GUIDELINES
FOR POSTGRADUATE RESEARCH
Roles and responsibilities of the research candidate, supervisor, and school

School of Information Systems, Technology & Management
6 August, 2008

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Abbreviations Used in this Document

SISTM School of Information Systems, Technology and Management
ASB Australian School of Business
GRS Graduate Research School
Contact: Kylie Haldane (a.Anderson@unsw.edu.au)
PGRC Postgraduate Research Coordinator
A/Prof Aybüke Aurum (aybuke@unsw.edu.au)
HOS Head of School
Prof Dubravka Cecez-Kecmanovic (dubravka@unsw.edu.au)
Assoc. HOS Associate Head of School
Greg Stephens (g.stephens@unsw.edu.au)
AO Administration Officer
Tricia Hartley (t.hartley@unsw.edu.au)
PGRep Postgraduate Students Representative
Saifullah Dewan (<S.Dewan@student.unsw.edu.au>)
HDC ASB Higher Degree Committee
SRC School Research Committee. Membership: PGRC (Chair), PGRep, HOS, Prof. Graham Low, Dr Deborah Bunker, Dr Fletcher Cole, Dr Farhad Daneshgar, A/Prof Fethi Rabhi, A/Prof Pradeep Ray

6 August, 2008
1. Goals

The purpose of this document is to outline all policies and regulations related to postgraduate research at the School, Faculty and University levels. It is intended as a guide for both postgraduate candidates and staff during the normal course of a postgraduate research degree. It is intended to supplement information provided by the University’s “Research Student Handbook” available from: http://www.grs.unsw.edu.au/currentstudents/studenthandbook.html

2. Roles and Responsibilities

2.1 The School, PGRC, HDC and GRS

The responsibilities are delegated in the following way:

<table>
<thead>
<tr>
<th>Supervisor (day to day supervision)</th>
<th>PGRC (admission, reviews)</th>
<th>HDC (examinations, transfer, termination)</th>
</tr>
</thead>
</table>

The School nominates a Postgraduate Research Coordinator (PGRC) at the beginning of each year for coordinating all processes related to postgraduate research. The PGRC is primarily responsible for all aspects related to postgraduate research recruitment, supervision and examination within University and Faculty regulations that are centrally administered by the Graduate Research School (GRS). The PGRC reports to the School Research Committee (SRC) on a regular basis. All recommendations for transfers of registration, examination, termination and special cases are referred to the HDC.


2.2 The Supervisor, Joint Supervisor and Co-supervisor

Each candidate is assigned a supervisor who will be responsible for setting the directions of the research program. The supervisor is also involved in various other processes outlined in this document. When appropriate, a joint supervisor may be assigned to the candidate in which case ‘supervisor’ refers to both joint supervisors. A joint supervisor is expected to take an active part in day-to-day supervision tasks and review. Supervisors and joint supervisors are roles recognized by the University and any changes must be reported to the GRS. No supervisor should supervise so many candidates that his/her effectiveness as a supervisor or ability to fulfill other academic functions is significantly diminished. The supervisory arrangements should be agreed to by the candidate, the proposed supervisor and the PGRC before the supervisor is officially appointed.

UNSW has published a policy on Higher Degree Research Supervision (effective from 1 January 2007) in: http://www.policy.unsw.edu.au/policy/higher_degree_research_supervision.htm

The policy states that each candidate must have a co-supervisor (unless the candidate has a joint supervisor). The co-supervisor should act as the supervisor whenever the supervisor is unable to do so for any reason. The School encourages a co-supervisor to be involved in all stages of the planning and review of the candidate's research programme. A joint supervisor is expected to take equal responsibility for the research programme and direction. It is suitable for involving researchers outside the School. The Policy states various eligibility criteria for supervisors, co-supervisors and joint supervisors e.g.

- No supervision of more than 5 students full-time
- When the supervisor has had no experience in successful completion of doctoral students, the co-supervisor should be an experienced supervisor
- Co-supervisors with no affiliation to the University should be approved by the HDC
2.3 The Candidate and PG Rep

The candidate is responsible for carrying out the research program and completing it according to the requirements of the degree. All candidates elect a Postgraduate Representative (PGRep) at the beginning of each year.

3. Stages of Candidature

3.1 Recruitment and Admissions

3.1.1 Admission Criteria

3.1.1.1 Candidates must have completed an undergraduate program with at least a 75% average for the course work and a 1st class or 2nd upper class division in the honours thesis or degree, for a PhD or a good credit average (>65%) for a Research Masters.

3.1.1.2 PhD candidates with no prior research experience would normally get an MPhil offer to be upgraded to PhD on completion of a research proposal with 15 months of starting the research if they are full-time or 24 months if they are part-time.

3.1.2 English Language Requirements

If English is not the candidate’s first language, they need to have passed a current ITELS English language test and achieved a minimum overall score of 6.5. Specific guidelines for the ASB are available on the ASB Web Site.

3.1.3 SISTM Admission Procedure

3.1.4.1 Candidates should follow the procedure outlined in the GRS’s Web Site (www.grs.unsw.edu.au) and use the forms specified there. All applications are sent to the GRS in the first instance.

3.1.4.2 When an application is forwarded from the GRS to the PGRC, it is sent to the potential supervisor(s) mentioned in the application.

3.1.4.3 If no supervisor is mentioned in the application, the PGRC will send the application to members of staff who have the closest research interests and/or members of staff who have expressed interest in taking new candidates.

3.1.4.4 If accepted, the PGRC specifies the level of the offer (PhD or MPhil) and the research training required in consultation with the future supervisor(s).

3.1.4 Time Limits on Degrees and Fees

The normal periods of study are 4 years for a PhD and 2 years for an MPhil. There is also a period of "grace" of 1 year before fees apply. There are many specific details which are explained in:

https://my.unsw.edu.au/student/research/ResearchTrainingScheme.html

3.1.5 Enrollment Dates

There are two enrollment cut-off dates for postgraduate candidates: 31 March for Semester 1 enrollments and 31 August for Semester 2 enrollments.

3.2 Induction and Training

3.2.1 All candidates shall study the following courses

INFS5986 Research Topics in Information Systems 1 and
INFS5987 Research Topics in Information Systems 2

3.2.2 Candidates should study two additional courses from advanced graduate courses offered by SISTM.
Candidates can get exemption from any of these courses if they have completed equivalent courses prior to undertaking the MPhil/PhD.

3.2.3 For MPhil candidates who completed the Master of Information Systems, candidates shall study the following course

\[ \text{INFS5987 Research Topics in Information Systems 2} \]

Provided they have completed the following courses as part of their Master of Information Systems with a Distinction (or near Distinction) average

\[ \text{INFS5740 Business Systems Project} \]
\[ \text{INFS5731 Strategic Management of Business Info Systems} \]
\[ \text{INFS5732 Management of Business Info Systems Operations} \]

3.2.4 A minimum mark is determined for each of the courses by the PGRC in consultation with the supervisor. A minimum mark must be at least 70%.

3.2.5 Candidates who transfer from MPhil to PhD do not have to undertake any additional training.

3.3 Annual Review and Reenrollment

3.3.1 UNSW requirements for research progress specify annual reviews for each candidate (whether part-time of full-time). The objective of this annual review as being to assist each candidate in their research through discussion with their colleagues of: the essential characteristics of their work; its location within existing literature; the contribution of the work; plans for its completion; and constraints on progress and completion, if any.

3.3.2 Each review should include a seminar to the School at the end of which an assessment is made by the PGRC in consultation with a panel consisting of the supervisor and two independent assessors. A formal response is made to each candidate which will identify any perceived difficulties with their work and will make suggestions for its further progress.

3.3.3 The PGRC will report on completion of each review to the GRS with a rating which can be one of the following:

- Satisfactory
- Marginal: the candidate and supervisor need to take remedial action
- Unsatisfactory: on the first instance, the School needs to take remedial action. One possible course of action could be downgrading a candidature from PhD to MPhil. Any candidate with 2 consecutive unsatisfactory reviews will be recommended for discontinuation to the HDC.

3.3.4 As of 1st July 2006, the timetable for annual reviews is as follows:

- Semester 1
  - March 31: Review of S2 candidates starts
  - April 15: All review presentations should be scheduled by the PGRC
  - 15 June: Reviews of S2 candidates should be completed and follow-up period for unsatisfactory reviews starts
  - 31 August: reenrollment of S2 candidates subject to satisfactory review
- Semester 2
  - August 31: Review of S1 candidates starts
  - September 15: All review presentations should be scheduled by the PGRC
  - 15 December: Reviews of S1 candidates should be completed and follow-up period for unsatisfactory reviews starts
  - 31 March: reenrollment of S1 candidates subject to satisfactory review

Outside the review periods, the reenrollment of candidates is automatic.

3.3.5 The annual review presentation date is selected according to the candidate’s preferences in consultation with their supervisor. The duration of the presentation will depend on the stage reached by the candidate in the research. As a guideline, there should be at least a 10-minute presentation for first-year
candidates and 30 minutes for other candidates.

In general the process of arranging the annual review presentation is as follows:

**Timing:** The PGRC will book a time and room each year (e.g. for 2007 Thursdays 2-4pm, Room 2093). After consultation with supervisors, candidates will advise the PGRC of their preferred time on a first-come first-served basis. If a time outside the scheduled booking is required, after consultation with their supervisor’s, candidates are to check availability and book a room with the AO.

**Assessors:** The supervisor will find assessors and liaise with them to ensure they are available for the preferred time, and aware of the meeting room location.

**Scheduling:** The PGRC is responsible for keeping the schedule of all presentations and ensuring that all reviews are conducted.

**Chairing the Review:** The supervisor is responsible for ensuring that one of the assessors acts as a chairperson for the Review.

**Advertising:** The PGRC will notify the seminar coordinator of the reviews and their scheduled times, and information regarding these will be circulated to the School in the same way that regular seminars are, i.e. by email and on the web to all.

If there is any variation on the above it is the supervisor’s responsibility to ensure that all arrangements are made, and all stakeholders are notified of any changes.

3.3.6 Candidates in the final stages of writing up their thesis do not have to do a presentation as part of their review. Candidates who have done a presentation as part of their PhD Proposal Review do not have to do another presentation as part of their review in the same year.

3.3.7 Candidates who require an annual progress review need to fill in the Annual Progress Review Form (available from the GRS Web Site). The Cover Sheet (Section A) should have been emailed to each candidate earlier.

A form cannot be filled in before a candidate has had the review presentation (subject to the exceptions in 3.3.6). The candidate fills in Sections B and C (electronically), the supervisor fills in Section D and signs it. The Chairman of the Review Panel fills and signs Section E. The form is given to the PGRC who will sign it and forward it to the GRS. A record of the form will stay in the candidate's file.

### 3.4 PhD Proposal Review

3.4.1 The transfer to PhD review of each candidate will be overseen by a review panel. The review panel will consist of at least three appropriately qualified academics. A minimum of two will be members of the School Research Committee. The primary/joint supervisor cannot be a member of the review panel. The panel members should be a recognized experts in the field at UNSW or an equivalent institution.

3.4.2 The candidate or supervisor may nominate the members of the panel. If the candidate or supervisor does not nominate sufficient members, the PGRC will nominate the remaining members of the panel.

3.4.3 If the two additional members of the panel are nominated from outside the school their agreement must be sought by the supervisor or candidate in writing and forwarded to the PGRC. External nominees for the additional two positions must be approved by the PGRC.

3.4.4 The proposal must be checked and approved by all supervisors of the candidate before being sent to the review panel.

3.4.5 The supervisor and candidate are responsible for ensuring that the nominees attend the review and receive all required documentation at least two weeks before the review date. The supervisor and candidate are also encouraged to seek opinions regarding the quality of their submission from panel members prior to the presentation whenever feasible.

In general the process of arranging the annual review presentation is as follows:

**Timing:** After consultation with their supervisor, candidates are to check availability and book a room with the AO.
Review panel: The Supervisor will ensure members of the review panel (as per sections 3.4.1-3.4.3) are willing and available to attend and liaise with them to ensure they are available at the preferred time, and aware of the meeting room location.

Chairing the Review: The PGRC is responsible for ensuring that a member of the School Research Committee is available at the scheduled time to act as a chairperson for the Review.

Advertising: The PGRC will notify the seminar coordinator of the reviews and their scheduled times, and information regarding these will be circulated to the School in the same way that regular seminars are, i.e. by email and on the web to all.

If there is any variation on the above it is the supervisor’s responsibility to ensure that all arrangements are made, and all stakeholders are notified of any changes.

3.4.6 The School or University will not be liable for any expenses that may be incurred by the nominees as a result of their participation in the review process.

3.4.7 The transfer to PhD review will comprise a written proposal (see contents below), a brief presentation (maximum 45 minutes) to the Review Panel and the School.

3.4.8 Formal discussion of the proposal will take place at a meeting of the Review Panel and candidate. The Panel will first meet with the candidate alone, then with the supervisor alone, and finally with the candidate and supervisor together.

3.4.9 The Panel will agree on a research program for that candidate which will then be presented to the Faculty Research Committee for noting and communicated to the candidate. The program will include the research proposal and any extra skills training or course work which is considered necessary to achieve the goals of the research program within the School.

3.4.10 A candidate cannot continue enrolment if this review is unsatisfactory, although the Panel may recommend that the candidate repeat the review process with this review being undertaken within 3 months. If the review is again unsatisfactory, cancellation of enrolment will be seriously considered. If the candidate is registered for a PhD, transferring the registration to MPhil is another option in case of unsatisfactory review.

3.4.11 In case of a satisfactory review, candidates registered in an MPhil will have their registration upgraded to PhD. The candidate should write a formal letter to the PGRC requesting the upgrade. The PGRC in turn should send the request to the GRS for consideration at the next HDC meeting. After approval by the HDC, the PRGRC will inform the candidate. An upgrade cannot be processed after the semester census date (March 31 for S1 and August 31 for S2). If an upgrade is approved after the census date, it will take effect from the following semester.

3.4.12 Format of the proposal is to follow the following guidelines

- The length of the proposal should not exceed 50 pages.
- Title page. Show working title, researcher, supervisor(s), affiliation, course enrolled, date of first enrolment and date of submission.
- Table of contents with page numbers.
- Executive Summary. Provide in a maximum of one page: an overview of the work; its aims and objectives; summary of the original contribution, progress and proposed completion period. Any difficulties which may delay early completion of the work should be identified. Indicate if this is the first proposal or list the dates when prior proposals were presented. Account for any gaps in progress.
- Introduction. Include a brief background of and focus for the study area. Indicate the theoretical and practical significance of the area and this work. Provide definitions used in the work.
- A review of the major literature resources.
- Identify and describe the problem domain and locate the research in the literature. Clearly specify the research objectives and identify the nature of the expected contribution.
In case of primarily quantitative nature of research specify:
- Research questions and hypotheses.
- A graphical representation of the research model.

In case of primarily qualitative nature of research specify:
- Research problems/questions
- Theoretical/philosophical foundations for conducting research

In case of design science research specify:
- Research problems/questions
- Conceptual framework of a design science research project

Plan of research. The methodology to be used. Sources of data and data collection techniques; resources to be utilised. Approach(es) for analysis of the data to be collected. A proposed schedule for completion of the work.

Constraints on progress. Any financial, physical, or other constraints (e.g. necessity to acquire skills in particular analytical techniques).

A management plan for intellectual property, safety and ethical procedures related to the research.

Appendices

References

3.5 Thesis Submission and Examination

3.5.1 An MPhil thesis must be submitted within 2 years full time or 3 years part time.

3.5.2 A PhD thesis must be submitted within 4 years full time or 6 years part time.

3.5.3 The complete thesis submission and examination process is documented in http://www.grs.unsw.edu.au/currentstudents/thesis.html

3.6 Variations of candidature, leave and termination

3.6.1 Candidates are responsible for reporting the following changes related to their candidature to the PGRC:
- Changing from full-time to part-time or vice versa
- Taking leave
- Apply for permission to work away from the University for a period of time
- Apply for an extension to the enrolment (restrictions apply)
- To withdraw from the program

The “Variation of Candidature Form” (available from the GRS’s Web site) must be completed and submitted to the GRS.

3.7 Problem Solving Procedures

3.7.1 When a problem arises, the PGRC should be approached in the first instance. Candidates can also make a representation to their PGRep who will intervene on their behalf. The PGRC must determine an appropriate solution in consultation with all parties involved and should inform the candidate accordingly. If the problem involves the PGRC, the HOS must take the role of determining a solution.

3.7.2 If the candidate is not satisfied by the outcome of the School process, they should consider taking an action according to the Grievance Resolution Procedure for Research candidates. This procedure is outlined in: http://www.infonet.unsw.edu.au/poldoc/procedure_researchstudents_grievance.pdf
4. Faculty/School-Specific Policies

4.1 Facilities and Resources for Research Candidates

Every research candidate will be provided with:
- Email account
- Access to a phone
- Mailing address
- Photocopying facilities
- Workspace (fixed if full-time, hot-desk if part-time)
- Computer
- Access to a kitchen

Additional resources requests can be made to the PGRC or by making a representation through the PGRrep.

4.2 Semester Allowance

4.2.1 Every research candidate is entitled to $250 per semester if they are registered full-time and $125 per semester if they are registered part-time. This amount can be spent on any item related to the candidate’s research activities such as attending a seminar or buying books or software.

4.2.2 The allowance cannot be accumulated across several semesters. Students are advised to claim their allowance within the year they receive.

4.2.3 To claim their allowance, the candidate must submit a claim with all receipts to the AO who will arrange reimbursement.

4.3 University Special Conference Funding (PRSS)

The UNSW Postgraduate Research Student Support (PRSS) Scheme is a new scheme to assist currently enrolled postgraduate research students to attend and present their research at local and international conferences. The Scheme will be piloted in 2007 to provide successful applicants with up to a maximum of $3,000 each to support costs for conference attendance in 2007. Details about this support on the website of the Graduate Research School at: http://www.grs.unsw.edu.au/resources/prss.html

4.4 School Special Conference Funding

4.3.1 Over the course of their PhD program and subject to funding availability, every enrolled PhD candidate (full-time and part-time) in their full time equivalent (FTE) second or later year of study is entitled to School financial support for one (1) conference trip and one (1) doctoral consortium attendance. SISTM's contribution to the conference attendance is limited to $1,500 and for the doctoral consortium is also limited to $1,500.
- In the case of a conference attendance, the candidate must have a paper accepted at the conference which will be a DEST recognized publication e.g. be refereed by a peer review process (E1 Full paper refereed ONLY);
- In the case of a doctoral consortium attendance the candidate must make a submission which is accepted in writing by the consortium chair as a valid submission.
- The candidate must make a written case explaining the benefits of attending the conference and/or the consortium and how it will assist in the completion of their research.
- The candidate must state in his/her application what conference funding he/she has received from the School (SISTM) in the past.
- The supervisor must make a written statement supporting the candidate’s case for the conference attendance and/or the doctoral consortium.

Additional PPRS Travel Grant Applications:
When a candidate applies for School support in relation to conference/consortium attendance, the candidate must ALSO apply for funding from the PPRS scheme.

If a PRSS grant is successful then the School will fund the conference/consortium expenses to the value of the grant. The student will then be eligible to apply for a further $1,500 in School support to attend another conference/consortium.

If a PPRS grant application is unsuccessful, the School will provide a maximum entitlement of $1,500 for one conference and one consortium.

The policy will be revised from time-to-time taking into account funding availability.

4.3.2 Conference funding process

• Candidate to email PGRC with a statement of case for conference/consortium attendance. A copy of the paper/consortium submission as well as formal acknowledgement of refereeing and acceptance must also be attached to this email (a copy of the email and attachments should also be sent to the supervisor/s and Associate Head of School (A/HOS)).

• Supervisor/s to email PGRC supporting the candidate’s conference/consortium travel proposal.

• PGRC to email Associate HOS (copy to AO) with in-principal approval.

• Associate HOS to confirm approval (via email) with PGRC, supervisor, candidate and AO.

• The T3 Form (available in Room 2097 – the print room) MUST be filled out, signed and approved before travel purchases are made. Not all parts of the form are applicable to candidates – see the AO or the PGRep if you need assistance. “Section 7 Approval”, must be signed by the Associate HOS.

• Travel MUST be booked through the approved travel agents
  o Anywhere Travel; or,
  o Campus Travel (Flight Centre Ltd)

• If the airfare is under $1,500 then the candidate can supply the AO with the Statement of Cost, the itinerary and approved travel form (T3) and she will pay for the airfare through NSS direct with the Travel Agent. Any money still owing to the candidate, if the airfare is less than $1500 will be reimbursed once the candidate supplies any original receipts e.g. conf rego/accommodation etc. to the School Administrator. If the airfare is over $1500 then the candidate will then need to supply the School Administrator with the original receipts which shows payment and they will be reimbursed up to $1,500.

4.4 Financial Assistance

Most scholarships are available prior to starting the programme (see section 3.1.3). During the studies, the most common form of assistance available is in the form of teaching-related duties and will vary according to the needs of the School. Opportunities will be advertised before the start of each session by the HOS.

The School has limited funds to assist candidates for completion. The procedure for applying to these funds is as follows:

1. An application is sent to the Committee outlining the case for support and how the funds will help completion.
2. The application must contain the total funding required and if any contribution will be met by the accumulated $250/semester allowance. All previous spending on the allowance should be detailed and justified.
3. Applications are debated by the Committee and a recommendation is sent to the Head of School
4. The Head of School makes the final decision and informs the student

4.5 Human Research Ethics

Research undertaken by staff and students (postgraduate and undergraduate) that is considered to have minimal or higher ethical impact must receive approval from either the Human Research Ethics Advisory Panel or the Human Research Ethics Committee.

According to the National Statement on Ethical Conduct in Human Research “All human interaction, including the interaction involved in human research, has ethical dimensions”. Here, the human research refers to a type of research that requires interaction with people or data collection from people in the form of
• Taking part in survey, interview or focus groups
• Being observed by researchers
• Researchers having access to their personal documents or other materials
• Access to their information (in individually identifiable, re-identifiable or non-identifiable form) as part of an existing published or unpublished source or database
• Undergoing psychological, physiological or medical testing or treatment
• The collection and use of their body organs, tissues or fluids (e.g. skin, blood, urine, saliva, hair, bones, tumour and other biopsy specimens) or their exhaled breath

Human research is governed by Australian law that established rights for participants and imposes general and specific responsibilities on researchers and institutions.

Researchers should recognise that data stored in an identifiable form cannot be used in research that is exempt from ethical review. Any restrictions on the use of participants’ data should be recorded and the record kept with the collected data so that it is always accessible to researchers who want to access those data for research.

The information on how to lodge an application to for ethics clearance, application form, application due dates, frequently asked questions can be accessed from the website of the Australian School of Business

http://www2.fce.unsw.edu.au/nps/servlet/portalservice?GI_ID=System.LoggedOutInheritableArea&maxWnd=H_Home&render=on

Click: Research ➔ Staff Research Support ➔ Human Research Ethics

Note that ASB Human Research Ethics Panel is considering electronic applications in 2008. Students must read the latest news from this website before lodging any application.

4.6 Other Faculty Policies and Procedures

All candidates should make themselves familiar with Faculty Policies and procedures. They are available at:


Important ones to note at the site include:

• Internet usage. Note that megabyte downloads are limited and some activities are not supported. Please read the full document.
• Policies and Guidelines for current students
• Plagiarism and failure to acknowledge sources

5. Other Essential Resources

5.1 Fees and Scholarships

JASON is a national scholarships online database and is accessible from the GRS website

http://www.grs.unsw.edu.au/scholarships/scholarshipshome.html

The Faculty also maintains a list of Scholarship opportunities at:


5.2. Intellectual Property, Safety and Ethical Issues

5.2.1 The UNSW IP Policy is available at:

http://www.infonet.unsw.edu.au/poldoc/ippol.htm

5.2.2 The Human and Animal Ethics Policy is detailed at:

http://www.researchservices.unsw.edu.au/Ethics/Ethics_index.html

5.2.3 Occupational Health and Safety (OH&S) is available at:
5.3. Counselling Services

The UNSW Counselling Service is located on 2nd Floor, East Wing, Quadrangle Building. Tel: +61 2 9385 5418. Web site: http://www.counselling.unsw.edu.au/

5.4 Information on thesis writing and examination

5.4.1 How to submit, what types of bindings at what stages etc.  

5.4.2 The examiners notes give clues about what the examiners are looking for  

5.4.3 There is a page called "Resources" at the GRS including a link to "how to write a thesis" written by someone in Physics that has some useful tips and also links to all the workshops etc. that help in thesis preparation and writing.  
http://www.grs.unsw.edu.au/resources/resources.html

5.4.4 The Australian Digital Theses database provides access to Australian theses:  
http://adt.caul.edu.au/

5.4.5 Thesis Proofreading. 

The Learning Centre supplies a list of potential proof readers which can be downloaded from the PGB website at http://www.pgb.unsw.edu.au/images/stories/publications/proofreading.pdf  
Please note that the Learning Centre supplies this list without attaching any specific endorsement. If you are seeking information regarding proofing skills, there is some useful information on a very good website called 'First Thoughts to Finished Writing'  
http://www.sss.uq.edu.au/linkto/phdwriting/  
Click on 'Finishing Touches' in ‘PhD Stages’ to access the information on revising and editing.

5.4.6 Books

The following books are available for borrowing from the Faculty Research Office:


5.5. Telephone and office contacts

Searching the UNSW web site for staff contacts can be done at: http://www.dir.unsw.edu.au/

The SISTM postgraduate candidate contact details are available at:  
http://www2.sistm.unsw.edu.au/nps/servlet/portalservice?GI_ID=System.LoggedOutInheritableArea&maxWnd=Staff_ResearchStudents

5.6. Computer helpdesk

Computer help desk support is available via telephone from the Technical Support Group (TSG) on 57300 9am-5pm Monday to Friday.
5.7. Finding places at UNSW.

To find locations around UNSW please use the UNSW Map. Note we are on the Kensington Campus:
http://www.facilities.unsw.edu.au/maps/maps.html

5.8. Using School Facilities (Photocopy and Scanner)

5.8.1. Photocopying

When photocopying, please use the send to mailbox option to avoid interrupting anyone using the photocopier. To do that, you need to the set Default printing to STORED:

1. Press Start on bottom left hand corner of your computer
2. Go to Printers and Faxes. If you don’t already have ISTM CanonIR6000_Left on http://iprint.fce.unsw.edu.au:631 and ISTM CanonIR6000_Right on http://iprint.fce.unsw.edu.au:631, call TSG ask them to install them on your machine.
3. If you do have them, select one, right click, and choose Printing Preferences. Under Page Setup, choose Outfit Method, set Stored. Choose a mailbox, eg for Postgraduate Candidates, we use 41/125. 41 being the mailbox number and 125 is the password for mailbox 41. It is advisable to store your print job(s) under your name, especially if you are sharing your mailbox with others. Type your name on the box and select OK to your “Stored Destination”. It is advisable to store your print job(s) under your name, especially if you are sharing your mailbox with others. Type your name on the box and select OK to your “Stored Destination”. You might want to explore other options such as 2-sided printing, 2 pages per sheet, etc.

PLEASE MIND: UNDER NO CIRCUMSTANCES ARE YOU TO PRINT DIRECTLY FROM YOUR DESK - YOU MUST PUT THE JOB IN THE MAIL BOX.

5.8.2. Instructions on using the School’s photocopy machine as a scanner

1. Use the “Right” Canon printer, i.e. the one next to the PC.
2. Canon: Select “Options” (next to “Mailbox”)
3. Canon: Enter ID and password (if required)
4. Canon: Select “Online”
5. Canon: Put the document you want to scan into the feeder
6. PC: Turn on the PC (if not already turned on)
7. PC: Username: SISTM Password: SISTM
8. PC: Click “ABBYY FineReader” icon on the desktop
9. PC: Click “Scan & Read” icon and the selected option should already be defaulted to “Scan & Read Multiple images” (you can check by clicking “down arrow” key of the icon)
10. PC: When a pop-up box appears, make sure the option for “Original Placement:” is “Feeder (1 sided)”. You can change to different settings if you know what you’re doing [Note: if you change anything please change it back when you finish scanning]
11. PC: click “Scan” to scan
12. PC: When scanning is completed, a message appears: “All originals have been scanned. If there are more originals to scan, please scan the due and click OK”. If you don’t any more document to scan, click “Cancel” button.
13. PC: Close “Network Scan…” by clicking “X” on the top right hand corner of the pop-up box
14. PC: Tidy up the scanned pages (if required), e.g. click on the right-hand button and select “Block Type” to change from text to image (see help for more information)
15. PC: When finish, select “Save” and save the scanned pages to a file in a directory, desktop or floppy/USB disk [Tip: save the file to the desktop first and then send the file to yourself using UniMail]
16. Canon: Remember to change it back to “offline”, otherwise someone will be very cross with you!
[For further information, please refer to the help function in AABYY FineReader.]
5.9 University courses and workshops available to postgraduate students

There are a number of courses, workshops and seminars published on the GRS website. The current pages can be viewed at:
http://www.grs.unsw.edu.au/resources/facultycourses.html
http://www.grs.unsw.edu.au/resources/service.html

5.10 University Library Services for Research Students

ELISE
The ELISE postgraduate tutorial will help define research needs and assist in the development of a “search strategy”. This tutorial develops an ability to: identify, define and analyse information needs; retrieve relevant and appropriate information; use information appropriately and ethically.
http://pgelise.library.unsw.edu.au/

Subject guides
Designed to be a starting place for research, these guides bring together the most useful web resources for particular areas of study (eg. Mechanical Engineering). These guides are best used in conjunction with the online tutorials provided by the Library.
http://info.library.unsw.edu.au/web/guides/guides.html

How to Use Guides
Provide easy step by step instructions which if followed will assist in the identification of appropriate information that is accessible via the Library collection. How to Use Guides are available for the Library catalogue (LRD) and Sirius (the Library’s gateway to electronic resources).
http://info.library.unsw.edu.au/skills/howto/howto.html

Database Help sheets
These are guides on how to use specific databases most effectively. In addition each database provides help or cheat-sheets.
http://info.library.unsw.edu.au/skills/helpsheets.html

Research Consultations
The University Library offers customised consultations to research students. Discover the best information (e.g. databases, e-journals, print publications) available in specific fields. Become more confident in knowing what is needed, where it is and how to get it.
http://info.library.unsw.edu.au/skills/services/post/consultations.html

libraryinfo@unsw.edu.au
The Library provides an email box that is cleared every hour during normal business hours to provide assistance, information and / or support in using Library resources. Simply email libraryinfo@unsw.edu.au, call 9385 2650 or come to the Level 2 Loans & Information Desk in the Main Library or the Loans & Information Desk at COFA and FLL.

Interlibrary Loan form and Interlibrary Loan registration form
Access research material not held at the University Library by placing an Interlibrary Loan request
http://info.library.unsw.edu.au/ill/services/post/illservices.html

Request for Purchase form
Contribute to the Library’s collection management by recommending the purchase of material for the collection.
http://info.library.unsw.edu.au/monos/services/post/purchasegeneral.html

ARROW Australian Research Repositories Online to the World
The University Library encourages the UNSW community to deposit all research into ARROW. The ARROW research repository ensures that the research is searchable, managed and made discoverable on the www. Research indicates that by depositing material in an open repository, citation rates can increase.
http://arrow.unsw.edu.au/
6. Main Research Areas Within the School

The School supports a diverse range of research areas relevant to the use of information systems in organisations and society. There are three main clusters of research activities:

1. Information Systems Management
   a. Decision Support Systems and Knowledge-Management (Dr Farhad Daneshgar, Dr Aybuke Aurum)
   b. Risk and Security Management (Ken Stevens, Dr Greg Stephens, Nancy Li)
   c. Adoption and Diffusion Issues (Prof Graham Low, Dr Deborah Bunker, Dr Lesley Land, John D’Ambra, Nui Vatanasakdakul, Saifullah Dewan, Al Nahian Riyadh, Chadi Aoun, Wailed Ibrahim, Yupawadee Laoledchai)
   d. Economic, social and organisational impact of information systems (Prof. Dubravka Cecez-Kecmanovic, Dr Deborah Bunker, Fouad Nagm, Ismawati Ismail, Mary Anne Kennan, Ying Zhang)
   e. Outsourcing, innovation implementation and management (Prof Graham Low, Dr Aybuke Aurum, Hamish Barney, Thomas Tse)

2. Information Systems Development and Implementation
   a. Process Improvement and Requirements Engineering (Dr Aybuke Aurum)
   b. Emergent/Innovative ISD Methodologies (Prof. Graham Low, Kam Fung, Terry Roach)
   c. Service-Oriented Architectures (A/Prof Fethi Rabhi, Prof Graham Low, Dr Aybuke Aurum, Harish Luthria, Terry Roach)

3. E-Business Applications
   a. E-Finance and Experimental Markets (A/Prof. Fethi Rabhi, Simon Brown)
   b. E-Health (A/Prof Pradeep Ray, Dr Lesley Land)
   c. E-Learning and Collaborative Applications (Dr Zixiu Guo, Dr Farhad Daneshgar, A/Prof John D’Ambra, Babak Abedin, Mohammad Abbas)
   d. e-Democracy (Prof. Dubravka Cecez-Kecmanovic)
   e. Digital Libraries (Dr Fletcher Cole, Mary Anne Kennan)