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University of Wollongong

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**Faculty of Creative Arts  
Information for Postgraduate Students 2004**

# CONTENTS

FACULTY STAFF .....	4
Executive Academic Staff .....	4
Faculty Office of Research and Postgraduate Studies.....	4
STUDENT ADMINISTRATION .....	5
Coursework Students.....	5
Research Students .....	5
Student Online System (SOLS) .....	5
Change of Address/Contact Details .....	6
Email and SOLSmal.....	6
COURSE MATTERS .....	6
Research Programs .....	6
Coursework Programs .....	6
Supervision .....	6
Course Handbook .....	7
Change of Research Topic/Creative Proposal.....	7
Journalism Internship.....	7
Journalism Subjects on WEBCT .....	8
Submission of Research Theses and Annotations.....	8
Time Limits for Research Program Completion .....	8
Information Literacies Introductory Program (ILIP) .....	8
Research Ethics.....	8
Leave of Absence .....	9
Special Consideration .....	9
STUDENT SERVICES .....	10
Faculty Website Support and Promotion of Student Work.....	10
Library.....	10
Learning Development Centre .....	10
Careers Service .....	11
International Student Advisers .....	11
Counselling Service .....	11
Disability Liaison Officer.....	12
Statistical and Consulting Service.....	12

FACILITIES AND RESOURCES .....	13
Postgraduate Collaborative Space.....	13
Postgraduate Pre-Press and Editing Laboratory.....	14
Visual Arts Studio Space .....	14
After Hours Faculty Building Access .....	15
ITS Central Computer Laboratories .....	15
Loan of Equipment.....	15
TECHNICAL STAFF AND ASSISTANCE.....	16
Senior Technical Officer.....	16
Drama .....	16
Graphic Design and New Media .....	16
Journalism .....	16
Music .....	16
Visual Arts.....	16
FINANCIAL MATTERS.....	18
Research Student Maintenance Fund.....	18
Research Student Conference Fund.....	18
Scholarships .....	18
GENERAL INFORMATION .....	19
Academic Year and Key Dates .....	19
Faculty Events .....	19
Faculty Research Committee.....	19
Postgraduate Student Representative .....	19
Internet Access .....	19
FCA Postgrads Email Discussion Group .....	19
Publications Collection: Research and Creative Work.....	20
Wollongong University Postgraduate Association.....	20
Occupational Health and Safety .....	20
Thesis Editors and Binders .....	21
Applying to Graduate .....	21
Security/Accidents/Safe Escorts .....	22
Emergencies/Alarms.....	22
Transport and Parking .....	22
Campus Map.....	22
Social Life on Campus .....	22

# FACULTY STAFF

## Executive Academic Staff

### Dean

Professor Andrew Schultz

### Head, School of Art and Design

Professor Amanda Lawson

### Head, School of Journalism and Creative Writing

Associate Professor John Scott

### Head, School of Music and Drama

Dr Ian McGrath

## Faculty Office of Research and Postgraduate Studies

The Faculty's Office of Research and Postgraduate Studies is located on the first floor of Building 25 in Room 152.

### Head of Postgraduate Studies

Dr Eric Loo

As Head of Postgraduate Studies, Eric Loo has responsibility for postgraduate policy and procedural matters in the Faculty. Eric's contact details are:

- Telephone: 02 4221 4487
- Office: Building 25, Room 152A
- Email: eric\_loo@uow.edu.au
- Fax: 02 4221 3301
- Consultation Hours: Wednesday 11.30am to 2.30pm

### Professional Officer

Ms Olena Cullen

Olena Cullen is responsible for the administration of the Faculty's postgraduate program. Olena's contact details are:

- Telephone: 02 4221 4324
- Office: Building 25, Room 155
- Email: olena\_cullen@uow.edu.au
- Fax: 02 4221 3301
- Availability: Monday, Wednesday and Thursday

Administrative Assistant  
Mrs Dale Dumpleton

Dale Dumpleton provides administrative assistance to the Faculty's postgraduate program. Dale's contact details are:

- Telephone: 02 4221 3190
- Office: Building 25, Room 152
- Email: [daled@uow.edu.au](mailto:daled@uow.edu.au)
- Fax: 02 4221 3301
- Availability: Monday to Friday

For a full listing of Faculty academic, administrative and technical staff, including staff profiles, please refer to the Faculty web site located at: <http://www.uow.edu.au/crearts/>

## **STUDENT ADMINISTRATION**

### **Coursework Students**

Student Administration is part of the Academic Registrar's Division and is located in Building 36. This office provides information and assistance to postgraduate coursework students in relation to all administrative and enrolment matters.

Sandra Ragnoli is responsible for students in the Faculty of Creative Arts. Sandra's contact details are: Telephone 02 4221 418. Email: [sandra\\_ragnoli@uow.edu.au](mailto:sandra_ragnoli@uow.edu.au)

The Student Enquiry counter is located on the ground floor of Building 36. The general Student Enquiry number is 02 4221 3927.

### **Research Students**

The Research Student Centre is part of the Office of Research and is located on the ground floor on the eastern side of Building 20. This office provides information and assistance to postgraduate research students with enrolment matters, research scholarships, annual progress reports, thesis submission and examination, as well as organizing induction and information workshops for students.

June Toussis is responsible for student matters. June's contact details are: Telephone: 02 4221 5452. Email: [june\\_toussis@uow.edu.au](mailto:june_toussis@uow.edu.au)

For general enquiries: Telephone: 02 4221 5452. Fax: 02 4221 5697.  
Web site: <http://www.uow.edu.au/research/current>

### **Student Online System (SOLS)**

As a student of the University you are provided with access to our Student OnLine System. SOLS provides easy access to a range of information about your studies at the University. You can log on and access your student email account, enrolment record and subject results, or vary your enrolment, change your address\* or make internet payments.

To access SOLS go to: <http://www.uow.edu.au/students/sols/>

Enter the barcode shown on your Student ID Card, your student number and date of birth. If you do not have an ID card, contact Student Administration or the Research Student Centre.

### **Change of Address/Contact Details\***

If you change your address or contact details please advise Olena Cullen or Dale Dumbleton so that Faculty records can be kept up to date. You must also change your address and contact details on SOLS.

### **Email and SOLSmal**

All enrolled students at the University are allocated an email account. University, and Faculty messages are sent to either the student's email account or to SOLS (such as Library notices about fines, overdue books, holds). SOLSmal messages are presented when logging on to SOLS. To keep informed of matters that are of interest and/or concern your studies, it is important to check your student email account and SOLS on a weekly basis. Students who wish to redirect email to a personal email account can do so via University Webmail - Manage User Account from the ITS web site: <http://www.uow.edu.au/its/>

## **COURSE MATTERS**

### **Research Programs**

<u>Course Code</u>	<u>Course Name</u>
201	Doctor of Philosophy
202	Doctor of Creative Arts
1301	Master of Arts - Research
1302	Master of Creative Arts - Research

### **Coursework Programs**

<u>Course Code</u>	<u>Course Name</u>
564	Master of Creative Arts
573	Master of Journalism
1104	Graduate Certificate in Multicultural Journalism

### **Supervision: Research and MCA Students**

Research and MCA students are expected to contact their designated supervisor/s early in the academic session to arrange regular supervision meetings, establish a contract of work to be done, and for advice as to discipline-specific requirements and other relevant information. It is Faculty policy that, at their first meeting, supervisors and research students discuss the University's Code of Practice - Supervision and complete the Appendix Checklist. The Code can be found on the web at: <http://www.uow.edu.au/handbook/>

## **Course Handbook**

The University Postgraduate Course Handbook contains essential information relating to courses on offer, subject descriptions, general University rules, codes of practice, course rules, policies and award rules.

The 2004 Handbook can be found at: <http://www.uow.edu.au/handbook/>

Students attention is drawn to the following web sites for access to relevant policies and information:

### Code of Practice – Supervision

[http://www.uow.edu.au/handbook/codesofprac/cop\\_supervision.html](http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html)

### Code of Practice - Research

[http://www.uow.edu.au/handbook/codesofprac/cop\\_research.html](http://www.uow.edu.au/handbook/codesofprac/cop_research.html)

### Code of Practice - Teaching and Assessment

[http://www.uow.edu.au/handbook/codesofprac/teaching\\_code.html](http://www.uow.edu.au/handbook/codesofprac/teaching_code.html)

### Code of Practice - Students:

[http://www.uow.edu.au/handbook/codesofprac/cop\\_students.html](http://www.uow.edu.au/handbook/codesofprac/cop_students.html)

### Authorship Policy

<http://www.uow.edu.au/research/researchmanagement/authorship.html>

### Non-Discriminatory Language Practice and Presentation

<http://staff.uow.edu.au/eeo/nondiscrimlanguage.html>

### Intellectual Property Policy

<http://www.uow.edu.au/research/researchmanagement/1998IP.html>

## **Change of Research Topic/Creative Proposal**

If you wish to change your research topic or creative proposal from that which was approved on admission, you must submit a request in writing to the Head of Postgraduate Studies no later than Friday 19 March (Week 4 of Autumn session). The request must be accompanied by a brief rationale for the change. The Head of Postgraduate Studies will take into account the merit of the request, the qualifications of the student, the opinion of the supervisor and any subsequent change in supervision that may be required. Students will be advised in writing if the change has been approved. Please note that it is not simply a matter of a supervisor approving a change - except for minor refinements of topic. The request and Head of Postgraduate Studies' decision on the matter will then be referred to the Faculty Research Committee for ratification.

## **Journalism Internship**

Students intending to do an internship for the Major Journalism subject JOUR991 need to check the internship requirements listed at:

<http://www.uow.edu.au/crearts/journalism/currentstud.html>

Students must also be aware of the University policy regarding placements. The policy can be found at: <http://www.uow.edu.au/student/index.html>

Students are required to submit an application for Public Liability cover which is available from the OH&S Unit located on the first floor of Building 36. Please contact Dale Dumpleton for further information.

### **Journalism Subjects on WEBCT**

Journalism subjects available on WEBCT can be accessed via the Learning Online link at: <http://www.uow.edu.au/LOL/>

You must have a current University of Wollongong email login/account name and password.

### **Submission of Research Theses and Annotations**

For students enrolled in the Master of Arts-Research, Master of Creative Arts-Research, Doctor of Creative Arts and Doctor of Philosophy, a booklet entitled *Guidelines for Research Higher Degree Candidates on the Preparation and Submission of Thesis* is available from the Research Student Centre or on the web at: <http://www.uow.edu.au/research/current/submitthesis.html>

It is essential that you refer to this booklet before submitting your work, as it contains information on formal requirements.

For more information contact the Thesis Examination Officer, Ms Julie King. Telephone: 02 4221 3208. Email: [julie\\_king@uow.edu.au](mailto:julie_king@uow.edu.au)

### **Time Limits for Research Program Completion**

The following maximum periods of candidature apply (in years):

	Commencement prior to 2001		Commencement in 2001 or after	
	Full-time	Part-time	Full-time	Part-time
Research Masters	3	6	2	4
Doctoral Programs	5	8	4	8

### **Information Literacies Introductory Program (ILIP)**

To assist students with using information technology and finding information for assignments, all postgraduate coursework students are required to complete ILIP009 in their first session of enrolment unless they have been enrolled at the University of Wollongong in the last five years. It is recommended that research students who are new to the University also complete ILIP009. For further information please contact the Academic Services Division. Telephone: 02 4221 4103 or go to:

<http://www.library.uow.edu.au/helptraining/workshops/ilip/>

### **Research Ethics**

In accordance with the relevant legislation, the University has established the following Ethics Committees: Animal Ethics Committee; Human Research Ethics Committee; and Biosafety Committee. The role of these Committees is to review the ethical aspects of research involving animals, humans or biological matter. Before

conducting or commencing any research investigation involving these variables, students are required to submit a research ethics application to the appropriate Committee and obtain approval to ensure that all statutory requirements are met.

Any questions or requests for further information should be directed to the Ethics Officer in the Office of Research. Telephone: 02 4221 4457.

Students are advised to refer to the following University of Wollongong web site for access to information about Research Ethics Committees and Guidelines: <http://www.uow.edu.au/research/staff/ethics.html>

### **Leave of Absence**

Applications for Leave of Absence from your studies of one session or longer must be made on the appropriate form available from Student Administration or the Research Student Centre. Completed forms should be submitted to Olena Cullen. Applications for Leave in Autumn session must be lodged by 29 March and for Spring session by 29 August.

Periods of research related travel should also be advised to your supervisor in writing.

### **Special Consideration**

Special consideration is a process to help students minimise the impact of certain adverse and unforeseen circumstances on their progression in a course and their performance in subjects.

Students applying for special consideration must produce supporting documentation, which demonstrates that they have:

- i. suffered illness or other circumstances beyond their control which have affected their academic performance or prevented them from meeting scheduled assessment requirements; or
- ii. been unable to sit for the standard examination for religious reasons; or
- iii. have validated conflicts between scheduled assessments and other commitments such as their carer's duties, court appearances, participation in sporting or cultural activities at a national or international level.

Students are advised to refer to the following University of Wollongong web site for detailed information as set out in the Special Consideration Policy:

<http://www.uow.edu.au/handbook/courserules/specialconsideration.html>

## **STUDENT SERVICES**

### **Faculty Website Support and Promotion of Student Work**

For assistance with uploading student work onto the web (such as exhibitions) and promoting events, students should contact:

Vicky Wallace [8.45am – 3.15pm Tuesday, Wednesday, Thursday]

Office: 25:119. Telephone: 02 4221 4126. Email: [vicky\\_wallace@uow.edu.au](mailto:vicky_wallace@uow.edu.au)

A digital camera is also available for student loan from Vicky Wallace.

## **Library Services**

The Michael Birt Library is located in Building 16. To assist students to make the most of its resources, the Library offers help/training guides, web-based tutorials and hands-on workshops. The Library web site can be found at:

<http://www.library.uow.edu.au/>

Creative Arts' Faculty Librarian is Vicki Dodd. Vicki is available to assist students with Library research enquiries, including assistance with electronic resources and journal literature. Research sessions for groups of students or individuals can be arranged and may cover: how to access electronic resources; determining relevant databases for your research topic; finding out about services available at the Library and much more.

If you would like assistance or information about finding relevant resources in the Library or would like to make an appointment to attend a session, please contact Vicki. Telephone: 02 4221 4867. Email: [vdodd@uow.edu.au](mailto:vdodd@uow.edu.au)

A number of staff within the Michael Birt Library have taken on responsibility for assisting students with special needs. To contact staff currently responsible for disabilities services in the Library students should, in the first instance, contact Vicki.

## **Learning Development Centre**

Learning Development offers a range of free services to all enrolled students, international and local, who wish to improve their academic skills and English language.

Workshops run by Learning Development are held at lunchtimes (12:30 –1:30). Some are very short, some run over a whole session. Some are designed primarily with international students' language development needs in mind, others are suited to the general academic literacy needs of all university students. The workshop program includes:

- Essay writing and editing
- Reading for assignments
- Grammar
- Conversation
- Presentation skills
- Pronunciation
- Exam preparation

For information on language and academic skills workshops, or to make appointments for consultations, please visit the Learning Resource Centre (LRC) located on the ground floor of Building 19 in Room G102. Telephone: 02 4221 3977.

You can also make an appointment to see a Learning Development lecturer individually to discuss your academic performance and learning needs. Please call or visit the Learning and Language Resource Centre. Bear in mind though that staff *cannot* proofread essays or theses, or advise students about the subject specific content of assignments.

### **Careers Service**

The Careers Service is a specialist unit providing a whole range of services to assist students with finding a job, including job listings, career and job seeking assistance and links with employers.

The Careers Service is located on the lower ground floor of the UniCentre, Building 11. Telephone: 02 4221 3325. Fax: 02 42262399. Information is also available on the web at: <http://www.uow.edu.au/careers/>

### **International Student Advisers**

The International Student Advisers can help International students settle into life in Australia. They assist students with a range of issues such as orientation to the local area, study difficulties, academic concerns, legal matters, immigration, health, personal problems, family emergencies and children's education. The service is free and completely confidential. The Advisers can also help International Students meet other students and community members.

The International Advisers are located on the third floor of Building 11. Telephone: 02 4221 3173.

### **Counselling Service**

The University Counsellors offer free and confidential counselling to students who want to talk through and change areas of difficulty, conflict or crisis in their lives. The counsellors can deal with a wide range of personal difficulties such as:

- feeling stressed, anxious or depressed
- wanting to become more confident and assertive
- family and relationship conflicts
- grief and bereavement
- alcohol and other drug problems
- harassment
- emotional stresses associated with study or work

To make an appointment to see one of the counsellors students should contact the Counselling Service. Telephone: 02 4221 3445. Or call in to the office located on the third floor of Building 11. Evening appointments are available from Monday to Thursday. The service is free and completely confidential.

### **Disability Liaison Officer**

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disability. Students who need assistance during their studies should contact the Disability Liaison Officer. Telephone: 02 4221 3445. Facsimile: 4221 5667. Or call in to the office located on the third floor of Building 11.

**Statistical and Consulting Service**

The Statistical Consulting Service in the School of Mathematics and Applied Statistics provides students of the University with consulting assistance for research. The service aims to improve the statistical content of research carried out by members of the University.

For more information see: <http://www.math.uow.edu.au/scs/index.shtml#appoint>  
or contact Ms Kerrie Gamble. Telephone: 02 4221 4308. Fax: 02 4221 4845.

## FACILITIES AND RESOURCES

### **Postgraduate Collaborative Space (Pg Lab)**

The Postgraduate Collaborative Space is located in the Faculty in Room 25:153. This PG Lab is designated for the exclusive use of postgraduate students. It contains computing, printing and photocopier facilities, lockers, a lounge and tea and coffee making facilities. A telephone is also available for student use.

To use the computers you will need a password. Applications for a password are available in the PG Lab or from Dale Dumpleton. Students will need to provide details of their student email account in order to gain a password.

Information and application forms for the use of a locker are available from Dale Dumpleton or Olena Cullen. A refundable \$20 key deposit is required.

The telephone is available to make internal university calls or external local calls only. To make an internal call simply dial the 4 digit extension number. Dial 0 to make an outside call. Phone usage will be monitored and if it becomes excessive then the telephone service may be discontinued. The number for the telephone is 02 4221 5496.

The Technical Officer responsible for the resources and equipment in the PG Lab is:

*Craig O'Brien*

Office: 25:164. Telephone: 02 4221 5554. Email: [craig@uow.edu.au](mailto:craig@uow.edu.au)

### The following computing facilities are available in the PG Lab:

Apple Macintosh computers with design and multi-media software.

Scanner (up to A4 size)

Photocopier (up to A3 size)

Black and white printer (up to A3 size)

Colour printer (up to A3 size)

### *By Appointment Only:*

Slide scanner

Colour printer (up to A2 size). There is a charge for this printing.

### Postgraduate Printing Quota

Printing limits are in force for all postgraduate students printing in the PG Lab in Room 25:153.

Each Student has been allocated free of charge for each session:

- 500 pages of black and white printing
- OR 50 pages of colour printing
- OR an equivalent combination of both black and white and colour printing where one colour page equals 10 black and white pages eg: 10 colour pages and 400 black and white pages.

If students use their entire quota before the end of session they can purchase additional print credits from Craig O'Brien. Quotas will be re-set on the first teaching day of each session.

### Postgraduate Photocopying Quota

Photocopying limits are in force for all postgraduate students copying in the PG Lab in Room 25:153.

Each Student has been allocated free of charge for each year:

- 1000 pages of photocopying

To use the photocopier students must enter their student number into the pad on the side of the photocopier. This unit will also show how many copies you have remaining.

**NOTE:** All student files stored on the computers in the PG Lab are deleted from the Server at the end of each session. It is not possible to recover erased files. It is the responsibility of students to keep back-up copies of their work.

### **Postgraduate Pre-Press and Editing Laboratory**

The Postgraduate Pre-Press and Editing Laboratory is located in the Faculty in Room 25:G05E. This Lab is designated for postgraduate classes and, at other times, the use of postgraduate students. It contains computing equipment and can be used as a seminar room.

To use the computers students require a password which can be obtained from the Technical Officer, Craig O'Brien. Students will need to provide details of their student email account in order to gain a password.

The following computing facilities are available in the PG Pre-Press and Editing Lab: Apple Macintosh computers with Indesign software.

The Technical Officer responsible for these resources and equipment is:

*Craig O'Brien*

Office: 25:164. Telephone: 02 4221 5554. Email: [craig@uow.edu.au](mailto:craig@uow.edu.au)

**NOTE:** All student files stored on the computers in the G05 PG Lab are deleted from the Server at the end of each session. It is not possible to recover erased files. It is the responsibility of students to keep back-up copies of their work.

### **Visual Arts Studio Space**

Students currently enrolled in a postgraduate course offered by the Faculty may apply for Visual Arts studios space. Studios are located in Buildings 25 and 40. Priority will be given to full-time students who have no access to external studio space. A maximum of four students can be accommodated in each studio at any one time.

Allocation of studio space will be made on the basis of student need and shall be determined by the Head of Postgraduate Studies on the recommendation of the Head of School of Visual Arts and Design. Allocation of studio space will be limited to one year's duration (two academic sessions).

Students must maintain their space in accordance with safe work practices and Occupational Health and Safety guidelines and staff directions. *Because of OH&S issues, no oil painting will be permitted in Room 25/150.*

Further information and application forms for studio space are available from Dale Dumpleton or Olena Cullen. A refundable \$60 key deposit is required.

### **After Hours Faculty Building Access**

Students who require after hours access to a Faculty PG Lab or allocated studio space may apply for a PIN for building access. Information and application forms are available from Dale Dumpleton or Olena Cullen.

### **ITS Central Computer Laboratories**

Information Technology Services' (ITS) Central Computer Laboratories contain eight student computer laboratories - one general purpose lab and seven teaching labs. The general purpose laboratory provides access to email, the internet, applications software, and several laser printers. In addition to these services, the teaching laboratories contain special purpose software for tutorials run by individual departments. When there are no tutorials in progress the teaching laboratories may be used by undergraduate and postgraduate students. Tutorial timetables are posted outside each lab.

ITS Service Centre staff are always available to provide students with assistance with laboratory equipment and software, information about training courses, using email and connecting from home. The labs are very student friendly and the Rules are designed to create a suitable study environment for all students.

The ITS labs are located on level 1 of Building 17. Enquires should be directed to the ITS Call Centre: Telephone: 4221 3775. Email: [its@uow.edu.au](mailto:its@uow.edu.au)

### **Loan of Equipment**

The Centre for Educational Development and Interactive Resources (CEDIR) has an extensive range of equipment available for student loan. CEDIR is located in Building 20. Telephone: 02 4221 3993.

The Faculty has limited equipment that postgraduate students can borrow – please contact Aaron Hull for details. Office: 25:105. Telephone: 02 4221 3997. Email: [aaronh@uow.edu.au](mailto:aaronh@uow.edu.au)

## TECHNICAL STAFF AND ASSISTANCE

Students requiring substantial individual assistance from Technical Staff should fill in a Technical Assistance Request Form setting out details of the amount and kind of assistance they require. Such requests must be approved before related student work is commenced. Forms are available from the appropriate Technical Officer or Dale Dumpleton.

### Senior Technical Officer

The Senior Technical Officer responsible for overseeing the Faculty's technical staff, equipment and resources is:

*Des Fitzsimons*

Office: 25:120. Telephone: 02 4221 3302. Email: [dfitz@uow.edu.au](mailto:dfitz@uow.edu.au)

### Drama

The Technical Officer responsible for theatre equipment and resources is:

*Alistair Davies*

Office: 25:165. Telephone: 02 4221 3309. Email: [alistair@uow.edu.au](mailto:alistair@uow.edu.au)

### Graphic Design and New Media

The Technical Officer responsible for IT and computing resources and equipment is:

*Craig O'Brien*

Office: 25:164. Telephone: 02 4221 5554. Email: [craig@uow.edu.au](mailto:craig@uow.edu.au)

### Journalism

A specialised radio/television production studio is available for students enrolled in JOUR931 and/or JOUR932. Digital cameras and minidisk recorders are also available for student use.

For technical assistance in the Journalism audio-visual production studio, computer application support in the PG lab and equipment lending, contact the Technical Officer responsible for this area:

*Aaron Hull*

Individual student consultations: Friday 8.00am – 4.00pm

Office: 25:105. Telephone: 02 4221 3997. Email: [aaronh@uow.edu.au](mailto:aaronh@uow.edu.au)

### Music

The Technical Officer responsible for music and sound equipment and resources is:

*Aaron Hull*

Office: 25:105. Telephone: 02 4221 3997. Email: [aaronh@uow.edu.au](mailto:aaronh@uow.edu.au)

### Visual Arts

The Faculty's Textiles and Printmaking Studios have facilities for the following processes: screen printing (fabric), dyeing & batik processes, weaving, papermaking, etching and relief printing processes.

Technical advice for each of these processes, except weaving, is available by appointment. A small range of fine art papers and fabrics are also available for students to purchase by arrangement.

Undergraduate classes are conducted in these studios, so access to facilities is not always possible during class time. Weekday after hours access may be negotiated with your supervisor/s and the Technical Officer. Weekend access to these studios is not possible.

Please note that students are expected to have access to their own studio space and provide their own studio facilities.

The Technical Officer responsible for the visual arts area is:

*Robyn Douglass*

Office: 25:129A. Telephone: 02 4221 3586. Email: [robyn\\_douglass@uow.edu.au](mailto:robyn_douglass@uow.edu.au)

### **Visual Arts – Other Areas**

Technical advice for the following processes and/or equipment is available by appointment: ceramics, slab rollers, wheel, glaze mixing, kiln, raku kiln, wood work, electric saw, jig saw, table saw, router, planer, chisel, steel work, welding arc – oxyace mig – tig, forge, cutting saw, stove, air jack hammer, grinding and sand blasting.

The Technical Officer responsible for these processes and equipment is:

*Didier Balez*

Office: 25:G35b. Telephone: 02 4221 3790. Email: [didier\\_balez@uow.edu.au](mailto:didier_balez@uow.edu.au)

## FINANCIAL ASSISTANCE

### **Research Student Maintenance Fund (RSMF)**

Postgraduate research students may be able to claim reimbursement from the RSMF for some expenses associated with their research. The fund may be used to cover costs incurred such as purchase of materials and resources, photocopying, printing and binding. All RSMF claims must be made on the appropriate form which must be lodged no later than 15 November each year. Original receipts or invoices must accompany each claim. Students should note that, as the money under this fund is not recurrent, yearly amounts cannot be accumulated nor paid in advance of the next year's entitlement. Forms are available from Dale Dumpleton or Olena Cullen.

### **Research Student Conference Fund**

Research students (not in full time employment) who are presenting a paper at a conference may be eligible for financial assistance through the Research Student Conference Fund. Applications from Creative Arts students taking part in an exhibition or performance will also be considered. The application for assistance must have the support of your supervisor/s and the Head of Postgraduate Studies. The maximum grant is \$500 for events in Australia and \$750 for overseas events. Further information and application forms are available from the Research Student Centre located in Building 20. Telephone: 02 4221 5452.

### **Scholarships**

Research scholarships are managed by the Office of Research. Applications must be lodged by 31 October for the following year.

The Australian Postgraduate Award (APA), the University Postgraduate Award (UPA) and the Australian Postgraduate Award Industry (APAI) are available for Australian Citizens or Permanent Residents.

Scholarships for International students include the International Postgraduate Research Scholarship (IPRS), University Postgraduate Award (UPA) and Cooperative Research Centre Scholarships (CRC).

For further information go to: <http://www.uow.edu.au/prospective/> and click on information about Scholarships. Tim McDonald is the University Scholarship officer. He can be found in the Research Student Centre located on the ground floor, eastern side, Building 20. Telephone: 02 4221 4323. Email: [tim@uow.edu](mailto:tim@uow.edu)

## GENERAL INFORMATION

### Academic Year and Key Dates

For a full list of session and key dates refer to the Student Diary issued to all students at the time of enrolment or available from the UniCentre bookshop or go to: <http://www.uow.edu.au/student/dates/html>

### Faculty Events

All postgraduate students are invited and encouraged to come along and join in Faculty events. Throughout the year information about activities such as exhibitions, performances, presentations, seminars and Artists in Residence will be available on the Faculty's web site at: <http://www.edu.au/crearts/>

### Faculty Research Committee

The Faculty Research Committee (FRC) meets regularly and is chaired by the Dean. This Committee is responsible for all policy and procedural matters relating to research and postgraduate matters in the Faculty. The postgraduate student representative is a member of this committee.

### Postgraduate Student Representative

In order to facilitate communications between the Faculty and the postgraduate student body, a postgraduate Student Representative is elected every year. Any concerns or suggestions that relate to your course of study should be discussed with your supervisor or lecturer in the first instance. However, you may also bring these matters to the attention of the Student Representative. The term of office of the Student Representative is from 1 May to 30 April each year. Nominations are usually called for in early April. If you would like more information or a nomination form please contact Olena Cullen.

### Internet Access

Postgraduate coursework students have free access to the internet for educational purposes, through a quota system. There is no quota for postgraduate research students.

User Guides can be found at:

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

For further information go to:

[http://www.uow.edu.au/its/internet\\_access/index.html](http://www.uow.edu.au/its/internet_access/index.html)

### FCA Postgrads: Email Discussion Group

"FCA\_Postgrads" is an automated mailing list of all Faculty of Creative Arts postgraduate students. It provides a channel for you to discuss research ideas and questions, postgraduate issues and administrative procedures. For instructions on "subscribing" and "unsubscribing" to the list, go to this web site at:

[http://mailinglists.uow.edu.au/mailman/listinfo/fca\\_postgrads](http://mailinglists.uow.edu.au/mailman/listinfo/fca_postgrads)

### **Publications Collection: Research and Creative Work**

Each year the University is required to submit an Annual Report on its activities to the Department of Education, Science and Training (DEST). As part of the Report, the Faculty is required to provide details regarding its research output. The exercise of collecting this information is called the Research Publications Collection and it applies to full and part time staff, teaching fellows and students.

All creative activities undertaken by staff and students are considered equivalent to research. So, if you have lodged a grant application, published any material, taken part in a conference, exhibition or performance, or have been involved in other types of activity, then please provide the following information (as appropriate): type of activity; title of activity/project; your role; amount applied for/received; funding source; date/s; venue; publisher and so forth. Supporting documentation is also required. All information should be provided to Dale Dumpleton.

Further details are available on the Office of Research web site:

<http://www.uow.edu.au/research/staff/publications.html>

### **Wollongong University Postgraduate Association (WUPA)**

WUPA represents over 3000 postgraduate students enrolled at the University of Wollongong (2500 coursework and 500 research students). WUPA has a 13 member council which includes a variety of office bearer and general representative positions. Some of the members sit on University Committees. WUPA is involved in policy development, advocacy and complaint resolution. WUPA also offers social events, functions and three types of funding and provides services to students including a computer room with free printing and study areas. WUPA's Postgraduate Resource Centre is located at 116 Northfields Avenue. Telephone: 02 4221 3326. Email: [wupa@uow.edu.au](mailto:wupa@uow.edu.au) or Web site: [www.uow.edu.au/wupa/](http://www.uow.edu.au/wupa/)

### **Occupational Health and Safety**

The University of Wollongong is committed to ensuring the health, safety and welfare of its staff and students and encourages all members of the University community to regard accident prevention and working safely as a collective and individual responsibility. In the first instance, students should consult with their supervisor/s to ensure their research activities comply with all relevant legislation and standards.

Students are also advised to refer to the following University of Wollongong web site for access to information and regulations concerning Health and Safety:

<http://www.uow.edu.au/about/policy/ohs.html>

Within the Faculty, the Workplace Advisory Committee meets on a regular basis to discuss OH&S issues and welcomes input from students. If you would like to become a student representative or if there are OH&S concerns you wish to raise, then please contact the Chair of the Committee. The current Chair is Dr Penny Harris. Room 25:135. Telephone: 02 4221 5553. Email: [penny\\_harris@uow.edu.au](mailto:penny_harris@uow.edu.au)

### Risk Assessment

Students planning a performance or holding an exhibition or installation are required to conduct a risk assessment. The purpose of the assessment is to identify possible hazards, assess the associated risk and implement suitable risk control measures. The assessment should be done in consultation with your supervisor/s.

For further information go: <http://staff.uow.edu.au/ohs/commitment/index.html> and click on Managing Risk.

### **Thesis Editors and Binders**

The following names are provided for your information. Please note that the Faculty does not offer any undertakings as to the quality of the work of the individuals or organisations.

#### Editors

Susie Brown Telephone: 4283 8165

Laura Goodin Telephone: 4268 4245

Frances Paterson Telephone: 4268 5335  
Mobile: 0408 603 818

Joan Phillips Telephone: 4226 5569

Juliet Richardson Telephone: 4285 2056  
Mobile: 0418 627 889

Bruce Wearne Telephone: 03 5258 3913

#### Binders

##### *Betta Book Binding and Printing*

26 Fields Street  
Kanhooka NSW  
Telephone: 4261 2998 Mobile: 0414 612 990

##### *Allbook Bindery*

91 Rydale Road  
West Ryde NSW 2114  
Telephone: 02 9807 6026

### **Applying to Graduate**

Students who have completed all of their course requirements and wish to graduate must lodge an Application to Graduate by the due date. Graduation ceremonies are held in July and December each year. Students may attend the first ceremony following the completion of their course, have their degree conferred in their absence or defer graduation to a later ceremony. Application forms are available from the Student Enquiry counter located on the ground floor of Building 36 or online at: <http://www.edu.au/student/graduation/apply.html>

### **Security/Accidents/Safe Escorts**

The University's Security Service is available 24 hours a day, seven days a week throughout the calendar year. The Service employs both male and female security officers who are licensed under the Security Act. Matters relating to an emergency, accident or security issues should be referred to the Security Services Office immediately. Security telephones are located across campus and connect directly with Security. The Security Service can also provide students with a safe escort after dark.

The Security Office is located in the UniCentre on the Lower Level of Building 11. Telephone: 02 4221 4555. Web site:

<http://www.uow.edu.au/admin/buildings/security/secure.html>

### **Emergencies/Alarms**

If you hear a continuous alarm or are requested to evacuate the building you are in you must leave immediately by the nearest exit and proceed to the assembly area indicated on the **Standard Fire Orders** chart displayed throughout University buildings. You must wait in the assembly area and not re-enter the building until advised by a Security Officer or Building Warden that it is safe to do so.

### **Transport and Parking**

For details about on campus parking, permits and transport links to the University, please refer to the information provided on the University web site at: <http://www.uow.edu.au/about/transport/>

### **Campus Map**

A map of the campus can be found on the University web site at: <http://www.uow.edu.au/about/campusmap/>

### **Social Life on Campus**

For information about eating places, entertainment, clubs, societies, sport and recreation, go to:

#### UniCentre

UniShop Enquiries Counter

Building 11. Telephone: 02 4221 8000

<http://unicentre.uow.edu.au>

#### University Recreation and Aquatic Centre

Building 13. Telephone: 02 4221 4700

<http://www.uow.edu.au/urac/>

#### Student Representative Council (SRC)

Building 11. Telephone: 02 4221 4201

<http://src.uow.edu.au/>

### **Safety Message**

Local beaches are a popular place for swimming and surfing but rips can be dangerous – so *"always swim between the flags"* and to protect yourself from the sun remember to *"slip, slop and slap"*.



# Research at UOW



[UOW Home](#) > [Research at UOW](#) > [Current Postgraduate Students](#)

EXCELLENCE INNOVATION DIVERSITY

## Information For

- [Current Students](#)
- [Prospective Students](#)
- [Research Partners](#)
- [Staff](#)

## About UOW Research

- [Research Profile](#)
- [Research Units](#)
- [Research Training](#)
- [Contact our Experts](#)

## Research Admin

- [Office of Research](#)
- [Research Committees](#)
- [Research Management](#)
- [Research Policies](#)
- [Research Funding Opportunities](#)
- [Intellectual Property](#)
- [Consulting & Contract Research](#)
- [Research Ethics](#)

## Current Students

### News & Events

- [Annual Progress Reports](#)
- [Supervisor of the Year Award](#)
- [Higher Degree Research \(HDR\) Student Welcome Day](#)
- [Higher Degree Research \(HDR\) Student Seminar Series](#)

### Enrolment Information and Course Rules

- [new enrolments](#)
- [re-enrolling students](#)
- [rules of candidature](#)
- [information for international students](#)

### Conducting Your Research

- [milestones](#)
- [supervision](#)
- [ethics](#)
- [occupational health and safety](#)
- [research policies](#)

### Resources and Financial Assistance

- [research support and facilities](#)
- [scholarships](#)
- [student support services](#)
- [having problems?](#)
- [other financial assistance](#)

### Writing and Submitting Your Thesis

- [writing-up](#)
- [submitting](#)
- [finished, what next?](#)

[How to contact the Office of Research](#)

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