The Faculty of Education has a commitment to provide a supportive environment in which research students can undertake their work.

The Faculty has a number of spaces solely for the use of research students. Each student is provided with access to a desk, a Macintosh computer, a printer and access to the internet. Students are also provided with access to photocopying, telephone and fax. The functioning of these rooms and the computers rely on students respecting the rights of others to a quiet, tidy workspace where they can work on their research with as little disruption as possible.

**Priority of allocation of desks**
- Priority is given to full-time Doctorate research students then full-time Masters research students.
- If space is available, priority is then given to part-time Doctorate, then part-time Masters students.

**Desks/Office space**
- Desks for full-time research students are currently allocated on an individual basis. Part-time students may be required to share their space with other part-timers.
- Students who are tutoring or teaching need dedicated space to consult with their students and this should be negotiated with the other postgraduate students in the room. Consultation times and the name of the student should be placed outside on the door as per the terms of their employment contract.
- The faculty now has a research hub, comprising a small meeting area, four hot desks, a photocopier and printer. The hot desks are available for use by part-time and honours students.
- Security of personal items cannot be ensured and should be locked away.

**Computers**
- The computers are for general use. The computer hardware (monitor, keyboard, mouse, etc) should not be moved around or exchanged with other computers without consultation with Professional Officer Research or Faculty IT Manager.
- The printers are Faculty printers and paper used by the postgraduate students is provided by the Faculty.
- If any problems occur with the computer, please contact Education Tech.

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Support at education_techsupport@uow.edu.au and identify what the problem is. A job number will be allocated and the technicians will fix the computer. If you are unable to contact Tech Support staff, contact Professional Officer Research by email to pass the message on.

- Student requests for additional software or hardware should go through their supervisor, PG Coordinator and/or the Assoc. Dean (Research).
- The computer workstation should be left in a tidy condition ready for the next person to use it.
- All material on the computer will be synchronized with the Faculty File Server whenever the computer is shutdown or started-up. It is recommended that you also back up your files to a USB daily. If you leave work on the computer including your Endnote library then no responsibility is taken for it by the Faculty; nor are other students responsible for its safety.
- Having said this, it is acknowledged that there will be student work stored on the computer and any other student using that computer should respect the work of others and not change settings or open others’ work.

**Storage Space**

- Students have access to half a bookshelf and some space in a filing cabinet, usually 2 drawers, but in some cases, more room is available. Some filing cabinets have keys, and can be used to store study materials securely. When a student leaves the University after they have completed their course, the keys to their filing cabinets must be returned to Professional Officer (Research) in Room 67.333.

**Photocopier**

- Students have access to the photocopier. Please see Sam Hardaker (for Building 23) to obtain a PIN number for the photocopier in the building linked to the postgraduate room.
- It should be noted that photocopier use is monitored and the Dean gets a monthly 'user report' for the student photocopier.
- Printing of Library Journal Articles to Photocopier - It should be noted that the Library sends electronic journal articles to students via email and these need to be printed off. Students should schedule to print these searches at the end of the day or out of business hours (8:30am-5:00pm) if possible so as not to inconvenience other students. Articles should be printed double-sided, and preferably "2 to a Page" if at all possible. If large amounts (more than 15 pages) are being printed, please advise the supervisor of the photocopier - the Student Services Manager for Building 23, or Professional Officer (Research) for Building 67.

**Mail**

- All mail for postgraduate students is put into the Postgraduate Student Mail Boxes listed A-G, H-M, N-S, T-Z in the Staff Kitchenette in Building 67. Students are asked to check these regularly.

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Thesis Submission

- When nearing completion of their thesis, students should obtain a “Thesis Pack” from the Thesis Officer in the Research Student Centre, Building 20.

Completion of Candidature

- Students should ensure that before they leave the University, the building/room keys are returned to Buildings and Grounds.
- Students should ensure that desk, filing cabinet and bookcases are cleaned out and that the filing cabinet keys are returned to Professional Officer Research in Room 67.333. If personal items and papers are not removed from the student’s work area, all items will be removed and disposed of one month after the student has left.

Problem Solving

- If students have any problems or concerns during their candidature, they should initially discuss this with their supervisor.
- Further assistance can be obtained from Professional Officer (Research) on Ex. 4371 or by email.
- If the problem cannot be dealt with, then students are welcome to make an appointment to see Assoc. Prof Lori Lockyer, Associate Dean Research. Appointments can be made through, Professional Officer (Research).

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