



**Department of Linguistics  
Higher Degree Research Room  
C5A 332 and C5A 333**

<p><b>Staff Contact</b></p>	<p>HDR Coordinator Tel : 9850 7424 Email : <a href="mailto:ling.hdr@mq.edu.au">ling.hdr@mq.edu.au</a></p>
<p><b>IT Problems LING IT Helpdesk</b></p>	<p>Email: <a href="mailto:help@mq.edu.au">help@mq.edu.au</a> This is the central "helpdesk" to be used for all Linguistics Department technical problems. To make your request obvious, please use a keyword in the subject line of your email. Add further details in the text such as specifics, failure date, the room location, any relevant history. If you can't login at all, ask another student to send through the details for you or contact the Linguistics P/G office.</p>
<p><b>Logging In</b></p>	<p>UserID: linguest Password: L1nguest (case sensitive, second character is a numeral)</p>
<p><b>Paper for Printer</b></p>	<p>Call Undergraduate Office (C5A508) Tel: 9850 8740</p>
<p><b>Security</b></p>	<p>Campus Watch can provide a security escort for students and staff between 6pm and 6am, 7 Days a week all year.</p> <p>Campus Watch Escort Services can be requested via the Macquarie University Security Control Centre. Please call <b>9850 7112</b> or <b>9850 7175, any lift phone or Help Point.</b></p> <p>Escorts provide safe passage from your office or building to the Car Parks, Bus Stops, Taxi Rank or in a limited local area surrounding the Macquarie University Campus</p> <p><b>Report all Emergencies to Security on 9850 9999</b></p>



**Department of Linguistics  
Higher Degree Research Room  
Guidelines for Room Usage**

Users must sign in and out to track room usage.

- Work stations are available on a first come, first served basis each day. This means that you may arrive to find that a particular workstation has already been occupied. Alternate workspaces are available.
- Candidates may post a list of the days they intend to use a certain desk, but this is not seen as a reservation, just a courtesy.
- We offer secure lockers for storage of personal items. Desk drawers and filing cabinets are not secure. We ask that you use your locker for personal items rather than desk drawers to avoid interruptions to other candidates who may be occupying a workstation.
- Equipment is only to be used for academic work related to your research study in the Department of Linguistics. You are required to email to [help@mq.edu.au](mailto:help@mq.edu.au) for advice before you load additional software.
- You are not allowed to eat or drink in the HDR rooms.

Students not enrolled in a Higher Research Degree in the Department of Linguistics are not permitted to use the room unless special arrangements have been made with the Manager, Research Administration.

Legitimate users may not allow access to those who do not have legitimate access, and **may not loan their swipe cards.**

All equipment must be used with care and any IT malfunctions reported immediately to [help@mq.edu.au](mailto:help@mq.edu.au).

Users must not exceed the room capacity (maximum is one student per workstation at any time). Note that CLSL (C5A441) is available as additional workspace for Linguistics HDR candidates. Contact Chris Callaghan via email [chris.callaghan@mq.edu.au](mailto:chris.callaghan@mq.edu.au) to request the access code for C5A441.

**Failure to comply with these guidelines may result in access being revoked.**