Welcome
Welcome to UNSW, and to this exciting phase in your research career. This booklet will provide you with key information to support your transition to postgraduate research, including:
- getting started
- meeting with your supervisors
- Confirmation and Research Progress Reviews
- key contacts

For more detailed information about any of these topics, check out the 2018 UNSW Postgraduate Research Handbook, or visit the Graduate Research School (GRS):
Level 2, Rupert Myers (South Wing) Kensington campus
Monday to Friday, 9am – 5pm

Connect with us!
For the latest research news and upcoming events, keep an eye on your UNSW email for the monthly e-newsletter Graduate Research News, or follow us on Facebook and Twitter @UNSWGRS.

Getting started

1. Activate your email
   Activate and regularly check your UNSW email account – all official UNSW correspondence is sent to this email address cloudmail.unsw.edu.au/what-do-i-need-to-do

2. Collect your ID card
   Log into my.unsw.edu.au.
   In the student portal, click on the link ‘Student ID – Self Service’ and complete the online form my.unsw.edu.au

3. Complete the Research Integrity course
   All new candidates must complete the Research Integrity online course, which includes a compulsory assessment with a pass mark of 85%+. Keep an eye on your email for instructions https://research.unsw.edu.au/supervisors-and-higher-degree-researchers

4. Understand your UNSW scholarship
   If you have been offered a UNSW scholarship, make sure you have submitted your Commencement of Study form so that your payments can commence. research.unsw.edu.au/scholarships-and-financial-support

Tips for your success
- Discuss your expectations with your supervisors – if your expectations don’t match, talk about what’s different and find a way forward
- Manage your time effectively – if you find this a challenge, focus on developing time management skills
- Get to know the relevant research guidelines and policies – know your responsibilities (read the Important Policies’ list)
- Become part of your research community – present and participate at conferences, seminars, workshops and exhibitions
- Connect – the GRS website has all the information you need at research.unsw.edu.au/units/graduate-research-school
- Read Graduate Research News and join GRS on Facebook and Twitter
- Take advantage of all the research, writing or presentation workshops and seminars available to you – https://research.unsw.edu.au/events
- Connect to UNSW Library research consultations and get in touch with your outreach librarian to kick start your literature search – https://www.library.unsw.edu.au/research-begining-your-research

Handy acronyms
GRS | Graduate Research School
Provides leadership, support and central administration for all higher degree research candidates at UNSW
RDU | Researcher Development Unit
Provides development training and events to build your career.
PGR | Postgraduate Research Coordinator
The PGR is the central point of contact for research higher degree candidates within each School. They mentor your progress and other important milestones, and work with the Head of School to make recommendations to the HDC and/or GRIS regarding supervision changes and candidature
HDC | Higher Degree Committee
The HDC has oversight over all aspects of research candidatures within each Faculty, and makes recommendations to the Dean of Graduate Research
HDR | Higher Degree Research Postgraduate research, including PhD, Master by Research, and Master of Philosophy
GRIS | Graduate Research Information System
A one-stop shop for processing admissions, candidature variations, and Research Progress Reviews
PRSS | Postgraduate Research Student Support
A funding scheme that assists PhD candidates with the travel costs associated with presenting their research at approved international conferences.
RTP | Research Training Program
An Australian Government funding scheme to support postgraduate research at participating universities.
PVCRT | Pro Vice-Chancellor (Research Training)
Professor Laura Poole-Warren is both PVCRT and Dean, Graduate Research. She provides strategic leadership and support in the direction, development and improvement of UNSW’s higher degree research programs.

You and your supervisors
You are in charge of your relationship with your supervisors. The ‘Expectations in Supervision’ sheet in your Orientation pack identifies key topics you should discuss, including:
- Setting up regular meetings in person or by phone, skype, email, etc
- Your research plan and appropriate milestones
- How and when you’ll get feedback from your supervisors
- You and your supervisors may need to negotiate your expectations of each other – this is perfectly normal. The most important thing is to keep the dialogue open.

Tips for working with your supervisors
- Communicate clearly and honestly with your supervisors about your project and your expectations
- Never assume that they ‘just know’, or that hinting at issues is enough
- Respect their other commitments and remember that like you, your supervisors are busy and need prior notice of your requirements for meetings, feedback or other matters
- Be proactive and set up formal meeting times with your supervisors.


Tip for your success
- Manage your candidature
- Check that you are correctly enrolled (my.unsw.edu.au) every semester and update your details if they change
- You must be enrolled every semester unless you are on approved program leave
- If you want to change your candidature, you have to formally apply online. You do this at gris.unsw.edu.au/login

If you need to make a change to your candidature, you may need to apply for approval from your school and/or Higher Degree Committee and Dean of Graduate Research. Candidature changes that require approval include:
- a change between full-time and part-time enrolment
- program leave
- applying for an extension to enrolment if candidates have completed two years full-time equivalent for a Masters or four years full-time for a PhD
- withdrawal from a research degree program
- a change in research area
- a change in supervisor arrangements
- conducting research away from the University for a period of time
- transfer between research programs.

research.unsw.edu.au/graduate-research-school-contacts

**Census dates**
The census date is the last day you can vary and change your enrolment or apply for program leave in any given semester.

If you have made any changes to your candidature since commencing your studies you must inform the GRS (Kensington & UNSW Art & Design students) or the Research Student Unit (UNSW Canberra students) by 31 March for any Semester 1 changes and by 31 August for any Semester 2 changes.

**Important policies for research candidates**
It is essential that you are aware of important policies and procedures that affect you as a UNSW researcher.

▶ See the UNSW Governance Support website to read policies about:
- Higher Degree Research Supervision
- Higher Degree Research Supervision Procedures
- Higher Degree Research Supervision Guidelines
- Research Code of Conduct
- Progress Review and Confirmation of Research Candidatures Procedure
- Conflict of Interest

▶ Postgraduate Research Council
The mission of the Postgraduate Research Council is to provide information, support, representation and advice on issues that affect you.

pgc.obc@arc.unsw.edu.au
Phone: +61 2 9385 7700

They also have a Postgraduate Lounge where you can study, chat or just unwind! Go to level 2, Arc Precinct, Basser Steps, to have your student card programmed to allow swipe access.

---

**Graduate Research School UNSW Australia**

Phone: +61 2 9385 5500  
Fax: +61 2 9385 6238  
Email: enquiries.grs@unsw.edu.au

Feel free to drop in to the Graduate Research School 9am – 5pm Monday to Friday  
Level 2, Rupert Myers Building (South Wing) Kensington Campus

Pro Vice-Chancellor (Research Training) and Dean of Graduate Research  
Professor Laura Poole-Warren  
To make an appointment with Laura please contact her EA (details at research.unsw.edu.au/graduate-research-school-contacts).  
Lucy Jones  
Email: lucy.jones@unsw.edu.au

**Admissions & Scholarships Team**

Questions about admissions or scholarships should be directed to the email addresses below.  
For domestic candidates:  
domestic.grs@unsw.edu.au
  
For international candidates:  
international.grs@unsw.edu.au

**Candidature Team**

Questions about your candidature or thesis can be directed to the GRS candidature management officers for your faculty.

Arts & Social Sciences  
arts.grs@unsw.edu.au

Built Environment  
fbe.grs@unsw.edu.au

Engineering  
engineering.grs@unsw.edu.au

Law  
law.grs@unsw.edu.au

Medicine  
medicine.grs@unsw.edu.au

Science  
science.grs@unsw.edu.au

**Thesis Team**

Questions about thesis submission or examination can be directed to  
research.tem@unsw.edu.au

**Contacts on other campuses**

UNSW Art & Design Campus contacts  
Candidature  
support.pgresearch.artdesign@unsw.edu.au

Room F218, 2nd floor, F Block  
UNSW Art & Design

Student Centre  
61 2 8936 0684  
D Block Ground Floor  
Cnr of Oxford St & Greens Rd  
Paddington, Sydney

UNSW Canberra Campus Contacts  
rsu@adfa.edu.au  
+61 2 6268 8597

Research Student Unit  
Student Administrative Services  
Building 111, Northcott Drive  
Campbell, Canberra

For more details about your GRS candidature management officer go to: research.unsw.edu.au/graduate-research-school-contacts

---

Orientation Essentials 2018 is also online at: research.unsw.edu.au/graduate-research-policies-and-procedures

All GRS contact details are kept up to date at: research.unsw.edu.au/graduate-research-school-contacts