

Department of Linguistics Faculty of Human Sciences

**Higher Degree Research Candidates'
Orientation Program
17 February 2011**

INTRODUCTIONS

- Name
- Research
- A bit about yourself...

Linguistics HDR Key Staff

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OH&S

Occupational Health and Safety

Collette Ryan (Department Administrator Manager, ext 8774) is the Linguistic Department OH & S Manager. Please contact your Supervisor or Collette if you have any OH & S issues or incidences.

❖ <http://www.hr.mq.edu.au/HealthAndSafety/OHS/OHSMMenu.html>

OH&S

Occupational Health and Safety

- For all Emergencies ring **9999**
- A first aid box can be found in the Linguistics Department Common Room, C5A room 507.



SAFETY AND SECURITY

University security is available 24 hours a day.

The Security Office is located at the intersection of Macquarie Drive and Central Avenue and can be contacted on the Safety Help Line and Safety Escorts:

Phone: (02) 9850 7112 or Ext. 7112

CAMPUS SERVICES

- Courtesy Bus: every 30 minutes in the evenings from 6 pm to 11 pm, around the Campus to their cars, bus stops and student housing.
- Safety Escorts: Security Services Officers (at times when the Courtesy Bus is not operating).
- First-aid and Counselling: available on campus, 9 am to 5 pm, Monday to Friday. Call (02) 9850 7497

FACILITIES

- Research room –C5A332 & C5A333
 - Desks, computers and lockers available.
 - Access Form –swipe Card
 - Go with Collette Ryan C5A, 519
 - Novell Form
 - Read the guidelines
- ❖ http://www.ling.mq.edu.au/research/hdr_rooms.htm

PHOTOCOPIERS

- 2 Photocopiers
 - C5A, Level 5
 - Register on form and
 - write a 4 digit personal code.



RESOURCES

- Handbooks HDR Guide for Supervisors and Candidates
http://hdr.mq.edu.au/information_about/hdrguide
- Calendar of Governance, Legislation and Rules
<http://universitycouncil.mq.edu.au/legislation.html>
- HDRO website
www.research.mq.edu.au/students/home
- MUPRA (Macquarie University Postgraduate Representative Association)
www.mq.edu.au/MUPRA

LINGUISTICS WEBSITE

- Linguistics official website
 - <http://www.ling.mq.edu.au/index.htm>
- LINGLINE (Departmental news letter)
 - <http://www.ling.mq.edu.au/news/lingline.htm>
- RESEARCH SEMMINARS
 - http://www.humanosciences.mq.edu.au/research/research_seminars

COMMUNICATION

- Folders/Pigeon holes for HDR candidates (C5A569)
- Student email
 - Please check your MQ emails once a week (at least).
 - No emails will be sent to your personal email address.
 - LING Research Google group is a moderated email list used to pass along information to Linguistics HDR candidates (please don't reply to the list but you can reply to sender).

ETHICS

- Linguistics Ethics Representative:

Rebecca Summons

Associate Lecturer in Audiology- Acting Program Convener

Room C5A 418

Tel: (+ 61 2) 9850 8789

rebecca.summons@mq.edu.au



ETHICS

- If you need information about the ethics application, process, including links to all ethics forms, meeting dates, etc:

http://www.research.mq.edu.au/for/researchers/how_to_obtain_ethics_approval/human_research_ethics

PROCEDURES

- Candidate's Commencement Report (after 6 months of commencement)
- Annual Progress Report (Every October)
- Research Festival (Every November)
- Scholarships – HDRO
hdrschol@mq.edu.au

DEPARTMENTAL FUNDING

- REF - Research Enhancement Fund
 - 1 conference per candidature
 - Up to \$3,000.00 AUD.
 - Paper presentation – acceptance evidence required – with a view to publishing.
 - Research
 - for software, data collection, research related materials (e.g., test kits), etc.

* All funds are at the discretion of the HoD and Executive Dean and are subject to change.

DEPARTMENTAL FUNDING

- ▶ All awardees must submit a Final Report.
- Read guidelines before applying. Guidelines are currently being revised.
- Receive an email with guidelines and forms (conference, research and final report).
- Website:

http://www.ling.mq.edu.au/research/hdr_fund.htm

THANK YOU