SCHOOL OF MATHEMATICS AND STATISTICS HIGHER DEGREE BY RESEARCH PROCEDURES 2023

(HDR including PhD, MPhil)

School of Mathematics and Statistics, University of Sydney NSW 2006
http://sydney.edu.au/science/maths
https://www.maths.usyd.edu.au/u/PG/
Canvas Site

CONTENTS

1   HDRAC

Processes for managing Higher Degree by Research candidatures and thesis examinations are supported by the HDRAC. The HDRAC is the first point of contact for HDR students and supervisors for all administrative questions associated with candidature and thesis.

HDRAC
General Enquires Email: hdrac.1@sydney.edu.au
Telephone: 02 8627 4343
Web: https://sydney.edu.au/students/browse.html?category=higher-degree-by-research

2   ONLINE SYSTEMS: RESEARCH EDUCATION CANDIDATURE SYSTEM (RECS) AND SYDNEY STUDENT

Research Education Candidature System (RECS) is a candidature support and management system launched in March 2021. Students will use RECS to: apply for a suspension; apply for leave of absence; count time away; request a change of supervisor; revise your project/thesis title; change mode of attendance; apply for paid leave. It will also enable you to: arrange and track supervision meetings, record planning goals and milestones, and take steps in submitting a thesis for examination.

Sydney Student will remain in use for students to: apply to transfer to a different course; enroll in units of study; withdraw from your candidature.

3   SCHOOL OF MATHEMATICS AND STATISTICS CONTACTS

All academic staff (including supervisors) Directory

School of Mathematics and Statistics HDR Contacts	
Associate Head, Research	Professor Ruibin Zhang ruibin.zhang@sydney.edu.au
Associate Head, Research Education (Director, Postgraduate Studies)	Professor Holger Dullin holger.dullin@sydney.edu.au
School-level research/HDR administrative enquires	Sonia Morr (Research Administration Officer) maths.research@sydney.edu.au
Resource Contacts	
School Manager	Jennifer Burn jennifer.burn@sydney.edu.au
Executive Officer Space, Desk Allocation, keys, after-hours access, WHS	Lucy Kennedy lucy.kennedy@sydney.edu.au
Computing Manager Computers, costings & purchases	Paul Szabo paul.szabo@sydney.edu.au

Maths IT Support	support@maths.usyd.edu.au
HDR Student Representative	Cindy Leong cindy.leong@sydney.edu.au
General School Contacts	
Head of School, Maths and Stats	Professor Dingxuan Zhou maths.hos@sydney.edu.au
Executive Assistant (Head of School)	Kusum K C kusum.kc@sydney.edu.au
Education Support Officers Tutoring, teaching, student support	maths.schooloffice@sydney.edu.au

4   WORK HEALTH AND SAFETY

It is a university requirement that all students and staff are aware of their requirements related to WH&S. Within your first 2 months, complete the University's Work, Health and Safety – Induction training module (see HDR Training Modules for information). Our local WHS officer and First Aid Officer is Lucy Kennedy

5   HDR ENROLMENT PROCESS

The School of Mathematics and Statistics does not receive automatic notifications when students are commencing their candidature. If they have not received a welcome/onboarding email from the Research Administration Officer, then they should contact maths.research@sydney.edu.au to make arrangements for their onboarding.

The School of Mathematics and Statistics conducts two orientation sessions per year, in February/March and August.

New HDR students will be added to the School phone directory for inclusion on the postgraduate students' group email list. If you are not receiving School notification emails (Scnews), please contact the Research Administration Officer.

6   HDR PROGRESSION REQUIREMENTS

The Faculty of Science and School of School of Mathematics and Statistics have mandatory progression milestones that must be completed by all students during HDR candidature. The School of Mathematics and Statistics is responsible for the implementation, monitoring, and reporting of student progress through these milestones in the Annual Progress Review. Failure to complete milestones may result in a delay in the award of the degree. These milestones are specified in the progress plan templates unique to the Faculty of Science and are automatically included in each student's RECS candidature record.

6.1   Research Data Management Plan

1. The University of Sydney encourages all researchers (including HDR students) to undertake research data management planning at the start of each research project.
2. Research students, in consultation with their research supervisor(s), should create and register a Research Data Management Plan (RDMP).

6.2   Progress Planning and Review

A. The University's *Progress Planning and Review for Higher Degree by Research Students Policy 2015* requires all research students to create and maintain an individual progress plan.
   1. The purpose of a progress plan is to manage expectations about what is required to achieve the award of your degree.

2. Your individual progress plan will provide a framework to help you structure your research and meet important milestones throughout your candidature.
3. Details about how to create the Progress Plan are provided on the HDRAC website.

B. Progress Review Meetings
1. A review is undertaken annually. The review comprises completion of an online form by you and your supervisors, and includes an interview at which you can discuss frankly your research, your progress, and any concerns or constraints you are experiencing. Further information is here.
2. When your progress evaluation is due, you will receive an automatic notification from RECS, with a link to complete your form. You can also log in to complete it through RECS by selecting 'My project' then 'Progress evaluation

6.3 University Requirements: Compulsory Training

6.3.1 Work Health and Safety Requirements

It is a university requirement that all students and staff are aware of their requirements related to WH&S. Students are required to complete the University's WH&S induction training
For any WHS issue or First Aid matter, please contact Lucy Kennedy

6.3.2 Responsible Research Practice Course

The Research Integrity Group delivers the Responsible Research Practice training module.
1. Completion of the module is mandatory for all staff and students involved in research at the University. Contact the HDRAC (hdrac.1@sydney.edu.au) for all questions related to this.
2. Evidence of completion is to be submitted for consideration at the annual *Progress Planning and Review* meeting.

6.3.3 Human Ethics Course

1. This online module on Human Ethics (general) aims to give training to HDR students in the Faculty of Science in addition to what might be necessary for their thesis, aiming to enhance employability attributes and increase skills for after their studies.
2. Details can be found at the HDRAC website.

6.3.4 Mandatory Coursework

HDR students (except MCP/PhD students) enrolling in 2021 onwards are required to complete mandatory coursework (12 credit points for the PhD and 6 credit points for the Master of Philosophy). Coursework needs to be completed by the end of Year 2 for PhD students and by the end of Year 1 for Master of Philosophy students. Information is available here. Check Table R in the Handbook for available coursework units To enrol in coursework units of study, students will need to select units in Sydney Student.

7 END OF CANDIDATURE REQUIREMENTS

At the end of candidature, it is every HDR students' responsibility to ensure that desks and cabinets are cleared of all personal belongings, all university equipment, including library books, computers, software, and keys, have been returned.

8 RESEARCH FUNDS AND SCHOLARSHIPS

There are a variety of funds available to assist with your research and associated travel. Further details are available here.

8.1 Postgraduate Research Support Scheme (PRSS)

1. The PRSS provides University funding for presenting at conferences around the world (depending on COVID restrictions), supporting your research, or purchasing equipment, software or specialist services.
2. HDRAC will contact you directly about the PRSS with information on how and when to submit an application.

8.2   Faculty of Science Research Funding Scheme for HDR Students

The intention of the Faculty and School is that the HDR funding is being allocated to supervisors in order to support their HDR students' projects. These procedures outline how the funds are distributed within the School.

Research funding
1. Faculty confirms funding levels and sends list of funding to Finance Manager after the census date each semester (March 31st and August 31st).
2. Supervisors will be emailed a summary of funding allocated to them soon after this.
3. Supervisors and students discuss how the funding will be spent.
4. For costs (e.g. travel, training, participant reimbursement), please use Concur expense and travel management tool. Any HDR student requiring assistance with concur use should contact call 8627 4000, Option 2, and assistance can be given on the phone.
5. The student will report on access and use of funds in their Annual Progress Review.

Computer funding
1. At the start of their candidature Ph.D. students can request computing equipment of value up to the cost of a *standard computer* (currently $2,700). If the cost of the required equipment is greater than the current value of a *standard computer* then other funds can be used to supplement the allocation from the School, such as Supervisor's funds or PRSS funds.
2. Every HDR student is entitled to a computer (desktop or laptop) at the start of the candidature.
3. Students need to:
   Complete the Computer Request Form
   Choose a computer from Unibuy;
   Email the form to Paul Szabo to order the computer
4. The computer funding is not transferrable.
5. HDR students need to be aware that any IT equipment purchased through the School remain the property of the University.

9   TEACHING OPPORTUNITIES WITHIN THE SCHOOL

Enrolled HDR students will be notified of applications for tutoring opportunities in the School toward the beginning of each semester.

10   RESEARCH STUDENT PROFILE

1. HDR students are encouraged to activate their online profile.
2. Information about HDR student profiles is available here.
3. Note that profile information is drawn from a number of databases:

Information	Notes	How to modify
Name and title	Automatically populated from Sydney Student	Log in to Sydney Student (https://sydneystudent.sydney.edu.au/)
Publication and grants	Automatically populated from IRMA	Email maths.research@sydney.edu.au
Thesis title and abstract for HDR students	Automatically populated from Sydney Student (https://sydneystudent.sydney.edu.au/)	• Log in, and go to 'My studies' 'Course details' • 'Update thesis title'
Supervisor details	Automatically populated from Sydney Student	N/A

11   RESOURCES

11.1   IT Services and Computers

School of Mathematics and Statistics, IT Support
Please contact support@maths.usyd.edu.au
Computer Systems Manager Paul Szabo
Computer Systems Officer Bruce Janson

The University ICT Service – ICT provides support for Email, Telephone and Software Licensing.
Get help from ICT
Ph: 9351 2000 Option 2
Email: ict.support@sydney.edu.au
Web: http://sydney.edu.au/students/student-it.html

University Email Address
All electronic correspondence will be sent only to your university student email address or to your Sydney
Student inbox, so it's important that you check both regularly.

Learn how to access your email account here:

11.2 Desk Space

The allocation of desks is managed by the Executive Officer Lucy Kennedy
Once enrolled, students are eligible to be allocated a research desk in Carslaw Building F07

11.3 Building Access

Students must be enrolled and have their Student ID (SID) card in order to get building access. The SID card
acts as an ID card, a library card and a swipe card. Once you have the SID card, contact Lucy Kennedy and
request building access and after-hours access to Carslaw Building.
If at any point your card does not work, please contact Lucy Kennedy.

11.4 Computers

1. The School will purchase a new computer for new HDR students.
2. Students will be able to choose from Unibuy
3. Students need to complete the Computer Request Form and email it to Paul Szabo to order their
    computers.
4. The computer funding is not transferrable.
5. All computers purchased through this School remain the property of the School of Mathematics and
    Statistics and the Head of School is responsible for them. Computers must be returned to the School
    on completion of candidature.
6. Each postgraduate student is responsible for ensuring that the usage of the computer on his/her desk is
    "lawful, efficient, economical and ethical" in accordance with the University's policy for ICT Resources.

11.5 Mail and Stationary

11.5.1 Internal Mail

1. Mail within the University is placed in yellow internal envelopes.
2. For all internal mail, the name, address and building code must be included.

11.5.2 External Mail

1. Mail is delivered and collected daily.
2. Only academic staff can post external mail through the School. No private mail, even with stamps
    affixed, can be accepted by the University mailroom. It must be mailed directly through the University's
    Australia Post Office. Research students are expected to pay for postage at their own cost through
    Australia Post.

11.5.3 Pigeonholes

Student pigeonholes are located in the Mail Room on Level 7, Room 728. All student mail is delivered to these
pigeonholes. The section on the left is for academic staff and administrative, technical and research staff. The
section on the right is for research students. Pigeonholes are located in alphabetical order by surname.
Pigeonholes will be allocated to new postgraduate students each year when enrolments are finalized.

11.5.4 Stationery

Basic stationery supplies are available from the Resources Room 533.
For any necessary special requirements please see the Student Office staff at the front counter on Level 5.

11.5.5 Photocopying/Scanning/Faxing

– Network printers are available in the Resources Room (Room 533 on Level 5), the Mail Room (Room 728 on Level 7) and in the Postgraduate Room (Room 807 on Level 8).
– Two photocopying/printing/scanning machines are located in room 728 and one machine in room 533.
– Faxes can only been sent from and received on the machine in Room 533 on Level 5.
– The School fax number is +61-(0)2-9351 4534. Incoming faxes will be delivered to the relevant pigeonhole in the mailroom.
– Usage of the photocopiers is for study and work purposes only e.g. materials for tutorials, and is regularly monitored.
– Wherever possible, to reduce the environmental impact, please print and copy double-sided and use scan and email instead of faxing.
– For demonstration on how to fax or scan please see staff at the front counter.
– You can also print on campus with your student card using the University's 'Follow-Me' printing service, either from the University computers or your own personal device.

11.6 The Science HDR Hub

The Science HDR Hub is the go-to place for useful tools and resources to support students from enrolment through to graduation.

Visit the Science HDR Hub

11.7 Student Travel Insurance

Authorized University-related international travel may be covered by the University's travel insurance policy. Students travelling overseas are required to complete the overseas travel form and arrange for it to be signed by their supervisor and by the Head of School. Currently, COVID restrictions prevent most travel. For further information, please refer to the University website.

11.8 Emergency contact details

In order to participate in research activities as trips or conferences, you'll need to provide Emergency Contact Details in Sydney Student, on the "My Details" tab here

11.9 Counselling and Support Services Available to Students

If you're suffering with mental health issues, the University provides a free confidential counselling service for up to six free sessions. Contact Counselling and Psychological Services (CAPS).

11.10 Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is the independent representative association providing free, confidential, independent advice, advocacy, and support services to postgraduate students at the University of Sydney. They represent the interests of all postgraduates, giving them a voice both within the University and in the wider community. Click here to find out more about SUPRA.