

The (Unofficial) RSC HDR Info Pack



Hello!

Welcome to all new and returning HDR students! Doing a PhD or Masters at ANU is exciting yet it can also be confusing and overwhelming. As your HDR Student Rep Committee at the RSC, we have put together this information pack to guide you through your research journey at the RSC. While this info is mostly relevant to PhD students, anyone at the RSC may make use of this guide.

Disclaimer

This is an unofficial guide to your time in the RSC at ANU, put together by the 2018-19 RSC HDR Student Representative Committee. We have done our best to keep the information in it accurate and up-to-date (as of May 2019). However, please consult official ANU and RSC documentation for official rules, guidelines, and regulations.

This document is a work in progress. IF YOU NOTICE ANY ISSUES WITH THIS DOCUMENT OR HAVE SUGGESTIONS, PLEASE CONTACT THE HDR COORDINATOR (RSC.HDR.SA@anu.edu.au).

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THE WELCOME CHECKLIST

Just arrived and feeling a bit lost? Here's a short checklist to help get you started and settled in at the RSC.

Settling into the lab
Met with your supervisor Said hello and been introduced to everybody in your research group Been allocated a bench space and desk space Been given a lab-coat and lab-coat hook (for wet-labs) Got a lab-book and know where you can get new stationery.
Administration
Met the HDR Coordinator Met with RSC Admin Team Organised your supervisory panel Organise student card and RSC access (once safety induction is complete) Have you been allocated a computer/ordered a computer?
Safety induction
Had/organised to have a school safety induction? Completed Training Needs Assessment and Pulse modules? (https://chemistry.anu.edu.au/whs-noticeboard)
IT
Have you met the IT staff? Do you have login for the RSC network? Do you know how to log an IT job request? Know how to access file storage systems that are relevant to your group? Can access Chemwatch Can access ANU mail Can login to submit job requests and order supplies Have your personal chargers etc electrically tested and tagged.

ABOUT THE PHD PROGRAM



(Following information taken from <http://chemistry.anu.edu.au/hdr-students>)

A PhD takes at least 2 years and must not take longer than 4 years to complete. In exceptional cases of approved leave for personal and medical reasons, enrolment can be extended to a maximum of 5 years. All ANU scholarships end after 3.5 years. Note that, when your scholarship expires you cannot work as a research assistant in the school whilst writing up.

Time periods halve for a Masters (MPhil). They double for part-time PhD or MPhil enrolment.

Scholarship length: 3 years in the first instance, with a maximum of two 3 months extensions (conditional on Delegation Authority approved satisfactory progress). An MPhil scholarship is 12 months in the first instance with two 3 months extensions.

Scholarship extensions are applied for via ISIS - please go to 'Manage My Degree - HDR' section. (You need to ensure that this is done prior to your first scholarship expires).

Scholarships payments: scholarships are paid through the ANU payroll system on a fortnightly basis into the bank account nominated upon arrival. You can change/update the bank account through ISIS at any time. This applies for both International and Domestic Scholarships.

Tuition Fee Waiver: also called HDR Fee Remission Merit Scholarship. Fee waivers are valid until the end of the program. (International students only)

SUPERVISORY PANEL

Your supervisory panel consists of a Chair/Principal Supervisor and additional supervisors or advisors who can assist with aspects of your research. The panel should be decided within the first 3 months of your candidature - please pass the "details of candidature" form to your supervisor for completion.

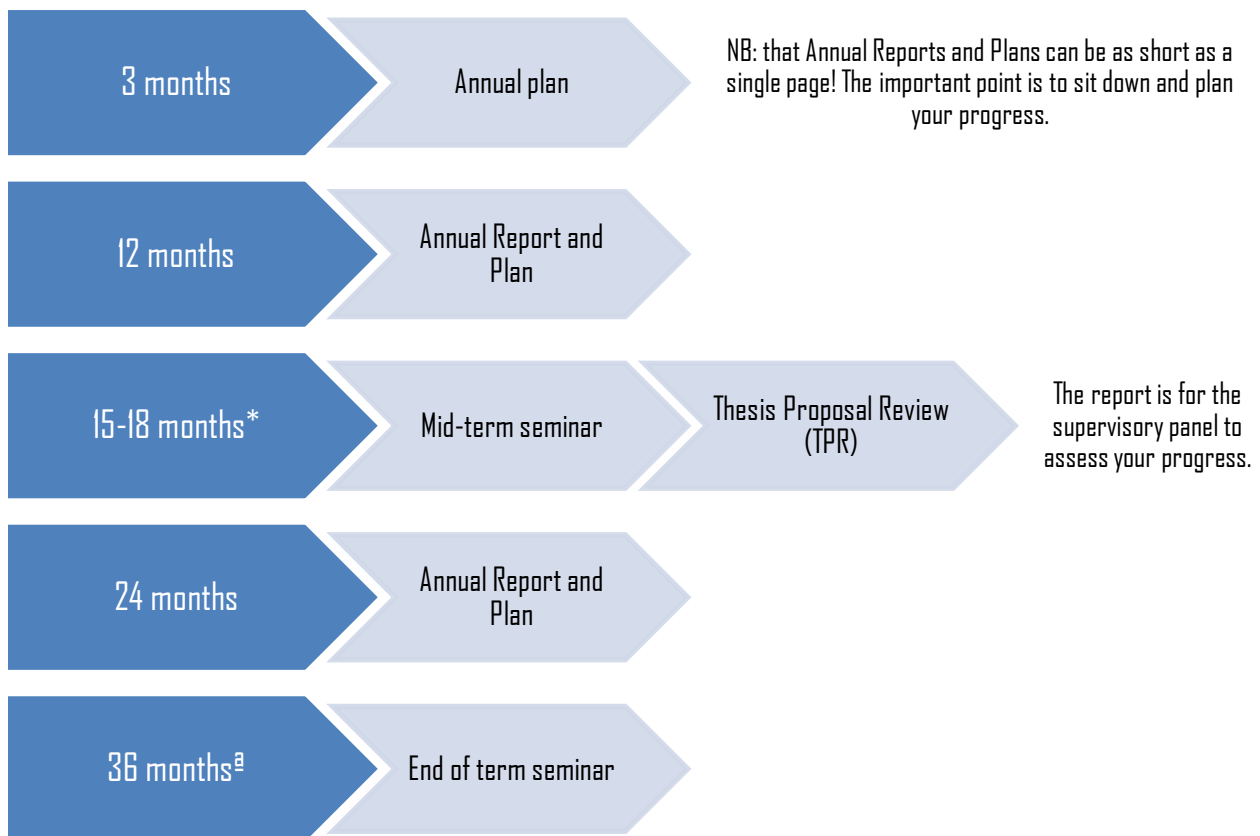
NB: Please complete student UID, Name, Research title and supervisor panel details incl. supervisor / advisor name. For panel members external to the ANU, also provide UID and email.

For changes in panel membership, you need to discuss the issue with your supervisor in the first instance, then return the form to the HDR Student Coordinator for processing.

For issues / problems with your panel that cannot be discussed with your supervisor, please contact the Associate Director (HDR) and/or the HDR Student Coordinator (see 'contacts' page for details).

MILESTONES

Milestones are a compulsory requirement of the ANU – their intention is to help you manage your progress. For details on the ANU, requirements please see the: [Research Students Milestones](#) online.



* The RSC decided to move the TPR (Thesis proposal review or Mid-term) to 15-18 months so that students do not need to provide both an Annual Report and TPR at 12 months.

^a The RSC moved Oral Presentation (End of Term) to 3 years from commencement so that a plan for submission at 3.5 years can be determined.

The milestones are managed via an online system accessible through ISIS.

PhD Requirements

After 3 years, you are expected to wind up your experimental work and commence writing your thesis. Submission should be at 3 years, when your scholarship extension ends. If you have extended your scholarship, you should submit at 3.5 years.

At the midterm review, the supervisory panel decides whether to recommend continuation to PhD or conversion to an MPhil or disenrollment if submission of a Master's thesis is unlikely to result in the degree.

Masters Requirements

A Master's thesis should be finished in 1.5 years and must not take longer than 2 years.

THESIS SUBMISSION

Once you have submitted your thesis, your scholarship ends.

You will be required to complete the Notification of Intent to Submit Milestone 2 – 3 months prior to submitting your thesis.

Before completing the Notification of Intent to Submit Milestone, you should visit the following website - <https://www.anu.edu.au/students/program-administration/assessments-exams/submitting-a-thesis> for information on submitting your thesis. This website contains information regarding the thesis format, submission of the thesis, as well as a video guide on uploading your thesis.

RSC STAFF, STUDENTS, AND POINTS OF CONTACT

The main points of contact for RSC HDR students are:

Prof Penny Brothers	–	RSC Director	(EA.RSC@anu.edu.au)
Prof Gottfried Otting	–	RSC Associate Director HDR	(Gottfried.Otting@anu.edu.au)
Mrs Deanne Drummond	–	RSC School Manager	(school.manager.rsc@anu.edu.au)
Dr Torsten Schwich	–	RSC Workplace Health & Safety Manager	(rsc.safety-officer@anu.edu.au)
Ms Codi De Veau	–	RSC HDR Coordinator	(RSC.hdr.SA@anu.edu.au)
Mr Trent Hubber	–	RSC Facilities Manager	(RSC.Facilities@anu.edu.au)

*Codi De Veau will be on Maternity Leave from June 2019 – July 2020. Brodie Gibson will be acting HDR Coordinator in her absence.

Other members of the RSC Administration team include:

Mrs Edna Mulumo	–	Executive Assistant for Prof Penny Brothers	(EA.RSC@anu.edu.au)
Mrs Alannah Macleod	–	RSC Undergraduate Administrator	(RSC.Teaching@anu.edu.au)
Ms Jodi Hamilton	–	RSC Administrative Assistant	(RSC.Admin@anu.edu.au)
Ms Tiffany O'Regan	–	Receptionist	(RSC.Admin@anu.edu.au)

*Samantha Hamilton will be on Maternity Leave from June 2019 – July 2020. Edna Mulumo will be acting EA for Penny Brothers in her absence.

For undergraduate teaching matters, you should contact:

Dr Mark Ellison	–	Associate Director (Education)	(RSC.Teaching@anu.edu.au)
Dr Tristan Reekie	–	Undergraduate Convener	(RSC.Teaching@anu.edu.au)

RSC Stores, IT and Workshop staff are:

Mr Kurt Russell	–	RSC Stores Officer	(RSC.Purchasing@anu.edu.au)
Mr Graeme Lindsell	–	RSC IT Officer	(RSC.IT@anu.edu.au)
Mr Robert Marsic	–	RSC IT Officer	(RSC.IT@anu.edu.au)
Mr Michael Hill	–	RSC Workshop Manager	
Mr Trent Wilson	–	RSC Workshop	
Mr Link Williams	–	RSC Workshop	
Mr Adam Zupanic	–	RSC Workshop	

Analytical & technical service staff are:

Mr Chris Blake	–	Nuclear Magnetic Resonance	
Dr Michael Gardiner	–	X-ray Crystallography	
Dr Adam Carroll	–	Joint Mass Spectrometry Facility	
Dr Nicholas Kanizaj	–	Senior Technical Officer	

External points of contact:

A/Prof Miriam Gani	–	Dean of Students	(dean.students@anu.edu.au)
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You can find out more about the people who work and study at the RSC here:
<https://chemistry.anu.edu.au/people/all-people>.

HDR STUDENT REPRESENTATIVE COMMITTEE

ABOUT US (AND WHAT WE DO)

There are currently no official expectations or roles for the HDR Student Rep Committee. We aim to represent the RSC HDR Students by:

1. Getting feedback from students, and relaying this to the school management committees.
2. Organising events such as social catchups and the HDR Expo.

Generally, the HDR Rep Committee meet once a fortnight. If you would like to know more about the HDR Rep Committee, or if you would like to come and join us for the meetings, please contact one of us (see below).

Current Committee Members

- Lily Wang
- Patrick Yates
- Hannah Bollard
- Mitchell Blyth
- Cassidy Whitefield
- Harrison Barnett
- Vanessa Vongsouthi
- Heather Aitken

Feel free to contact us via email at rsc.hdr.committee@gmail.com or come have a chat to us at any time. We are always interested in hearing your ideas about how to make the HDR experience at RSC better.

GETTING SETTLED

Before you get started on your lab-work, you will need to complete all the required RSC Safety inductions and training.

School induction

You are required to attend a School safety induction (preferably within the first week of your arrival at the RSC). To view the induction schedule you can view the timetable at <https://chemistry.anu.edu.au/news-events/events/rsc-safety-induction>. If you cannot for any reason attend one of these sessions, you should contact Dr Nicholas Kanizaj, to organise an alternate time.

Bench/Office space

When you arrive, the HDR Co-ordinator will provide your Desk space and lab allocation.

Lab coat/glasses/lab-book

You will need to ensure that you have a lab coat (there are often spares in the lab, otherwise new ones can be obtained from stores) and a lab coat hook. Please make sure you label your lab coat. You will usually find lab glasses in the container near the doors of the lab, but if you would like your own, you can find new ones located in the drawers near the RSC stores. It is also important that you get yourself a lab book; these are ordered from the stores.

GENERAL INFO ABOUT THE RSC

SCHOOL ACCESS HOURS

The normal access hours of the RSC Building and Labs for research students are:

Weekdays: 7.30 am to 9.00 pm.

Weekends/Public holidays: 8:00 am to 6:00 pm

Anyone found in the lab outside these hours will have his or her access removed and their supervisor will be required to talk to the School Manager to have access reinstated.

Normal RSC office hours are:

Weekdays: 8.00 am to 6.00 pm.

Weekends/Public holidays: Nil

If you are in the RSC outside of normal office hours, you will need to sign into the after-hours login page.

You can do this via the iPad at the RSC front or via the Envoy passport app. Please contact

RSC.Facilities@anu.edu.au for assistance with this.

SHARED SNACKS/TEA ETC.

In the main RSC tea room there is coffee and tea, based on an honesty box system. There is normally milk that you can use in the tearoom fridge.



ATTENDING SEMINARS AT RSC

There are many great talks that are given at the RSC, and you are encouraged to make it to them and ask questions, especially for:

Mid-term and End-of-term presentation of other PhD students.

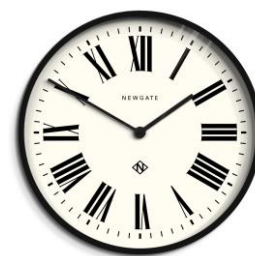
School seminar series, Birch Lecture, Craig Lecture etc.

Any talk given by members of your group or honours students.

ONLINE SAFETY COURSES ETC.

The Safety Manager will provide you with an online Training Needs Assessment form that you will need to complete upon your arrival to the RSC (<https://chemistry.anu.edu.au/whs-noticeboard> under "Training").

This form and how you complete it will determine which courses you will be required to undertake prior to commencing Lab work within the RSC.



Once you have used the form to identify which WHS modules you need to complete, you must log-on to PULSE (<https://services.anu.edu.au/training/pulse-online-learning>) and complete the relevant courses within three weeks of commencing work.

It is your responsibility to ensure that all training requirements are met; however, you can contact Torsten Schwich, Christoph Nitsche or Nick Kanizaj for support.

CHEMWATCH USE AND ACCESS



The Chemical Management System (CMS) has been implemented at the ANU and includes a database for Safety Data Sheets (SDS) and an inventory of chemicals stored at the RSC. For SDS viewing only: ChemWatch (please note that this link only works from any ANU internal computer or via reverse proxy). For access outside the ANU or for access to the RSC chemical inventory, please use your u-number and HORUS/ISIS password to access ChemWatch via <https://jr.chemwatch.net/chemwatch.web/account/login?ReturnUrl=%2fchemwatch.web%2fhome>

Useful information and guidance material around the CMS (e.g. deleting/adding containers, stocktake, manuals) can be found on ChemWatch. You can also contact cms.rsc@anu.edu.au for any further information.

INCOME AND ALLOWANCES

REIMBURSEMENTS

Before making, any purchases please ensure you speak with your supervisor or the Administration team. If you have paid for something lab related and require reimbursement, you will need to complete an Application of Reimbursement form (https://policies.anu.edu.au/ppl/document/ANUP_001012) and provide any receipts along with the required Supervisor approval to the RSC Admin team. Once the form is completed, it will be sent to the Central Finance team and be paid to your account (nominated in ISIS) within 2 – 4 weeks.

TRAVEL ALLOWANCE

As a PhD student, you are allocated \$3000 for research related travel over the course of your candidature. In order to access this allowance you will need to seek approval from your supervisor to utilise this money. If you are using the money to attend conferences etc, you will need to complete an ANU Travel Approval form and contact the HDR Coordinator who will advise of the appropriate charge code to use (this is usually different depending on the supervisor and student. **Please do not use a charge code given by another student without prior approval**).

The RSC Admin team can also assist with the payment of travel expenses, such as flights and accommodation.

COMPUTERS

RSC will provide all HDR students with standard operating PCs appropriate to their supervisors operating platform. If you require a computer that is outside the standard PCs, you can apply to use your Travel Allowance to assist with the purchase of a computer. Please see HDR Coordinator for support on purchasing a computer.

EXTRA INCOME AT THE RSC

VC TRAVEL GRANT

If you are heading to a conference and need to travel, consider applying for a VC travel grant. This can be up to \$1500.

<https://www.anu.edu.au/study/scholarships/find-a-scholarship/vice-chancellors-hdr-travel-grants>



ADDITIONAL INCOME AT THE RSC

There are several opportunities to receive additional income in the RSC. Consider demonstrating an undergraduate course (send an expression of interest to RSC.teaching@anu.edu.au).

The RSC is currently redeveloping positions for School Technical Support Assistants, which will provide positions for HDR students to undertake within the School.

We anticipate to have these new positions available to students within the second semester 2019. Check out the information under the “additional income” section at <http://chemistry.anu.edu.au/hdr-students>.

AROUND THE RSC

MAIL

The RSC address is:

ANU Research School of Chemistry
Building 137
Sullivans Creek Road
The Australian National University
Acton ACT 2601
Australia



In and out- mailboxes are available at the front office.

The RSC mail facility is for business purposes only. Personal mail should not be sent to the School. Please use your home address.

RSC STORES

Kurt Russell is currently managing the operation of the RSC Stores, and is the central point for all things stationery for the RSC. Stores manage any large mail items and any orders that you have placed through Kurt. Consumables can be purchased or ordered via the stores email (RSC.Purchasing@anu.edu.au). Discuss with others in your group about how ordering is done - each group works differently.



BATTERY RECYCLING

There is a small tub on the top of the stationary drawers to deposit dead batteries, so they don't end up in landfill. These batteries sometimes have a bit of charge left in them - if you are desperate for batteries, you can try and find half-used ones in here. If you have any other electronic waste, please dispose of this thoughtfully.



SECURE BIKE CAGE IN BASEMENT

There is a bike cage located in the basement that can be used by staff and students at the RSC. The cage has a combination lock on it. You need to register with RSC Facilities (rsc.facilities@anu.edu.au), and once you are on the system they will tell you the combination code for the lock.

The cage is not be used as a storage facility.



SHOWERS/LOCKERS

There are showers and lockers on the ground floor bathrooms near the stores. To get access to a locker, talk to the Facilities officer (RSC.Facilities@anu.edu.au) and they will give you a key if there is a free locker available. If you stop using your allocated locker, please return your keys so that someone else can use the locker space.

Alternatively, there are also showers and lockers adjacent to the central plant building (building #135, next to Hancock Library), as well as secure bike storage. To get access to these contact ANU Transport (transport@anu.edu.au).

SOCIAL ACTIVITIES AROUND THE RSC

SPORTS TEAMS

ANU sport runs a number of sport competitions for lunch time sport etc. Normally, the RSC puts in a team for touch football (talk to Brendon Lee, Jackson Group) and soccer (Ali, Otting Group). Interested in playing another sport? Why not start a team? See the ANU Sport Website for more information.



WEDNESDAY CAKE DAY

Every Wednesday at 10.30 am (during Semester) in the RSC tearoom (level 2, building 138) there is "Wicked Wednesday Cake day". There is a roster, and each week the chosen

group/s makes cakes to share with everyone. This is nice way to catch up with people from other groups around the RSC! A reminder email is sent to the group in charge every week. The roster is also available for viewing in admin and the tearoom.

BRAMLEYS

Join us at Bramleys each Friday at 5 pm in the Drop-In Centre (Level 1, Building 137 – behind admin). Wind down the week with a nice cold refreshment. Both alcoholic and non-alcoholic beverages are available to purchase at a very reasonable price.

RSC SOCIAL CLUB

The ANU RSC Social Club is responsible for Organising social events within the RSC. In the past, they have run events such as the RSC Family Day, Easter Morning Tea and RSC Trivia Nights. If you are interested in being on the committee, please contact Harrison Barnett (Harrison.Barnett@anu.edu.au) - 2019 Social Club President.

COMPUTER STUFF

The RSC IT Team consists of Graeme Lindsell and Robert Marsic. They are located on the 3rd floor of the Building 138. For very small, quick questions, they are normally happy for you to just drop by - but for most things you will need to log an IT job request. The following information is from the IT team regarding logging jobs:

Logging jobs with IT

<https://itservicedesk.anu.edu.au/selfservice>

Here is some important info about logging jobs from the IT staff:

Should I lodge a job request?

This is the most common question. The answer is "Yes". If you can't lodge a job, ask someone to do so on your behalf. If you are really stuck, come and talk to us, but we'll expect you to put in a request retrospectively, stating that Rob Marsic, Graeme Lindsell have already done the job. In short, one way or another, you need to lodge a job.

To lodge a job, you can go to itservicedesk.anu.edu.au using your favourite web browser. Or simply send an email to: RSC.IT@anu.edu.au.

1. Update contact/location details in the RSC phone list:

When we don't know where someone is, we (and other professional staff teams such as the workshop) use the phone list. Ensure that you're both in the RSC phone list page (<https://chemistry.anu.edu.au/people/all-people>) and that your location/group affiliation is up-to-date. Please email any updates to your information to rsc.admin@anu.edu.au.

2. Room Numbers, Names & Desk Areas.

If your floor has numbers assigned to desk areas, please ensure that the signs are up to date with people's names! Obviously, if there are no numbers for your desk areas, please put them up. (Even a post-it note would help if it's somewhere visible).



3. When lodging a help request, please provide essential contact information! (yours and even the computer)

If we do not know something, will ask you and wait for you to tell us! If you do not use your ANU email address as a contact point, then you need to give us something to work with. Put any error messages in the request. Tell us the type of your computer, google a means to find your computer's IP address and include it (amazingly helpful for us to perform quick remote fixes). Every bit helps. Remember, there are hundreds of people in Chemistry, and many more computers, but only 2 IT staff.

ELECTRONICS, LAPTOPS, AND TRAVEL ADAPTORS

All electronic equipment needs to be electrically tested and tagged before it can be used in the RSC. Please log a workshop job at the following link for these - <https://services.anu.edu.au/information-technology/software-systems/technical-workshop-work-management-system>. This is particularly important for personal laptop chargers. In addition, travel adaptors cannot be used in the school. The IT staff have many spare cables (e.g. for MacBook pro chargers) that they can loan to you.

PERSONAL COMPUTERS

Some people choose to use their own computers. A few things to remember if you are using your own computer:

Make sure any charger cords are tested and tagged by the electrical team, and no travel adapters. You can get your computer connected to the RSC system so that you can access network drives, intranet (internal systems), and printing, but you can only have one device (either a school desktop computer or your own computer) connected to the network.

Make sure all your data is backed up in a few different places.

You can download Sophos antivirus free through ANU: <https://services.anu.edu.au/information-technology/software-systems/sophos-anti-virus>

INSTALLING SOFTWARE

Most software on school computers will have to be installed by the IT staff; this will require logging a job <https://itservicedesk.anu.edu.au/selfservice>. Best if you can have a list of all the software you want installed and get it all done in one go, rather than them having to come back and forth to you.

SAVING AND BACKING-UP DATA FILES

Making sure data and documents do not get lost is of vital importance. There are a number of places that data/files are stored. Files should be accessible even after projects are finished and you have left the group, and in case, there are issues after publication that need to be addressed. Each group has different ways that they back up and store their data - check with someone in your group.

More information about your storage options at RSC and how to access them can be found here: <https://rsc-wiki.anu.edu.au/FileServers> (you need to be on RSC network to access this site). Most of the RSC based networks can also be accessed on via the web/phone/remotely: <https://services.anu.edu.au/information-technology/login-access/accessing-homedrive-myfiles-via-web>.

YOUR HOMEDRIVE

When you log into the RSC networked computers, you are logging into your home drive, which is located remotely. Things that are stored on here are backed up regularly automatically. This can be accessed

remotely. For info visit this site: <https://services.anu.edu.au/information-technology/login-access/accessing-homedrive-myfiles-via-web>.

MAGNESIUM STORAGE

This is additional storage for data. Read about how to do this here: <https://rsc-wiki.anu.edu.au/FileServers>

OTHER BACKUP OPTIONS

These are useful for back-ups and accessing files from a number of different devices.

- OneDrive - everyone has 25 GB of storage with OneDrive. Read more about it here: <https://services.anu.edu.au/information-technology/software-systems/onedrive>
- Google Drive - keep in mind that sensitive/confidential data etc. should not be kept on external drives such as this (or emailed via your personal Gmail accounts etc.). Best to use RSC-based drives or OneDrive.
- Dropbox - same issue as above - keep in mind that sensitive data etc. should not be kept on external drives such as this. Best to use RSC-based drives or OneDrive.
- iCloud etc - for Macs, useful for Time Machine recovery and remote access of your documents. There is no Windows/Linux client available, although you may be able to access your documents via a browser.

ORGANISING COMPUTER/NETWORK ACCESS

Once you are on the ANU system (i.e. have a uni ID number), then you can talk to the IT staff about getting you access to the RSC network.

RSC NETWORK

Of course, once on the network the computers are all connected. So files can be transferred and copied via the network between machines and the command line. This is handy for large file transfers (e.g. Molecular Dynamics data).

LINKING YOUR ANU EMAIL TO AN EMAIL PROGRAM OR TO YOUR PHONE

ANU staff are required to only email students at their official ANU email address; therefore it is important that you use your ANU email address to communicate with ANU staff.

See here for a guide: <https://physics.anu.edu.au/scu/documentation/email/email-ANU.php>

These details should cover every setup – if your device doesn't ask for it, you likely don't need it.

Your name: Firstname Lastname

Email address: firstname.lastname@anu.edu.au

Password: ANU password

Incoming server: IMAP

Server hostname: outlook.office365.com

Port: 993

SSL: SSL/TLS

Authentication: Normal password

Outgoing server: SMTP

Server hostname: smtp.office365.com

Port: 587

SSL: STARTTLS

Authentication: Normal password

Username: u5555555@anu.edu.au (your university number)

BORROWING PROJECTOR/OTHER GEAR FROM IT

Any IT equipment that needs to be borrowed should be booked through the RSC IT team. The Intranet system is currently in the process of being updated. You should RSC.IT@anu.edu.au.

EMAIL ADDRESSES

Everyone will have a university email address (u1234567@anu.edu.au). You can also get a first.last name@anu.edu.au email address if you are staff or a graduate student. Keep in mind that your first.last name@anu.edu.au address is cut-off when you leave, but your u1234567@anu.edu.au stays accessible (at least for a while....). Learn more here: <https://services.anu.edu.au/information-technology/email/email-addresses-lists>

BOOKING ROOMS

If you want to use a room, such as a meeting room or boardroom you need to book it on the booking system. Learn how to book rooms in the RSC on the RSC Intranet.

HORUS & ISIS

The HORUS & ISIS Systems are University Systems. HORUS is for anything HR Related and personal information. The ISIS System is what you will use on a daily basis for your Program Related information, eForms and Managing your degree.

<https://horus.anu.edu.au/>

<https://isis.anu.edu.au/>

YOUR ANU PROFILE ONLINE

The RSC Administration Team are currently in the process of updating the RSC Schools webpages. Please Contact RSC.Admin@anu.edu.au, if you would like to add or update any information on your online profile.

ACCESSING ANU RESOURCES FROM HOME

Virtual ANU – <https://login.virtual.anu.edu.au/login>

You can use this to access journal articles etc. when you are not on the ANU network (e.g. at home). Put it in your bookmarks bar.

PERSONAL DEVELOPMENT/WORKSHOPS

The College has just created the Career Development Framework to assist HDR students in the Joint Colleges of Science, Health and Medicine to develop, and get recognition for, a broad range of academic and work-relevant skills.

The framework covers four tracks (Research; Teaching and Learning; Policy and Governance; Industry and Innovation) with students needing to provide evidence of completion in at least two tracks.

Activities (workshops, courses, MOOCs, publications, leadership roles etc.) are assigned Career Development Skill (CDS) points. Students must gain at least 30 CDS points across two tracks, with a minimum of 10 points in each track.

Upon completion a "Certificate of Completion" will be provided for students to present to future employers.

To log into the Career Development Framework please go to: <https://wattlecourses.anu.edu.au> – select COSCDP.

For further information, please email hdr.careerdev.science@anu.edu.au

Research Skills and Training

Website: <https://services.anu.edu.au/business-units/dean-higher-degree-research/research-training>

These are the people that send you your monthly HDR update, run weekly workshops specifically targeted toward HDR students, facilitate the 3MT competition, and Thesis Boot Camp.

Centre for the Public Awareness of Science (CPAS)

Website: <http://cpas.anu.edu.au/>

Lots of fun workshops about science communication.

Academic Skills and Learning Centre

Website: <http://www.anu.edu.au/students/contacts/academic-skills-learning-centre>

Run lots of fun and useful workshops.

Shut up and write (SUAW)

PARSA runs shut up and write sessions. A great way to get some productive writing done. They run casual drop-in sessions (with free coffee!) and evening sessions.

<https://services.anu.edu.au/training/shut-up-write>

If there are enough people interested, we might start walking as a group from the RSC over to the SUAW sessions.

ANU Careers Centre

Website: <http://www.anu.edu.au/students/careers-opportunities/careers>

Lots of good info about careers and professional development. You can book one-on-one appointments with them.

ANU Statistical Consulting Unit – <https://services.anu.edu.au/business-units/statistical-consulting-unit>

The team at the Statistical consulting Unit can help with any statistics questions etc. They also run good online statistics courses for HDR students.

FACILITIES AROUND ANU

Sport/Gym: There are 2 gyms on campus – ANU Sport and Club Lime. ANU Sport is cheaper, whereas Club Lime has a swimming pool and you can access other Club Lime gyms around Canberra.

Coffee shops: There are lots of coffee shops opening up at Kambri. If you are looking for something away from the crowd Little Pickle and Coffee Grounds are also nearby.

The Food Coop: Tasty student lunch (veg) for \$6. They do a mean coffee too.

ANU Maker Space: <http://makerspace.anu.edu.au/>

LIBRARIES

ANU Library (Science mainly in Hancock Library)

National Library

State Library

SOCIETIES

Many scientific societies support the participation of graduate students at conferences with greatly reduced registration fees and travel grants. Actual travel grants usually require being a member. It is best to become a member of these organisations sooner rather than later.

The following chemical societies encourage memberships of ANU students: RACI, RSC and NZIC. At present (2016), NZIC offers the best benefit/cost ratio, followed by RSC.

RACI - <https://www.raci.org.au>

RSC - <http://www.rsc.org/>

NZIC - <http://nzic.org.nz/>

For the more biologically inclined, ASBMB is the best home.

ASBMB - <https://www.asbmb.org.au/>

ANU Chem Society

<https://anusa.com.au/life/club/ChemistrySociety/>

The ANU Chem Society run BBQs each semester, as well as the Annual ChemBall!

PARSA

<https://parsa.anu.edu.au/>

Other Societies and clubs

<https://anusa.com.au/life/clublist/>

TAKING LEAVE

Leave: there are three types of leave - (i) recreational / annual, (ii) personal, (iii) medical.

Recreational leave is 20 days per year and needs to be approved by your supervisor. It is the responsibility of the Student and Supervisor to record the use of these days.

Personal and medical leave: periods exceeding a minimum of 1 week must be requested via the ISIS - Manage My Degree eForms. Your scholarship conditions determine the length of paid leave you are entitled to, and the maximal leave period. (In general, the maximum is 12 months for medical leave and up to 2 years for combined personal and medical leave.) Some scholarships pay for up to 3 months medical leave.

Any approved personal and medical leave taken is not counted as program time, but it counts towards the maximum of 5 years for a PhD.

SUPPORT & OTHER CONTACTS

Doing research can be tough (but most of the time it is fun). If you are feeling like you need to chat to someone outside of the RSC, there are many services available at ANU. These include:

Counselling service: <http://www.anu.edu.au/students/health-wellbeing/counselling>

The ANU psychology clinic: <http://psychology.anu.edu.au/anu-psychology-clinic>

Dean of Students - A/Prof Miriam Gani - 02 6125 4184 (x54184)

University Counselling Services -02 6125 2442 (x52442)

ANU Accommodation services - 02 6125 1100 (x51100)

Postgraduate and Research Students Association (PARSA) - 02 6125 4187 (x54187)

ANU Access and Inclusion - 02 6125 5036 (x55036)

ANU Ally Network & LGBTI Inclusion - ally@anu.edu.au

Beyond Blue - 1300 224 636

Lifeline - 131 114