



**SCHOOL OF GEOGRAPHY
AND ENVIRONMENTAL STUDIES**

2009

Induction Guide

Honours and Postgraduate Candidates

WELCOME

The plainest sign of wisdom is a continual cheerfulness: its state is like that of things in the regions above the moon, always clear and serene. Michel de Montaigne

Welcome to the School of Geography and Environmental Studies. The School is characterised by great interdisciplinarity in human, physical, spatial and environmental studies.

In Hobart, we occupy five levels in the Geography and Geology Building at the Earl Street Entrance to the main campus, and our Surveying and Spatial Sciences group is located in another building opposite the Law School. In Launceston, we are located on Levels 1 and 2 in the Environmental Sciences Building. In this Guide, every effort has been made to note when arrangements for study and its support vary between the north and south, and northern Tasmanian candidates are encouraged to work closely with Launceston academic staff.

Beginning an honours or postgraduate level program can be exciting and daunting, and in this document we provide you with as much information as possible to make the mechanics of your study as easy as possible. It is, of course, up to you to bring all your energies and talent to the task ahead, and we are looking forward to engaging with you as you refine your ideas and research passions. Collegial life is the very essence of the best that higher education has to offer – and it starts with each of us being ready and able to share, and especially to seek first to understand and then be understood.

The School is responsible for identifying and providing appropriate supervision for you, and contributes to the infrastructure, resources and collegial environment in which you can carry out high quality advanced research. To that end, this document presents a comprehensive introduction to many things you will need to know as a candidate in the School.

Please note that you should be aware of course and unit requirements, as well as the University Act and Ordinances, Staff Lists, and functions and membership of University Committees. All such details and related publications are available at <<http://www.utas.edu.au>>. At various points in your studies, you may also need to contact an officer from the Faculty of Arts or the Faculty of Science, Engineering and Technology, members of Candidate Administration or the International Candidate Office; contact details for these are available on the Internet.

Elaine Stratford - Head of School

A QUICK GUIDE - WHO TO ASK

Personnel	Name and Email	Room	Telephone 6226-
Head of School	Elaine.Stratford@utas.edu.au	321	2462
Graduate Research Co-ordinator – in case you decide to do a PhD or masters by research!	Jon.Osborn@utas.edu.au	SIS 157	2435
Postgraduate Coursework Coordinator (MEnvMgt; MEnvPl; Grad Dip; Grad Cert)	Michael.Lockwood@utas.edu.au	426	2834
Postgraduate Coursework Coordinator (MAppSc)	Kevin.Kiernan@utas.edu.au	441	2461
Honours Co-ordinator	Arko.Lucieer@utas.edu.au (South) Semester 1 L.K.Kriwoken@utas.edu.au (South) Semester 2 Greg.Unwin@utas.edu.au (North)	321 316 S.327	2462 2485 3822
Graduate Programs Support Officer	Julie.Coad@utas.edu.au	316	2485
Enrolment Matters	Julie.Coad@utas.edu.au Faculty of Science, Engineering and Technology Faculty of Arts Student Administration Graduate Research Unit International Students Office	316 Cent C202 Hum 542 Admin Admin Hytten Hall	2485 2125 1874 2812 7495 2518
Room and desk allocation	Patricia.McKay@utas.edu.au (GES Building) Rob Anders R.Anders@utas.edu.au (SIS) Greg Unwin G.Unwin@utas.edu.au (Launceston)	319 SIS 155 Lton	2054 2105 3822
Building maintenance, keys, security cards	Patricia.McKay@utas.edu.au R.Anders@utas.edu.au	319 SIS 155	2054 2105
Computers	Darren.Turner@utas.edu.au (inc Lton) R.Anders@utas.edu.au (SIS)	415 SIS 155	2212 2105
Finance, Inter-Departmental Requisitions (IDRs)	Paulene.Harrowby@utas.edu.au Approvals from your supervisor must be in writing	322	2464
Mail, faxes, phones, photocopying (pin numbers), printing credits	Tracy.Payne@utas.edu.au	314	2463
Petty cash, purchase orders, reimbursements.	Patricia.McKay@utas.edu.au	319	2054
Laboratories, OHS, risk and field GIS (Mapping)	D.Green@utas.edu.au R.Anders@utas.edu.au	319 SIS155	2830 2105
Occupational Health and Safety representatives	D.Green@utas.edu.au Patricia.McKay@utas.edu.au	319 319	2830 2054
Resource Library, hard copy maps, spiral binding machine	Kate.Charlesworth@utas.edu.au	109	2486
Vehicle management, travel information and orders	Patricia.McKay@utas.edu.au	319	2054
Launceston facilities and services	Joanna.Ellison@utas.edu.au or G.Unwin@utas.edu.au	TBC	6324 3834 6324 3822

CHECK LIST TO MAKE YOUR STUDIES RUN SMOOTHLY

You must submit this form to Julie Coad Room 316/Private Bag 78. Northern candidates, please note that for some of the points below you will need to liaise with academic and Faculty staff in Launceston.

Name, University email address, and telephone contact:

UPON STARTING YOUR STUDIES		
	tick here	
Return enrolment forms to Student Administration		
Go to Student Administration to have your Student Card produced		
Printing Accounts		Contact Tracy Payne in Room 314
If you think you will need an afterhours access card (before 7.45am and after 6pm)		http://www.geog.utas.edu.au/geography/swipecards.htm
Obtain a room and a key for that room		Contact Trish McKay in Room 319 for the Geography Building and Rob Anders in Room 159 for the SIS building hold keys.
Sign computer use ethics form contained in this Induction Guide		Return the form to Darren Turner's pigeon hole in the mail room GES Building Room 315
Complete Medical Authorization Form or online in TUFSS		Deliver to Tracy Payne in Room 314. Update this form as necessary
Read the School Field Activity Policy in doing fieldwork, remote, or urban - must use TUFSS		If you go into the field, fill out the requisite field safety questionnaire and hand in to David Green in Room 319/Private Bag 78.
Are you aware that before undertaking field work you must fill out appropriate form in TUFSS in the Field Work Log book in the School Office (Geog) or mail room (SIS)		See item immediately above.
Have you submitted the relevant forms to use School vehicles?		Contact Trish McKay Room 319
Have you been issued with a pin number for the photocopiers?		Contact Tracy Payne in Room 314
Have you read and understood the University policy on Scholarly referencing and plagiarism?		http://www.utas.edu.au/plagiarism/
Have you taken out personal contents insurance to cover any equipment you bring on to the Campus or use in the field?		University insurance policy does NOT cover laptops or personal equipment you may use in the field. Laptops have been stolen in the past from post-graduate offices
Have you read and understood School and University policies and other documentation related to your course of study and the administration of the School?		Many of the questions you will have about this form and other parts of your study are found in the School induction kit and online; please read the documents carefully before seeking advice or clarification
Have you subscribed to the postgraduate email list? This is important to receive information about your course of study and School activities, for example.		http://www.geol.utas.edu.au/geography/email_form.htm

Signature of candidate and date

CHECK LIST TO MAKE YOUR STUDIES RUN SMOOTHLY

Please submit this form to Julie Coad Room 316 to ensure the release of your results. If you do not hand in this form, we reserve the right to undertake the checklist on your behalf, which may delay the release of those results.

Name, email address, and telephone contact:

ON COMPLETION OF STUDIES	tick here	Comments / Considerations
Have you returned all borrowed documents to the Resource Centre, the University Library, or other services?		Kate Charlesworth to countersign.
Have you emailed the following details to Kate.Charlesworth@utas.edu.au : Your name (in full). Title of Thesis (in full) & degree submitted for. Your complete abstract.		Note: You may opt to have your whole thesis available in digital format. Discuss with Kate.
Have you notified Kate Charlesworth of the full details of any publications of any kind arising from your work for the Australian Government publications audit?		Contact Kate Charlesworth.
Have you collected all assessed work, including any returned copies of your thesis?		Contact Julie Coad or unit coordinators as needed.
Have you returned all equipment? Field equipment		See Trish McKay, Darren Turner and/or Rob Anders. Dave Green to countersign
Have you ensured that all ethics material has been lodged in electronic and/or hard copy format for storage? This step must be undertaken to comply with federal legislation.		See Julie Coad.
Have you completed your final ethics report and had it signed by the Chief Investigator?		CI to countersign.
Have you notified the School's Computer Systems Officer of your completion so your account can be archived and removed. We keep an archive copy of your documentation.		Darren Turner to countersign.
Do you understand that it is the right of the School to clear all study material from your desk if you have not done so in a timely fashion, and that it is not the School's responsibility to store your personal possessions?		
Have you cleaned out any laboratory space that you have been using and archived data with supervisors?		David Green to countersign.
Have you left your office space in a state that means another candidate can occupy it without delay?		Trish McKay to countersign.
Have you returned your room key and swipe card?		See Trish McKay.
Have you provided reports and GIS data sets to Rob Anders for State Government agencies?		Relevant if you have used Tasmanian State Government LIST Data
Have you removed any ESRI GIS software and signed the ESRI certificate of destruction form?		If you have installed ESRI software on a personal computer.

Signature of candidate and date

ACADEMIC STAFF

Academic staff are professionals in the School with complex responsibilities in:

- administration – on School, Faculty and University committees as well as in relation to local, national and international organisations;
- community engagement – such as schools liaison or work with non-government organisations;
- pure basic, strategic and applied research – which may involve various scales of endeavour from local to global, and may be partly or fully funded by internal or external grants;
- research supervision – which often parallels or complements research; and
- contract research and consultancies – often involving local, state and federal governments, NGOs or private enterprise;
- teaching and learning activities – which inform and are informed by these other responsibilities, and which occur at undergraduate, honours and postgraduate levels.

Academic staff will endeavour to be highly accessible to candidates. At the same time, the onus is on you to make appointments with supervisors, often one to two weeks in advance, and to have a clear agenda for meetings that have been prepared for.

SELECT AREAS OF INTEREST

Please note if you look at the link <http://fcms.its.utas.edu.au/scieng/geog/people.asp> you can peruse individual researchers publication and research records. Some of the research that staff will be interested in supervising is listed below.

DR AIDAN DAVISON

Telephone: +61 3 6226 7590
Email: Aidan.Davison@utas.edu.au

- Social theory and public perception of technology and nature
- Urban ecology and urban environmental values
- Participatory democracy, environmental ethics, and sustainable communities
- Genetic engineering and the consumer pursuit of the 'natural'

PROFESSOR RICHARD COLEMAN

Telephone: +61 3 6226 2108
Email: Richard.Coleman@utas.edu.au

- Mapping habitat boundaries with GPS
- Coastal sand dune topography and its evolution - mapping using GPS and remotely sensed data
- Climate change using global altimeter and precipitation data
- Sea level change from tide gauge records

Dr Maj-Britt di Folco

Telephone: +61 3 6226 2831
Email: mbdi@utas.edu.au

- Organic soil classification in Tasmania
- Organic soil landforms in Tasmania
- Soil organic carbon modelling
- Organic soil geoconservation

DR RONLYN DUNCAN

Telephone: +61 3 6324 3835
Email: Ronlyn.Duncan@utas.edu.au

- Environmental management and regulation
- Environmental politics and sustainability
- Sociology of scientific knowledge
- Public perceptions of technological change

DR JOANNA ELLISON

Telephone: +61 3 6324 3834
Email: Joanna.Ellison@utas.edu.au

- Tidal elevation controls on rice grass distributions in the Tamar estuary
- Effects of willow removal on river channel morphometry
- Assessing geomorphic effects of projected sea level rise
- Palaeoenvironmental reconstruction using pollen analysis

DR KEVIN KIERNAN

Telephone: +61 3 62 26 2461
Email: kevin.kiernan@utas.edu.au

- Glacial geomorphology and glacial history of Tasmania
- Mountain geomorphology in Tasmania and responses to climate change
- Periglacial slope deposits – evolution and/or hydrology
- Integrating geoconservation and bioconservation

DR ROGER KELLAWAY

Telephone: +61 3 6226 2274
Email: Roger.Kellaway@utas.edu.au

- Colonial landscapes of Launceston: reconstruction and relics
- The historical geography of Mt Wellington 1880-1920
- Osmiridium mining and the landscape of the Tarkine Wilderness
- topics in agricultural geography and tourism geography

PROFESSOR JAMIE KIRKPATRICK

Telephone: +61 3 6226 2460
Email: J.Kirkpatrick@utas.edu.au

- Conservation ecology of threatened plant species
- Impact of removal/reduction of grazing pressure on marsupial lawns
- The potential impacts of a tourism focus for national parks on nature conservation in Tasmania
- The new Natural Resource Management system - a critical appraisal in relation to nature conservation

DR LORNE KRIWOKEN

Telephone: +61 3 6226 2458
Email: L.K.Kriwoken@utas.edu.au

- Solid waste management/recycling
- Sustainable tourism in Australia's Antarctic Territory
- Wildlife tourism opportunities for Tasmania: an assessment of future options
- Assessing the role and relevance Tasmanian marine protected areas

DR ARKO LUCIEER

Telephone: +61 3 6226 2140
Email: Arko.Lucieer@utas.edu.au

- Remote sensing for land cover classification and change detection
- Classification of landforms from digital elevation models (DEM)
- Object based image analysis for land use classification in satellite
- Mapping and monitoring vegetation in the Antarctic and sub-Antarctic
- Pattern recognition and visualisation techniques for improved image analysis

DR MICHAEL LOCKWOOD

Telephone: +61 3 6226 2834
Email: Michael.Lockwood@utas.edu.au

- Protected area governance, planning and management
- Natural resource governance
- Values, attitudes, benefits and behaviours concerning natural areas
- Sense of place and communities of interest for natural areas

DR PETER MCQUILLAN

Telephone: +61 3 6226 2840
Email: P.B.McQuillan@utas.edu.au

- The moss fauna microcosm: testing the island-area and connectivity hypothesis
- Comparative population dynamics of related rare and common butterflies
- The origins and conservation of invertebrates associated with plants of Gondwanan origin
- Morphologically variable invertebrates in Tasmania: is there a geographical basis?

ASSOCIATE PROFESSOR NEIL HOLBROOK

Telephone: +61 3 6226 2027
Email: Neil.Holbrook@utas.edu.au

- Ocean and climate dynamics
- Climate change detection, attribution and risks
- Climate change, variability and extreme events
- Tropical cyclone formation and maximum intensities

DR JON OSBORN

Telephone: +61 3 6226 2435
Email: Jon.Osborn@utas.edu.au

- The application of airborne digital cameras to forest management
- Landscape mapping and visualisation using digital photogrammetry
- Optimising airborne laser scanning for terrain DEMs beneath forest canopies
- Mapping biofilms in canals and flumes for improved hydro power generation

DR EMMA PHARO

Telephone: +61 3 6226 2049
Email: Emma.Pharo@utas.edu.au

- The role of moss in restoration ecology
- Plant diversity in and around plantations in northern Tasmania
- The ecology of logs in production forests versus old growth
- The autecology of a range of CWD dependent species differing in their dispersal abilities

ASSOCIATE PROFESSOR ELAINE STRATFORD

Telephone: +61 3 6226 2462
Email: Elaine.Stratford@utas.edu.au

- Island studies – with particular emphasis on cultural and political issues
- Environmental and NRM governance
- Gauging community adaptation to ecological, social and economic change in Tasmania
- Sustainable settlements

DR CHRISTOPHER WATSON

Telephone: +61 3 6226 2489
Email: Christopher.Watson@utas.edu.au

- Landslide monitoring using GPS and Laser Scanning
- Time series analysis of continuous GPS for absolute sea level determination
- Calibration and quality control of tide gauges in the Antarctic and Sub-Antarctic
- Application of GPS buoys to precise height transfer

DR GREG UNWIN

Telephone: +61 3 6324 3822
Email: G.Unwin@utas.edu.au

- Site and Forest Rehabilitation planning for disturbed regrowth eucalypt forest
- Tree growth responses to comparative silvicultural strategies in farm forestry
- Regeneration strategies and forest dynamics of Tasmanian native cabinetwood species
- Review of objectives and design of forest reserves and natural area management in State Forests

ADMINISTRATIVE AND TECHNICAL STAFF

Administrative and technical staff are professionals in the School who provide essential ongoing services to academic staff, undergraduates, honours and postgraduate candidates, and who are often the first point of contact for prospective members of the School's community. They have many responsibilities and it is courteous for graduate candidates to make a time to see them in circumstances where more than a quick question needs to be answered.

Paulene Harrowby, School Administration Manager

Julie Coad, Administrative Officer

Trish McKay, Administrative Officer

Tracy Payne, Administrative Assistant

Angela "Ange" Boden, Teaching and Learning Liaison Officer (returning from maternity leave May 2009)

Kate Charlesworth (replacing Ange Boden until May 2009)

Darren Turner, Computer Systems Officer

Rob Anders, Technical Manager

David Green, Laboratory Technical Officer

ACCESS, SECURITY AND SAFETY

For after-hours **emergencies** call Security (dial 7600) from any internal telephone.

Access to buildings during business hours is straightforward. After hours you get access to buildings using coded swipe cards, and all candidates have keys to shared studies and computer facilities. Facilities are for the sole use of candidates and staff of the School. Candidates must not allow others access to the building after hours or use of the facilities at any time. Please note that, after hours, security patrols attend the School and may require proof of identity; **it is advisable to carry your staff or candidate card with you at all times.**

To get after hours access (after 6pm and before 7.45am and weekends) to the Geography/Earth Sciences building you need to:

- be enrolled in a Geography and Environmental Studies unit;
- purchase a magnetic swipe card from the TUU; a proportion of the initial outlay will be returned to you at the end of the year when you return the card to the TUU; if you already have a card for another building, that is fine, you can use that;
- fill in the form located at <http://www.geol.utas.edu.au/geography/swipecards.htm> to get your card activated for this building (DO NOT ask at the front desk, you MUST fill in the form); and
- SIS candidates should see Rob Anders for access to the SIS building.

Room keys are available from the School; Launceston candidates see Launceston staff in the first instance. Should keys or cards be lost, replacement costs will be borne by the candidate. All keys and cards must be returned prior to leaving the School or if you are suspending or going on leave for longer than four weeks. All keys should be safeguarded adequately and may not be copied or loaned to any other person.

Keys are common for all the candidates in any given office. **DO NOT LEAVE ITEMS OF PERSONAL VALUE IN THESE OFFICES** because the University is targeted every year by thieves. **WHEN YOU ARE NOT IN YOUR SHARED STUDY IT MUST BE LOCKED**; candidates have had laptops stolen in recent years – and lost a full year’s work in the process. After hours, the computer labs should always be locked when no one is in them.

If you discover theft, fire, or vandalism contact University Security on 7600 (all hours). It is also advisable to let staff in the School Office know of any occurrence.

FIRST AID

In line with the University’s policy of minimizing risk wherever possible, staff and RHD candidates are encouraged to take part in the First Aid courses that are run by the Faculty and School. Supervisors are also advised to ensure that candidates using School vehicles are properly trained to use them. Candidates should consult the School office to determine if accreditation in 4WD usage is required for off road remote activities. The guidelines listed in this document apply to all staff and candidates in Geography Environmental Studies.

First aid kits are located in the Resource Centre (Level 1), School Office (Level 3) and ‘The Space’ (Level 4) in the Geography Building; in the Technical Manager’s office in the Surveying and Spatial Sciences Building; and in the School’s shared office office in Launceston. Portable first aid kits for the field are also available and **MUST** be taken (see the Laboratory Technical Officer for risk assessments and field policies). First aid kits do not contain medication of any kind (including panadol). If first aid supplies are used, you must advise the School office so that kits can be replenished.

FIELD ACTIVITY POLICY AND RISK ASSESSMENT REQUIREMENTS

At the start of their candidature, all candidates are required to complete a **Medical Information and Authorisation** form to be held in the Main Office, Room 314 Geography Building. Launceston students should ensure northern staff have copies of these, and should send the original to the Main Office via internal mail (Private Bag 78).

Candidates undertaking any field work (overseas, remote area, close to and /or urban) and/or laboratory work must register on the University Field Safety System (TUFSS). TUFSS is an electronic version of much of the fieldwork paperwork that is required by the university in order for you to undertake fieldwork. TUFSS can be accessed through the Schools web page and instruction on its use will be provided at several lunchtime sessions to be arranged in the first two weeks of Semester.

All students in consultation with their supervisors should carry out a risk assessment exercise of the required field activity (in TUFFS). Please read the University's Risk Assessment policy and complete the required Risk Assessment forms with your supervisor before lodging the forms with the Schools field safety Officer.

Once the required forms are complete and after consultation with supervisors, candidates undertaking field work should write or email the Head of School with a copy to the Laboratory Technical Manager, indicating:

- that the required field activity has been subject to risk assessment and that any appropriate and feasible action has been planned to mitigate risks;
- whether the field activity is likely to be relatively routine and involve no foreseeable changes in risk over the course of the project;
- that the candidate knows of the requirement to enter all field visits in the Field Activity Log Book in the front office; and to fill out and sign the field activity checklist; and
- that the candidate has been made aware of the requirement to carry a First Aid kit.

In cases where all of these conditions are satisfied, the memo need merely indicate that Field Activity requirements for candidate X have been met. Where field activity is not routine, a risk assessment must be undertaken for each separate field visit and the Head of School and Laboratory Technical Manager? Fields Safety Officer .

In general, students should not work alone in remote locations. Where this practice cannot be avoided, students are required to carry a mobile/satellite phone (or EPERB for areas outside mobile phone range) in addition to making their supervisor aware of arrangements to monitor safe return. Use TUFSS to notify elected persons that you are going in the field.

In line with the University's policy of minimizing risk wherever possible, staff and RHD students are encourage to take part in the First Aid courses that are run by the Faculty and School; we are unable to financially support this training among honours and masters coursework candidates but encourage it. Supervisors are also advised to ensure that students using School vehicles are properly trained to use them. Students should consult the School Office to determine if accreditation in 4WD usage is required for off-road remote activities.

FURTHER RESOURCES FOR FIELD ACTIVITIES AND RISK ASSESSMENTS

All School based fieldwork must be undertaken in accordance with the School's For further information regarding University Field Activity Policies consult the Occupational Health and Safety web <http://www.admin.utas.edu.au/hr/ohs/pol_proc/index.html>.

FIELD TRIP LOG BOOK

If you are leaving the campus and are not signed up to TUFFS to do research-related work you must fill in your departure dates, destination and mobile phone number in one of the field activity log books.

HARASSMENT AND DISCRIMINATION

All forms of harassment and discrimination are offensive; are against the objects and purposes of the University of Tasmania, which is a community whose members are related by strong bonds of interdependence and trust; and may be unlawful. Harassment or improper discrimination by any members of staff, candidate or agent of the University, or any other person using the University's facilities will not be tolerated. For confidential advice on the University's complaints procedure please direct any complaints to the Head of School or the University's Equal Employment Opportunity Officer (ext. 3020). All reports will be taken seriously. See http://www.admin.utas.edu.au/hr/eoo/hd_policy.pdf.

INSURANCE

Private cars used in connection with University business can only be used with approval of the Head of School and must comply with the University's policy http://www.admin.utas.edu.au/hr/ohs/pol_proc/diving.pdf.

Where claims are made to be reimbursed for the use of compliant private vehicles for study, the Head of School is required to confirm the travel has occurred and was legitimate research travel. Reimbursement cannot be made without necessary proof of your journey (you must register the dates and location of your field work in the log book).

For accidents on an excursion or field trip resulting in injury the Tasmanian University Union (TUU) have in place the Candidate Accident Insurance plan. For further information contact the TUU. For claims on the University insurance policies it is essential that the Insurance Officer be advised within 30 days of a potential claim. Claims outside this period will not be accepted by the University's insurers. The University also has in place public liability insurance which covers legal liability to third parties to pay compensation by reason of Personal Injury or Personal Damage. A payment under this policy would come as a result of the University being proved negligent in court and compensation being ordered. To obtain details please go to http://www.utas.edu.au/docs/fin_services/insurance/students.html.

Please note if you bring your own equipment onto the University grounds – including computers – such equipment is not covered by the University.

OCCUPATIONAL HEALTH AND SAFETY

The University OH&S unit has developed policies in relation to many workplace issues and these are available on the University Human Resources website http://www.admin.utas.edu.au/hr/ohs/pol_proc/index.html.

The School is committed to providing a safe and healthy workplace for candidates. For the purposes of the Tasmanian Workplace Health and Safety Act candidates have the same status as employees. This provision means that the School is required to maintain a dialogue with candidates about OHS issues via the elected safety representative for the School.

OHS issues of particular concern to this School are risks associated with driving, laboratory based work and fieldwork, especially in remote areas. Documents and procedures relating to these are available

elsewhere in this document and these should be filled in and followed carefully. All candidates are expected to be familiar with safety procedures when handling chemicals or equipment (including vehicles), or when working in urban, rural and remote locations.

Finally, the challenges of graduate work are significant and rewarding, and sometimes life interferes in one's best-laid plans. If that happens to you, please be aware that you can see your supervisor, co-ordinators of graduate programs in the School, the Dean of Graduate Research, or a range of professionals working in Candidate Services of the University, the Tasmania University Union (TUU), and the Tasmania University Postgraduate Association (TUPA). A resource folder of information from Candidate Services is available in various spots around each of the School's campus locations.

FACILITIES AND SERVICES

COMMON ROOMS

There is one common room in the Geography and Environmental Studies building in Sandy Bay, which is located on Level 1 through the Resource Centre (now has wireless facilities). 'The Space' on Level 4 is a quiet study hub with wireless facilities and access to an urn for drinks. A second common room is located on level 2 of the engineering building which GES/SIS students have access to. All candidates are welcome to use the facilities on payment of a modest fee for supplies to designated 'collectors' who make themselves known through the School email list. If you use the facilities, it is imperative that you also contribute to their proper upkeep.

DESKS AND STUDY SPACE

RHDs, honours candidates and masters coursework students who are enrolled in the thesis component of their degree are provided desks if they intend to work in the School **on a full-time basis through most weeks of the semester or year.**

There is the Honours Room (412), the Masters Coursework Room (443), and RHDs are allocated spaces in a number of offices over four of the five levels the School occupies. Graduate diploma and masters coursework students **not engaged in thesis work** may use the hot desks provided in room 432.

Honours and masters coursework candidates are typically expected to vacate their spaces within four weeks of the submission of the thesis for examination. Similarly people who transfer from full-time to part-time may be expected to give up desk space. RHD candidates are in examination longer and may retain their spaces accordingly.

ELECTRONIC MAIL AND ATTACHMENTS

Electronic mail is the main method of communication in the School and the University, therefore it is crucial that you check your University email regularly.

You are automatically allocated an email address and password upon enrolment. If you require assistance with the electronic mail facility you should contact the Information Technology Services (ITS) Help Desk on extension 1818, or in the Morris Miller Library. You have access to your email through the University based Webmail system, accessible at: <http://webmail.utas.edu.au>.

The School has an email list for postgraduates candidates, and you must subscribe to the appropriate list so you can receive important administration information. To subscribe to the list complete the form at <http://www.geog.utas.edu.au/geography/email_form.htm>.

You can then send messages to the geog-students@utas.edu.au list if you have something appropriate and relevant you wish to share with your fellow postgraduates.

Please note that staff get hundreds of emails and attachments each week. Use intelligence when sending attachments. Chapter.doc is NOT helpful. Smith J-chapter 2-130208.doc is.

FACSIMILE MACHINE

A fax machine is located in the School Office in Hobart and is available for use during office hours. Instructions on the use of the machine are located beside it. A fax machine is also located in the Surveying and Spatial Sciences Building and in the Main Office in Launceston.

Within the University where the fax numbers are on the PABX (internal system), faxes are free. Note, you only need to dial the last four digits of these internal fax numbers. Your account will be charged at the current rate of \$1.00/page Tasmania, \$1.50/page interstate and \$2.00/page international. Please document your fax machine use in the log book located in the front office

LABORATORIES

Candidates must make arrangements for the use of laboratories directly with the Laboratory Officer and comply with prevailing OHS standards when engaged in laboratory or fieldwork activities. The various laboratory managers employed in the School are responsible for and can advise on the procedures, including such things as safety provisions which apply to after hours use.

When using the laboratories for project work, you must label and date all work with the start date and expected completion date of your experiment, all equipment being used and samples. You must also arrange for the removal of all samples, pots and plants from the labs and/or glass and shade house upon completion.

LIBRARIES

The facilities of the University Library are available to candidates after obtaining a student card. New candidates should register for a tour of the Main Library and the relevant branch libraries. The Science and Engineering (SciTech) Library on Level 1 of the Centenary Building has the greater part of the Geography and Environmental Studies collection, and the Morris Miller and Launceston libraries house many resources related to planning and environmental studies. The Law School Library is useful for candidates wishing to examine legislation, regulation and case law. The University of Tasmania Library homepage <<http://www.utas.edu.au/library/>> provides information on most aspects of library facilities and bulletins.

Please also check <<http://www.utas.edu.au/library/info/dd/index.html>> for the Document Delivery Service. It lists instructions on how the library will attempt to obtain material it does not normally keep. Every endeavour should be made to locate documents locally and to plan in advance and be ready to wait several weeks for documents because Fast Track document Delivery is expensive (\$13 per item, which must be approved by your supervisor).

PHOTOCOPYING AND POSTAGE

Photocopiers for student use are located in the Resource Centre, and outside Room 434 on Level 4 in the Geography building, and in Room 158 in the Surveying and Spatial Sciences building. All copiers have facilities for double siding and collating and are accessed by a pin number provided to you. To use the School's photocopiers you must first obtain that pin number from the School Office. Your

photocopying use will be recorded and charged to your research support account. Finally, photocopiers consume vast amounts of money and paper. Your discretion in keeping these to a minimum is required. Photocopier manuals are located either on the back or the inside of the copier.

Mail is cleared each day at 9.00 am and 3.00 pm. Urgent external mail after these times must be posted in the Australia Post mail boxes around Hobart. All external mail must be stamped with the “postage paid” stamp or a stamp affixed to the envelope. You may only use the “postage paid” stamp when mailing external mail from within the School. The stamp is available from the School Office.

Postage costs will be charged to your account so you should clearly mark the envelope with your name and account number. If you have bulk mail outs you will also be charged from your research support account, and these costs should have been anticipated in your annual budget. You cannot use the University mailing system for private purposes unless you attach a stamp. Internal mail – each School, Department, or Division has a Private/Locked Bag numbers – not an address.

The list of Bag numbers can be found on the Internet

- Hobart <<http://www.utas.edu.au/poboxes/hobart.htm>>
- Launceston <<http://www.utas.edu.au/poboxes/launceston.htm>>
- North-West Centre, <<http://www.utas.edu.au/poboxes/burnie.htm>>

Mail for candidates will be delivered to alphabetically organised pigeon holes in the mail room opposite the School Office in the Geography building and in the Surveying and Spatial Sciences mail room in the Engineering building. Launceston students see northern staff.

PRINTING

Any candidate **doing a thesis or planning project** may have credit added to your account. You will need to bring your student card to the School Office and funds will be added to it. **These funds are deducted from your budget allocation and you need to keep track of expenditure.**

RESOURCE CENTRE

The Resource Centre is a key facility in the School, housing maps, papers and other materials of relevance to undergraduate candidates and graduate candidates alike. For advice on how to use the Resource Centre, see the Teaching and Learning Liaison Officer (Room 109). There are borrowing procedures and time limits to which you must adhere for the benefit of all users. There is also a spiral binding machine available for use.

ROOM BOOKINGS

If teaching rooms are required for various purposes including meetings or for quiet and temporary workspaces, bookings can be made with the front office

SCIENTIFIC COMMUNICATIONS SKILLS WEB SITE

The Scientific Communication Skills resource contained provides information on written and verbal communication skills specifically for candidates in science and engineering courses at the University of Tasmania. All candidates studying units offered by the Faculty of Science and Engineering have access to this unit. On your “MYLO” homepage, choose Scientific Communication Skills to access the resource.

STATIONERY

Letterheads, fax forms and envelopes are available for official business. Please try to make use of the enormous amount of scrap paper and used envelopes around the School. There are blank school labels for pasting on used envelopes available in the candidate work space (GES building) and the School office. The School does not supply office requisites such as pens, writing pads and folders. Overhead transparencies are available from the School Office but should be used sparingly.

TELEPHONES

All study rooms have telephones from which local calls of a research-related nature can be made. It may not be possible to make STD or ISD calls on the phones in candidate study rooms. If you need to make these calls for the purposes of your research work, ask your supervisor to use his/her phone. If you need to give a contact number, give the phone number in your room not the School Office number! You may not make personal calls from your phone except in emergencies. Phone use is monitored.

- Dial 0 for an outside line and then the required number
- Dial 9 for the switchboard
- Internal Calls - dial the last four digits of university telephone numbers
- The University also has a tie line to the State Government PABX; to use it prefix calls with 12 (note do not dial '0' first) and then dial the last four digits of the number.

THESIS BINDING

Detailed information about soft binding for examination and hard binding for final submission will be provided by your supervisor at the time of submission.

When producing the thesis, candidates should remember to allow for photocopying (colour and black and white), photography and binding costs. This work can be done by the following services – the first appears to need significant advance notice:

- Uniprint – approximately \$35 per copy hard bound (see the Budget Centre and/or School office for an IDR to take to Uniprint)
- Quality Bindings, Rokeby (6247 8755) approximately \$30 (+GST) per copy hard bound

EQUIPMENT FOR TEACHING AND LEARNING AND RESEARCH PURPOSES

The School holds an extensive list of equipment for teaching and learning and research purposes. Please check with the front office or the Technical Manager in the Surveying and Spatial Sciences Building before considering a budget to buy any new items. Launceston candidates check with Launceston staff in the first instance of equipment hire or purchase.

The Central Science Laboratory (CSL), located within the Chemistry building on the Hobart campus, houses major items of equipment of direct interest to some research groups in the School. These instruments include ESR, NMR, IR, GC-MS and Raman spectrometers.

COMPUTING FACILITIES

The School has several PC computer laboratories. The Main PC lab is located in Room 404 on Level 4. A GIS laboratory in the SIS building will be established during 2009. Two small postgraduate computer rooms are available for the exclusive use by candidates – one just down from the main PC Lab, Room 411 and the other off ‘The Space’ and both on Level 4 of the Geography Building. Computer facilities are also available in Launceston.

User Accounts are required to log on to the School’s computers. You will also be allocated space on what we call U drive on the file servers in which you can store/backup your files. Your user name will be the same as your University email user-id and your initial password for the Geography network will be your student number. For further information see the sign in the main PC lab or collect a password information sheet from the front office. Any further problems you should see the School’s Computer Systems Officer. Do not forget to copy and sign your Computer Ethics statement form and hand it in for processing.

University Administration centrally allocates email accounts and the account details are supplied on your confirmation of enrolment form. When you log on to a lab machine your email can easily be accessed by using the University’s webmail system. It is very important to make sure you read your University email as important messages can often be sent to you at this address. **Do not expect** general and academic staff to contact you through email accounts not allocated by the University. All web-based communication from us will use the email addresses provided by Student Administration. If you rarely access your account, expect to miss out on important information.

Printing to most of the printers requires a CAPS account. Your CAPS username and password is the same as your email username and password. When you print to a CAPS printer you will be prompted to enter your username and password and your account will be automatically debited. To credit your CAPS account see the School office staff (to charge it to your supervisor’s research account) or go to the IT help desk (who will require cash). Don’t forget your student card as you will need to swipe it to have your account credited

Please also note that during semester in particular, queues to printers can become especially long. It is essential that you book ahead if printing large documents or you may find the system becomes gravely overloaded. As a courtesy to the 500+ other users in the building, please try to print large word, graphic or other files early or late in the day wherever possible. A teaching timetable is usually posted outside the PC lab, so that will help your planning.

Manuals for many of the standard software packages installed on the School’s computers are available from the Geography Resource Centre. If you have your own computer and wish to use at the University to access the internet you will need to see the Computer Support Officer to discuss if it is possible. Any further computing enquires should also be directed to the Computer Support Officer.

There are computing labs in the Surveying and Spatial Sciences Building and Launceston. You should liaise with staff in these areas about their use.

COMPUTING SKILL SESSIONS

Each year the Computer Support Officer runs seminars over 4 weeks. Once you have been subscribed to the School's postgraduate list, you will receive notification of dates and venues.

- Getting started – facilities, file management, using images in documents, powerpoint
- Excel – formatting, exporting, manipulating, charts, macros
- Word – long documents, pagination, styles, contents, captions, inserting pictures, printing
- Endnote – viewing and sorting references, styles, import and export, citations, bibliographies

COMPUTING ETHICS STATEMENT

Ethics Guidelines

Ethical behavior in the use of computers in accordance with this statement is required from all candidates who use computers in their studies. Unethical practices contravene the Statute of Discipline and will render the candidate liable to fines, removal of computing privileges, suspension from study, cancellation of enrolment, or cancellation of marks.

- You may only use the facilities which you have been authorized to use. If you have password access to particular computers, you must take precautions against unauthorized access. **DO NOT** give your password to anyone else, no matter who they may be.
- You may only use authorized facilities for authorized purposes. Specifically, the facilities may not be used for playing games, downloading of inappropriate data or private consulting. **NOTE:** Possession and/or display of pornographic material can also contravene the University sexual harassment rules and will be met with strict discipline.
- Any attempt to copy software is prohibited. School software may be installed on your personal computers, but must be removed when you leave. **NOTE:** Most software will only work whilst the machine is at the University and will cease to function when the computer is removed from the University network.
- Any attempt to copy data, documents and information belonging to other candidates or staff is strictly prohibited. **NOTE:** An attempt to copy is a disciplinary offence, whether or not the attempt succeeds.
- Any attempt to interfere with the normal operation of computing facilities is prohibited.
- Any attempt to subvert the security on any University computing system is prohibited.
- Any use of the computing facilities to send obscene, vulgar or harassing messages or images is prohibited.

Responsibilities

You are responsible for reporting any action by another person which you consider may contravene the ethics of computer use. Reports should be made to a senior staff member or to the School Computer Support Officer. Not to report such an action is to be a passive accomplice.

Other Notes

Eating and drinking is prohibited in all of the School computer laboratories, and work areas should be kept clean and tidy.

Do not think you can keep your activities a secret (in particular the downloading of inappropriate material); you **WILL** be caught. All data that come into and out of the School servers can be tracked and are logged.

TRAVEL

The University's travel policy is available at http://www.utas.edu.au/docs/fin_services/travel/index.html and all candidates whose work involves travel should read this before completing their research proposals.

SCHOOL VEHICLE INFORMATION

To use a School vehicle you must complete a driver declaration form, medical disclosure form and provide a photocopy of your current driver's licence – you cannot use a vehicle unless you have lodged these forms. Forms are available from the School Office. Vehicle bookings are made on the web on the School's internal page at <http://www.geol.utas.edu.au/geography/index.htm> and keys can be collected from the School Office. Please note that bookings should be done well in advance to ensure availability.

The regulations and charges for the use of University fleet vehicles are noted below. Use of School vehicles attracts a fee, which will normally be accounted back to your candidature account. **Any damage to vehicles must be reported immediately.**

UNIVERSITY FLEET INFORMATION

In the event that all School vehicles are booked at the time you are requiring such services, there is the opportunity to use the services of the University Fleet. Please refer to the following website for information on University policies and booking procedures for the University Fleet: http://www.utas.edu.au/vehicle_fleet/.

PARKS AND WILDLIFE SERVICE – ENTRY INTO NATIONAL PARKS

You should not have to pay for entry into National Parks when doing your research. Your supervisor can also liaise with the Parks and Wildlife service to issue a Research/Collecting pass.

COLLEGIAL MATTERS

COMMON ROOMS

Please feel free to use common rooms and noticeboards dedicated to postgraduate issues. We encourage you to participate in social and scholarly functions arranged by the School community. We also encourage you to be socially and environmentally aware wherever possible by tidying up after you have used common room facilities; reusing and then recycling papers and envelopes; minimizing photocopying and making use of the double-sided facility on photocopiers; and being conscious of electricity use for heating, lighting, and equipment.

FRIDAY FORUM – THE SCHOOL SEMINAR SERIES

Being involved – as speaker or audience – in the regular presentation of research questions and findings is part of the pleasure of academic life, as well as an integral responsibility of the job. The School organises an interdisciplinary seminar series held at 4pm once a month on a Friday of all months between March and September or October in Room 211 (the main lecture theatre in Hobart) followed by wine and cheese in the ground floor tearoom, Geography and Environmental Studies Building. Forum events are advertised via the School email list.

It is an expectation of the School that candidates attend the Friday Forum series.

ACADEMIC MATTERS

ETHICAL CLEARANCE FOR THE CONDUCT OF RESEARCH INVOLVING ANIMALS OR HUMANS

Research involving animals or humans must not proceed without due consideration of the University's requirements to adhere to national guidelines on the ethical conduct of research. On occasion, it has come to the University's attention that research has been undertaken without the proper ethics clearance, leading to the withdrawal of awards for degrees or of funds for research. This matter is one deserving the undivided attention of all candidates.

Obtaining clearance can be time-consuming and should be factored into research design early in the piece. To prepare an application for clearance, first read the extensive amount of material on the Research and Development Office's web site at <<http://www.research.utas.edu.au/>>.

The Executive Officer for the University Ethics Committee (contact details available on the above website) should be contacted for guidance on the procedures for applying for ethical approval in proposed experiments only after supervisors have discussed the broad basis of research design with candidates.

Please note that all data must be stored by the supervisor in secure conditions for a period of five years after completion of the research and see the School's Graduate Programs Support Officer about how that storage is to occur on completion of your candidature.

PLAGIARISM

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation or copying another student's work. Plagiarism is a University offence that can be addressed by a range of penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, exclusion from a unit, a course, or the University. When in doubt consult your supervisors. Please refer to the University policy at <<http://www.utas.edu.au/plagiarism/>> and note that the School will rigorously follow the policy in any case of academic misconduct.

PUBLISHING

Candidates are strongly encouraged to publish their research under the guidance of their supervisors and in accordance with University policy. Authorship is defined as follows:

3.1 Each institution must establish a written policy on the criteria for authorship of a research output. Minimum requirement for authorship should accord with the 'Vancouver Protocol'. Authorship is substantial participation, where all the following conditions are met: (a) conception and design, or analysis and interpretation of data; and b) drafting the article or revising it critically for important intellectual content; and c) final approval of the version to be published. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Any part of an article critical to its main conclusion must be the responsibility of at least one author. An author's role in a research output must be sufficient for that person to take public responsibility for at least that part of the output in that person's area of expertise. No person who is an author, consistent with this definition, must be excluded as a author without their permission in writing.

3.2 Authorship of a research output is a matter that should be discussed between researchers at an early stage in a research project, and reviewed whenever there are changes in participation.

3.3 When there is more than one co-author of a research output, one co-author (by agreement among the authors) should be nominated as executive author for the whole research output, and should take responsibility for record-keeping regarding the research output.

3.4 Where the research is published, including electronically, all co-authors of a publication must acknowledge their authorship in writing in terms of, at least, the minimum acceptable definition at 3.1, above. This signed statement of authorship must specify that the signatories are the only authors according to this definition. It must state that the signatories have seen the version of the paper submitted for publication.

3.5 The written acknowledgment of authorship must be placed on file in the department or unit of the executive author, at the time of submission of the research output for publication, and must remain in safe keeping in that department.

3.6 If, for any reason, one or more co-authors are unavailable or otherwise unable to sign the statement of authorship, the head of department or unit may sign on their behalf, noting the reason for their unavailability.

3.7 The authors must ensure that others who have contributed to the work are recognised in the research output. Courtesy demands that individuals and organisations providing facilities should also be acknowledged.

3.8 Institutions should establish procedures to resolve conflicts arising through disputes about authorship (Graduate Research Resource Book, 2005, 39-40).

When publishing work derived from research conducted while a member of the School, you need to add to your author's affiliation notation the School's address.

All publication claims are audited by the Federal Government. Therefore it is very important to give a copy of any published material to the School records keeper with details about the journal editorial board and policy.

ROLES AND RESPONSIBILITIES FOR RESEARCH CANDIDATES

Candidates should make themselves familiar with Appendix C of the Research Higher Degrees Handbook: <http://www.research.utas.edu.au/gr/docs/resource_book.pdf> which includes:

- C.1 Statement and guidelines on research practice,
- C.2 Code of conduct in supervision,
- C.3 Guidelines for effective co-supervision, and
- C.4 Freedom of inquiry and the responsibility to publish and authorship rights.

Each candidate works with one or more academic staff members who will take primary responsibility for the supervision of research and coursework. Staff profiles may be found at <www.scieng.utas.edu.au/geog/people.asp>. Associate supervisors, within or from outside the School, are permitted.

Candidates

- The quality of any graduate work is ultimately *the candidate's responsibility*. Graduate programs are demanding, and it is expected that the candidate will work solidly, effectively and with a considerable degree of independence for the duration of their program.
- It is the candidate's responsibility to inform the supervisor of any problems encountered in the course of the program. These might include difficulty in finding relevant references, problems with field or laboratory work, difficulty in understanding theory or research methods, personal problems that influence the candidate's ability to work effectively, or problems/delays in drafting the thesis.
- It is the candidate's responsibility to complete drafts and allow enough time for careful proofreading of all work for assessment before due dates. Candidates must realize that supervisors have many tasks to juggle including lectures, assessment, practical and tutorial classes, administrative duties as well as supervision of other candidates. This load means that it is rarely if ever possible for a supervisor to drop everything else and proofread one candidate's work overnight.
- Work submitted to a supervisor to read is expected to be of a high quality *before* it is submitted. It should reflect the candidate's (a) early meetings with the supervisor during which the work's parameters were set, (b) best efforts at presenting the written document, and (c) attempts to fully address the assessment criteria agreed to at the start of the honours program.

- Poorly presented material takes much longer for the supervisor to deal with. If submitted material is full of grammatical errors, spelling mistakes, or poor figures and tables it is much harder for the supervisor to comment on the important substance of the work. Poorly presented work will be referred back to a candidate for editing before being read by a supervisor.

Supervisors

Supervisors are expected to:

- be the candidate's advocate;
- provide advice and assist with selection of a broad topic and specific research question (or hypothesis) that will provide an interesting and achievable research program;
- negotiate contracts, relevant assessment criteria, annual reviews, and other administrative tasks with the candidate to develop and maintain a suitable program with them;
- meet regularly with the candidate during the term of the candidate's program of study, for example, during periods of fieldwork, interpretation and writing, weekly meetings might be appropriate. The frequency of meetings should be agreed to early in the research program. The Dean of Postgraduate Research recommends that supervisors maintain a diary of meetings with each RHD candidate supervised. This is a useful practice for honours supervisors as well;
- be familiar with the research methods used by the candidate and advise of any shortcomings in the method;
- be familiar with any experimental work carried out by the candidate, this means participating in some laboratory experiments or field work with the candidate to ensure appropriate research techniques have been adopted;
- as appropriate, advise the candidate of Occupational Health and Safety requirements;
- ensure that all work adheres to ethical requirements, and hold for a period of 5 years all primary data generated by research that has ethical clearance;
- advise candidates of any planned absences during the candidature and organize for other support;
- provide realistic advice on the general quality of the research; and
- provide timely and informative feedback on draft written work submitted by the candidate.

Generally, a turnaround time for up to ten pages of text should be one week and not more than two weeks unless the supervisor has advised the candidate that other work commitments may mean longer feedback periods. It is expected that an honours candidate should be capable of clear, concise English expression, correct punctuation and referencing. If a candidate's work does not meet acceptable standards, the supervisor must advise him or her and illustrate the deficiencies. The supervisor *is not expected* to be a proof-reader for all the candidate's work. A supervisor is not expected to repeatedly correct the same errors. Poorly presented work may be returned to a candidate for editing before being read in detail by a supervisor.

Certain projects will not be possible unless external funding is available. The supervisor will advise on funding limitations, and will require that all candidates produce a working budget within the first four weeks of candidature to be submitted with the thesis proposal and contract.

BUDGET MATTERS FOR RESEARCH PROJECTS

It is **essential** to efficient and effective research planning to work out a realistic budget in consultation with your supervisory team. All **candidates commencing a research thesis in 2009** must submit an **annual** budget to relevant Coordinators via the Postgraduate Support Officer, with their research proposals (also see individual Course & Unit guides and RHD Preliminary Research Proposals).

Final approval of budgets rests with the Head of School.

The School provides honours and postgraduate support funds as a block grant to supervisors to help support candidates, and the amount is determined by the course (certificate, diploma, honours, masters coursework or RHD); discipline area (high cost fields, low cost fields); and the portion of time that candidates work on their theses (full- or part-time equivalent). **Based on the supervisors allocation it is their responsibility to allocate funds to each student.**

Candidates **must be aware that in many cases there are insufficient funds** available from the School allocation to fully support the research that a candidate may wish to undertake. This constraint may mean that you have to **rethink** the ambitiousness, logistical complexity or other elements of the research and should do so **in consultation with your supervisor**. Note that some supervisors may have funding obtained elsewhere that they are prepared to use to assist their candidates. Many candidates obtain funding by applying for grants from outside bodies, or have their research costs supported externally before they start. Other candidates use private income to partially support their project.

GENERAL EXPENDITURE

Your budget will form part of your research proposal, due early in your candidature. After budget approval by the Head of School, **all expenditure must be approved by supervisor**. Any questions regarding expenditure, including travel and the purchase of equipment, should be referred to that person. **Any unusual or unanticipated costs will need to be approved on a case-by-case basis, with written quotes where appropriate.**

Any claims for reimbursement must be supported by a tax invoice/receipt. EFTPOS slips are not adequate. Please check with the main office regarding policy and procedures for travel expenditure.

The funds available to the School to cover the cost of research and teaching are limited. We ask your co-operation in keeping all costs to a minimum so that we can cover those that are an essential part of your study. You should keep in mind that the cost of phones, faxes, printing, postage, photocopying and copy cards is directly debited to your postgraduate support account.

When you use any resources that the School ultimately pays for, **please record it in the blue folder** located in the School Office under the name of your supervisor. We work on an honesty system to avoid the administrative nightmare of justifying every expense you have, and ask for your full co-operation in maintaining this system. Launceston students, please check with GES staff on that campus.

To help you estimate costs.

Budgetary Items	Comments	Approximate Cost Exclusive of GST
Equipment	This includes anything from specimen tubes to stationery, batteries, books, software, maps, aerial photos etc. Budget for everything you may need to conduct your research.	Specific requests for this item need to be discussed with your supervisor
Stationery	Sorry but you need to buy your own.	
Photocopying	Please try to use both sides of the paper.	7 c per page
Printing - CAPS	Remember you will need to budget for 4 copies of your thesis at the end of the year.	16c per page
Colour Printing – CAPS	Remember you will need to budget for 4 copies of your thesis at the end of the year.	60 c per page
Binding	School policy requires 3 copies of soft bound theses be lodged for examination and 4 copies of hard bound theses for later distribution to libraries and your supervisor. The candidate is entitled to one of these hard bound copies. Additional copies are at the candidate's expense.	4 copies –around \$40 for honours and masters coursework RHD on APA scholarships have separate thesis allowance
Travel and Travel Expenses	Specific requests for this item need to be discussed with your supervisor	
Conference Registration	Specific requests for this item need to be discussed with your supervisor	
Vehicle Hire	See rates under Travel section of this booklet.	
Postage	Depends on size and quantity of envelopes. If you are sending out bulk mail (for a survey) you will need to include a budget for such things as reply paid envelopes.	
Fax	Please remember to include your fax usage in the front office log book.	Tasmania \$1 per page. Interstate \$1.50 per page. Overseas \$2 per page.
Phone Calls	Every call from our School is charged to your research account. Phone usage is monitored.	

EXAMPLE ONLY - YOU ALL HAVE DIFFERENT RESEARCH PROGRAMS		
Item	Comments	Cost (\$)
Equipment	Specific requests for this item need to be discussed with your supervisor	
Stationery	Please purchase your own	
Photocopying		
Research photocopying	500 pages @ 7 c per page	35.00
Copies of your thesis	eg a 200 page thesis copied 4 times @ 7 c per page	56.00
Printing - CAPS		
Research Printing	600 pages @ 0.16 c per page	96.00
Printing Thesis	Assumes 4 copies, each copy 100 pages of black and white and 20 colour pages for average honours and masters coursework thesis	112.00
Binding	4 copies @ \$40 each	160.00
Travel	Specific requests for this item need to be discussed with your supervisor and travel policies.	
Conference Registration	Specific requests for this item need to be discussed with your supervisor	
Postage	Depends on size and quantity of envelopes. If you are sending out bulk mail (for a survey) you will need to include a budget for reply paid envelopes	
Fax	Tasmania \$1 per page. Interstate \$1.50 per page. Overseas \$2 per page	
Phone Calls	Every call from our School is charged to your research account	
Total		459.00

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COURSEWORK AND HONOURS CANDIDATES

COURSEWORK PROGRAMS

Please see the *Postgraduate Coursework Course Guide* (available on the School's intranet) for structures and enrolment patterns for the following courses:

- Environmental Management (Graduate Diploma or Master)
- Environmental Planning (Graduate Diploma or Master)
- Applied Science (Master)

For those courses that have a thesis component, key dates, requirements for seminars and thesis submission are given in *Unit Outlines* corresponding to each Unit.

HONOURS PROGRAMS

Please see the *Honours Course Guide* (available on the School's intranet) for key dates, requirements for seminars and thesis submission. This *Guide* covers the following courses:

- Bachelor of Science (Honours)
- Bachelor of Science (Natural Environment and Wilderness Management) (Honours)
- Bachelor of Natural Environment and Wilderness Management (Honours)
- Bachelor of Arts (Honours)
- Bachelor of Surveying and Spatial Sciences (Honours)
- Graduate Diploma of Spatial Information Science (Honours)

SEMINARS BY CANDIDATES

Those candidates doing a research thesis are expected to present formal spoken papers to their peers. Seminars provide candidates with opportunities to develop confidence in the oral presentation of intellectual work; to 'test-drive' research designs, findings and ideas with colleagues; and to refine work such that it is intelligible to a lay audience with or without audiovisual backup. These are critical generic skills and they will be valuable in other domains of personal and professional life.

All honours and some masters coursework candidates (refer to the corresponding *Course* and *Unit* guides – see page 20), will present during one or both semesters (refer to key dates). Each candidate will be allocated a date and time for their presentation. Staff will provide feedback to each candidate on presentation style. Two weeks before each conference, speakers are required to provide a title and a 100 word abstract of their presentation. All postgraduate and honours candidates and all staff are expected to attend the presentations.

INTRODUCTORY SUMMARIES

Introductory summaries will be presented by honours and some masters coursework candidates within the first two months of the study program. The summary must be no longer than 10 minutes duration and content may be conveyed on a maximum of three (3) powerpoint slides.

The verbal summary should provide the following information:

- Working title of thesis
- Name of Supervisor/s
- Brief background or context to the research
- Research question/s, hypotheses or defensible proposition/s
- Aims and objectives
- Significance of the research
- Proposed methods and timetable
- Possible limitations and challenges

The criteria for assessment for the Introductory Summaries are:

Level of Achievement:	1 excellent	2 sound	3 to be refined
Speaker attracted audience's attention using appropriate strategies	1	2	3
Speaker appeared confident and purposeful at the start of the presentation	1	2	3
Title, topic and research question were made clear	1	2	3
Aims and objectives of the research were outlined	1	2	3
Significance of the research was made explicit	1	2	3
Sufficient information was provided for audience to understand method	1	2	3
Delivery was clear and audible	1	2	3
Delivery was engaging and enthusiastic	1	2	3
Full presentation was directed to all parts of audience	1	2	3
Speaker kept to time and was well-paced	1	2	3
Visual and/or auditory aids were visible/audible to entire audience	1	2	3
Visual and/or auditory aids were well prepared	1	2	3
Equipment was competently used	1	2	3

FULL SEMINARS

Full seminars reporting on near-complete research projects will be presented approximately six to eight weeks before the submission of the thesis, and a title and abstract of the seminar must be provided to the Support Officer no later than two weeks beforehand.

The full seminar must be no longer than 15 minutes duration, and candidates may use audiovisual material, overhead transparencies, slides, PowerPoint or other technologies by negotiation. Five minutes will be set aside at the end of each paper for questions. The criteria for assessment are as follows.

The criteria for assessment for the Full Seminars are:

Level of Achievement:	1 excellent	2 sound	3 to be refined
Speaker attracted audience's attention using appropriate strategies	1	2	3
Speaker appeared confident and purposeful	1	2	3
Title, topic and research question made clear	1	2	3
Organisational framework of the seminar explained	1	2	3
Aims and objectives of the research outlined	1	2	3
Significance of the research made explicit	1	2	3
Theoretical context presented	1	2	3
Research methods explained and justified	1	2	3
Unusual terms defined for a lay audience	1	2	3
Sufficient information provided for audience to understand analysis	1	2	3
Appropriate and adequate use of examples and/or anecdotes	1	2	3
Logical flow to discussion	1	2	3
Main points summarised in closing	1	2	3
Conclusion linked to aims and objectives	1	2	3
Questions fielded competently	1	2	3
Full audience addressed with responses to questions	1	2	3
Delivery was clear and audible	1	2	3
Delivery was engaging and enthusiastic	1	2	3
Full presentation was directed to all parts of audience	1	2	3
Speaker kept to time and was well-paced	1	2	3
Visual and/or auditory aids were visible/audible to entire audience	1	2	3
Visual and/or auditory aids were well prepared	1	2	3
Equipment was competently used	1	2	3

CONVERSIONS FROM FULL-TIME TO PART-TIME, DEADLINES AND EXTENSIONS

The Board of the Faculty of Arts requires that all conversions from full-time to part-time in BA(Hons) programs are scrutinized by the Head of School and the Chair of the Arts Course Committee. Candidates have been known to use such conversions as de facto extensions and this practice has been deemed unacceptable. Therefore please note carefully that significant grounds will be needed to convert from full- to part-time status in both the BA(Hons) and other programs. See the Coordinator if you are concerned about this matter.

Note an instruction from Prof Rob White (Associate Dean) in 'Draft T&L Operational Guide', which states that "changes from full-time to part-time enrolment may not occur after the first 4 weeks of the Honours program without permission of the Associate Dean (Teaching and Learning)"

Deadlines for submission of all work will be monitored, and the School reserves the right to determine and apply on a case-by-case basis any penalties to work that is not submitted on time. If candidates are ill or significantly incapacitated during the year, they must obtain the appropriate certificates and, if required, request an extension of time, in writing, to the Coordinator.

Please note that the Honours year is calculated to be of 10 months duration full time equivalent. The School can grant extensions for a two month period under extenuating circumstances, provided appropriate documentation. If an extension is required beyond this time frame, applications must be approved by the Associate Dean of the Faculty of Science Engineering and Technology. All applications must be made in writing via the Coordinator.

SUBMISSION OF THESES

Three (3) soft-bound copies should be lodged with the Graduate Programs Support Officer at the time of submission.

Honours candidates must also submit four (4) copies of their thesis to a registered binder at this time. You can obtain an Interdepartmental Request (IDR) from the School office to pay for this if you use UniPrint on the Sandy Bay campus. Candidates must supply the Graduate Programs Support Officer with a receipt from the binders before their final result will be released.

Masters candidates will be permitted to do corrections to their thesis upon the receipt of examiner's reports. After corrections are made candidates must submit four (4) copies of their final thesis to a registered binder. You can obtain an Interdepartmental Request (IDR) from the School office to pay for this if you use UniPrint on the Sandy Bay campus. Candidates must supply the Graduate Programs Support Officer with a receipt from the binders before their final result will be released.

RESEARCH HIGHER DEGREE CANDIDATES

Research Higher Degree candidates are enrolled in Masters by research or Doctoral programs of two to four years duration (full-time equivalent). The governance of their programs is laid out in the University's *Graduate Research Resource Book*, provided to all candidates at the start of their degree. Many are recipients of postgraduate scholarships for three years, and it is often highly advisable to scope the research design to reflect the fact that funding does not cover a fourth year.

PRELIMINARY RESEARCH PLAN

RHD candidates are given the first three months of their candidature to complete a preliminary research plan (PRP). They will be required to present that proposal to peers before it is submitted to the Dean's office. The requisite form is at

<http://www.research.utas.edu.au/gr/forms/docs/current/preliminary_plan.doc>.

ANNUAL REVIEWS

RHD candidates are also required to participate in an annual review with the supervisor/s and Coordinator (or Chair). All candidates will be notified in advance of what is required for this review, but typically it involves a description and assessment of the work completed in the last 12 months and an indication of work planned for the next 12 months. Where one review has been completed, the Graduate Research Coordinator will closely examine what was promised in light of what was achieved in order to determine the progress made by the candidate.

University policy on the annual review of candidature stipulates the following:

An annual review must be made of progress of the candidate by the school, involving at least the Head of School or nominee, the supervisor and the candidate. A report on the review and a one-page progress statement from the candidate must be provided by the Head of School to the Secretary of the Board by the prescribed date. Continuation of candidature is subject to a satisfactory report http://www.research.utas.edu.au/gr/policies/docs/gru_procedures.pdf.

Significant details about the procedures for annual review are also provided by the Board of Graduate Studies through the Graduate Research Unit http://www.research.utas.edu.au/gr/about_us/gru.htm

The following additional information is intended to assist candidates prepare effectively for review.

If for some reason you have not met with your supervisor/s for some time before the annual review, it is often a good idea to do so, especially to ensure that you are able to respond to questions about progress over the last twelve months.

The School's Graduate Programs Support Officer will advise you of your meeting date and time in August (meetings to occur September-October). These dates/times will only be changed in exceptional circumstances, as I'm sure you can appreciate it is logistically complex trying to arrange some 70 meetings. It is your responsibility to notify your supervisor of your meeting time and ensure that they can attend. .

Annual review forms may be found at <http://www.research.utas.edu.au/gr/forms/index.htm> These comprise four parts: (a) records details of candidature as currently logged by the Graduate Research Office; (b) is for candidates to write about their work and progress over the preceding twelve months; (c) is for supervisors to report on how they assess candidate's progress; and (d) is the joint assessment form.

Candidates must then complete parts (a) and (b) and forward to the Graduate Programs Support Officer at least two (2) days prior to their scheduled annual review meeting. If there are changes to be made to part (a) you should bring to the meeting a copy of the *application to change candidature or scholarship details* form, located in the forms section of the Graduate Research Office website:

<http://www.research.utas.edu.au/gr/forms/index.htm>

HANDY HINT 1– type out your progress report on a word document and get it right BEFORE you copy and paste text into the online form. Sometimes the system has gremlins and many candidates become very frustrated because they lose their report work online, often just as they finish it.

HANDY HINT 2 – Please pay attention to the requirements of the form. Some, requirements for a one-page plan for the upcoming year are enforced by the GRU, and your incomplete responses WILL be sent back to you.

The meeting will take approximately 25 minutes, and because of the number of candidates under review, and the fact that reviews are often timed consecutively through the day, it is **imperative** that you are on time (although the Chair of the meeting asks your indulgence if people working with him/her in a previous meeting run slightly late).

During the first stage of our meeting, you will be asked to ensure the accuracy of part (a). The Chair will then invite you to talk about your progress.

On this critical issue, the Dean of Graduate Research has reminded all coordinators that progress reports must “be a frank appraisal of the candidate’s progress by both the Candidate and the Supervisor(s). The review allows the candidate to discuss achievements as well as any difficulties that have been experienced over the past twelve months and to discuss plans for the coming twelve months”.

In order for that appraisal to be more than a rhetorical exercise, think carefully about how you can **show** progress. The Chair will invite you, then, to give a short and relatively informal presentation of no more than 10 minutes on the year’s work. To accompany this presentation you may wish to bring a select portfolio of work, such as papers and publications, to the meeting.

Your report should clearly indicate your progress over the previous year, against your plans for that year. If this is your first review, this need to compare actual to predicted outcomes is not applicable.

Your supervisor/s will then provide an assessment of your progress, for part (c) of the form.

The Chair will then invite you both/all to describe the range of successes and challenges that you have faced in relation to any aspect of the candidature, and to map out the next twelve month’s work, or period thereof as relevant.

In the final minutes of the meeting, the Chair will ask everyone to suggest how the year’s progress is to be described. It is **imperative** that you note that coordinators have been instructed to ensure that this ranking is an **accurate reflection** of progress, hence the suggestion that evidence be brought to bear in relation to this matter.

Progress can be described as follows:

- (a) progress has been satisfactory and the thesis (or equivalent) is likely to be submitted within the time limits set by the Board of Graduate Studies by Research;
- (b) progress has been generally satisfactory, but the following matters have required attention;
- (c) the following matters have affected progress significantly and are receiving attention (a C rating will require further reporting to the Dean of Graduate Research); OR

- (d) the performance and/or conduct of the candidate has been unsatisfactory in the following aspects. We recommend either the termination or lapsing of candidature under the Rules of Higher Degrees by Research (13.1 a & b).

Where (b) or (c) rankings are determined, additional information on how the issues are to be mitigated will be sought by me at the meeting. Where you think there is the possibility of one of these rankings being chosen, it is best to be prepared.

Please note that there will also be opportunities to discuss any matters related to your work with the Dean at his School annual meeting, and you may, of course, make an appointment to see him at any other time.

CONVERSIONS FROM FULL-TIME TO PART-TIME, DEADLINES AND EXTENSIONS

Extensions to research higher degree programs must be negotiated among the candidate, supervisor, Head of School and Dean of Graduate Research, and details about procedures for this are found in the *Graduate Research Resource Book*. All necessary paperwork must be completed and submitted to the Graduate Programs Support Officer. These forms can be found at <http://www.research.utas.edu.au/gr/forms/index.htm>

SUBMISSION OF THESES

Doctoral and masters by research candidates should consult the full RHD handbook at http://www.research.utas.edu.au/gr/docs/resource_book.pdf.

Three (3) soft-bound copies should be lodged with the Graduate Programs Support Officer after the supervisor and candidate have determined that submission should take place, and the Head of School must sign off on that submission before the dissertations are lodged with the RHD Unit for examination.

COMPETITIVE FUNDING FOR CONFERENCE ATTENDANCE

School funds are available competitively to support attendance at conferences by RHD candidates, who can reasonably expect subsidization from the School to attend at least one conference during their enrolment. A call for applications for funding is made in January, with a February deadline for a March decision. Candidates who submit papers for publication in refereed proceedings or journals may have better success rates in second and subsequent applications for funds. It is also a requirement of funding to prepare a conference report for publication on the Internet (see http://www.geol.utas.edu.au/geography/conference_reports/conrep.htm)

SEMINARS AMONG RHD CANDIDATES

Doctoral candidates are required to present two seminars during their candidature and Masters by Research candidates are expected to present one seminar during their candidature. These are normally held on the first one or two days after second semester finishes in a conference style format, and posters and papers are permitted. Up to a month before each conference, speakers are required to provide a title and a 100 word abstract of their presentation. All postgraduate and honours candidates and all staff are expected to attend the presentations. Presentations are not generally assessed but candidates may ask for this to be undertaken; it is automatically done so for honours and masters coursework candidates.

These conferences are also advertised outside the School and speakers may wish to invite stakeholders in their research to hear their ideas and findings.

FORMS AND ACTIVITIES

GETTING STARTED: HELPFUL HINTS FOR WRITING

CHAPTER SYNOPSIS

The following ideas, developed by Professor Frank Vanclay (TIAR) and adapted by Elaine Stratford, may be of use to candidates during the early stages of their candidature, during the planning of the preliminary research plan and should be used in conjunction with the development of the thesis proposal and budget.

The following points should be answered, wherever possible, in full prose with as much detail as possible. The synopsis should be updated as appropriate.

A ripping good yarn

This section should be no more than two pages long, and should be a ripping good yarn that tells the reader the whole story ‘in a nut-shell’.

Background details

Title (20 words maximum)

Topic and overall aims of research (100 words, lay language)

Significance of your work (intellectual, strategic, empirical)

Primary and secondary audience/s (examiners, stakeholders?)

Disciplinary area/s

Discourse/s

Key concepts and words

Key claims or questions (see the Critical Thinking booklet provided to you as part of this kit)

Passion (Why did you start? What keeps you here?)

Positioning five years hence (Where do you want to be?)

Chapter outlines

Chapter number and title

Number of words

Milestones for completion of first and subsequent drafts

Summary of the whole chapter – focus on internal purpose and link to overall aims of the thesis

Summary of each section and word length for each – focus on a small number of claims or questions

Time management (mm/yr x number of years of candidature) – e.g.

mm/task	J	F	M	A	M	J	J	A	S	O	N	D
Methods												
Proposal												
Seminar												
Synopsis												
Field												
Analysis												
Writing												

THESIS STRUCTURE AND STANDARDS

The following page contains suggestions for the development of your thesis structure and standards. Further information can be found in the *Research Higher Degree Resource Book 2005* and should be adhered to by all candidates producing theses.

The written thesis must incorporate in the following order:

- A title page which contains:

(title)
by
(author, degrees)
Submitted in fulfilment of the requirements for the Degree of
[specify]
University of Tasmania (month, year)

Note: For masters and doctoral candidates, should the thesis require corrections, the month and year on the title page must be the month and year of submission of the final copies following all examinations and corrections. Also include:

- a signed statement that the thesis contains no material which has been accepted for a degree or diploma by the University or any other institution, except by way of background information and duly acknowledged in the thesis, and to the best of the candidate's knowledge and belief no material previously published or written by another person except where due acknowledgement is made in the text of the thesis;
- a signed statement concerning authority of access to copying of the written thesis. This authority is subject to any agreement entered into by the University concerning access to the thesis. Examples of appropriate wording are included in the *Research Higher Degrees Resource book* - see statement of authority of access in format of the thesis;
- an abstract of up to 400 words;
- an acknowledgement of any help given or work carried out by another person or organisation;
- a table of contents;
- an introduction, which may include a statement of conditions which have imposed limitations on the work;
- the main text; and
- a bibliography or reference list of all books, articles and other sources mentioned in the body of the thesis.

The length and precise format of the written thesis may be prescribed. Information on these matters will be provided by the School during annual induction sessions for candidates, and this information will be updated as appropriate.

The format of the thesis will be decided in consultation with the supervisor, be consistent within the thesis, and conform to the following general guidelines.

- The thesis must be printed or typed on good quality A4 paper (297 mm x 210 mm).
- Printing on both sides of the paper is permitted provided the paper is heavy enough; it should be noted that corrections can be more difficult to make when both sides are used, and some examiners prefer single-sided printing.
- The print size of text in the main body of the thesis should not be less than 10 point, with spacing and line length appropriate to the font size.

- Font should be easy to read eg Arial or Times New Roman (for example **The quick brown fox jumped over the lazy dog** is very hard on the eye after a hundred plus pages).
- Margins must be not less than 45 mm on the binding side and other margins must be at least 20 mm to allow for trimming.

The format of the bibliography or reference list should be decided in consultation with the supervisor. The following details shall be included for each type of entry:

- a book: author(s); title; editor(s) (if any); number of volumes (if more than one); edition (if other than the first); publisher; place of publication; year of publication;
- an article in a book: author(s); title of article; title and publication details of the book; first and last page numbers of the article;
- a journal article: author(s); title of article, title of journal; volume number; year of publication; first and last page numbers of article; and
- other sources: as approved by the School or, in the case of RHD candidates, by the Board on the recommendation of the Head of School.

Photographs or mounted illustrations should normally be reproduced on A4 paper and bound in the appropriate places in the text. If photographic and other illustrations are smaller than A4 they must be securely fixed.

AUTHORISATION FORM FOR MEDICATION DISCLOSURE
COMPLETE AND RETURN TO THE SCHOOL OF GEOGRAPHY & ENVIRONMENTAL STUDIES

The University is committed to continuously improving the management and standards of occupational health and safety and in so doing we strive to protect the health and safety of our employees, candidates, contractors and visitors. In order to meet our duty of care obligations all employees, candidates, contractors and visitors who intend to undertake field activities must complete the following information. The University is committed to anti-discrimination practices and will provide reasonable accommodation to allow individuals to participate in field activities where it does not compromise safety requirements.

TO BE COMPLETED BY PARTICIPANT - PLEASE PRINT IN BLOCK LETTERS

School/Section	<i>Geography and Environmental Studies</i>	
Participant	Surname	Given Names / Preferred Name
Proposed Field Activity		
Residential Address		
Personal Details	Date of Birth:	Medicare Number:
Emergency Contact Details	Contact Person Name: Relationship to Contact: Phone: Work: Home: Mobile:	Alternative Contact Name: Relationship to Contact: Phone: Work: Home: Mobile:
Known allergies		
Known Medical, Physical conditions		
Dietary or religious requirements		
Current Medication and dosage		
Medical Practitioner	Name of Doctor:	Phone No:

Declaration

I (full name) _____ declare that I have read this Form and that I have completed it to the best of my knowledge and ability, disclosing all relevant facts as they are known to me.

I authorise the Supervisor in charge of the field activity to consent to my receiving medical or surgical treatment as may be deemed necessary in the event that I am unable to communicate.

Signature

Name in Print

Date

COMPUTING ETHICS STATEMENT

Acceptance of conditions

I acknowledge that I have received and read the guidelines and conditions set out in respect of use of computers in the University. I accept that these form part of the conditions under which I am permitted to use the University's facilities.

Name	
Course (eg. BSc Honours)	
Email (eg. jbloggs@postoffice.utas.edu.au)	
Estimated Completion Date	
Sign to accept Ethics Statement	

Please complete this form and place it in Darren Turner's mailbox in the mail room.
Once it has been received your user account will be created and your details will be email to you.