to the Student Administration Enquiry Counter (Hackett Hall) as soon as possible. If you are unable to come in person, telephone (08) 6488 3235 (or for further contact details go to studentadmin.uwa.edu.au/contact_us). Research students must also contact the Graduate **Research School or faculty as appropriate, depending on where their course is administered.**

3.2 Account Management System (PHEME)

All new UWA students are required to visit the PHEME website: **pHEME.uwa.edu.au** so as to activate their PHEME account. The activation process involves setting a security question and a password. You will need your PHEME password to log into many UWA services including the Student Connect website **studentconnect.uwa.edu.au**

3.3 UWA Campus Card

All students require an official UWA Campus Card with an identifiable photograph (student ID card).

The card, which includes your photograph, student number, and library barcode, will be issued free at the time of enrolment to all new students. It is a requirement of your enrolment that you obtain a Campus Card. You will need your card for identification purposes, to change your enrolment or withdraw from your course, to change your address, to use the library facilities, and whenever you sit for an examination conducted by the University. You may also be required to produce your card for identification purposes should it be requested by an officer of the University. All information on the UWA Campus Card will be stored within the Student Records System of the

University and consequently will be subject to the University policy on confidentiality.

Campus Cards

campuscard.uwa.edu.au

Location:

Enquiry Counter, Student Administration, Hackett Hall

Office Hours:

Monday – Friday 8:30am – 4.30pm

Phone: (08) 6488 2523

Email: campuscard@uwa.edu.au

For Student Guild facilities and retail discounts you will need to take your UWA Campus Card to the UWA Guild Student Centre for activation of your membership.

3.4 Managing Your Enrolment

Research students

Your enrolment is managed either by the Graduate Research School or your faculty, depending on your course. Students who are enrolled in a PhD or Masters by Research are administered by the Graduate Research School, while students enrolled in Postgraduate Coursework degrees are administered by the faculty. All requests for changes must be made to the Graduate Research School or faculty as appropriate, rather than the office of Student Administration.

For students in courses administered by the Graduate Research School, re-enrolment each year is conditional on a student's milestones being up to date (including Research Proposals, Confirmations of Candidature, Annual

Reports and Travel Reports) by the re-enrolment period at the end of each year (this being the 1st of December). If all milestones have been submitted to the Graduate Research School as required your re-enrolment for the following year will be automatically processed. **However, please note that the Graduate Research School is unable to re-enrol you if you have any financial encumbrances like unpaid parking fines or library fees.** In this case you will need to pay the debt and re-enrol yourself before the cut-off date for re-enrolments. The Office of Student Administration charges a late fee for late re-enrolments.

Confirmation of Candidature

In 2006 the Board of the Graduate Research School and Academic Board resolved to introduce a process for formal Confirmation of Candidature after a year for PhD candidates at UWA. In brief, PhD candidates are initially enrolled as conditional candidates and in the Research Proposal the candidate will outline designated tasks and agreed milestones that should be completed within a twelve month period for full-time students. These tasks will be agreed between the candidate, supervisor and school, and set out in the Research Proposal for approval by the Graduate Research School.

Each school has its own general requirements for Confirmation of Candidature. Possible tasks that candidates could be required to complete in order for their candidature to be confirmed include presenting work orally to the School, producing one or more pieces of academic writing (additional to the Research Proposal) to an acceptable standard, completing an annotated bibliography or review of literature, obtaining any ethics or other approvals required for the research, or passing appropriate safety courses

such as Laser Safety, Radiation Safety, Chemical or Laboratory safety.

After the first year of candidature (FTE) the candidate will complete the First Annual Report and, if the designated tasks and agreed milestones are completed and verified by the School and approved by the Graduate Research School and all other aspects of candidature are satisfactory, the candidate will have their candidature confirmed. For more information contact the Graduate Research Coordinator in your school or visit: postgraduate.uwa.edu.au/students/candidature/confirmation

Checking Milestones and Using Student Connect

Research students have a number of important dates in their candidature in which paperwork is due for submission to the Graduate Research School. These dates are known as 'milestones'. Students can check their milestones on Student Connect by clicking on the 'Courses' link. Then, by clicking on the course code number and then 'milestones' link a list of milestone types, the current status of each milestone, the due date and actual achieved date will appear. Reenrolment each year is dependent on these milestones being up-to-date. If you believe there is an error in your milestones please contact pghelp@admin.uwa.edu.au. To log into Student Connect go to: studentadmin.uwa.edu.au/welcome/student_connect

For detailed instructions on how to check your milestones on Student Connect see: postgraduate.uwa.edu.au/students/candidature

Coursework Students

You are responsible for the management of your enrolment. It's up to you to select units that will satisfy course regulations and lead to graduation. You do this by:

- checking your enrolment online at the Student Connect website by using your Student ID and Pheme password; studentadmin.uwa.edu.au/welcome/student_connect
- reading your Postgraduate Handbook;
- consulting with Course Advisers when you first enrol or change your enrolment; and
- checking the timetable to ensure that your units do not clash (see below for details about how to access the timetable).

Student Administration maintains your enrolment. They receive and process your forms, referring changes to your enrolment to your Faculty for approval.

They also:

- issue your campus card;
- assess your fees;
- schedule your examinations;
- process and release your results;
- issue academic transcripts; and
- look forward to graduating you!

Location	Student Administration, South-east wing of the Hackett Hall complex
Hours	8.30am to 6.00pm Monday. 8.30am to 4.30pm Tuesday to Friday.
Phone	(08) 6488 3235
Website	studentadmin.uwa.edu.au/welcome

How to Use the Timetable Website

The following website will provide you with a link to a pdf file on how to use the timetable website. Go to: timetable.uwa.edu.au

3.5 Changing Your Address

It is essential that you inform the University of any change to your address. You can change your address details at any time via your Student Connect account. You will also need to check your address as part of your re-enrolment. If you encounter any problems changing your address via Student Connect you should contact Student Administration (Hackett hall). You must ensure your contact address, home address and emergency contact details are always current. Your contact address is the address that the University will use to post out any correspondence and documents. To avoid delivery delays of important personal documents it is important that this address is kept up to date at all times.

Students in courses administered by the Graduate Research School must also notify the Graduate Research School of any change of address. Students in courses administered by their faculty must notify faculty administration of any changes of address.

3.6 Changing Your Enrolment or Withdrawing

Research students

All changes to enrolment/candidature must be made with the Graduate Research School or faculty as appropriate, depending on where your course is administered. International students must also consult with the International Centre.

Forms

[postgraduate.uwa.edu.au/
studentnet/forms](http://postgraduate.uwa.edu.au/studentnet/forms)

Submit to: Graduate Research and Scholarships Officer,
Hackett Hall
Fax: (08) 6488 1919

Coursework Students

Please consult the Student Administration website for current information relating to changing your enrolment or withdrawing.
studentadmin.uwa.edu.au

International Students

All international students must consult with the International Centre prior to changing their enrolment, as withdrawal and other changes may affect the student visa. Please make sure that you are familiar with the Policy for Refund of Fees, which can be accessed from the UWA International Centre website. For more information please see: [international.uwa.edu.au/
studentnet/intstudents/refunds](http://international.uwa.edu.au/studentnet/intstudents/refunds)

3.7 Student Connect (Online Enrolment and Administration)

As a student of UWA you will receive important advice from the University during the year, for example your enrolment advice, course results and advice of debts. Notification of the availability of these electronic documents will be emailed to your student email account. You may then access them through the Student Connect website. Visit the Student Connect website regularly to:

- check your enrolment;
- view your class timetable;
- change your address details;
- view your exam timetable and results, and order academic statements.

studentconnect.uwa.edu.au

If you require hardcopies, visit Student Administration and fill out the Request for Hard Documents form.

Form: Hardcopy Documents
[studentadmin.uwa.edu.au/__data/
page/8581/Hardcopy_Documents.
pdf](http://studentadmin.uwa.edu.au/__data/page/8581/Hardcopy_Documents.pdf)

or Enquiry Counter, Student Administration

Submit to: Student Administration

4. Online Services

4.1 Student Computer Accounts

The University provides each student with an account on PHEME, the UWA Access Management System. The username and password on this system are used for a range of electronic student services. These include:

- UWA Student Email
- Learning Management System (LMS)
- Student Connect, which is used for management your enrolment and provides access to the details of your UWA student record
- Student network and internet access via Unifi

You should activate your PHEME account and set a password and challenge question and answer as soon as possible.

Activating your PHEME Account

Go to the website pHEME.uwa.edu.au

- Click on the 'Students'
- Click on 'Activate new Account' from the menu on the left
- When prompted, enter your student number and date of birth in the appropriate boxes
- Review the PHEME account Terms and Conditions. Tick the box to state your agreement to these conditions
- Click Next
- Proceed with setting your password and your Challenge Question and Answer.

If you do not have Internet access at home, you can activate and use your account from:

- any of the libraries on campus
- many of the computer labs located around campus.
- the colleges (if you are a resident)

Your PHEME account may also be upgraded to provide Internet and network access. To activate it, make sure you review and tick the Network Access agreement when activating your PHEME account.

N.B. If you don't activate your internet access now, you can always do it later.

MyUWA

MyUWA is the central portal for online student services, providing access to your Student Email, Student News, LMS, LECTOPIA and a variety of other systems. The portal will deliver dynamic content that is tailored to your individual relationship with the University.

It is found at uwa.edu.au/myuwa and can be accessed with your Student Number and PHEME Password.

Student Email Accounts

All official University correspondence will be sent only to your official student email account. For example, the Library sends its warnings to this email account, and if you miss a warning you may be liable for fines. Course related information from your lecturers and tutors will also be sent here, and your lecturers will only accept mail from you if it is sent through this account. The email address provided by UWA allows convenient access to email via any Internet connected computer, on or off campus.

Your student email is available via the MyUWA portal, or via the direct link mail.student.uwa.edu.au

Internet Access

Ensuring that you agree to the network terms and conditions when activating your PHEME account means you will be able to:

- Access the Internet in the UWA subject libraries and some faculty laboratories;
- Access to the University wireless network (Unifi);
- Remote access via the SNAP VPN.

The University provides unlimited usage of the internet to all students, free of charge. However, excessive or inappropriate usage of the internet is monitored and may attract disciplinary action. The terms and conditions of Internet access are displayed when you upgrade your PHEME account to include internet access.

Further details can be found at: is.uwa.edu.au/it-help/accounts/student

Wireless Internet Access – Unifi

The University's wireless network is state of the art and available in many locations across campus. Once you've upgraded your PHEME account to include internet access, you instantly have access to the wireless network.

Most modern laptops can connect immediately, using your student number and PHEME password.

Setup guides and information for the wireless network can be found here: is.uwa.edu.au/it-help/access/wireless/unifi

Where Can I Get Help?

You can find help for the services listed above at the following locations:

Web: itservicedesk.uwa.edu.au

IT Help: is.uwa.edu.au/it-help/students

Email: support@student.uwa.edu.au

Phone: (08) 6488 3814

In Person: Visit the Student Internet Support Office, located on the first floor of the Reid Library or the ground floor of the Science Library.

Computers and Computer Support in Your Faculty/School

Access to computers via Faculty/School laboratories is available to most students. Your Faculty or School computing staff can tell you what access is available, so it is a good idea to make contact with them as soon as possible or check the relevant website. Some of this information may be provided at Faculty orientation sessions.

Rules and Guidelines

You should familiarise yourself with the policies covering the use of computing facilities and services at UWA. Penalties exist for misuse and abuse of the services. The rules and policies can be found at:

Current policy: is.uwa.edu.au/it-help/policies

Student specific: is.uwa.edu.au/it-help/policies#itstudentpolicies

Your Faculty may also have further policies relating to use of the facilities in their specific areas. Contact your Faculty/School computer support personnel or visit your Faculty/School web site for further information.

Basic Computer Literacy and Further Training

UWA Extension offers a variety of IT based courses both on line and on campus. These include short courses on Microsoft Word, PowerPoint and Excel. The full course list can be found at: extension.uwa.edu.au

Lifetime Email

The UWA Graduates Association has established a Lifetime Email service for graduates. This is aimed at providing a means for graduates to stay in contact with each other and with the University. This service provides a lifetime email address that can be used to forward email to your current address. Your email address and password will also give you access to the UWAGA community online. The service also will provide a way for you to be notified of year, department or club reunions and events, as well as lectures and other happenings at the University.

For more information see: graduates.uwa.edu.au/lifetime_email

Postgraduate Student Business Cards

PhD and Master's by Research students may require official UWA business cards. These are especially useful during conference attendance of fieldwork. The cards must be approved by the Graduate Research and Scholarships Office and paid for by either the student or School on collection from the Uniprint Campus Shop. A business card template and ordering instructions are available at: postgraduate.uwa.edu.au/students/postgraduate-student-business-cards

5. Finance

5.1 Research Training Scheme

Students who are Australian Citizens, New Zealand Citizens and Australian Permanent Residents in courses with 66.6% or more research are covered by the Commonwealth Research Training Scheme (RTS) and are not normally required to pay tuition fees. For more information please see: studyat.uwa.edu.au/postgrad/doctorates/fees

5.2 Fee-Help (Australian Citizens)

Tuition fees are applicable to a large number of postgraduate coursework programs. A schedule of these fees is available from the Prospective Students Office and Student Administration (Hackett Hall) or: studyat.uwa.edu.au/postgrad/coursework/fees
unitcosts.uwa.edu.au

Australian citizens and holders of permanent humanitarian visas are eligible to take out an interest-free loan through the FEE-HELP scheme to cover the tuition fee for undertaking a postgraduate coursework program at UWA. FEE-HELP enables eligible students to obtain a loan from the Commonwealth Government to pay all or part of their tuition fees. A 25% loan fee applies to all undergraduate FEE-HELP amounts (no loan fee is applicable to postgraduate students). A maximum of \$89,706 (or \$112,134 for students undertaking medicine, dentistry and veterinary science

courses) plus the 25% loan fee can be charged to a FEE-HELP account.

New Zealand citizens and other non-citizen permanent residents are generally not eligible for FEE-HELP (please note: New Zealand citizens and permanent visa holders who commenced a postgraduate course of study prior to 1 January 2005 (pre2005 PELS student) and incurred a PELS debt are eligible for FEE-HELP if they have not discontinued their enrolment, or have not completed the requirements of their course).

Students wanting to access a FEE-HELP loan need to complete a Request for FEE-HELP Assistance form (available from Student Administration) on or before the census date for their unit(s) of study, and provide their Tax File Number (TFN).

Information on how to apply for a FEE-HELP loan is available at: studyassist.gov.au/sites/studyassist/help-paying-my-fees/fee-help/pages/applying-for-fee-help

Before completing the Request for FEE-HELP Assistance form you must read the Commonwealth Government's FEE-HELP information available below and in hardcopy from Student Administration: studyassist.gov.au/sites/StudyAssist

5.3 International Students

All international students at UWA are required to pay tuition fees for their research or coursework program unless they are in receipt of a scholarship that covers the fees. Tuition fees are fixed for the duration of the course. You can view the Postgraduate fee list at studyat.uwa.edu.au/courses-and-careers/undergraduate/fees/international-fees/postgraduate-fees

5.4 UWA Student Services and Amenities Fee

The UWA Student Services and Amenities Fee (SSAF) is a compulsory charge approved by the University's Senate and levied on students enrolling at UWA. Income generated by the fee is spent on developing and providing a range of recreational, sporting and educational facilities together with social, education and representation activities and services for the direct benefit of all students at UWA. SSAF income is not used, and cannot be used, to support political parties and associated activities.

The compulsory UWA Student Services and Amenities Fee (SSAF) payable by all students enrolling at UWA replaces the voluntary Amenities and Services Fee (ASF)

that in previous years has been levied on students electing to make the payment.

For more details of the SSAF and a list of what is provided see: student.uwa.edu.au/course/fees/ssaf

Incidental Fees and Charges

The University has developed a policy on Incidental Fees and Charges. The key principle is that Commonwealth supported students should be able to complete their chosen award without facing additional course-related charges imposed by the University. If you are asked to pay for services that are not available to you free of charge in an alternative format, check the University's policy or get advice from Student Services or the Guild Education Office. For more information see: teachingandlearning.uwa.edu.au/students/fees

5.5 Scholarships

A wide range of postgraduate research scholarships are available for Australian and New Zealand citizens, Australian permanent residents, and international students to undertake postgraduate study at UWA in all disciplines. The Scholarships Office is responsible for the administration and promotion of all major scholarship programs managed by the University. Some faculties also offer postgraduate research scholarships and supplementary scholarships.

For the latest information on scholarships email help@scholarships.uwa.edu.au for queries about postgraduate scholarships for local domestic students, or internationalscholarships@uwa.edu.au for queries about scholarships for international students.

Or visit the Scholarships Office in Hackett Hall, or refer to the UWA scholarship searchable database: scholarships.uwa.edu.au

You may also find the Joint Academic Scholarship Online Network (JASON) site useful. This is a national database of postgraduate scholarships for Australia which includes links to Australian university sites, government and industry sites and international sites: jason.edu.au

The Department of Education, Employment and Workplace Relations (DEEWR) Website lists Government-funded University Scholarships for local and international students: goingtouni.gov.au

5.6 Funding for Research Related Expenses

The acceptance of a research student into a School implies that the School agrees to provide a sufficient level of support to enable the student to complete the initially agreed program of research and study. Your supervisor, the School's Administrative Officer or the Graduate Research Coordinator should be able to provide, for example, information about funds for travel to conduct research or collect data, or to cover the costs of specialist equipment or project requirements.

The Infrastructure Guidelines for the Support of Research Higher Degree Candidates set out in detail the expectations of the University with respect to provision of resources to graduate research students. These Guidelines can be accessed at: postgraduate.uwa.edu.au/students/policies/resources

Minimum Resources for Research Students

Schools are expected to provide their research students with sufficient laboratory, studio or office space, infrastructure, equipment and facilities to complete the agreed program of research. In particular, every candidate should be supplied with the following:

- accommodation (e.g. laboratory and office accommodation, suitably equipped and furnished in standard ways);
- access to workshop services (e.g. machine tools and qualified technicians available to each researcher, according to need, for research);
- access to film or music editing facilities;
- access to a basic library collection;
- standard reference materials or funds for abstracting services;
- provision of computers (excluding access to high-performance computers or other specialised applications) and basic computing facilities such as word processing and other standard software; and
- use of photocopiers, telephones, mail, fax, email and internet services.

For more information on the resources that are available to you through your particular school see: postgraduate.uwa.edu.au/students/resources/schools

UWA Grant for Research Student Training

As part of the University of Western Australia's commitment to recognising, promoting and rewarding graduate research excellence, the Graduate Research School has initiated a funding scheme aimed at providing research students with additional funding to support their research, travel and professional development. Additionally, the scheme is intended to provide research students with an opportunity to develop their skills in the area of research grant applications.

In February and August of each year UWA PhD and Masters by research candidates are invited to apply for grants of up to \$5000 to be used for the purposes of research training and education; for professional development; to purchase specialised equipment; and for research related travel to the field or conferences. However, all applications received which have the potential to add value to the candidate's research will be considered.

Two funding rounds will be held each year, with a minimum of ten awards to be offered in each round. However, due to budgetary constraints, there will be no awards made in 2012.

For more information see:
postgraduate.uwa.edu.au/students/funding/grants
or contact:

Dr Michael Azariadis

Tel: 6488 1726

Email: michael.azariadis@uwa.edu.au

5.7 Travel

Graduate Research School Travel Award

Graduate research students are eligible to apply for travel funding during their candidature. The Graduate Research Student Travel Award provides allowances of up to \$750 for travel within Australia, and up to \$1800 for travel overseas (2012 rates). These grants are awarded by the University Research Committee for the purpose of travel directly related to the candidate's research work. This could include, but is not limited to, conference attendance, fieldwork, or travel to gather research data. The intention of these awards is to facilitate international and interstate travel for research purposes. Only in exceptional cases, and only for long distance travel, can they be used for travel within Western Australia. For more information and Application Forms see: postgraduate.uwa.edu.au/home/current/travel

Convocation Postgraduate Research Travel Award

The purpose of these awards is to enable postgraduate research students to enhance their work through travel in Australia or overseas. Awards are made available through the generosity of graduates and with assistance from the University and the Postgraduate Students Association. The value of each award is up to \$2,500, and may be used to defray travel or accommodation costs, or to supplement another travel scholarship or award. For more information see: graduates.uwa.edu.au/awards/pgrta

Other travel grants available are posted on the Scholarships website, sorted according to the applicable discipline. For a list see: scholarships.uwa.edu.au/home/postgrad

5.8 Centrelink Benefits

If you have any queries regarding Centrelink benefits please contact the Student Financial Aid Officer in Student Services office (phone 08 6488 2423) or contact an Education Officer in the Guild Student Centre (phone 08 6488 2295). See also: studentservices.uwa.edu.au/ss/financial/centrelink or guild.uwa.edu.au/home/student_assistance/financial_help/centrelink

5.9 Student Loans

Student loans are available from the Student Guild and University Student Support Services. For more information see: guild.uwa.edu.au/home/student_assistance/welfare_assistance/loans

or studentservices.uwa.edu.au/ss/financial

Student Guild Loans

The UWA Student Guild provides a range of financial assistance to members including interest-free Ordinary and Emergency Guild Loans and Guild Grants. To apply for these supports you need to be a currently enrolled student and a Guild member (which is free!)

Emergency Loans

Emergency loans of up to \$100 are available on application through the Student Centre and are approved on the spot. You have two weeks to repay Emergency Loans of up to \$50 and one month to repay Emergency Loans between \$50 (\$51) and \$100. You don't need to have an appointment with an Education Officer but if you are really struggling then it would be worthwhile having an appointment to see if this is the best service for you.

Ordinary Loans

Ordinary loans of up to \$1000 are also available. These loans are interest free and you have twelve months to repay the loan. You will need to have a guarantor for this loan and you need to make regular repayments over the twelve months. You will need to complete the forms (available through the Student Centre and online at guild.uwa.edu.au/home/student_assistance/financial_help/loans/guild_ordinary_loan_scheme) and have an appointment with an Education Officer.

Guild Grants

Guild Grants are aimed at providing small grants (of up to \$500) to students to assist with urgent expenses. The program is funded through the UWA Student Guild and the University Co-op Bookshop and can be made available for expenses such as doctors' bills, dentists' bills, rent, child care costs, textbooks and

car repairs. You will need to make an appointment to see an Education Officer at the Centre and you can obtain a form from the Student Centre and online at: guild.uwa.edu.au/home/student_assistance/financial_help/grants

Location	Guild Student Centre, Guild Village
Phone	(08) 6488 2295
Email	education@guild.uwa.edu.au

The Guild Financial and Welfare brochures can also be downloaded from: guild.uwa.edu.au/home/student_assistance/guild_education_officers

University Student Loans

The Student Financial Aid Officer, located in University Student Support Services, can assist you with information concerning money management and financial assistance including UWA student loans. Loans are available to assist eligible students with living and educational expenses (excluding fees) while at University. Two types of loans are available to local students:

a General Purpose Loan up to \$4000 in any academic year (or \$12 000 for student exchange loans – conditions apply) and an Emergency Loan of up to \$1500

Location	1st Floor Social Sciences building, South End (entrance opposite Co-op Bookshop)
Office Hours	9:00am – 4.00pm
Phone	(08) 6488 5573 / 6488 2423
Email	student.finance@uwa.edu.au
Web	studentfinance.uwa.edu.au ipoint.uwa.edu.au studentservices.uwa.edu.au/ss/financial ipoint.uwa.edu.au

Details of the UWA Loan Scheme, including eligibility criteria, loan application and repayment terms and conditions can be obtained from the Financial Aid Service website. Information is also available through askUWA. International Students wishing to obtain more information or an application form should contact: Ms Sally Tan, International Student Adviser, International Centre
Phone: (08) 6488 2428 or
Fax (08) 9382 4071
Email: sally.tan@uwa.edu.au

6. Supports and Services

UWA has comprehensive supports and services in place to assist you during your time here. Your supervisor, course co-ordinator, Graduate Research Coordinator or tutor are often your first contact for information or help with your studies. However, there are other people to contact when you are experiencing difficulty, need some information, or feel that you would like some support.

Once you activate your Guild membership at the Guild Student Centre you will receive a Guild diary. The diary contains details of services available on campus and a range of on and off campus retail discounts.

6.1 Postgraduate Students' Association

The Postgraduate Students' Association (PSA) is a Guild department and therefore independent of the University administration. It is run by and for postgraduate students, and can provide advice and assistance on the range of issues students may face. The PSA also runs a number of social activities and administers grants and awards specifically for postgraduate students. The PSA represents all postgraduate students on University committees from the Senate to the Faculty level. Membership of the PSA is free and automatic for all postgraduate students.

Email	psa@guild.uwa.edu.au
Website:	psa.guild.uwa.edu.au
Facebook:	facebook.com/uwapsa

Information about issues and events relevant to postgraduate students are emailed to postgraduates subscribed to the email mailing list. You can subscribe to our mailing lists, postgrad and postgrad-talk, by visiting:

maillists.uwa.edu.au/mailman/listinfo/postgrad

and

maillists.uwa.edu.au/mailman/listinfo/postgrad-talk

At the PSA website you can find out more about postgraduate life at UWA.

To get in touch with the PSA, to find your local postgraduate representative, or to become involved, contact the PSA directly.

Contact: Aisling Blackmore,
PSA President
Location: Room 1.03, Level 1 Guild Building South
Phone: (08) 6488 3194
Email: psa@guild.uwa.edu.au

Postgraduate Lounge

A postgraduate lounge on the first floor of the south wing of the Guild building (Room 1.05) is available for use by postgraduate students. It is a space free to all postgraduate students to use for seminars, meetings or just to have lunch and read. To use the lounge, drop into Guild reception with your student card and pick up the key.

6.2 Guild Student Centre

The Student Centre is located on the Ground Floor, Guild Village near the Bankwest ATM. It is your first point of contact with the Guild and provides information and services to help you with campus life. It is the referral place for Guild services to contact the Guild's Education Officers.

Contact the Guild Student Centre for information on the following:

- Guild Education Officers
- All student representatives
- Guild and University information
- Activating Guild membership
- Guild member discount information
- Guild club and society information and contact lists
- Information brochures on a range of health and welfare related topics
- Bus timetables
- Lost property
- General enquiries

Guild Education Officers

The Guild Education Officers are available to advocate on behalf of and assist students with a number of issues and concerns, resource and support problems. If you are unsure about who to speak to, it is recommended that you contact the Education Officers who can assist you identify which type of support will suit your needs the best.

Education Officers can help with the following:

- Academic issues including;
- appealing academic assessment;
- appealing the award of a progress status;

- ↘ appealing the application of special consideration;
- ↘ appealing scaling or other adjustment systems;
- ↘ appealing the non-adherence to the assessment mechanism statement;
- ↘ appealing against other University decisions;
- ↘ complaint resolution; and
- ↘ misconduct allegations.

Financial advice and assistance to help students struggling with money, including:

- ↘ Assistance with budgeting, debt issues, and access to support programs;
- ↘ A number of financial assistance programs provided by the Guild including small grants, emergency loans and ordinary loans up to \$1000.00 on application; and
- ↘ Centrelink advice and information.

For further information contact: education@guild.uwa.edu.au

In your email include a brief overview of the issue you are concerned about.

Marianne Neave or Clare Hannell will contact you if your query relates to an education matter, and Jessica Toon will contact you if your matter is financial or welfare related.

Clubs and Societies on Campus

There are over 80 affiliated clubs and societies covering a broad spectrum of interests ranging from religious and political groups, educational and cultural, and just social groups. If there is no club or society that covers an interest you have, the Guild will help you set one up.

Clubs Website: guild.uwa.edu.au/home/clubs

Location: Ground floor, Guild Village.
Near the Bankwest ATM.
Contact: (08) 6488 2295

Confidential enquiries:
education@guild.uwa.edu.au
General enquiries: enquiries@guild.uwa.edu.au
guild.uwa.edu.au

6.3 Booklists and buying books

It's usually best to wait until after your first lecture before buying any books, just to make sure that your lecturer is going to use them.

Co-op Bookshop

The Co-op Bookshop, situated on the ground floor of the Guild Village, is one of the largest providers of educational, professional and life-long learning resources in Australia. The Co-op Bookshop also offers a large range of general interest books and software covering many subjects. You can become a member of the bookshop and receive a discount on book purchases. There is also an on-line bookshop and search facility. For more information and updated text lists you can go to their website at: **www.coop-bookshop.com.au/bookshop**

- ↘ select Book Search then Text Search
- ↘ enter UNIVERSITY OF WESTERN AUSTRALIA
- ↘ key in your Unit Code to search

Or call UWA Co-op Bookshop info counter
Ph: (08) 6488 2069
Email: uwa@coop-bookshop.com.au
www.coop-bookshop.com.au

Location: Ground floor, Guild Village
Hours: Monday – Friday:
8:45am – 5:30pm
Saturday: 10:00am – 4:00pm

Second-Hand Bookshop

The Secondhand Bookshop is a great place to ensure those expensive textbooks you no longer have don't go to waste and you get your money back! It's right next to Eyecare in the Guild Village and is filled with cheaper novels, textbooks and CDs.

For further information and assistance contact:
Location: Ground floor, Guild Village.
Hours: 10am – 3pm
Phone: (08)6488 2310
Email: bookshop@guild.uwa.edu.au

6.4 UWA Sports

UWA Sports is your key to health, fitness, recreation and sport on campus, offering a number of ways to get active:

UWA Recreation and Fitness Centre

The UWA Recreation and Fitness Centre is the wellbeing, health and fitness hub on campus. It has recently been renovated and features a number of dedicated workout zones including interactive rowing area, stretching and cardio zones as well as high performance, cycle and circuit rooms. You can choose from over 70 group fitness classes a week and multiple courts such as tennis, basketball, squash and more. The UWA Recreation and Fitness Centre is open to everybody and enjoys great popularity amongst UWA students, staff, alumni and the general public.

Evening Social Sports

Get a number of mates together for a great post-uni de-stress activity. Choose from a variety of sports such as netball, basketball, touch, soccer, volleyball and ultimate.

Recreate®

Recreate® is a short term program consisting of a variety of courses offering health and fitness, sport and recreation, personal development, trip and tours and expedition opportunities to improve general well-being and create memorable experiences. All courses, unless otherwise stated, run for five weeks.

Want to find out more?

Phone: 6488 2286

Email: admin-uwasport@uwa.edu.au
sport.uwa.edu.au

6.5 UWA Student Services

Student Services provides a range of services to help students succeed at university. Most services are free and appointments can be booked by phone or in person.

Location	1st Floor Social Sciences South Building
Phone	8.30am – 5.00pm
Email	studentservices.uwa.edu.au

Academic Assistance

Both the Study Smarter and Graduate Research Education and Training teams at UWA offer a comprehensive range of services designed to enhance your academic experience and assist you to develop your academic and English language skills.

Individual sessions to discuss anything to do with your studies are also available – you just need to make an appointment. Books and tapes on study and research skills are available for loan from the Resource Centre. For further information contact the Learning, Language and Research Skills Advisers, the English Language

Skills Advisers and/or the Graduate Education Officers.

See: postgraduate.uwa.edu.au/students/resources/officers
or
studentservices.uwa.edu.au/ss/learning

See also Section 7: Learning, Researching and Writing at UWA for more information.

Accommodation Assistance

The Housing Service offers a free and confidential service to enrolled students and staff of the University. The Housing Service does not arrange either College or off campus accommodation for you. Accommodation is arranged on a self-help basis. However, information is available to assist you to choose suitable off-campus accommodation.

The Housing Service maintains an online Housing Database, listing both shared and vacant properties. In addition, the information contained on their website provides an overview of accommodation options available at UWA and a comprehensive guide on how to undertake your search for off-campus accommodation.

The Housing Service also provide information and advice on housing issues, including helping you to understand leases, bonds, tenancy law and the costs involved with establishing a household. They give particular attention to the needs of international students who may not be confident in their ability to negotiate in English. A number of pamphlets are available that provide useful information on housing and tenancy related issues

Location: Student Support Services, 1st Floor, Social Science South Building
Phone: 6488 5573 or 6488 2423
Email: housing@uwa.edu.au
housing.uwa.edu.au

Postgraduate Accommodation

The University owns a number of units very close to the University that are reserved for postgraduate students. Postgraduate students have priority in selection and there is a long waiting list of applicants. Currently students can expect to wait at least 12 months before an offer can be made. The units are offered to students in the greatest financial need.

Costs range from \$250pw (bedsit) to \$350pw for a two bedroom unit.

For all postgraduate accommodation queries and applications, please contact:

Mrs Carolyn de Grauw
Manager, Crawley Village
Currie Hall
Phone: 9273 3348
Email: carolyn.degrauw@uwa.edu.au

Careers Centre

The Careers Centre is the place for UWA postgraduate students seeking to clarify career direction, identify relevant employment prospects and enhance the skills required to undertake effective job search. A range of services is offered to assist you for up to 12 months from graduation.

Get a Job

We list current graduate, vacation, part-time and casual job vacancies on behalf of employers as well as conduct a range of job seeking skills workshops to enhance your job prospects. Our 24/7 online Career Hub service provides access to these vacancies and allows you to register for all workshops. A free resume checking service is also available to students.

Connect With Employers

We have strong links with employers who are interested in providing UWA students with on-campus and printed information about the career and work opportunities they

have available. Details of scheduled on-campus employer recruitment talks are available in Career Hub. Our Career Mentor Link program also provides a valuable opportunity for students to meet with employers.

Explore Future Options

Online and hard copy information about career options relevant to the fields of study offered at UWA is available to students. Additionally, regular careers seminars and individual advice are offered to assist students with career goal setting and decision making processes.

Location: 1st Floor Social Sciences South Building
 Phone: (08) 6488 2258
 Email: careers.centre@uwa.edu.au
 Website and Career Hub: careers.uwa.edu.au

Counselling

The UWA Counselling and Psychological Service provides a professional and confidential service free of charge to students. A range of personal concerns can impact upon your ability to study effectively; they include stress, relationship difficulties, depression, procrastination and lack of motivation. The aim of the Service is to help you manage these difficulties in a way which will help you continue and succeed with your study. Counselling can help you to clarify a problem, identify options, and develop plans to approach issues in a constructive manner.

Services offered include:

- Individual sessions for personal and study related issues;
- Seminars on a variety of topics; anxiety stress or relaxation;
- Liaison, advocacy and support for Special Consideration of Assessment; and
- Self help resource library.

studentservices.uwa.edu.au/ss/counselling

Location: 1st Floor Social Sciences South Building
 Phone: (08) 6488 2423
 Hours: By appointment

UNIACCESSS – UWA’s Disability Office

Staff from UniAccess facilitate access for students who have a disability, medical condition, mental health condition or temporary injury that affects their participation at university. It is important for you to make contact with UniAccess as early as possible if you require information about physical access; accessible parking and facilities; liaison with faculties; access to a resource room with additional library services, ergonomic equipment, assistive software and a rest area; and/or, if you are a coursework student, course materials in alternative formats and alternative examinations. If you are a research student you may be referred to Safety and Health for services such as ergonomic assessment.

An individual orientation to the campus is available upon request. Please make contact early so that there is sufficient time to plan for appropriate services.

Appointments can be made by phoning Student Services reception on (08) 6488 2423. The Disability Officers are:

Pauline Pannell

Phone: (08) 6488 7864

Deborah Allen

Phone: (08) 6488 5893

Liz Sullivan

Phone: (08) 6488 3809

Nikola Horley

Phone: (08) 6488 7864 (Fridays only)

Email for general enquiries: uniaccess@uwa.edu.au

uniaccess@uwa.edu.au

Visit us: Social Sciences Building South Wing, level 1

Enter via the lift opposite Campus News and Gifts.

Medical Centre

The University Medical Centre aims to provide for the health and medical needs of the staff and students of The University of Western Australia. Services offered include medical consultations, examinations, minor surgical procedures, counselling on health matters including travel health, contraception, pregnancy, sexuality, lifestyle, drugs and nutrition. A specialist alcohol and other drug counselling service is also available. Specialist referrals are arranged as necessary. We also provide occupational health, pre-employment and diving medicals.

Location	2nd floor Guild Building South Wing
Hours	Monday – Friday: 8.30am – 5.00pm
Website	studentservices.uwa.edu.au/ss/medical
Phone	(08) 6488 2118

Medical Centre Fees

Those students who possess a Medicare Card are direct billed for consultations and associated pathology tests. International students are able to claim most of the fees charged from their health insurer. Staff and visitors are requested to pay their account on the day of their consultation. Most of the fee is reclaimable from Medicare. The consultation for holders of a Health care Card is billed directly to Medicare.

Child Care Services

Long Day Care Centre

Offers long Day Care Centre for children 6 weeks to 5 years

Location: Monash Ave, Nedlands

Website: studentservices.uwa.edu.au/ss/childcare

Phone: (08) 9389 9511

Location: 18 Parkway, Nedlands

Phone: (08) 9389 1848

Offers After School Care and Vacation Care for school age children

Unicare

Community based long day care centre for children one month to school age

(University Child Care Club Inc)

Location: 24 Parkway, Nedlands

Phone: (08) 9389 8111

(08) 9380 2204

unichildcare.com.au

Chaplaincy / Spiritual Dimensions

The chaplains in Student Services provide a free, confidential service to all members of the UWA community, including:

- ✎ Pastoral listening;
- ✎ Care in times of grief/loss;
- ✎ Referral to faith groups on campus;
- ✎ Chapel and meeting room;
- ✎ Spiritual counselling and life direction; and
- ✎ Life and Leadership Coaching (Anglican Chaplain).

Contacts:

Reverend Dr. Armando Carandang

(Catholic Chaplain)

Phone: (08) 6488 2405 / 9470 9113

Email: acaradang@admin.uwa.edu.au

Reverend Michael Wood

(Anglican Chaplain)

Phone: (08) 6488 4762

Email: angchaplain@admin.uwa.edu.au

or michael.wood@uwa.edu.au

Reverend Dr Ian Robinson

(Uniting Chaplain)

Phone: (08) 6488 5895

or 0417 687 746

Email: ian.robinson@uwa.edu.au

Reverend Canon Richard

Pengelley (Anglican Chaplain,

St George's College)

Ph: (08) 9449 5668

Email: richardp@cyllene.uwa.edu.au

There are many faith-based associations on campus. Further information can be found at:

studentservices.uwa.edu.au/ss/spirituallife

7. Learning, Researching and Writing at UWA

The skills required to be an effective and successful postgraduate student at university are often different from those required as an undergraduate or in the workplace, and the skills required for research degrees differ from those required for coursework degrees. Because of this, many students do not achieve as well in the first year or so of their program as they had expected. The Learning, Language and Research Skills Advisers and the Graduate Education Officers can help you to learn the strategies and develop the skills you need to succeed in your chosen program.

Research Students

An important aspect of your candidature will be your relationship with your supervisor/s. Your supervisor can help you manage your candidature and progress, so it is important to discuss your expectations and priorities at the outset and throughout your enrolment. Your supervisor is there to guide you, but it will be your responsibility to arrange for the details of your work and to develop independence of thought and practice.

It is advisable to establish a meeting schedule with your supervisor from the outset and you should initiate frequent and adequate discussions with your supervisor on your research program. A minimum expectation is for candidates to meet with their supervisor at least once each month. You should also exchange contact details and establish how and when contact outside the regular supervision sessions can be made.

Your personal need for direction from your supervisor will change as you progress through your research project (the extent of independence permitted will vary from one discipline to another and from one supervisor to another). Good communication will ensure that as your needs change they are, as far as possible, met by your supervisor. If you have more than one supervisor you will also need to discuss how this relationship will fit into the overall supervisory framework.

You should become familiar with the following policies:

Code of Good Practice for Graduate Research Supervision
postgraduate.uwa.edu.au/supervisors/policies/good-practice

Statement of Expectations on Supervision and Thesis writing
postgraduate.uwa.edu.au/schools/policies/expectations

Guidelines for Graduate Research Supervisors
postgraduate.uwa.edu.au/schools/policies/supervisors

For more information see:
postgraduate.uwa.edu.au/policies

There is more very useful information for commencing candidates at:
postgraduate.uwa.edu.au/home/prospective/preparing

Coursework Students

Coursework students learn in lectures, tutorials, laboratories and on-line. Some coursework students may also work on individual projects.

Course Outlines

Within the first two weeks of the semester you should be given a course outline for each unit you are enrolled in. Officially called an Assessment Mechanism Statement, the outline is required to explain assessments and their value. If an Assessment Mechanism Statement has not been provided for any unit in which you are enrolled by the end of the second week of the semester, you should ask for it at the School office. It is important that you keep this document for the duration of the unit. It provides valuable information that you will need during the course of your study. One important piece of information it contains is the nature and weighting of assessments for the unit.

7.1 Obtaining Academic Assistance

The three primary sources of academic assistance at UWA are the academic staff within your faculty; the Learning, Language and Research Skills (STUDYSmarter) Team in Student Support; and the Graduate Research Education and Training team within the Graduate Research School.

Academic Staff Within Your Faculty

If you need specific help related to your studies or clarification of concepts you should talk to your tutor, lecturer or supervisor. It might be necessary to make an appointment. Before you meet with your tutor, lecturer or supervisor,

carefully consider what your questions are, and communicate clearly in your discussion so that you can get the most out of the meeting.

STUDYSmarter

STUDYSmarter offers a range of services to help all UWA students maximise their learning experience. These include workshops, drop-in sessions, online resources, weekly e-newsletters and individual consultations. All services are free.

Workshop topics include:

- How to manage academic reading
- How to apply critical thinking to your studies
- How to speak to an audience
- There are also maths related workshops and dissertation workshops for coursework postgrads.

To arrange an individual consultation, book an appointment through Student Support Reception, phone 6488 2423 or email study.smarter@uwa.edu.au

STUDYSmarter also runs LACE (Language and Cultural Exchange), a free intercultural friendship program open to all postgraduate students. Sign up at lace.uwa.edu.au

The STUDYSmarter team is situated on 2nd floor of Social Sciences South, so is the Resource Area which has books on English language, grammar and study and research skills available for loan.

For further information, e.g. the workshop calendar and to sign up for the Get Smart e-newsletter, go to the STUDYSmarter home page studysmarter.uwa.edu.au or contact a STUDYSmarter team member.

Ms Siri Barrett-Lennard

Team Leader
English Language and Learning Skills Adviser
Phone: 6488 1820
Email: siri.barrettlennard@uwa.edu.au

Dr Liana Christensen

Learning Skills Adviser
Phone: 6488 1288
Email: liana.christensen@uwa.edu.au

Mr Adrian Dudek

Numeracy Skills Adviser
Phone: 6488 1829
Email: adrian.dudek@uwa.edu.au

Ms Jenny Donovan

Learning Skills Adviser
Phone: 6488 3853
Email: jennifer.donovan@uwa.edu.au

Dr Alison Jaquet

Learning Skills Adviser
Phone: 6488 1221
Email: alison.jaquet@uwa.edu.au

Dr Cheryl Lange

English Language and Learning Skills Adviser
Phone: 6488 2404
Email: cheryl.lange@uwa.edu.au

Dr Elaine Lopes

Senior Learning Skills Officer
Phone: 6488 6784
Email: elaine.lopes@uwa.edu.au

Dr Karen Marais

Learning Skills Officer
Email: karen.marais@uwa.edu.au

Graduate Research Education and Training

Graduate education officers provide research and writing skills support to research students through workshops, individual consultations, writing groups and seminars. For more information see: postgraduate.uwa.edu.au/students/resources

Information about upcoming workshops for postgraduates is also emailed to all Graduate Research Coordinators and posted to the postgrad-talk email list. To receive these notifications you must subscribe to the Postgrad-talk mailing list at: maillists.uwa.edu.au/mailman/listinfo/postgrad-talk

The Graduate Education Officers also provide advice on issues relating to many aspects of candidature and supervision.

Dr Michael Azariadis

Graduate Education Officer
Phone: 6488 1726
Email: michael.azariadis@uwa.edu.au

Dr Krystyna Haq

Graduate Education Officer
Phone: 6488 2095
Email: krys.haq@uwa.edu.au

Dr Joanne Edmondston

Graduate Education Officer
Phone: 6488 7010
Email: joanne.edmondston@uwa.edu.au

Location:

2nd Floor, Social Sciences South Building

Enquiries: (08) 6488 2807

Website: postgraduate.uwa.edu.au/students/resources/officers

7.2 Statistics Clinic

The UWA Centre for Applied Statistics offers free Statistical advice for Masters and PhD research students at UWA, located at the School of Mathematics and Statistics (Room 2.37).

Free consultations for all postgraduate research students are scheduled on:

Tuesday: 1pm–2pm

Wednesday: 2pm–4pm
(by appointment only)

Friday: 9am–10am

Please note that these times are subject to change. Please see our website for the most up-to-date schedule scg.maths.uwa.edu.au/postgraduate-clinic/

This service runs all year around, including non-semester time (except university holidays). Please note that Tuesday and Friday is on a first come first serve basis – we do not provide an appointment-based service on these days.

Conditions

- You must be currently enrolled for a postgraduate research degree (PhD or Masters by research) at University of Western Australia.
- The free service offered is intended for the education and research training of postgraduates
- Assistance with course work is excluded
- Any additional consulting services outside the scope of this offer (longer consultations, computing, etc) will be on a fee – paying basis

For more information or to book an appointment please contact consulting@maths.uwa.edu.au or call (08) 6488 1838.

Current Short Courses

The UWA Centre for Applied Statistics provides short course on statistics all year round which are heavily subsidised for UWA Graduate Research Students. For details of these courses please see scg.maths.uwa.edu.au/short-courses

7.3 Information Services

The UWA Library is one of the most important resources for graduate research students. There are several libraries on campus: the Business Library; the Education, Fine Arts and Architecture Library; the Humanities and Social Sciences Library; the Law Library; the Medical and Dental Library (situated on the corner of Monash and Hospital Avenues, Nedlands); the Music Library; and the Science Library.

The Library's services include:

- *Extensive collections* of books, academic journals, audio-visual materials, maps, newspapers, music scores and manuscripts.
- *A wide range of electronic resources* accessible on and off campus, including more than 80,000 current on-line journals.
- *An interlibrary loan and document delivery service.* If an item is not held in the UWA Library it may be possible to obtain it from another library in Australia or internationally.
- *Experienced librarians for each faculty* who can offer individual or group training in the use of Library resources; orientation sessions for new postgraduate students; advice on selecting and using databases for literature searches; assistance in tracking down obscure references; as well as advice on strategies for building and managing bibliographies.
- *A copying services office*, located on the ground floor of the Reid Library, which can assist you with all forms of copying, binding, laminating, document editing and stationery supplies.
- *A digital thesis repository.* Here, recently completed PhD and Masters by research theses that

have been converted into digital format are readable over the Web. This is part of the Australasian Digital Thesis (ADT) Program.

- UWA postgraduate students can organise to have *reciprocal borrowing arrangements* with other Western Australian universities.
- *The Scholars' Centre* is situated on the second floor of the Reid Library building. It provides a comfortable, collegial study environment for postgraduate students. The Scholars' Centre takes bookings for lockable study rooms and personal study desks with lockable cupboards. There are also lockers available for storing personal items such as bags and laptop computers.

Visit the Library website for access to electronic resources and services, contact details, opening hours, and a map of library locations: library.uwa.edu.au

7.4 Research Proposals

For students enrolled in degrees administered by the Graduate Research School, the approval of a candidate's enrolment and continuation of candidature is dependent on the approval by the Board of the Graduate Research School of a Research Proposal. This is prepared by the candidate with the close assistance of their supervisor/s, and endorsed by the supervisor/s and the Head of School.

Research Proposal forms and guidelines are sent to students upon confirmation of their enrolment. Research proposals must always be accompanied by a research proposal cover sheet. Submission of a satisfactory research proposal is a requirement of your candidature.

Late submission of the Research Proposal may result in suspension of candidature. Check the website for due dates.

postgraduate.uwa.edu.au/home/current/preparing/research_proposals

Having prepared the proposal: **Enrolled candidates** should complete a Research Proposal Coversheet and submit **two** copies of their proposal and coversheet through the supervisor and Head of School to the Graduate Research School.

Prospective candidates applying on the basis of an incomplete PhD from another institution should complete the Application Form and submit **two** copies of the Details of Proposed Research and application form (plus other supporting documentation as required) through the proposed supervisor and Head of School to the Graduate Research School.

Applicants applying to transfer (upgrade) from a Masters program at UWA to the PhD should complete the Application to Upgrade Form and submit two copies of the Details of Proposed Research and Upgrade form through the proposed supervisor and Head of school to the Graduate Research School).

Candidates, supervisors and Heads of School must ensure that the coversheet is completed and signed, as it certifies that the assurances made therein have been made to the Board. No Research Proposal or Application for Candidature can be considered without these assurances.

Research Proposal Writers'

Website The Graduate Research School has developed a website that instructs Candidates on how to write an effective UWA Research Proposal. The site includes sections on the structure of the Research Proposal, key elements within the Research Proposal, an overview of the review process and links to forms, guidelines and templates and sample Research Proposals from various disciplines. You can visit the website at: postgraduate.uwa.edu.au/studentnet/proposals/format

7.5 myResearch-Space

This site allows you to have your own blog and keep connected with other researchers at UWA, to register you need a @grs.uwa.edu.au email address. To apply for this, contact accounts@grs.uwa.edu.au and provide your student number, full name and desired email address name.

Checkout the Groups to see if there is one for you, or create your own to stay in touch with your fellow researchers. Groups also are allowed to have their own docs, so you can share and collaborate on projects online.

Have a browse around you will find that MyresearchSpace is your one stop social media research focused stop!

You can find the myResearchSpace website at: myresearchspace.grs.uwa.edu.au

The Research Journey

The Research Journey provides access to training materials (including online and workshops) to equip postgraduate students, both research and coursework, with the scholarly skills to enable them to work effectively. The online modules will assist students to develop skills in such areas as communicating research, data collection and analysis, literature searching, writing for research and managing the project. To visit the website go to: postgraduate.uwa.edu.au/students/journey

Academic Conduct Essentials (ACE)

Academic Conduct Essentials (ACE) is a compulsory online module for all students about ethical scholarship and the expectations of correct academic conduct that UWA has of its students.

All students at any level who are enrolled into a UWA course are required to complete an online module which introduces you to the basic issues of ethical scholarship and the expectations of correct academic conduct that UWA has of its students.

The unit is available through the Learning Management System using your Pheme account. Those students required to complete ACE are automatically enrolled in the unit. Information about ACE is available in the UWA Handbook for both the undergraduate unit and the postgraduate unit.

Students new to the university environment are often unaware of the complexity of correct academic practices. The ACE unit is designed to illustrate that, even with the best intentions, students can inadvertently find themselves having committed academic misconduct. Becoming familiar with expectations as early as possible in your academic careers is beneficial as you progress through your studies.

You must complete the ACE module within the first 10 weeks of your enrolment. To pass ACE you need to obtain a minimum of 80 per cent in the quiz at the end of the module, but you may attempt the quiz as many times as necessary to pass.

Students' Academic Transcripts will indicate to employers that they have either passed (UP) or failed to complete (NC) Academic Conduct Essentials. More information on ACE is available at: student.uwa.edu.au/learning/resources/ace

7.6 Ethics

The University expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the relevant funding bodies, including the University itself. Ethical clearances must be gained where appropriate. If in any doubt, check the websites below and speak to your supervisor or any officer from Research Services.

research.uwa.edu.au/contacts2/research_integrity/human_ethics

research.uwa.edu.au/staff/animals

Guidelines: research.uwa.edu.au/staff/forms

7.7 Confidentiality and Intellectual Property

In conducting your research, you may receive assistance or information from funding agencies and companies. The entity giving you that assistance or information may require certain restrictions on the publication of that information or of the research results or information produced in the project. For more information see: postgraduate.uwa.edu.au/supervisors/policies/ip

Intellectual property at UWA is dealt with according to the Intellectual Property Policy which is available on the web at: universitypolicies.uwa.edu.au/search?method=document&id=UP07%2F49. You should also consult that document. Any queries in relation to the above should be directed to the Intellectual Property Solicitor:

Mr Kim Heitman
Phone: 6488 1965
Email: kim.heitman@uwa.edu.au

You should read the policy in full and speak to the Intellectual Property Solicitor if you have any questions before signing agreements relating to intellectual property.

The following is an excerpt from University's Intellectual Property Policy.

Students own the intellectual property which they create, subject to the terms of other agreements (Sub-regulation 4(2) and Regulations 2 and 3). Students also own the copyright in their thesis (Sub-regulation 4(2)).

Where other agreements prevail so that students do not own intellectual property, students have the same rights as staff for the purposes of the University's intellectual property policy. A separate agreement between the University and the student to confirm matters regarding intellectual property must be negotiated on these occasions (Sub-regulation 4(3)). Supervisors of students have a particular responsibility to identify situations where other agreements prevail and to alert the Intellectual Property and Contracts Officer to the need for a separate agreement.

The University must take all practicable steps to ensure that the academic progress of students, including the examination of theses, is not hindered by the provisions of the Intellectual Property Regulations (Sub-regulation 4(3)). In practice, the student's supervisor has a key role in ensuring that the student's interests are protected. This includes identifying any possible issues concerning intellectual property or confidentiality as soon as they become apparent, so that they can be discussed with the Intellectual Property and Contracts Officer.

7.8 Teaching

Postgraduate Teaching Internship Scheme

Doctoral research students may apply for the UWA Postgraduate Teaching Internship Scheme which offers doctoral research students an opportunity to develop understandings and skills related to teaching and learning, and to participate in a professional development program during the course of their PhD candidature. In 2007, the Scheme won a national ALTC (then Carrick) Award for Programs that Enhance Learning.

The one-year Internship reflects the University's goals in supporting

high quality teaching and learning and fostering the nexus between teaching and research, as expressed in its Strategic Plan and associated documents. It is also designed to enhance the future employment prospects of the Interns. Both full-time and part-time PhD and Professional Doctoral students are eligible to apply, whether or not they are in receipt of a scholarship. The scope of employment of the Interns does not exceed the employment restrictions detailed under postgraduate scholarship schemes.

For full details see the website: teachingandlearning.uwa.edu.au/students/postgraduates/internship

The University provides a range of resources to assist all staff at UWA involved in teaching, including postgraduate students engaged in sessional teaching. In particular support for these students is provided through the Sessional Staff Day and the Introduction to University Teaching (IUT) program. In addition, research students may participate in general development workshops for staff as long as there are places available. Use the links below to access a large amount of information about the services available.

Centre for the Advancement of Teaching and Learning Homepage: www.catl.uwa.edu.au (for information regarding teaching development)

Organisational and Staff Development Services Homepage: www.osds.uwa.edu.au (for information regarding general staff development)

Location: the Centre for the Advancement of Teaching and Learning (CATL) is co-located with Organisational and Staff Development Services (OSDS) and the Evaluation of Teaching Unit (ETU) at 28 Broadway (corner of Cooper St), Nedlands.

7.9 Fieldwork and Safety

The following excerpt is taken from the UWA Safety and Health website. It is strongly recommended that you visit this website and familiarise yourself with the policies and information early in your studies.

safety.uwa.edu.au

The University of Western Australia acknowledges that the provision of a safe and healthy work environment for employees, students, contractors, and visitors is not just a moral and legal responsibility but also a prerequisite for it to achieve its primary mission of conducting teaching, research, and scholarship at the highest international standards. This commitment to protecting its human resources also extends to ensuring the University's operations do not place the local community at risk of injury, illness or property damage.

Your Responsibilities

Students (and staff) must take reasonable care of their own safety and health and that of others. You must comply with the Safety Policies, Procedures, Guidelines and School Rules. For more details see safety.uwa.edu.au/policies

Failure to do so may result in disciplinary action. You are required to report all known hazards, incidents and injuries.

Training and Risk Assessments

Your School is required to inform you of its own safety and training arrangements. This is particularly important should you be required to undertake laboratory or field work or other activities where you may be exposed to significant hazards. You should always carry out a risk assessment to identify the known

and potential hazards of an activity or operation before beginning work. Above all, it is vital to remember that if you have not received appropriate information, instruction or training to safely undertake the intended tasks then you should NOT be doing it unsupervised.

Fieldwork/Expeditions

You should receive appropriate first aid training from your School before embarking on fieldwork or an expedition. You must always follow instructions given, avoid risks and not go out alone. ALWAYS let someone know your intended route and destination and when you expect to return. Report in when you get back. If you are going off road the University 4-wheel drive course will need to be completed. All incidents and injuries must be reported to the Safety and Health Office. Before embarking on fieldwork it may be useful to check the fieldwork and safety policies.

safety.uwa.edu.au/policies

Personal Safety and Working in Isolation

A risk assessment will need to be made prior to working to determine the risk of working in isolation. Never work alone when carrying out potentially hazardous work. There will be no one at hand to help you should you encounter problems or are injured. If working alone is unavoidable then notify someone of expected work commencement and completion. For more information refer to S and H web site.

safety.uwa.edu.au/policies/remotework

7.10 Insurance

Student Plan Personal Accident Insurance

Student Plan Personal Accident Insurance is a comprehensive Personal Accident Insurance program, which provides currently enrolled full or part-time University of Western Australia students, Active life and associate members of UWA Guild of Undergraduates, UWA Sports and affiliated and/or related entities, Members (Associate/Active/Life) of registered sporting clubs of UWA, UWA Guild and UWA Sports Association with 24 hour, 365 days per year cover for the following:

- whilst engaged in campus activities
- when undertaking COURSE REQUIRED work experience eg Architecture or Engineering students on practicum
- when conducting UWA approved post graduate research activities off campus.

Medical expenses which can be claimed either in part or in full through Medicare cannot be claimed on this policy.

Please note: The University's insurance does not cover any personal possessions (for example Bikes, Wallets, Laptops, Bags, Backpacks) of staff or students while on campus. These MAY be able to be claimed from your Home and Contents Insurance.

safety.uwa.edu.au/policies/personal

You can access the University's corporate travel insurance if you are travelling on University business. Obtain a form from your school office or have your travel approved by your supervisor or Head of School before departing. Please be aware of the current DFAT warnings as some conditions may apply to your travel.

safety.uwa.edu.au/policies/travel

Contact: Grant Wallace
Telephone: (08) 6488 3214
Email: insurance@uwa.edu.au

7.11 National Tertiary Education Industry Union

The National Tertiary Education Industry Union (NTEU) publication Smart Casuals is a guide to casual employment in the university sector. If you work for the University on a casual contract this guide will have useful information for you.

nteu.org.au

8. Academic Assessment Policies and Processes

8.1 Coursework Students

Assessment Policies

The University fosters the values of openness, honesty, tolerance, fairness and responsibility in social and moral, as well as academic, matters. The University's Teaching and Learning Committee has published Guidelines on Assessment which describe sound assessment practice including:

- identification of clear objectives for courses and units;
- good communication between students and their teachers;
- commitment to regular critical review of existing practices; and
- acceptance of the imperative of open and transparent processes.

Assessment Guidelines:

teachingandlearning.uwa.edu.au/staff/policies

Grading Scale and Results

At the end of each semester your coursework will be graded and you will receive results based on your performance in assessments for the units in which you were enrolled.

Some assessments will be worth more than others and the details of how much each one is worth will be printed on your Course Outline. If you are unhappy with any of your results you have the right to appeal the grade.

Grading scale:

ipoint.uwa.edu.au/app/answers/detail/a_id/85/kw/examination%20grades/r_id/166

Examinations

Coursework students may have examinations each semester. The best way to prepare is to actively engage and keep up with your work throughout the year, do a relevant course offered by the Learning, Language and Research Skills Service and analyse some past exam papers if they are available.

Your examination timetable will be published several weeks before each Examination Period. It is your responsibility to know what exams you must sit, when they are scheduled and where they are. You must also be familiar with the examination rules and know who to notify if you foresee any problems with your exams.

Examination information:

studentadmin.uwa.edu.au/welcome/assessment

Examination periods for 2012:

student.uwa.edu.au/course/exams/2012

Appeals Against Academic Assessment

The process for appealing against academic assessment can be found at the University handbook website.

Handbooks:

aps.uwa.edu.au/home/policies/appeals

Before lodging your appeal you may find it useful to speak to one of the Guild Education Officers at the Guild Student Centre.

Contact: Guild Student Centre

Location: Guild Village

Phone: (08) 6488 2295

Email: education@Guild.uwa.edu.au

Student Charter

The Student Charter is a policy that outlines your rights as a UWA student. The Student Charter details:

- general and fundamental rights;
- equal opportunity and non-discrimination;
- access to education;
- quality of education;
- student representation; and
- procedures for grievances, appeals and complaints.

The Charter of Student Rights details the principles, policy and process for grievances including appeals against academic assessment. If you receive a result that you do not believe is justified, you can appeal against the result.

Student Charter: secretariat.uwa.edu.au/home/policies/charter

Special Consideration

Special consideration allows faculties to take into account significant and unforeseen factors that may affect the academic preparation or performance of coursework students. It allows your faculty to make informed and fair decisions concerning your academic progress (e.g. extensions for assignments, withdrawal or course change, determining your final grade in a unit of study, or approval of deferred examination). The most obvious example is significant illness. Other factors that may be considered include the illness or death of someone close to you, serious family conflicts and ongoing relationship problems, a recent traumatic experience, or sudden or uncontrollable changes in your living circumstances.

Applying for special consideration will not save you from the consequences of poor academic preparation. Applications must be well grounded and be accompanied by convincing documentary support. The final decision rests with the faculty.

Form: Special Consideration Application Form is available from:
student.uwa.edu.au/life/health/counselling

UWA Student Services
Guild Education Office
Submit to: Your Faculty Office

8.2 Research Students

Assessment of research courses is partly or entirely via the examination of the research thesis. The thesis is sent to two or three external examiners, depending on the course. The examiners recommend to the University what the classification of the thesis should be and the final classification is made by either a faculty committee or the Board of the Graduate Research School, depending on the course.

For more information about the examination process, please see:
postgraduate.uwa.edu.au/home/current/thesis/assessment_criteria

Appeals Against Assessment

Research students have the right to appeal their assessment under the following policies and processes:

PhD and Master by Research (by thesis):
postgraduate.uwa.edu.au/policies/appeals

All other students:
secretariat.uwa.edu.au/home/policies/appeals

For more information please contact your faculty office or the Graduate Research School (contact details are in Section 10).

Grievances

From time to time, students may have a complaint against the University of Western Australia. In order to facilitate resolution of these concerns the University has developed a variety of procedures. These procedures have two objectives. Firstly, they can help to resolve the concerns of a particular complainant in a consistent and just manner. Additionally, they help the University to improve its systems and processes in order to prevent recurring complaints. In nearly all circumstances it is best to try and resolve problems and difficulties as they arise. If your supervisor is unable to help, perhaps other faculty staff including your Graduate Research Coordinator, the staff at the Graduate Research School, the Dean of the Graduate Research School, the Guild Education Officers or the Postgraduate Students' Association may be able to provide some assistance. A student who has a problem, concern or complaint related to their course which the student believes is hindering their research work (thesis or dissertation) either directly or through its effect on their personal well-being may follow the UWA grievance policy (see the website below).

- Areas in which grievances may arise include:
- supervision arrangements;
- issues of misconduct related to the conduct of research or to authorship;
- equity of allocation of resources within schools;
- personal rights;
- conditions of any employment which result from enrolment as a graduate candidate.

For further information, check the full details of the grievance and complaint procedures at the University website
secretariat.uwa.edu.au/home/policies/complaints

9. Campus Services

9.1 Transport and getting around

Please remember that **LEGS RULE ON CAMPUS**, so please give way to pedestrians at all times. Infringement notices and fines are issued and linked to the Department of Transport and the Fines Enforcement Register.

fm.uwa.edu.au/about/parking

Parking

Parking conditions on campus may change without notice so please check the signs in car parks for parking conditions and time limits. Parking on campus is limited.

All students may apply for a yellow parking permit from the parking office, although there are postcode restrictions that do not allow students living in certain suburbs to obtain a parking permit. People with disabilities who have a current ACROD sticker may park in marked UWA Disabled bays.

Any person without a permit may park their vehicle on campus in the following Pay and Display areas Monday to Friday 8.00am to 5.00pm:

- Short Term: car parks 1, 3, 4, 11, 16, 20 and 37 @ \$1.30 per hour
Note: Short term car parks are time limited and vehicles must be moved from the car park at the end of the time limit. Vehicles overstaying the time limit will be issued with an infringement notice
- All Day: car parks 9, 17, 21, 23, 31, 33 and 35 @ \$1.10 cents per hour, approximately \$8.80 per day

After Hours Parking in all bays on campus (except Reserved, Disabled and Service Bays) is free from 5pm to 8am weekdays and on weekends.

Motorcycles and Scooters park in special bays located in car parks 1, 3, 4, 8, 10, 11, 13, 14, 15,16, 18, 31 and 37. A permit is not required for these areas. Motorcycles and scooters are to be parked in these designated areas only.

The Parking Office is Located in the Administration East Building near Hackett Hall. For enquiries phone: 6488 3020.

Public Transport

Full-time students may be eligible for a concession for travel on Western Australian public transport. For more information, please go to studentadmin.uwa.edu.au/welcome/transperth_smartrider

Buses to the University leave Perth from the Wellington St Bus Station, the Bus Port and St George's Terrace. You can also catch a bus to UWA from Subiaco train station every 15 minutes or directly from Fremantle and other areas using the 98 and 99 circle routes.

Timetables: Information available at the Guild Student Centre.
transperth.wa.gov.au

Country Travel

If you are a full-time student in regular daily attendance for the full year and not in receipt of remuneration greater than AUSTUDY or ABSTUDY you are eligible for a Public Transport Authority (PTA) Student ID card which entitles you to 50% discount on country rail and road coach services operated by WAGR. Obtain one from Student Administration in Hackett Hall if you are eligible.

9.2 Security and Personal Safety on Campus

The Security and Parking Office is located just east of the main entrance of the Crawley campus. You can request a Security Escort to your car by phoning 30 minutes before you need the service. Also, a taxi can be called from the Security Office if required.

You should always report any:

- theft
- assault
- suspicious persons
- fire
- chemical spills
- flooding
- bomb threats
- medical emergencies
- alarm system faults

Security and personal safety are a matter of common sense and awareness; if in doubt move away from a situation that you perceive might be dangerous. If you have any doubts about your safety on campus trust your instincts and contact the Security Office. There are also a number of emergency (phone) call boxes located across the campus.

Location:

Administration East Bldg
(west side car park 1)

24 hours Emergency number:
(08) 6488 2222

General enquiries and security escort: (08) 6488 3020

security.uwa.edu.au

Email: security@uwa.edu.au

10. Directory

10.1 Important Dates

Dates to note for the 2012 academic year

January 26

Australia Day (University holiday)

February 27

First semester classes commence

March 5

Labour Day (Not a University holiday)

March 16

Last day to add a Semester 1 unit
Last day to withdraw from Semester
1 units (unit does not show on
formal academic record)

March 31

Census date (Semester 1)
financial penalty

April 6

Good Friday (University holiday)

April 9

Easter Monday (University holiday)

April 9–13

Non-teaching study break

April 20

Last day to withdraw from
Semester 1 units (unit shows
on formal academic record –
without academic penalty)

April 25

ANZAC Day (Wednesday)

June 1

First semester classes end
Last day to withdraw from semester
1 units (unit shows on formal
academic record with a grade of FN)

June 4

Foundation Day
(Not a University Holiday)

June 4–8

Pre-examination study break

June 9–23

First semester examinations

June 24–July 29

Vacation

July 30

Second semester classes commence

July 30–August 3

First semester deferred /
supplementary examinations

August 17

Last day to add a Semester 2 unit
Last day to withdraw from Semester
2 units (unit does not show on
formal academic record)

August 31

Census date (Semester 2) financial
penalty

September 14

Last day to withdraw from Semester
2 units (unit shows on formal
academic record – without
academic penalty)

September 24–28

Non-teaching study break

October 1

Queen's Birthday
(not a University holiday)

November 2

Second semester classes end
Last day to withdraw from semester
2 units (unit shows on formal
academic record with a grade
of FN)

November 5–9

Pre-examination study break

November 10–24

Second semester examinations

November 25

Summer vacation commences

10.2 Useful Contacts

Graduate Research and Scholarships Office

South Wing, Hackett Hall
Phone: (08) 6488 2807

Admissions Centre (including Prospective Students Office)

*Applications, Offers, Undergraduate
Scholarships, General Information*
East Wing, Hackett Hall (near car
park no.1)
Phone: (08) 6488 2477
Country callers: 1800 653 050
Fax: (08) 6488 1226

Student Administration

*Enrolments, HECS, Amenities
and Service Fee*
South east wing of Hackett Hall
complex (just across from the
Octagon Theatre)
Phone: (08) 6488 3235
Fax: (08) 6488 1083

Student Support Services

All student support services
First and second floor, Social
Sciences South Building
Phone: (08) 6488 2423
Fax: (08) 6488 1119

UWA Albany Centre

35 Stirling Terrace, Albany WA 6330
Phone: (08) 9842 0888
Fax: (08) 9842 0877
Email: albany.centre@uwa.edu.au

UWA Geraldton Centre
Geraldton Universities Centre
167 Fitzgerald Street, Geraldton
WA 6530
Phone: (08) 9956 0290
Fax: (08) 9964 2096

10.3 Graduate Research School Staff Contacts

[postgraduate.uwa.edu.au/
contacts/staff](http://postgraduate.uwa.edu.au/contacts/staff)

W/Professor Alan Dench

*Dean of the Graduate
Research School*
Phone: (08) 6488 7110
Fax: (08) 6488 5550
Email: alan.dench@uwa.edu.au

Ms Nellie Au Yong

*Executive assistant to the Dean
of the Graduate Research School*
Phone: (08) 6488 7134
Fax: (08) 6488 1919
Email: nellie.au-yong@uwa.edu.au

Dr Sato Juniper

*Associate Director, Graduate
Research and Scholarships*
Phone: (08) 6488 3034
Fax: (08) 6488 1919
Email: sato.juniper@uwa.edu.au

Dr Juniper has overall responsibility for the Graduate Research and Scholarships Office, as well as policy matters relating to scholarships and graduate research candidature.

Mrs Cheryl Wenninger

*Executive Officer (Board of the
Graduate Research School)/Senior
Administrative Officer*
Phone: (08) 6488 3535
Fax: (08) 6488 1919
Email: cheryl.wenninger@uwa.edu.au

For queries concerning the Board of the Graduate Research School, policy and procedures, and all aspects of Masters by Research and PhD thesis examination, including submission, corrections and permanent binding.

Mrs Christine Monaco

Administrative Officer
Phone: (08) 6488 4280
Fax: (08) 6488 1919
Email: christine.monaco@uwa.edu.au

For queries relating to all aspects of Masters by Research and PhD thesis examination including submission and permanent binding.

Mrs Barbara Telfer

Administrative Officer
Phone: (08) 6488 7299
Fax: (08) 6488 1919
Email: barbara.telfer@uwa.edu.au

For queries concerning the administration of research higher degree candidature, including changes to candidature, Research Proposals, Graduate Research Candidate Travel Awards, transfers, upgrades/downgrades, Confirmation of Candidature, and Annual Reports; queries concerning applications for Masters by Research and PhD candidature (local applicants).

Mrs Thritty Bhanja

Administrative Officer
Phone: (08) 6488 2968
Fax: (08) 6488 1919
Email: thritty.bhanja@uwa.edu.au

For queries concerning the administration of research higher degree candidature, including changes to candidature, Research Proposals, Graduate Research Candidate Travel Awards, transfers, upgrades/downgrades, Confirmation of Candidature, and Annual Reports; queries concerning applications for Masters by Research and PhD candidature (local applicants).

Ms Rani Varathan

Administrative Assistant
Phone: (08) 6488 2807/8522
Fax: (08) 6488 1919
Email: rani.varathan@uwa.edu.au
Reception and general queries concerning candidature and scholarships.

Mr Alastair Miller

Administrative Assistant
Phone: (08) 6488 2807/8522
Fax: (08) 6488 1919
Email: alastair.miller@uwa.edu.au

Reception and general queries concerning candidature and scholarships.

Dr Michael Azariadis

*Graduate Education Officer –
Arts, Humanities and Social Sciences*
Phone: (08) 6488 1726
Email: michael.azariadis@uwa.edu.au

Dr Krystyna Haq

Graduate Education Officer – Science
Phone: (08) 6488 2095
Email: krysa.haq@uwa.edu.au

Dr Joanne Edmondston

*Graduate Education Officer –
International Students*
Phone: (08) 6488 7010
Email: joanne.edmondston@uwa.edu.au

Scholarships Office

Ms Heather Williams

Manager, Postgraduate Scholarships
Phone: (08) 6488 4740
Fax: (08) 6488 1919
Email: heather.williams@uwa.edu.au

For all general scholarship enquiries and matters for the Scholarships Committee.

Ms Kerry Adams

*Manager, Undergraduate
Scholarships*
Phone: (08) 6488 8196
Fax: (08) 6488 1919
Email: kerry.adams@uwa.edu.au

For queries concerning the administration of Commonwealth Scholarships, UWA SWANS scheme Scholarships, and other general questions about undergraduate scholarships.

Mrs Jo Francis

Scholarships Officer (and Equity and Diversity Officer)

Phone: 6488 8148

Fax: 6488 1919

Email: joanne.francis@uwa.edu.au

For queries concerning International Postgraduate Research Scholarships (IPRS), Scholarships for International Research Fees (SIRF), China Scholarships and general queries regarding international postgraduate scholarships.

Ms Sara Flavelle

Scholarships Officer

Phone: 6488 4577

Fax: 6488 1919

Email: sara.flavelle@uwa.edu.au

For queries concerning Ad Hoc and externally-funded postgraduate scholarships and general queries regarding all postgraduate scholarships for local (domestic) students.

Mrs Christine Burnett

Administrative Officer (scholarships)

Phone: (08) 6488 3738

Fax: (08) 6488 1919

Email: christine.burnett@uwa.edu.au

For scholarship payment matters and general scholarship enquiries.

Ms Kiaya Skipworth

Acting Administrative Officer (scholarships)

Phone: (08) 6488 1584

Fax: (08) 6488 1919

Email: kiaya.skipworth@uwa.edu.au

For scholarship payment matters and general scholarship enquiries.

Ms Karen Muir

Manager (Finance)

Phone: (08) 6488 4761

Fax: (08) 6488 1919

Email: karen.muir@uwa.edu.au

For queries regarding scholarships finance.

Ms Judi Brkovic

Administrative Officer (Accounts)

Phone: (08) 6488 4711

Fax: (08) 6488 1919

Email: judi.brkovic@uwa.edu.au

For queries regarding account payments, thesis allowance and relocation claims.

Mr Loren Osenbaugh

Administrative Officer

Phone: (08) 6488 3736

Fax: (08) 6488 1919

Email: lauren.osenbaugh@uwa.edu.au

For general undergraduate scholarship and website related queries.

10.4 Graduate Research Coordinators

The Graduate Research Co-ordinator in your school distributes information about activities and opportunities available to enrolled Graduate Research Candidates. They are authorised by Heads of School and the Board of the Graduate Research School to sign approvals and other formal documents related to candidature and scholarships of research students in courses administered by the Graduate Research School. Where there is no Graduate Research Coordinator in a School the responsibilities below fall to the Head of School.

- ↳ assisting recruitment and facilitating orientation of candidates into the school;
- ↳ providing ongoing information to candidates and supervisors about the resources and sources of assistance available, both within the school and elsewhere in the University;
- ↳ referring candidates and supervisors to specific sources of assistance where necessary;
- ↳ providing confidential counsel to candidates and supervisors where necessary, and following up matters of concern; and
- ↳ coordinating activities, for example seminar series, within the school to assist candidates to develop skills and form collegial networks.

A current list of Graduate Research Co-ordinators is available at the Graduate Research School website: postgraduate.uwa.edu.au/contacts/coordinators

School	Contact (phone number)
Agricultural and Resource Economics	Winthrop Prof Benedict White +61 8 6488 3409
Anatomy and Human Biology	Assoc Prof Silvana Gaudieri +61 8 6488 2137
Animal Biology	Asst Prof Harriet Mills +61 8) 6488 1978
Architecture, Landscape and Visual Arts	Winthrop Prof Simon Anderson +61 8 6488 2589
Biomedical, Biomolecular and Chemical Sciences	Prof Allan McKinley (+61 8) 6488 3165 / +61 8 6488 4453
Business School	
Accounting and Finance	Winthrop Prof Richard Heaney +61 8 6488 2902
Economics	Winthrop Prof Peter Robertson +61 8 6488 5633
Management and Organisations	Winthrop Prof Sharon Parker +61 8 6488 5628
Marketing	Winthrop Prof Geoff Soutar +61 8 6488 7885
Civil and Resource Engineering	Winthrop Prof Hong Hao +61 8 6488 1825
Computer Science and Software Engineering	Assoc Prof Chris McDonald +61 8 6488 2533
Dentistry	Prof Linda Slack-Smith +61 8 9346 7874
Earth and Environment	Assoc Prof Andrew Rate +61 8 6488 2500 Assoc Prof Eun-Jung Holden +61 8 6488 5806
Graduate School of Education	Assoc/Prof Elaine Chapman +61 8 6488 2384
Electrical, Electronic and Computer Engineering	Prof Victor Sreeram +61 8 6488 3069
Environmental Systems Engineering	Assoc/Prof Anas Ghadouani +61 8 6488 2687
Humanities	Prof Robert Stuart +61 8 6488 2127
Indigenous Studies	Prof Jill Milroy +61 8 6488 7829
Law	Winthrop Prof Holly Cullen +61 8 6488 3441
Mathematics and Statistics	Asst Prof Thomas Stemler +61 8 6488 1359
Mechanical and Chemical Engineering	A/Prof Hong Yang +61 8 6488 3064
Medicine and Pharmacology	Asst Prof Jane Allan +61 8 9431 2641
Music	Prof Robert Stuart +61 8 6488 2127
Paediatrics and Child Health	Res Assoc Prof Sunalene Devadason +61 8 9340 8985
Pathology and Laboratory Medicine	Winthrop Prof David Ravine +61 8 9346 2499
Physics	Assoc Prof Paul Abbott +61 8 6488 2734
Plant Biology	Prof Tim Colmer +61 8 6488 1993
Population Health	Winthrop Professor Matthew Knuiman +61 8 6488 1250
Primary, Aboriginal and Rural Health Care	Assoc Prof Estie Kruger +61 8 9346 5810
Psychiatry and Clinical Neurosciences	Prof Dieter Wildenauer +61 8 9347 6782
Psychology	Prof Murray Maybery +61 8 6488 3255
Social and Cultural Studies	Prof Van Ikin +61 8 6488 2280
Sport Science, Exercise and Health	Prof Sandy Gordon +61 8 6488 2375

Surgery	Prof Barry Iacopetta (+61 8) 9346 2085
Women's and Infants' Health	Prof Jeffrey Keelan (+61 8) 6488 1880

Centre and Institute Contacts

Centre/Institute	Contact (phone extension)
Institute for Child Health Research	Kathy Vial +61 8 9489 7799
Centre for Exploration Targeting	Asst Prof Cindi Dunjey +61 8 6488 2640
Centre for Forensic Science	Assoc Prof Silvana Gaudieri +61 8 6488 4626
Centre for Genetic Epidemiology and Biostatistics	Dr Natalia Lizama +61 8 9346 7216
Centre for Microscopy, Characterisation and Analysis	Prof Martin Saunders +61 8 6488 8092
Centre for Ophthalmology and Visual Science	Assoc Prof Chooi-May Lai +61 8 9381 0729
Centre for Rural and Remote Oral Health	Dr Estie Kruger +61 8 9380 8681
Centre for Water Research	
Clinical Training and Education Centre	Assoc Prof Sandra Carr +61 8 9346 4849
Western Australian Institute for Medical Research	Professor Nigel Laing +61 8 9346 4611

10.5 Faculty Advisers

Faculty	Position	Name	Telephone
Architecture, Landscape and Visual Arts	Faculty Admin Officer	Ms Bianca Howells	+61 8 6488 1550
Arts, Humanities and Social Sciences	Manager, Student Affairs (Student Counter is on the ground floor, Arts Building and anyone can help)	Ms Elizabeth Oliver	+61 8 6488 2079
Business School	Sub-Dean	Mr Paul Lloyd	+61 8 6488 2906
Graduate School of Education	Faculty Admin Officer	Mrs Anna Johansson	+61 8 6488 2397
Engineering Computing and Maths	Manager Student Affairs	Ms Lisa Beckley	+61 8 6488 3061
Life and Physical Sciences	Academic Student Adviser	Mr Matthew Kohler	+61 8 6488 5603
Law Faculty	Faculty Admin Officer	Mrs Debroah Rhys-Jones	+61 8 6488 2961
Medicine and Dentistry	Associate Dean (students) Admin Officer (Student Affairs)	Ass. Prof Jill Howieson Mr Neil Brian	+61 8 6488 2885 +61 8 6488 6000
Natural Agricultural Science	Manager, Student Office	Ms Marjan Heibloem	+61 8 6488 3032

10.6 UWA Website

The UWA website contains a wealth of information about the University, the Faculties and service areas within it. If you do not have access to the Internet at home, use the campus computing facilities located in libraries or campus computer labs or visit your local library.

Website: uwa.edu.au

The UWA website contains a directory of staff who work in the University. If you know the name of the person you want to contact this is usually the easiest way to find out their direct phone number. The directory also contains a search facility by section. This is useful if you do not know the name of the person you are seeking but do know the name of the area about which you need information.

Switchboard: (08) 6488 6000
(from outside the University or 99 from within)

Website: directory.uwa.edu.au

iPoint

ipoint is UWA's information gateway to your questions about Student Administration including enrolments, fees, examinations and graduations. You will also find information about the Library, the Business School, Faculty of Arts, Humanities and Social Sciences, Parking and Transport, Uni Life and Student Services.

Browse the numerous questions and answers or "Ask a Question" and have it answered by a subject area specialist. To connect to ipoint go to: ipoint.uwa.edu.au

10.7 Convocation

All graduates of The University of Western Australia are life-long members of Convocation, the UWA Graduates Association. Thus graduates have a life-long role in The University because the UWA Graduates Association, the students, the governing body (the Senate), and the staff are the different arms of the University of Western Australia, recognised by an Act of Parliament. Membership of the UWA Graduates Association is open to members of the academic staff of The University. People who are not graduates of The University can apply for admission ad eundem gradum, and others are welcome as Associate members of the UWA Graduates Association. UWA Graduates Association: graduates.uwa.edu.au

10.8 Useful websites

The list below gives the addresses of some other useful websites, both within and outside the University.

Albany Centre
albany.uwa.edu.au

Business School
(Economics and Commerce)
business.uwa.edu.au

Centrelink
centrelink.gov.au

Class timetables
timetable.uwa.edu.au

Email
is.uwa.edu.au

Faculty Handbooks
handbook.uwa.edu.au

Faculty of Architecture,
Landscape and Visual Arts
alva.uwa.edu.au

Faculty of Arts, Humanities
and Social Sciences
arts.uwa.edu.au

Faculty of Education
education.uwa.edu.au

Faculty of Engineering, Computing
and Mathematics
ecm.uwa.edu.au

Faculty of Law
law.uwa.edu.au

Faculty of Life and Physical Sciences
science.uwa.edu.au

Faculty of Medicine and Dentistry
meddent.uwa.edu.au

Faculty of Natural and
Agricultural Sciences
fnas.uwa.edu.au

Fee HELP

**[studentservices.uwa.edu.au/ss/
financial/university_fees_and_
assistance](https://studentservices.uwa.edu.au/ss/financial/university_fees_and_assistance)**

Geraldton Universities Centre
guc.edu.au

Graduate Research School
postgraduate.uwa.edu.au

Guild
guild.uwa.edu.au

HECS
**[ato.gov.au/individuals/content.
asp?doc=/content/8356.htm](https://ato.gov.au/individuals/content.asp?doc=/content/8356.htm)**

International Centre
international.uwa.edu.au

Library
is.uwa.edu.au

Map of Crawley campus
maps.uwa.edu.au/crawley

NTEU
nteu.org.au

Parking and Security
parking.uwa.edu.au/parking

Scholarships Office
scholarships.uwa.edu.au

Statistics Clinic
scg.maths.uwa.edu.au

Student Connect
studentaccess.uwa.edu.au

Student Administration
studentadmin.uwa.edu.au

Student Internet
is.uwa.edu.au

Student Services
studentservices.uwa.edu.au

UWA Sports and Recreation Centre
sport.uwa.edu.au

Notes

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THE UNIVERSITY OF
WESTERN AUSTRALIA
Achieve International Excellence

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Crawley WA 6009
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