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SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Space & Resources for FEIS Research Students

CRICOS provider 00111D

Office Space

There are 11 main office areas used by Research Students in FEIS:

AS123, AD101, AD106, AD205, AD206, AD221, AD222, AD223, IR Level 2, BA309 and EN123.

Students are assigned a desk according to research discipline, supervisors or availability.

Resources



Full time students on campus are provided with:

- > A desk in an QUIET office, accessible after hours.
- > A lockable drawer or cabinet.
- > Access to a shared telephone *for research purposes*.
- > A computer with sufficient hard drive capacity.
- > Appropriate software and IT support.
- > Access to a shared printer and copier.
- > Laboratory space and consumables where relevant.
- > Data storage which meet ethics requirements.

Postgraduate office etiquette...

Students are expected to comply with the same code of conduct (professional behaviour) as for staff members.

This includes taking care of the facilities and resolving issues with courtesy and respect towards all members of the Faculty.

Posters have been put up in each area to remind and support students in maintaining a professional working environment, this includes:

- > Working quietly.
- > Limited personal use of phones and computers.
- > Cleaning up after yourself to ensure common areas and equipment is ready for the next person to use.

Information Technology Matters

IT support and advice – IT Service Desk, phone extension 5000 in the first instance.

For advice on what computer specifications and software are supported by ITS please see Paul Dealy in EN710c.

PLEASE NOTE:

Do not purchase or load up software that has not been approved by ITS, this includes anti-virus software (there is no need as the University network is protected).

Do not interfere with anyone else's computer!

Who to see...

Research Administration and Support – Melissa Cogdon

Please allow at least 2 weeks to process any forms!

Desk allocation – Miachelle.

Keys and paperwork for computer and software purchases –
Pamela Harris.

Please allow 4 weeks for computer and software purchases!

Tea room supplies in photocopier codes for common printer
copier areas only – Victoria Jandayan.

**We're all located in level 7 of the EN building – Rooms
EN707a and EN707c!**