



Faculty of the Built Environment

Postgraduate Research Student
Induction Pack

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- Message from the Director
- Publications Research Outcomes & Publications Bonus Scheme in the Faculty
- Research Seminars
- Consultations
- Appendix A The Organisational Chart of FBE
- Appendix B FNE 2007 Publication Bonus Scheme

Ms Chrisanthi Emmanouilidis has made much valuable input to this revised version.

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MESSAGE FROM THE DIRECTOR

Dear Student,



A warm welcome to the Postgraduate Research Community at the Faculty of the Built Environment at UNSW.

The University of New South Wales (UNSW) is a research intensive university with a vision “to be Australia’s leading international research university with a reputation for excellence in scholarship, learning and the student experience.” The Faculty of the Built Environment (FBE) offers a suite of postgraduate research degrees in the broad field of built environment. The FBE is the largest faculty of its kind in Australia by enrolment and range of disciplines offered and is committed to research excellence. We focus on developing and fostering a strong research culture among research students and a harmonious learning community which enriches the student experience in many ways.

The contributions made by research students are highly valued because they constitute an important part of the overall research quantum in the faculty. There are currently some 80 students enrolled full and part-time. They are working on diverse topics across the different disciplines including architecture, interior architecture, urban planning, urban design, landscape architecture, industrial design, construction/project management, property development and sustainable development. The students come from Sydney, other parts of Australia and around the world providing rich cultural and inter-disciplinary learning and interaction opportunities. The FBE is committed to providing quality support to research students in terms of supervision, facility and finance.

As Director of Postgraduate Research Students, I am fully committed to my job and strive to provide you the very best support to help you achieve your academic aims during your research at the Faculty. I look forward to working closely with you during the endeavour of your research in the Faculty.

“Communicate, Understand and Support”

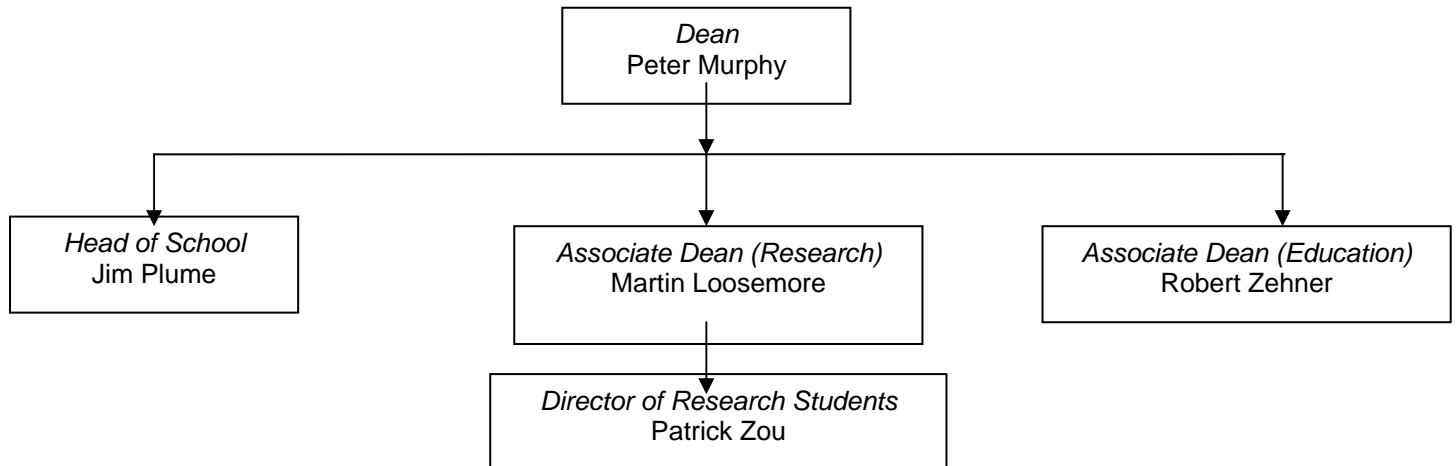
A handwritten signature in black ink, appearing to read 'Patrick Zou', written in a cursive style.

Associate Professor Patrick Zou
Director of Postgraduate Research Students

FACULTY AT A GLANCE

Academic Hierarchy

While the complete chart is in the appendix A, below are the components that are directly related to the management of postgraduate research students in the Faculty.



Administrative Executive

FBE Executive Officer: Michelle Wood

- Senior Academic Management Unit Support Staff
 - David Sergeant
 - Chrisanthi Emmanouilidis

- Built Environment Computing Unit (BECU) – Graham Hannah (Manager)
- Finance and Facilities
 - Kelvin Hui (Finance and Facilities Manager)
 - Evelyn Soh (Assistant Accountant)
 - Eddie Ward (Support Staff)
 - Cathy Harding (Human Resources)

- Student Centre – Monica McNamara (Manager)

SUPERVISION

Central to succeeding in your research degree is developing a productive relationship with your supervisor. All relationships will be different according to how the research student and his/her supervisors work best. As a general guide it is recommended that you meet with your supervisor at least once a month. However it is important that you both sit down and set some ground rules on how you're going to approach the next few years of your research.

UNSW has specific guidelines and policy on the roles and responsibilities of research candidates, supervisors, schools, faculties and university. You can find more information on this website <http://www.grs.unsw.edu.au/policy/GuidSupvPGR.pdf>

[**Tips:** research showed that the three key components in developing and maintaining good relationships are trust, commitment, and open communication.]

UNSW CODE OF CONDUCT FOR RESEARCH

It is important that you follow the UNSW Code of Conduct for Research. For your information, the UNSW Code of Conduct for the Responsible Practice of Research can be found on

http://www.secretariat.unsw.edu.au/acboard/approved_policy/3_04_Code_of_Research_Practice.pdf

PLAGIARISM

The UNSW and the FBE take plagiarism very seriously. As a postgraduate research student it is expected that you are fully aware of the implications. It is essential that every student understands that plagiarism takes many forms, if you wish to get further details on this go to the Learning Centre website: <http://www.lc.unsw.edu.au/plagiarism/index.html>

ETHICS

Prior to conducting your fieldwork you may need to have your proposed methodology and intended fieldwork approved by either the FBE or UNSW ethics committees. For more information go to:

FBE Website: <http://www.fbe.unsw.edu.au/research/fbeonly/hreap/>

UNSW Website: <http://www.unsw.edu.au/research/res/ethicssafety.html>

OCCUPATIONAL HEALTH AND SAFETY

For queries relating to Occupational Health and Safety (OHS) the following websites are recommended:

UNSW: http://www.hr.unsw.edu.au/ohswc/ohs/ohs_home.html

FBE: <http://www.fbe.unsw.edu.au/FBEguide/fbeOHS/>

PROGRESS REVIEW PROCEDURE

Review Procedure is based on Annual Review Guidelines set by the Graduate Research School (GRS). The review will be conducted by a small team comprising the supervisor/s, co-supervisor/s, an external person appointed/approved by the Director of Postgraduate Students (DPS), plus optional others.

DPS	<ul style="list-style-type: none">• Approximately one month into semester notify all main supervisors of impending review task• Distribute Annual Progress Review Form to supervisor and student
DPS	<ul style="list-style-type: none">• Appoint or approve one external person with appropriate qualifications, from FBE to assist in review
Main supervisor	<ul style="list-style-type: none">• Request student to submit: Annual Progress Review Form, summary statement of progress to date, and any written portfolio as described in Annual review guidelines.
Main supervisor	<ul style="list-style-type: none">• Set date for student, co-supervisor/s and external person to meet to assess student's progress against criteria; and to complete the Annual Progress Review Form
Main supervisor	<ul style="list-style-type: none">• Submit Annual Progress Review Form and portfolio to DPS for audit.
DPS	<ul style="list-style-type: none">• Complete audit and address problem areas with student, supervisor and co-supervisor/s.
DPS	<ul style="list-style-type: none">• Approve Annual Progress Review Form

*Please refer to the UNSW Research Student Handbook for further information

ANNUAL PROGRESS REVIEW GUIDELINES

The UNSW requires postgraduate research students to have annual reviews during their candidature. You should work closely with your supervisors in preparing for the reviews. Guidelines of the expectations associated with your annual review are listed below. Expectations of your presentation differ according to the stage of enrolment:

Within 12 months: Students in the first year of their Masters or PhD should present a summary statement indicating:

-
- Draft statement of aims.
- Identification of likely method/s and argument for their value.
- Hopes and aspirations of project.
- Completion schedule

You should also present in writing:

- Critical overview of relevant literatures, including theories for PhD students, identifying areas yet to be read and evaluated, (approx. 3000 –5000 words).
- For Masters students, proposed samples for data collection and proposed ethics clearance.

18 months (second year): A student in the second year (equivalent full-time) of their masters or PhD should present a summary statement (approx. 3000-5000 words) indicating:

- Clear statement of aims (final aims for Masters).
- Key themes in the literature. For PhD students: also key theoretical questions.
- Detailed method developed for thesis.
- For Masters students: your findings. For PhD students: problems thus far encountered, in-progress findings.
- Evidence of ethics approval (where necessary)
- Detailed completion schedule and progress

You should also present in writing:

- All writing to date, including more developed literature review; developed methodology argument and samples of methods, eg, questionnaires, content analysis; draft analysis of data (for Masters student); and (but not only) journal or conference papers.

Third Year and Beyond: For a student in the third year (equivalent full-time) of their PhD it is expected that you present on the following:

- Finalised statement of aims.
- Research Findings: data analysis, findings, etc.
- Contribution to knowledge, to discipline, to theory.
- Detailed completion schedule and progress

You should also present in writing:

- All writing to date, including more developed literature review; developed methodology argument and samples of methods, eg, questionnaires, content analysis; and (but not only) conference papers.

[**Tips:** past research and experience suggested that “*writing, writing, writing*” are the 3 keys to complete your PhD or Masters research on time.]

PUBLISHING RESEARCH OUTCOMES AND PUBLICATION BONUS SCHEME IN THE FACULTY

The Faculty has implemented a Publication Bonus scheme to encourage quality and scholarly publication of research outcomes. Research students are eligible for publication bonus scheme in the Faculty. Research students are strongly encouraged to publish their research outcomes and findings in time. Your research publications will not only add value to the Faculty research quantum, but more importantly will help you to progress and reflect on your research as well as generate funding to support your research. For your information, the FBE 2007 Publication Bonus Scheme is attached at the end of this document.

[**Tips:** the key to publish quality research papers is to be passionate and persistent about your research, and constant writing and reflect on your progress]

RESEARCH SEMINARS

To support your research, the University, Graduate Research School and Learning Centre organise many seminars through out the year. Seminar topics may ranging from What makes a good PhD, Researching, Writing and Publishing, and Research Methods (Qualitative and Quantitative), as well as finding post-doctoral positions.

Research students are encouraged to check the Graduate Research School's and the Learning Centre's website (ie the research Seminar Wall Planner) and consult with the PA to DPS.

CONSULTATIONS

The DPS (Director of Postgraduate Research Students) specifies particular time to meet and discuss with research students on matters related to their research. The DPS also walks through the Research Students Office regularly. If you need to consult with the DPS, you shall make an appointment through the Personal Assistant to DPS.

FACULTY SUPPORT

Common Facilities and Resources

The FBE provides office space for postgraduate research students on level 6 Red Centre West Wing.

Complementary kitchen facilities are on Level 4, room 4032.

Individual Facilities and Resources

The FBE attempts to provide all full-time postgraduate research students with the following facilities and resources if they choose to work on campus:

- A study/work space
- Located proximate to toilets and other amenities.
- A laptop computer and internet access
- Filing cabinet
- 1 Desk
- Ergonomic chair
- Telephone (1 phone per 3 persons)
- Access to FBE stationery supplies
- FBE photocopy PIN
- Binder/Photocopier/Printer

“Hot Desks” are available for temporary use in the Level 6 office space for Part Time students.

Changing Needs

The facilities and resource requirements of postgraduate research students change as they progress throughout their degree. To ensure that the existing facilities and resources are utilised efficiently students must notify the Director of Postgraduate Students, of her/his changing needs. Notification must be given when a student anticipates extended absence from her/his on campus work space resulting in possible reallocation to another student during that period of absence.

Desk Allocation

The FBE seeks to offer all full-time research students the above facilities for as long as is practicable, within its resource constraints. Research Masters student's are required to complete in two years. PhD Students are required to complete in a minimum of three years, maximum of 4 years. Under present space restrictions it is possible that students who exceed the completion time may be required to share desk facilities. It is hoped that this will enable all students who currently require desks to be accommodated.

SECURITY ACCESS AND PARKING

Security Access: Please see Chrisanthi or the Computing Unit to gain 24/7 access to the FBE Building, FBE kitchen and computer labs. It generally takes E-spot 24-48 hours for this access to go through. Access is via your student ID card.

Parking on Campus: For information on parking on campus please go to:
http://www.security.unsw.edu.au/parking/park_prices.htm

CHECKLIST

You should go and see the following people/centres in the first two weeks of enrolling in your degree:

Dr. Patrick Zou (RC2024):

- FBE Director of Postgraduate Research Students
- Assists with enrolment and other questions relating to your research degree
- Person to contact if problems arise with supervision, facilities, etc.

Chrisanthi Emmanouilidis (RC2044):

- PA (Personal Assistant) to Director of Postgraduate Research Students (DPS). Makes appointments with the DPS and is the person to see for:
 - UNSW Library Photocopy Card Form (go to library cashiers office on Level 2 of the Library Tower)
 - Allocates office space
 - Arranges 24/7 security access to the FBE building, including access to the kitchen on level 4 and computer labs in the building.
 - Liaise with Built Environment Computing Unit (BECU) to arrange for a laptop for full time students

DISCONNECT (Level 1 of Library Tower):

- Go to the Disconnect Desk to gain UNIPASS and UNIPIN. You can also get information on home internet access.

- <http://www.disconnect.unsw.edu.au/>

E-Spot

- Once you have been officially enrolled go and see e-sport to get your student ID card, you will require this to gain access into the building after hours, access to the research room on level 6 and the kitchen on level 4.

BECU (Built Environment Computing Unit) – Graham Hannah (RC2032):

- To discuss your computer and email account and hardware and software needs.

It is also highly recommended that you:

- Complete a tour of the UNSW library
- Consult the UNSW Research Students Skills Development Wall Planner and discuss options with your supervisor

USEFUL CONTACTS

Position	Contact person	Room/ Telephone	Facsimile	Email address
Director of Postgraduate Research Students	Associate Professor Patrick Zou	RC 2024 (02) 9385 5236	(02) 9385 5613	p.zou@unsw.edu.au
PA for DPS	Chrisanthi Emmanouilidis	RC. 2044 (02) 9385 6653	(02) 9385 5613	chrisanthi@fbe.unsw.edu.au
Associate Dean Research	Professor Martin Loosemore	RC 2026 (02) 9385 4836	(02) 9385 5613	r.freestone@unsw.edu.au
Dean's Unit	Rochelle McDonald	RC. 5016 (02) 9385 4768	(02) 9385 6264	rochellem@fbe.unsw.edu.au
FBE Student Centre	Monica McNamara	RC. 3047 (02) 9385 6276	(02) 9385 4872	m.mcnamara@unsw.edu.au
FBE Finance Unit	Kelvin Hui	RC. 3018 (02) 9385 7171	(02) 9385 6264	kelvinh@fbe.unsw.edu.au
FBE Computer Unit (BECU)	Graham Hannah	RC. 2032 (02) 9385 4764		g.Hannah@unsw.edu.au
Stationery	Eddie Ward	RC. 3031 (02) 9385 4766 (M) 0404 485 380		EddieW@fbe.unsw.edu.au

For any other topics not listed here you can always refer to the UNSW Research Student Handbook, or the useful and informative website below:

<http://www.grs.unsw.edu.au/homepage.html>

APPENDIX B – FBE UNSW 2008 PUBLICATION BONUS SCHEME

FBE Research support scheme 2008

- The FBE provides access to research funding for all full time staff and students, part time students and fractional staff.
- The process is designed to be as simple, equitable, flexible and transparent as possible.
- It puts resources into areas of strength by directing resources to research active staff.
- It supports early career researchers who may not have yet built up a publication record, with an automatic allowance.
- It provides incentives for staff and students to consistently engage in high quality research and creative work.
- It encourages staff to develop a long-term research plan with HOS.
- It provides incentives to staff to complete their annual DEST returns – which are critical to FBE funding.

From 2008 onwards, the new system is as follows:

- Early career researchers will be allocated \$2500. An Early Career Researcher (ECR) is defined as someone who is: Level A or B academic staff; on a FT or fractional academic contract with FBE for less than 5 years (includes research centre staff on fixed duration contracts)and; on their first academic appointment. They must earn additional funding using the bonus system as described below.
- PhD research students are entitled to \$1000 in the first year of their candidacy (this cannot be backdated). They must earn additional funding using the bonus system as described below.
- Bonus system - every member of staff and postgraduate student will be given research funding based on their annual DEST return. This funding can used for anything that contributes to research outcomes and is based on the following audited DEST outputs: \$1200 for every DEST unit (refereed journal article (C1); refereed conference article (E1), book chapter (B1), Major Exhibition, Written or Recorded Work (J1), Representation of Original Art, Technical Drawing, Design or Working Model (H), Patents (I)), \$5000 for every DEST research-based book (A1). Bonuses will be capped at \$5000 per member of staff. Research output will meet the DEST definition of research where it has the following attributes. This will be determined by UNSW Research Services at the end of year audit and will be announced in July every year. Unfortunately no bonus advances can be provided.

- * is the result of substantial scholarly activity;
- * it involves original work (i.e. not a compilation of existing works);
- * its veracity, validity, or scholarly quality has been tested through a peer review process or similar process involving an assessment or

review of the research output in its entirety by an independent qualified expert/s, or by satisfying the commercial publisher processes;

- * it contributes to increasing the stock of knowledge; and
- * it is in a form that enables dissemination of knowledge.

- Staff will also receive a bonus for their grant successes. This bonus will equate to 3% of Category 1 grants (ARC, AHURI and CRC etc) and 2% of all other Category 2-4 grants (non competitive and industry grants).
- PhD student supervision – there is no bonus for supervision. It is important that staff who supervise research students realise that their programs receive funding for these students and that this activity is classed as teaching time under the FBE workload formula. There should therefore be an appropriate adjustment to your workload for research supervision commitments.
- Each staff member has a research account into which all monies will be deposited. There are strict rules governing the use of these funds. There is no cap during each year but staff must do everything possible to ensure that the balance of their account is reduced to zero by December 15th, otherwise they will have to make a case to the faculty to have these transferred over. Due to newly introduced UNSW accounting rules we cannot guarantee that they will be retained for use in the following year (as much as we would like to). Research funds provided by the FBE under the above schemes can only be spent on research-related items – normally conference attendance. Only under exceptional circumstances as sanctioned by the ADR will they be allowed to be used for anything other than conferences.
- Students funds will be managed in one central account by Patrick Zou who will keep a record of all student entitlements.
- Staff and students should construct annual research and publishing plans which align with the FBE's research objectives. This should be done with the HOS or supervisor and be reviewed at the end of each year.
- There can unfortunately be no claims to the ADR for extra monies, outside this scheme.
- There are other internal funding schemes such as FRGP, ECR and book support which staff can obtain research funds from. However, these do not bring any income to the FBE or status to staff for promotions and staff are strongly encouraged to apply for external funding.