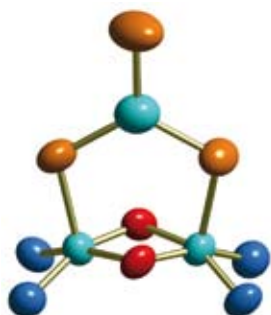


SCHOOL OF CHEMISTRY

GRADUATE BOOKLET



UNSW
THE UNIVERSITY OF NEW SOUTH WALES



ACKNOWLEDGEMENTS

PROFESSOR M. GUILHAUS AND DR R. HAINES

SCHOOL OF CHEMISTRY

THE UNIVERSITY OF NSW

UNSW, SYDNEY, NSW 2052, AUSTRALIA

T + 61 2 9385 4666 F +61 2 9385 6141

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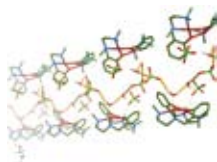
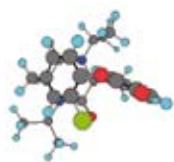
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CONTENTS

05	WELCOME AND INTRODUCTION	13	RESEARCH DEGREE PROGRAMMES – FEES
06	OVERVIEW	14	ADMISSION TO A RESEARCH DEGREE PROGRAMME
07	GRADUATE RESEARCH SCHOOL	15	FINANCIAL SUPPORT - SCHOLARSHIPS
09	SYDNEY – A GREAT PLACE TO LIVE	18	INTERNATIONAL STUDENTS
10	STEPS FOR RESEARCH STUDENT APPLICANTS (SUMMARY)	19	DOING A RESEARCH DEGREE
11	PROGRAMMES	22	THE STUDENTS OF CHEMISTRY SOCIETY (SOCS)
12	RESEARCH DEGREE PROGRAMMES – ADMISSION CRITERIA		



WELCOME AND INTRODUCTION

Welcome to the University of New South Wales *School of Chemistry Graduate Booklet*. The University of New South Wales is one of the best centres for research and training in chemistry in Australia. Its graduate programmes lead to respected qualifications and provide the opportunity to work and learn alongside researchers and educators of high standing. With our new research and teaching facilities, the School of Chemistry is well placed to support motivated research students from anywhere in the world. The research groups in the School have direct access to a large range of the most modern research equipment, including state-of-the-art surface analysis equipment, nuclear magnetic resonance spectrometers, and analytical chemistry equipment.

Undertaking a research degree, either a Masters or a Ph.D., will give you the opportunity to learn how to do research in chemistry. When you undertake a research project in the School of Chemistry, you will join a research team and you will be able to take part in the many opportunities for learning provided by UNSW. A postgraduate research degree will teach you how to manage your own research programme and how to problem solve on a large scale. These skills will be useful in many future careers, in industry as well as in academia. Our Ph.D. students move into jobs in industry (such as the biotechnology and plastics industries, environmental control and agriculture), in academic institutions both here and overseas, as well as with the government (e.g. Australian Government Analytical Laboratories (AGAL)).

A research degree is a wonderful opportunity to learn as well as contribute new ideas. We look forward to many of you joining us in our new laboratories.

DR JOHN STRIDE
Postgraduate Coordinator

OVERVIEW

This booklet is an introduction to postgraduate studies in the School of Chemistry, and should be read in conjunction with the *School of Chemistry Research Booklet*. Postgraduate studies are administered by the Graduate Research School at UNSW (please see the flier on page 7). Within the School of Chemistry, postgraduate research studies are coordinated by the Postgraduate Coordinator, and the Postgraduate Research Committee, assisted by the Postgraduate Administrator. You will find the names and contacts of these people on the School of Chemistry Web site.

This booklet provides information about the requirements of each of the research degrees, and how to apply for admission and scholarships. The Graduate Research School Web site (<http://www.grs.unsw.edu.au/>) as well as the School of Chemistry web site (<http://www.chem.unsw.edu.au/>) provide all the necessary forms.

For more detailed information than is outlined in this booklet, please use the School of Chemistry and the Graduate Research School web sites.

POSTGRADUATE PROGRAMMES IN THE SCHOOL OF CHEMISTRY

There are three postgraduate research programmes offered by the School of Chemistry:

Ph.D. – Research programme (minimum 3 years full-time study)

M.Sc. – Research programme (minimum 2 years full-time study)

M.Phil. – Research and coursework programme (minimum 1½ years full-time study)

To undertake a research degree, it is necessary to apply for admission to the degree programme, as well as separately apply for scholarship support. It is important to choose a research topic that really interests you, along with an appropriate research supervisor. The research interests of the academic staff are provided in the accompanying *School of Chemistry Research Booklet*. It is important that prospective students contact the relevant staff members directly regarding their research interests. A wide range of scholarships is available to both local and international students. Scholarships are available from the Australian government as well as UNSW. In addition to these, the School offers some living allowances and teaching scholarships.

We look forward to discussing your research interests with you!

GRADUATE RESEARCH SCHOOL

ABOUT THE GRADUATE RESEARCH SCHOOL

The Graduate Research School is a dedicated central administrative support unit for UNSW's postgraduate research students. The School is committed to excellence in research training and the provision of the highest quality postgraduate research experience for our research students. The School delivers under one structure the full range of services and resources designed to support postgraduate research students from the point of applying thru to graduation.

The Graduate Research School manages all administration associated with the Doctor of Philosophy (PhD), Masters by Research and Master of Philosophy (MPhil). The School develops policy and guidelines relating to research student candidatures, research infrastructure, monitoring of progress and supervision. The full list of services and resources provided include:

RESEARCH ADMINISTRATION

- Information on how to apply for postgraduate research degrees
- Postgraduate research student admission, enrolment and changes to candidature
- Thesis submission and graduation
- Scholarship applications, administration and loans
- Conference support travel scholarships

EVENTS

- Campus based orientations for new research students
- A range of seminars on topics such as Intellectual Property and Thesis Submission
- Social and informal functions for research student groups

RESOURCES

- A comprehensive all encompassing website
- Advice on policy and procedures
- Confidential advice to students
- Student resources area and noticeboard
- A range of publications such as:
 - o *Skills Development Wallplanner* – a calendar listing a range of courses, workshops and seminars available to research students
 - o *Essentials for New Postgraduate Research Students* – a yearly publication for commencing research students
 - o *Research Students Handbook* – a comprehensive guide for all research students
 - o Specialist brochures and monthly newsletters

FURTHER INFORMATION

Graduate Research School staff are available to provide advice and assistance to prospective research students considering applying for a degree or visiting UNSW for a short period. For further information, including postgraduate research degree and scholarship application forms, please visit our website:

www.grs.unsw.edu.au

or contact us at:

The Graduate Research School
The University of New South Wales
UNSW SYDNEY 2052

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

SYDNEY – A GREAT PLACE TO LIVE

Sydney is the capital city of the state of New South Wales. It is located on the south-east coast of Australia, in the temperate zone, which gives it a mild climate. It is also the largest, oldest, and most beautifully situated city in Australia. First established by the British in 1788, it has developed into one of the most vibrant and cosmopolitan cities in the world.

Sydney is home to over four million people. The suburbs reach out from the city centre and harbour, some 55 km to the north, 35 km to the west and 30 km to the south. The harbour is one of the largest in the world and famous for the unmistakable arch of the Harbour Bridge and the sails of the Opera House. It is a very busy waterway, with ferries, freighters, catamarans, and pleasure craft.

To the east of the city is the Pacific Ocean. The coast is made up of many beaches with clean golden sand. Rocky cliffs separate the beaches in the coastal suburbs and just to the east of the campus is the resort area of Coogee Beach.

There is a lively jazz and nightclub scene in the city, and big-name artists attract capacity audiences at the Sydney Entertainment Centre. Eating out in Sydney offers a vast array of ethnic, vegetarian and local restaurants to suit all tastes and pockets. Sydney also has its own Chinatown precinct.

As a centre for the Arts, Sydney is home to the State Art Gallery of New South Wales, the State Conservatorium of Music, the Australian Opera, the Sydney Dance Company, and The Australian Ballet. The world-class Sydney Symphony Orchestra offers a generous choice of classical music all year round. For those interested in theatre there is a variety of local companies as well as visiting productions from touring companies and the National Institute of Dramatic Art (NIDA) is located adjacent to UNSW.

SOCIETY

The people in Australia are, typically, friendly and easy to get along with. Forty percent of living Australians were either born overseas or have at least one parent born overseas, and come from very diverse ethnic backgrounds, which range from Anglo-Saxon and European cultures through to Asian, South American, African and Middle Eastern cultures. Australians are generally accommodating and tolerant of other cultures and sensitive to differing religious beliefs.

CLIMATE

Summer is from December to February, autumn from March to May, winter from June to August, and Spring from September to November. January and February are the hottest months. There is no wet season and rainfall in Sydney is usually spread fairly evenly through the year. Winter is mild.

COST OF LIVING AND ACCOMODATION

International students need to be aware of the cost of living in Australia. Please consult the UNSW International web site (<http://www.international.unsw.edu.au/future/fees/feesexpenses.html>). Please also consult the UNSW housing service for information about accommodation in Sydney (<http://www.housing.unsw.edu.au/>).

STEPS FOR RESEARCH STUDENT APPLICANTS (SUMMARY)

The process of applying for entry and financial support to do a PhD or MSc at UNSW involves several steps. Each step depends on whether you are either a local or an international student, and these are summarised below.

(A) ADMISSION TO POSTGRADUATE STUDY PROGRAMME – LOCAL AND INTERNATIONAL STUDENTS

APPLICATION FOR ADMISSION TO POSTGRADUATE STUDY

Application deadlines: to commence study in **Semester 1: 20 December**
to commence study in **Semester 2: 30 May**

HOW TO APPLY FOR ADMISSION:

- Information and forms on the web site: <http://www.grs.unsw.edu.au/futurestudents/apply.html>
- Applicants from countries where English is not the official language must satisfy the University's English language requirements (<http://www.international.unsw.edu.au/future/entry/entryenglish.html>)

Visas: On receipt of the **Tuition Fee Deposit** and, if appropriate, the health insurance payment, the University will issue an Electronic Confirmation of Enrolment for Overseas Students form which a student requires in order to apply for a student visa for travel and temporary residence in Australia.

(B) FINANCIAL SUPPORT – SCHOLARSHIPS – LOCAL STUDENTS

APPLICATION FOR BOTH APA AND UPA SCHOLARSHIP SUPPORT.

Application deadlines: For awards commencing in **Semester One 31 October**
For awards commencing in **Semester Two 30 April**

HOW TO APPLY:

- Information and forms on the web site: <http://www.grs.unsw.edu.au/scholarships/awards.html>

(C) FINANCIAL SUPPORT – SCHOLARSHIPS – INTERNATIONAL STUDENTS

APPLICATION FOR BOTH EIPRS AND UIPA ASSISTANCE

Application deadlines: for awards commencing in **Semester One: 31 August**
for awards commencing in **Semester Two: 30 April**

HOW TO APPLY:

- Information and forms on the web site <http://www.grs.unsw.edu.au/scholarships/internationalschols.html>

SEMESTER DATES

The academic year at UNSW is divided up into two semesters, commencing March and July, each containing 14 weeks for teaching. There is a recess between the two semesters and each semester has a one week mid-semester recess. Research students must enrol to commence before, or at the latest, 31st of March or 31st August. Research students' enrolment is by semester but they are expected to undertake their research all-year round with normal holiday and sick-leave entitlements.

Semester dates may be found on the UNSW student web portal (<https://my.unsw.edu.au/student/resources/AcademicCalendar.html>).

PROGRAMMES

RESEARCH DEGREE PROGRAMMES – DESCRIPTION

DOCTOR OF PHILOSOPHY

Ph.D. – MINIMUM 3 YEARS FULL-TIME [1870]

This programme, which may be taken in one of a range of specialisations, leads to the highest research degree. Your project will be supervised by experienced academic staff who are internationally recognised in their fields. The School has an enviable record in graduating successful Australian and international scientists.

The Doctoral degree in Chemistry is a recognition of successful Research in that discipline. The candidate must make a distinct contribution to knowledge - of fact and/or in theory. For a Doctorate considerably more original work is required than for a Masters research degree.

Unless the candidate already has a Masters (research) degree or equivalent research experience, the work must be closely supervised in the early stages and the supervisor must make sure that training in the research methods is adequate. In the later stages the candidate must be allowed increasing scope to exercise initiatives and demonstrate originality. In the last year of the programme the student must be able to work alone and be guided rather than directed by the supervisor.

The degree of Doctor of Philosophy requires a minimum of three years full-time study and preparation of a thesis. The length of a thesis should normally not exceed 100,000 words of text.

MASTER OF SCIENCE

M.Sc.– MINIMUM 2 YEARS FULL-TIME [2910]

This programme is designed primarily as a training course in advanced work. The candidate learns the fundamentals of research in an area of Chemistry and acquires skills in new chemical techniques. The candidate must undertake an original investigation but this would normally be more limited in scope than for a Doctorate.

Although originality is to be encouraged as much as possible, careful supervision is necessary at all times: the work should be closely supervised in the early stages and wherever a new technique is being used. You will be supervised by the same staff as the Ph.D. candidates and, after a year of good progress, may apply to transfer to the Ph.D. programme.

The Masters research programme requires a minimum of two years full-time study and the preparation of a thesis. The length of an M.Sc. thesis should normally not exceed 75,000 words of text.

MASTER OF PHILOSOPHY

M. Phil. - MINIMUM 1.5 YEARS FULL-TIME

This is a new programme incorporating both research and coursework, for students who do not have an Honours degree. This programme will be available from 2007 onwards. More details about this programme will become available on the School of Chemistry web site and the Graduate Research School web site when it has been finalised.

RESEARCH DEGREE PROGRAMMES – ADMISSION CRITERIA

Ph.D. – DOCTOR OF PHILOSOPHY

The minimum admission criteria to undertake a Ph.D. in Chemistry comprise:

1. the equivalent of a four year undergraduate degree in Chemistry or a related discipline at the level Honours Class II division 1 or higher in which the final year of the course involved a substantial research project and thesis,
or
a lesser undergraduate degree with substantial (documented) subsequent research experience (*e.g.*, research in industry or academic institution involving publications in refereed journals, conference proceedings, company reports with the candidate as a prominent author, patents *etc.*),
2. satisfactory English language ability (see General Information for International Students) and
3. the availability of adequate infrastructure and supervision to facilitate the proposed research.

M.Sc. MASTER OF SCIENCE

The minimum admission criteria to begin an M.Sc. in Chemistry comprise:

1. the equivalent of a four year undergraduate degree in Chemistry or a related discipline at the level Honours Class II division 2 or higher in which the final year of the course involved a substantial research project and thesis;
or
a lesser undergraduate degree with substantial (documented) subsequent research experience (*e.g.*, research in industry or academic institution involving publications in refereed journals, conference proceedings, company reports with the candidate as a prominent author, patents *etc.*),
2. satisfactory English language ability
3. the availability of adequate infrastructure and supervision to facilitate the proposed research.

ADDITIONAL FOR INTERNATIONAL STUDENTS

LANGUAGE REQUIREMENTS

All course at UNSW are taught in English. Research students are expected to present their work, both written (reports and theses) and oral (seminars), in English. All applicants for admission to any UNSW program who do not have an assessable qualification undertaken and assessed in English, must provide evidence that their English language ability meets the minimum requirements for admission.

Applicants will be deemed to have satisfied the English Language requirements if they can provide evidence that they meet one or more of the following criteria:

- Prior study in the medium of English
- English language tests
- Residency (postgraduate coursework or research only)

The required evidence may take the form of results from an acceptable English Language test undertaken no more than two years prior to the commencement of the program at UNSW. Only original test certificates are acceptable. The University does not accept certified copies of English language results.

For more details, consult <http://www.international.unsw.edu.au/future/entry/entryenglish.html>

RESEARCH DEGREE PROGRAMMES – FEES

LOCAL RESEARCH HIGHER DEGREE STUDENTS

Local students undertaking either a Ph.D. or Masters by Research at UNSW are not liable for course tuition fees.

It is expected that all new local postgraduate research students enrolling in either a Doctorate or a Masters by research at UNSW will be granted an exemption scholarship under the Commonwealth Government's Research Training Scheme.

INTERNATIONAL POSTGRADUATE RESEARCH STUDENTS

In addition to the activity fees, international students are required to pay:

1. Tuition Fees
2. Overseas Health Cover

The fee information is subject to variations as determined by the University. Official fees information is provided to individual applicants when they are offered admission. Neither the University nor the School will be held to the fees indicated here.

1. TUITION FEES

The fees below are for a standard full-time year of study, commencing Semester one. A standard semester academic load is 24 units of credit, and 48 UOC per annum. Indicative full-time annual fees for postgraduate research programmes for students commencing in 2008 in the Faculty of Science are below.

2008	2009	2010
\$24,960	\$26,210	\$27,520

Please note that the fees you pay each year of your study programme will be calculated on the basis of that year's current fee as listed above. As a general rule, research fees are charged on a Semester basis irrespective of when studies are commenced.

For further information relating to fee payment and policy please refer to the Fees Policy (International) web page <https://my.unsw.edu.au/student/fees/FeePolicyInternational.html>

2. OVERSEAS HEALTH COVER

As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) with either OSHC Worldcare (the University's recommended provider for medical insurance for international students), or another approved provider, for the entire duration of your stay in Australia. Students must ensure that they have made arrangements for their OSHC when accepting their offer of a place. The University requires that students take out programme-length cover at the beginning of their degree programme.

For more details, and to calculate an approximate OSHC cost for the length of your degree, go to: <https://www.oshcworldcare.com.au/unsw/Default.aspx#anCalculate>

OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health.

ADMISSION TO A RESEARCH DEGREE PROGRAMME

The Graduate Research School along with the School of Chemistry will help you to prepare your application to study towards a higher degree. A description of the steps you need to undertake to make an application is available at the following web site:

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

You first need to complete the appropriate application form for admission to study:

- International Postgraduate (Research) Application Form OR
- Local Postgraduate(Research) Application Form

Alternatively, students may apply online at www.apply.unsw.edu.au

Application deadlines: **Semester 1: 20 December** **Semester 2: 30 May**

You should send your completed application to the Graduate Research School. *Please do not send this application directly to the School of Chemistry.* Information about application fees for international and local students is available from the GRS website.

THE APPLICATION PROCESS AT UNSW IN THREE EASY STEPS:

STEP 1	STEP 2	STEP 3
The Application	Acknowledgement Letter	Result Notification and Acceptance of Offer
The Research Proposal	Online Application Tracking	
Special Instructions for Faculties		
Application Forms		

Please read all the steps carefully prior to putting in your application.

RESEARCH PROJECT

As a part of the application for entry to either the Ph.D. or the M.Sc. degree programme, you will need to indicate a research area and write a brief proposal of the research project that you are interested in doing. You need to identify a supervisor whose interests are close to yours and make contact prior to finalising your application. You can find a complete list of supervisors and their research interests in the accompanying *School of Chemistry Research Booklet*.

All applications must be sufficiently detailed to enable the University to determine whether it is possible to provide adequate supervision and resources to support your research.

Each application proposal should be *ca.* 100 words long and should include the following;

- a statement of the research problem and its significance
- an outline of the method to be used to analyse the problem
- the names of the academic you have selected to work with in the School, and evidence of communication with that academic.
- details of previous publications and/or research undertaken in your nominated area of interest

Please make sure that you have filled out the correct forms completely and supplied certified copies of official documents to establish your academic qualifications and/or professional research experience.

FINALISING THE APPLICATION – OFFER OF A PLACE

Once your application for admission to a research degree programme is received by the GRS it is checked, and sent to the School of Chemistry. If you have not selected a research supervisor, or the supervisor you selected cannot act as your supervisor, it may be necessary for the School to assign another supervisor.

Once your application has been accepted by the School and Faculty and (where applicable) a supervisor has agreed to supervise you, an offer will be sent to you by post.

Please note: An offer of a place does not correspond to an offer of a scholarship – for financial support, it is essential to apply additionally for scholarships or alternate funding.

FINANCIAL SUPPORT - SCHOLARSHIPS

SCHOLARSHIP DESCRIPTIONS AND APPLICATION FORMS

The main scholarships available for postgraduate research students are:

- APA/UPA: Australian Postgraduate Awards/University Postgraduate Awards
- EIPRS/UIPA: Endeavour International Postgraduate Research Scholarships/University International Postgraduate Awards
- ADS: Australian Development Scholarships
- School Staff Research Grants

Information about scholarships is available on the UNSW web-site (<http://www.grs.unsw.edu.au/scholarships/scholarshipshome.html>)

OTHER SOURCES OF FUNDS FROM THE CHEMISTRY SCHOOL

- Postgraduate Teaching Fellowship (only two awarded in the School each semester)
- Laboratory Demonstrating to undergraduates
- Supervisor Top Up Scholarship are occasionally available, on discussion with individual supervisors

SUMMARY OF POSSIBLE SOURCES OF FUNDING

LOCAL STUDENTS

(Australian and New Zealand citizens and Australian permanent residents)

Option A	APA/UPA (Stipend A\$19,000 approx)	School Postgraduate Teaching Fellowship (PTF) (A\$5,000 pa)
Option B	School Staff Research Scholarship (Stipend up to APA level)	

INTERNATIONAL STUDENTS

Option A	EIPRS/UIPA (Stipend up to APA level) or ADS	School Postgraduate Teaching Fellowship (PTF) (A\$5,000 pa)
Option B	School Staff Research Scholarship (Stipend up to APA level)	

SCHOLARSHIPS

APA/UPA AUSTRALIAN POSTGRADUATE AWARDS/UNIVERSITY POSTGRADUATE AWARDS

Australian Postgraduate Awards (APAs) and University Postgraduate Awards (UPAs) provide one of the major sources of support for Australian and New Zealand citizens and permanent residents of Australia. The APA scheme is administered by UNSW and funded by the Department of Education, Science and Training (DEST). The UPA scheme is administered and funded by UNSW.

These scholarships provide financial support (a living allowance) to domestic postgraduate students of exceptional research promise. The scholarships are awarded on the basis of academic merit, referees reports and research experience and potential. Applicants must have graduated, or be proposing to graduate in the current academic year, with Honours 1 or equivalent.

The value of a full-time APA stipend in 2007 was \$19,616. The student must not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the APA stipend rate. Income earned from sources unrelated to the course of study is not subject to the 75% rule.

All students are eligible for a Thesis allowance. Students are entitled to receive up to 20 working days paid recreation leave and ten working days paid sick leave for each year of the APA.

Applications close at the end of October for Semester one and end of April for Semester two.

For a complete description of the scholarships from UNSW, please go to the website:

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

For more information on the scheme from the government, please go to the website:

http://www.backingaustraliasfuture.gov.au/guidelines/csg_guide.htm

EIPRS/UIPA ENDEAVOUR INTERNATIONAL POSTGRADUATE RESEARCH SCHOLARSHIP/UNIVERSITY POSTGRADUATE RESEARCH SCHOLARSHIP

International students who are not citizens or permanent residents of Australia may be eligible to apply for assistance under the Endeavour International Postgraduate Research Scholarship (EIPRS) programme. These scholarships are open to citizens of all overseas countries (excluding New Zealand) who wish to undertake full-time study. The exact closing date for EIPRS applications should be checked with the Scholarships, Loans and Research Students Office of the University.

Endeavour International Postgraduate Research Scholarships (EIPRS) provide tuition fees for full-time research in either a Ph.D. or a Masters (by Research) programme, overseas student health cover (OSHC) for the student and his/her dependants, and visa charges. All EIPRS recipients receive a living allowance from UNSW. Applications are open to citizens of all countries

UNSW also offer a number of scholarships (UIPA), which will provide the same benefits, and are subject to the same conditions as the EIPRS. These awards are not transferable to other programmes or institutions. Applicants for the EIPRS will also be considered for the UIPA.

Further information and applications forms are available at the following web site:

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

Students should be aware that visa processing can be a lengthy procedure. For further visa information, please refer to the Department of Immigration and Citizenship (DIMIA) website (**<http://www.dimia.gov.au/>**)

AUSTRALIAN DEVELOPMENT SCHOLARSHIP (ADS)

The Australian Development Scholarship (ADSs) are funded by AUSAID The home country and the Australian Government develop the conditions governing the scheme. Eligibility for ADS is determined by a number of factors including the level and field of study. The type of assistance also varies from country to country. The award for some students will only cover the cost of fees; however, others cover the cost of fees, the airfare to Australia and a living allowance.

Applications and further information may be obtained from IDP/Australian Education Centres (AEC) in Bangkok, Hong Kong, Jakarta, Kuala Lumpur, Manila, Seoul, Singapore, Suva and Taipei, or in countries where there is no AEC, from the nearest Australian Diplomatic Mission.

Additional information and application forms are available at the following web site:

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

SCHOOL STAFF RESEARCH SCHOLARSHIPS

Another potentially important source of financial support for postgraduate research students comes from research grants held by individual staff within the School. Most of the academic staff in the School have external funding to support their own research and that of their research students.

Please note that these scholarships DO NOT cover international fees, visa and Medicare costs.

SCHOOL POSTGRADUATE TEACHING FELLOWSHIPS (PTFs)

Applications for the School Postgraduate Teaching Fellowships are open to all full time postgraduate students enrolled in a postgraduate programme in the School of Chemistry. The teaching fellowships are awarded on the basis of academic merit and teaching attributes/potential. Applications for the award are considered twice per year, and a minimum of two new teaching fellowships are awarded each year. PTFs will have a value of up to \$5,000 per annum, calculated on a pro rata basis, with the condition that holders be expected to contribute the equivalent of a minimum of 42 hours of structured teaching per 14 week semester, twice per year, plus additional teaching activities decided by the Director of Teaching, to a maximum of 100 hours per annum. The fellowships have a tenure of 6 semesters. For further details please refer to the application kit (<http://www.chem.unsw.edu.au/postgrad/scholarship/ptf-application-form.pdf>).

DEMONSTRATING

The School of Chemistry employs postgraduate students to assist in the delivery of laboratory classes in General Chemistry at the First Year level. Experienced postgraduate students are also employed to assist in laboratory classes in the higher years. There are requirements for minimum levels of experience before postgraduate students can act as demonstrators. All demonstrators are properly trained before demonstrating in undergraduate laboratories.

SUPERVISOR'S TOP-UP

Top-up scholarships are occasionally available for particular projects. Students should make inquiries with their proposed supervisor.

INTERNATIONAL STUDENTS

ENTRY OF SPOUSE AND DEPENDANTS

Students applying for admission of a spouse to Australia may be required to sign an application of financial guarantee on behalf of the dependants.

Whilst a dependent spouse may be permitted to work, obtaining employment is not easy. It would be inadvisable to plan your income on the basis of a spouse obtaining work, only to find he/she is unable to do so. A student will probably need a minimum of A\$5,000 a year for a spouse and A\$3,500 for each child, on top of their own living expenses.

International coursework postgraduate students are permitted to work part-time on a casual basis, up to 20 hours per week during semester and full-time during vacations. Students must maintain a full academic load to maintain their full-time student visa status. Students who work more than 20 hours a week during semester may be deported by the Immigration authorities. Some casual teaching is often available for postgraduate students in the School of Chemistry. Commitments to additional work should be discussed with the student's supervisor prior to commencement as it may have adverse effects on your research performance.

DOING A RESEARCH DEGREE

STAGES OF A Ph.D.

Undertaking a higher degree by research is a big project. As a research student you might view your higher degree programme as being relatively unstructured compared to the undergraduate programmes from which you may have come. In recognition of this, a number of stages have been defined to mark out your path. These stages will be used as a time-line to measure progress.

STAGE 0: APPLICATION

This comprises Enquiry, Formal Application, Offer, Acceptance and Enrolment.

STAGE 1: INDUCTION (UP TO 6 MONTHS)

This follows immediately from enrolment and the main task is to develop a clear proposal for the thesis, undertake a thorough literature review, learn the main experimental techniques, and become familiar with the resources of the School and the University. Students with English language needs would be expected to undertake concurrent English programmes during this stage.

STAGE 2: MID-PROJECT (6-18 MONTHS)

The project is defined and the main skills have been acquired. Research can now begin in earnest. This stage is the longest and for a Ph.D. would be expected to take a minimum of three semesters (*i.e.*, until at least the end of the fourth semester).

STAGE 3: COMPLETING (6-12 MONTHS)

Enough of the project has been undertaken to be able to describe the contents of the thesis. By the end of the fifth semester, it should be possible to write the chapter headings and most of the sub-section titles for the chapters. The sections of work yet to be done should be clearly recognisable and there should be a plan of not more than two semesters of full-time research to complete the experiments.

STAGE 4: WRITING UP AND COUNTDOWN (3-6 MONTHS)

The experimental work appears to have now been completed, and the focus shifts to the preparation of the thesis. As the results are documented in the emerging thesis, it may become apparent that some additional experiments need to be undertaken. During this stage the student would normally be expected to signal her/his intention to submit the thesis within two months. The writing up and countdown stage would normally require a minimum of 1 semester.

STAGE 5: EXAMINATION

The thesis is submitted and examined. Depending on the results of examination, the student may either have to attend to corrections or undertake additional work.

Ph.D./M.Sc. PROGRESS REVIEWS

UNSW and the School of Chemistry have specific policies and procedures on the monitoring of progress for graduate research students. It is best for the student and the School if the progress in the project leads to timely completion. Early recognition of less than satisfactory progress is a primary aim followed closely by procedures for assisting students who are experiencing slow progress to catch up.

UNSW guidelines require that each graduate research student undergo a formal review of progress each year. Each student will submit an "Annual Progress Report form" to the Graduate Research School each year.

The School of Chemistry includes in the annual reporting procedure a seminar presentation for each full time student each year. The seminar and the progress it communicates, is appraised by a panel of academic staff who provide feedback to the student and the supervisor. In addition, in the second and fifth semesters of enrolment the students will be interviewed by the Head of School or Postgraduate Coordinator and the Postgraduate Committee.

PROBLEMS AND GRIEVANCES

If you encounter some difficulty in your working relationship with other members of your group, a School staff member, an administrative process *etc.*, you should first see your supervisor. You should discuss the problem with your supervisor as soon as it arises and preferably make a written record of your concerns and the advice that your supervisor offers. If your problem involves your relationship with your supervisor then you should discuss it with the Director of Graduate Studies.

If your problem is gender specific and you do not wish to discuss it with either your supervisor or with the Director of Graduate Studies then you should discuss it with another member of the Graduate Studies Committee.

To discuss a grievance with a UNSW representative outside the School you should contact the Dean of the Graduate Research School.

PH.D. AND M.SC. EXAMINATION

THESIS FORMAT

The thesis is typically 200 - 400 pages in length and it is often divided into the following sections:

- Title page
- Abstract
- Contents
- Introduction Chapter
- Experimental (Methods) Chapter
- Results and Discussion Chapters
- Conclusion
- References
- Appendices

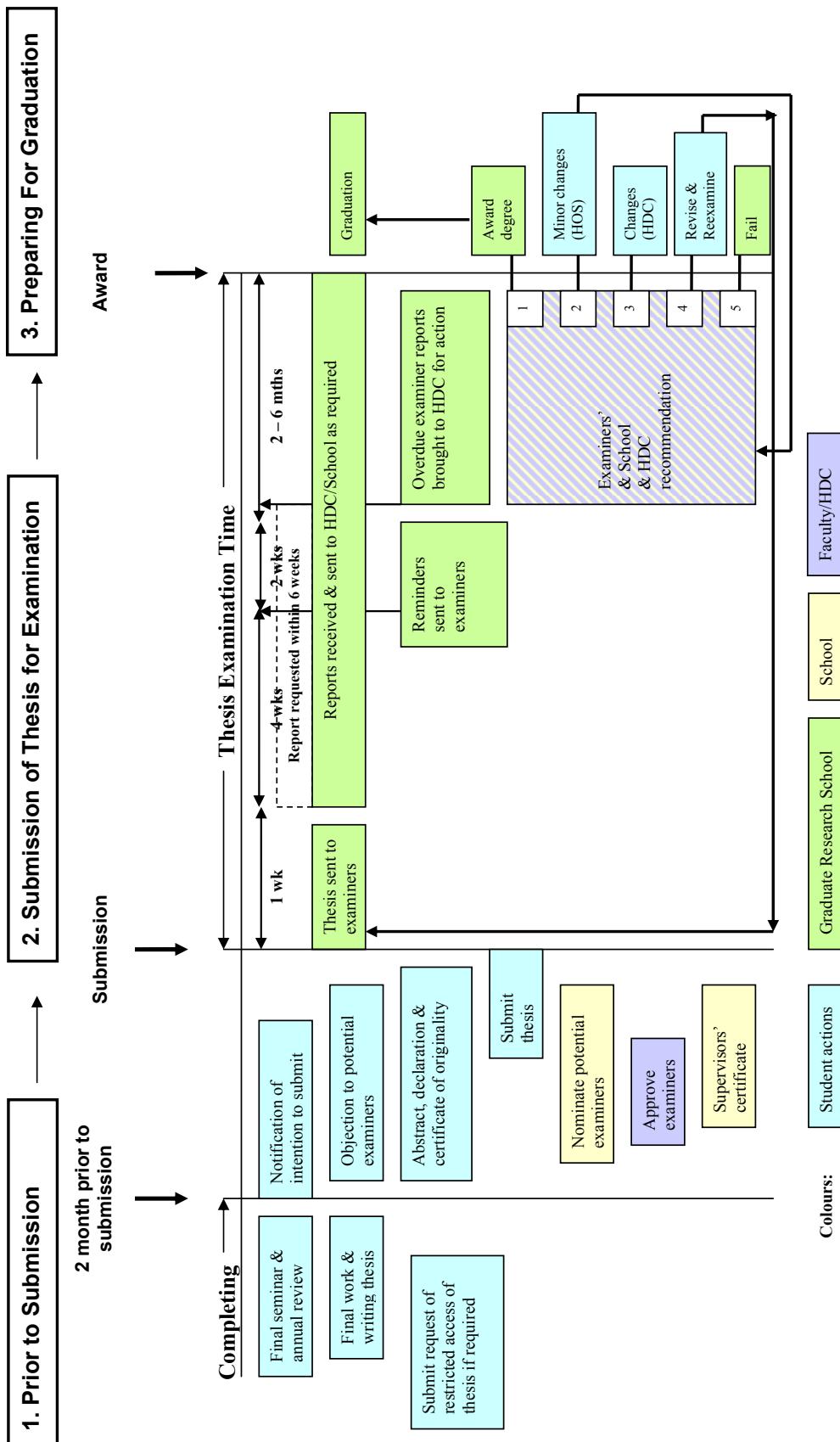
Alternate Chapter arrangements are also acceptable, with the approval of your supervisor.

You must observe the UNSW requirements with regard to page size, margins and paper.

OVERVIEW

When the experimental work for the thesis has finished and the thesis preparation is nearly complete, the examination process begins. Note: the numbers (1 to 5) on the figure below refer to possible examiners recommendations.

THE THESIS SUBMISSION AND EXAMINATION PROCESS – AN OVERVIEW



Graphic courtesy of The Graduate Research School.

THE STUDENTS OF CHEMISTRY SOCIETY (SOCS)

SOCS, the Students of Chemistry Society is the ONLY society of its type on campus, catering for all students of chemistry, from first year through to final year Ph.D. Any and all students with chemistry as their major are automatically members. Best of all, membership is free. All students are encouraged to become involved in any way they would like.

WHO ARE WE?

At the moment, the SOCS executive includes a President, Secretary, and Treasurer, and meets regularly to organize events.

WHERE DO WE LIVE?

SOCS currently lives in room G06, our new home on the ground floor of the refurbished Dalton Building. It is equipped with plenty of couches and tables for study or relaxation. It also contains a small kitchenette with a sink and hot water for coffee and tea.

Postgraduate students also have access to the Chemistry Staff Common Room on level 1 of Dalton. This has a kitchenette where SOCS keeps its fridge and microwave.

WHAT DO WE DO?

Each year, the SOCS crew runs social events for all of the students

BBQ's - Usually occur a couple of times a year typically, at the beginning and end of session, so keep an eye out for when they are on - cheap food and drink (beer, wine, soft drink) is always on offer.

Drinks nights - Almost every Friday night from 5 pm students of all stages get together for a drink to unwind from a week of chemistry and conduct some private research on ethanol. Thankfully the chemicals are discounted (beer/wine), and snacks are provided. Control experiments on non-alcoholic beverages are also conducted. All are welcome.

Trivia nights - A good chance to mix with both staff and students and to test your wits against the best in the business. There is a strong chemistry theme so it may even help those of you in need of brushing up on your general chemistry knowledge.

Pub Crawls - The legendary SOCS pub crawl will take you on a leisurely stroll through some of the wonderfully inhabited streets of Sydney. The routes vary from the City centre, Surry Hills, Cleveland Street, and the Rocks area.

Social Sport - Each semester SOCS enter a team into the lunch time social sport competitions, run by the UniGym. Sports include netball, soccer, touch football. Contact the SOCS committee for help with joining in on any of these activities.

The Ball - Once a year around October the School hosts a semi-formal dinner for all enrolled chemistry students. The venue changes every year, but is invariably somewhere This is the biggest event we host each year and not to be missed.



