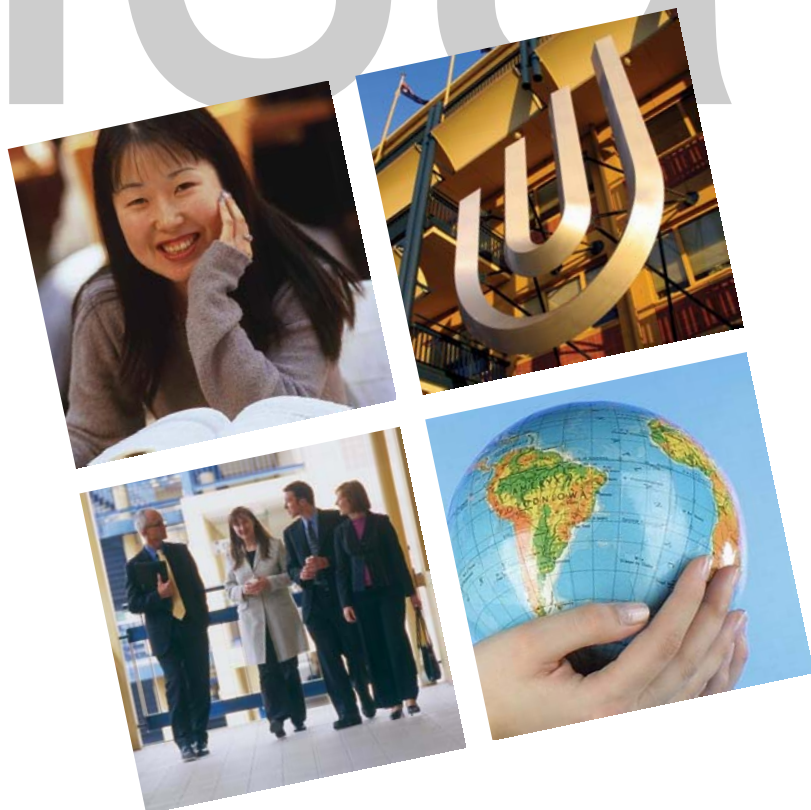


University of
South Australia

**The Division of Business
Information Guide for Postgraduate Research Candidates
2009**

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Division of
Business

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NOTE: This section of the Information Guide is supplementary to, and designed to be read alongside, the University-wide Information Guide.

Welcome

Welcome to the Division of Business in the University of South Australia. I am delighted that you have chosen to undertake your postgraduate study with us.

This information guide aims to familiarise you with the resources and conditions that apply to you as a research degree student. The information presented is in a summary form and, where appropriate, Internet web addresses will direct you to more comprehensive information.

I wish you well as you begin your postgraduate study in the Division and trust you enjoy your time with us.

Dr Marguerite Kolar
HDR Coordinator
Division of Business

HDR Coordinator

As the HDR Coordinator, I am responsible for your candidature within our Division, this includes:

- Overseeing your enrolment and approval of applications for enrolment
- Responsibility for the allocation of supervisors
- Approving all variation to candidature; leave, change of supervisor, upgrade or down grade of program, extension to scholarships, change of school and change of load
- Approving and monitoring reviews of progress
- Approving examiners for thesis examination
- Submission of theses for examination & completion
- Developing and coordinating Divisional research education development activities
- Approving recommendations of the Research Proposal Panel



I am also available to confidentially discuss and assist you with any problems with your candidature.

Contacts

Division Research Support Staff

The Research Office coordinates the HDR Coordinator's research activities. If you have any questions regarding your candidature, or details included in this Information Guide, your first contact will be your Supervisor or then the Research Degree Coordinator. If you require further clarification, please do not hesitate to contact our team:

Shannon O'Malley

Administrative Officer: Research
Division of Business
Tel: +61 8 830 20417
Email: shannon.o'malley@unisa.edu.au

Shannon is responsible for all onshore research degree administration (eg. general queries, admissions, changes in candidature, scholarships) in the Division and can answer queries regarding research degree policy and procedure. She also looks after honours administration and acts as Executive Officer to the Divisional Ethics Committee.

In addition, your School Research Degree Coordinator, the Academic Librarians and School administrative personnel are all available to assist you during your candidature. Divisional contact details for these people have been included in this section of the information guide. However, be aware that these details may change through this year. Your supervisor will be able to assist you if you are unsure of who to contact.

School Research Degree Coordinators

If you are enrolled in an onshore research degree (Masters or PhD) program, each School in the Division has a designated Research Degree Coordinator whose main function is to assist you with, primarily, academic matters.

Although your Supervisor will be your everyday contact, your School's Research Degree Coordinator is your key point of contact for:

- Providing induction to the school
- Ensuring your resources as indicated in the 'Statement of Resources' have been met, ie desk, computer, phone, printing access, email etc
- Addressing issues or problems related to supervision in the first instance
- Meeting all students at the Major Review of Progress
- In conjunction with Supervisors, recommending thesis examiners
- Assisting with examination procedures to do with the correction of theses
- Signing-off on admissions, changes to candidature, the Major Reviews of Progress and thesis submissions

School of Commerce (CMR)

Dr Michael Burrow
Room WL3-31, Way Lee Building
City West Campus
Tel: +61 8 830 20503
Fax: +61 8 830 20992
Email: michael.burrow@unisa.edu.au

International Graduate School of Business (IGSB)

Dr Marguerite Kolar
Room WL5-49, Way Lee Building
City West Campus
Tel: +61 8 830 20430
Fax: +61 8 830 20709
Email: marguerite.kolar@unisa.edu.au

School of Management (MGN)

Associate Professor Gary Howat
Room P2-44, Building P
Mawson Lakes Campus
Tel: +61 8 830 25326
Fax: +61 8 830 25255
Email: gary.howat@unisa.edu.au

School of Marketing (MKT)

Professor Larry Lockshin
Room Y4-28, Yungondi Building
City West Campus
Tel: +61 8 830 20261
Fax: +61 8 830 20442
Email: larry.lockshin@unisa.edu.au

School of Law (LAW)

Associate Professor Wendy Lacey
Room LB1-02,
City West Campus
Tel: +61 8 830 27127
Fax: +61 8 830 27128
Email: wendy.lacey@unisa.edu.au

School Office Contacts

Please refer any queries regarding resource access to the following people in your School Office:

School of Commerce (CMR)

Kathryn Pickering
Room: WL3-52, Way Lee Building
City West Campus
Tel: 8302 0423 Fax: 8302 0992
Email: kathryn.pickering@unisa.edu.au

International Graduate School of Business (IGSB)

Sue Brogdan
Room: WL5-39, Way Lee Building
City West Campus
Tel: 8302 0959 Fax: 8302 0709
Email: sue.brogdan@unisa.edu.au

School of Management (MGN)

Melissa Ellmers
Room EM2-36, Elton Mayo Building
City West Campus
Tel: 8302 0753 Fax: 8302 0512
Email: melissa.ellmers@unisa.edu.au

School of Marketing (MKT)

Dawn Le Cornu
Room Y4-31, Yungondi Building
City West Campus
Tel: 8302 0916 Fax: 8302 0442
Email: dawn.lecornu@unisa.edu.au

Academic Library Services Team

Julie Hockey
Manager, Academic Library Services
Room CS4-07
Catherine Helen Spence Building,
City West Campus
Tel: 8302 0107 Fax: 8302 0280
Email: julie.hockey@unisa.edu.au

Julie Burns
Campus Library Coordinator
Room CS4-05
Catherine Helen Spence Building,
City West Campus
Tel: 8302 0792 Fax: 8302 0280
Email: julie.burns@unisa.edu.au

Karen Ayles
Division Academic Librarian
Room CS4-05
Catherine Helen Spence Building
City West Campus
Tel: 8302 0277 Fax: 8302 0280
Email: karen.ayles@unisa.edu.au

Hayley Leaver
Division Academic Librarian
Room CS4-05
Catherine Helen Spence Building
City West Campus
Tel: 8302 7282 Fax: 8302 0280
Email: hayley.leaver@unisa.edu.au

Team contact: Lby-Business-DivLibrarians@unisa.edu.au

A full list of University library staff is available at the following web page:
www.library.unisa.edu.au/about/contacts/staff.asp

Ask the Library email service

For brief reference information and assistance with accessing and using the Library's resources and services use the online help service called "Ask the Library". This service is available at www.library.unisa.edu.au/help/

Access the **Library catalogue** from <http://catalogue.library.unisa.edu.au/> to see all the items held by the UniSA Library.

Databases <http://www.library.unisa.edu.au/resources/database/default.aspx> contain references to journal articles, newspaper articles and conference papers. Other types of specialised literature may also be referenced. Most of the databases and electronic journals can be accessed from outside the UniSA computer network by entering your UNINET User name and Password.

Key databases useful in business and management programs include:

- Business Source Premier which includes management, marketing, economics, finance, accounting and international business
- Emerald fulltext covers management, marketing, HR and organisational development
- ScienceDirect includes business, management and accounting
- Explore the range of other databases via the subject listing
<http://www.library.unisa.edu.au/resources/dbpages/dbsubjectlist.aspx>

Newspapers online are available via the database Newsbank. Access to Australian Financial Review and Business Review Weekly is available via the Library catalogue.

Research support at www.library.unisa.edu.au/research/default.asp will link you to information about theses, keeping up-to-date, EndNote and publishing in peer review journals.

On campus and online training www.library.unisa.edu.au/research/ssr/default.asp

Division & School Resources

School Resources

As a research student, you will have access to a range of resources to assist you during your candidature. These resources will be provided by your School in accordance with the *Statement of Minimum Resources for Higher Degree by Research Student Studying in Australia*, and will normally include the following:

- Campus after hours access (if required)
- Email account
- Computing facilities within the University
- Interlibrary loans
- Photocopying facilities
- Access to work station (if required)
- Assistance with conference attendance and project-specific software
- Possibility of tutorial work in teaching programs

**Please note that accommodation at City West Campus is becoming increasingly scarce. Schools will endeavour to accommodate their staff and students as best they can within these limitations.*

Provisions beyond those outlined in the *Statement* will be subject to funding availability at School level (e.g. conference attendance).

Please note that each School has its own procedures regarding access to, and allocation of, these resources. For further information, please contact staff at your School Office who will provide you with assistance. **A list of contact details is included for your information.**

Resources on the Web

The Graduate Studies Office website www.unisa.edu.au/resdegrees/default.asp has been developed to assist you at every stage of your life as a research degree student and provides information on responsibilities, planning and reviews, research proposal planning, support services, ethics, intellectual property, thesis submission and much, much more.

The Division website has also developed additional resources to assist you with your candidature within the Division and you can access this information from our Division's Research Degrees website at www.business.unisa.edu.au/research/degrees/default.asp. Our website will provide you with information on upcoming events, links to research degree resources, summary information on thesis submission, and your annual review of progress, as well as access to the Division's online discussion group for research degrees.

Division Events

There will be a number of other tentatively planned Division workshops for Research Degrees in 2006 and students will be informed of these events via email during the year.

Each School also holds a research seminar series. The program for these seminars can be accessed from each School's website.

The University's central research degree office provides both face-to-face and online training workshops for research degree students. More information regarding this training can be accessed from www.unisa.edu.au/researchsupport/default.asp

Division Postgraduate Research Colloquium

On Thursday 24 September 2009, the Division will hold its eighth annual postgraduate research colloquium. Students, supervisors and interested staff in the Division are invited to attend. The aims of the colloquium include:

- Providing a venue for students to present their work to a wide audience, including their peers, supervisors and other academics involved in research
- Providing an opportunity for students to discuss problems and issues with their supervisors and others
- Providing an opportunity for students to interact socially with others undertaking research in the Division
- Providing an opportunity for interaction and discussion amongst researchers who embrace different approaches to research

Research students are required to give two presentations within their candidature at the colloquium. This is in addition to any other seminars, conference, presentations students have given.

You are encouraged to give a presentation that embodies work you have been doing as part of your candidature. This might be a summary of your work so far, a part of your work as embodied in a conference paper, book chapter, journal article, a summary of results, or a discussion of methodological issues you have been grappling with.

Further details are currently available on our Divisional website www.business.unisa.edu.au/research/

Research Proposal Review

Before the end of six months full-time candidature (or 12 months part-time) a research student must develop, and subsequently maintain, a comprehensive research proposal. Candidature is probationary and can only be confirmed upon the successful presentation of a research proposal. Students are given 3 opportunities (the first prior to/at 6 months) to present a successful proposal before their candidature is terminated.

The comprehensive research proposal must be presented to a panel of academic research colleagues. The student is given the opportunity to speak during their proposal session and receive feedback. However, students are not permitted to contact the proposal panel members prior to the panel session. Based on the feedback from the panel, a recommendation on the successful completion of this milestone will be made to the Divisional Research Management Committee (DRMC) for ratification. Students are required to present their proposal for review, and receive approval, prior to submitting their ethics application.

Guidelines for the Preparation of Research Proposals

This brief outline is to be read in conjunction with Research Services' Guidelines, available at: www.unisa.edu.au/resdegrees/candidates/resprop.asp

By the expiration of six months full-time study, the student must develop a comprehensive research proposal and submit it to the Research Administrator for your school. A research proposal is designed to outline the literature, method, structure and time frame for a student's research program. The proposal should contain the following sections, and should be a maximum of 20 pages in length. Proposals exceeding 20 pages will need to be resubmitted by the candidate.

1. *Statement of the Research Topic and Rationale for the Research*

This section should typically include the following details:

- a) Introduction in which the candidate states the nature of the topic, why it is important, how the research will address it, and how it contributes to knowledge. This section should also include a proposed thesis title
- b) A critical review of the relevant research literature theory that leads to the research questions or proposition being investigated
- c) The research topic (or research question). This should be clearly stated and provide clear indication of the focus of the research project
- d) The specific research proposition or hypothesis (theory, empirical study)

2. *Research Methodology*

This section should typically include the following details:

- a) Details of the research design to be used to undertake the research project to test the research questions/propositions/hypothesis argued for Section 1
- b) Some indication of the variables and their measures
- c) An indication of the method of analysis in order to be able to derive answers to the research questions or research proposition or test the hypothesis
- d) A timetable or project plan for undertaking the research and completing the thesis, including gaining any necessary ethics approval

3. *Trial Table of Contents*

This section should normally comprise 1 or 2 pages and has the advantages of indicating to the reader the dimensions of the topic, and providing the student with a provisional organisational framework.

4. *Reference List*

All references cited in the text must be in the reference list. This enables the panel to form an opinion of the quality of the sources available and to suggest any useful references which may have been overlooked. It also provides some indication to the panel of the established theoretical context for the research. The reference list provides the foundation for the more comprehensive listing which will be incorporated in the final thesis. It is expected that all references in the reference list are cited within the proposal and that top international literature is used.

In writing your proposal, bear in mind that it is expected that a Masters thesis will make 'a contribution to knowledge and/or to the application of knowledge' and that a PhD will make 'a significant original contribution to knowledge and/or the application of knowledge'. (Also bear the greater requirement in mind if you are applying to upgrade from Masters to PhD.)

Review Panel Process

- Following approval by supervisor(s), hard copies of the written research proposals should be submitted to your school Research Administrator
- So far as possible, research proposals will be distributed to panel members at least one week prior to the review panel session
- Students are invited to speak about their proposal for ten minutes. Panel members may then ask questions. The student's supervisor may assist in clarification and responses
- Up to one hour will be set aside for the presentation and consideration of each student's proposal. This time will also include a brief discussion with the supervisor, in the student's absence, to provide an opportunity to discuss issues such as supervision

Panel Composition

- Each proposal is to be reviewed by a panel, chaired by the Research Degree Coordinator or a senior member of the school
- The review panel is to include at least three other members, invited on each occasion by the Chair of the panel and selected on the basis of their familiarity with research approaches and content areas represented by the student.
- Principal supervisors need to attend the proposal review session
- Associate supervisors are encouraged to attend the proposal review session
- Students may choose to invite another research candidate for moral support
- Permission from candidates will be sought prior to approving the presence of any additional persons at the review session (e.g. observers or new supervisors)
- Any concerns regarding the panel composition may be directed, in confidence, to the Chair of the panel

Research Administrators

Contact your school for further information and to organise your panel

School of Commerce (CMR)

Nathan Brookes
Room WL2-58, Way Lee Building
City West Campus
Tel: +61 8 830 20457
Fax: +61 8 830 20992
Email: nathan.brookes@unisa.edu.au

International Graduate School of Business (IGSB)

Chou Tea
Room WL5-55, Way Lee Building
City West Campus
Tel: +61 8 830 20504
Fax: +61 8 830 20709
Email: chou.tea@unisa.edu.au

School of Management (MGN)

Beverley Schutt
Room EM2-23, Elton Mayo Building
City West Campus
Tel: +61 8 830 20664
Fax: +61 8 830 20512
Email: beverley.schutt@unisa.edu.au

School of Marketing (MKT)

Natasha Pfeffer
Room Y4-06, Yungondi Building
City West Campus
Tel: +61 8 830 20723
Fax: +61 8 830 20442
Email: tash.pfeffer@unisa.edu.au

Submitting your Review of Progress

Students are required to undertake two reviews of progress each year, a minor and major review.

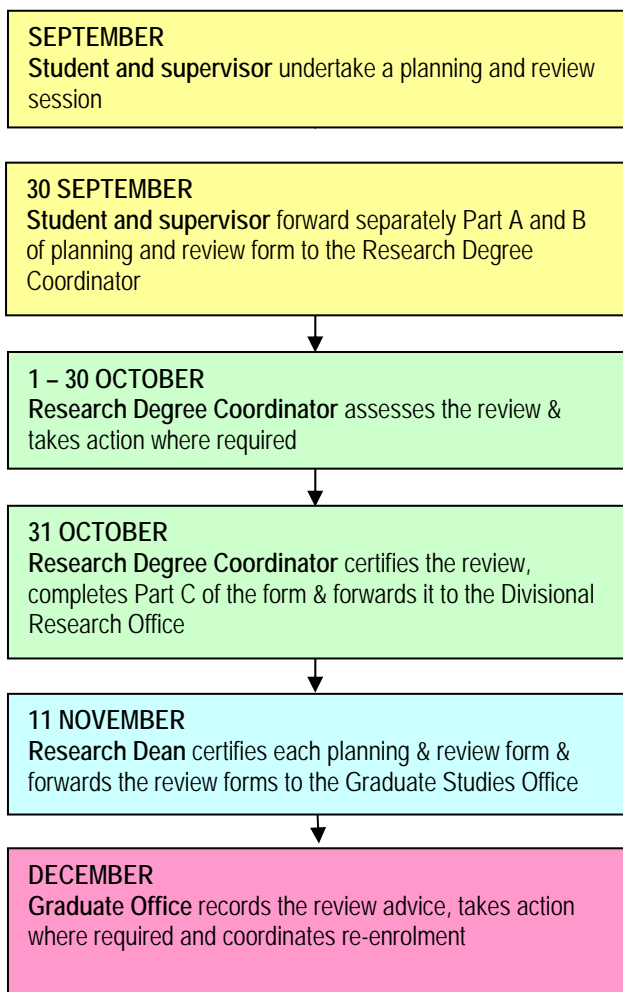
Minor Review

The supervisor and research student undertake a minor review in April each year. The minor review is an informal review process whereby the supervisor and research student complete the progress report together in a planning session. A copy of the report is then held by both. Part C of the review form does not need to be completed by the Research Degree Coordinator unless either the student or supervisor has raised concerns from the review.

Major Review

The supervisor and research student undertake a major review in September of each year. The research student and supervisor undertake a planning session, and then separately complete the review form, and then forward the review form to their School's Research Degree Coordinator. The Research Degree Coordinator reviews the progress and then considers if the student's progress is satisfactory. The Research Degree Coordinator may also coordinate a meeting with the research student and the supervisor to discuss progress. The formal report of progress is sent to the Graduate Studies Office through the Divisional Research Dean. This report is the basis for a student's continued enrolment in the research degree. If progress is considered satisfactory, the student will be enrolled for the following year. If progress is considered to be unsatisfactory, additional reviews or work may be required and enrolment may be restricted. Additional reviews are referred to as supplementary formal reviews and are treated as a major review.

Major Review Deadlines



Review of Progress Forms

There are three parts to the review of progress form

Part A - Completed by the student

Part B - Completed by the supervisor
Part C - Completed by the School's Research Degree Coordinator

Part C - is not required for minor reviews unless concerns were raised by either the student or supervisor

These forms and additional information on the reviews can be accessed from the University's research degree forms' website at www.unisa.edu.au/resdegrees/default.asp.

Submitting your Thesis

Summary of Requirements

At least one month prior to submission, the research student should forward the Division's Research Office the intention to submit for examination form.

Thesis submission for examination	Thesis submission for completion
<p>The research student produces 4 soft heat-bound copies of the thesis. 1 copy is to be retained by the supervisor.</p> <p>The electronic copy of the abstract (500 words) is emailed directly to the Graduate Studies Office.</p> <p>The following is to be forwarded to the Division's Research Office:</p> <ul style="list-style-type: none">• 3 soft heat-bound copies of thesis• Completed nomination of examiners form (including attached examiner's CV's)• Letter of statement from the supervisor (signed by the supervisor and research degree coordinator)• Signed declaration of own work inside each copy of thesis	<p>The research student produces 3 hard-bound copies of the thesis. 1 copy is to be retained by the supervisor.</p> <p>The following is to be forwarded to the Division's Research Office:</p> <ul style="list-style-type: none">• 2 hard-bound copies of thesis• Letter of statement from the supervisor (signed by the supervisor and research degree coordinator)• A summary of any changes made• Signed declaration of own work inside each copy of thesis• Completed author's consent form• Electronic copy of 50-word citation of thesis for inclusion in the University Graduations Booklet (for PhD only)

This information and forms can be accessed from <http://www.unisa.edu.au/businessres/degrees/thesisinfo.asp>

Division Research Office Contact

Shannon O'Malley
Administrative Officer: Research
Division of Business
DP2-43, David Pank Building
City West Campus
Tel: +61 8 830 20417
Email: shannon.o'malley@unisa.edu.au

Useful Forms

The list of forms that we have provided below, are forms that you may need as part of your candidature. You can access all of these forms from:

www.unisa.edu.au/resdegrees/forms/default.asp

Variation to Candidature

- Change of load or mode (*full-time/part-time*) (*internal/external*)
- Change of program - transfer (*transfer to another program, school*)
- Change of program – upgrade/ downgrade (*transfer from Masters to PhD or PhD to Masters*)
- Change of supervision (*changes to principal and associate supervisors*)
- Application for leave (*for more than 5 days - sick leave, maternity leave, leave of absence, compassionate leave, etc. This form is not intended for use for your 4 weeks recreation leave*)
- Application to go over the allocated time of candidature (*to go over 3.5 years full-time equivalent*)
- Withdrawal from program
- Application for extension to scholarship

Planning and Review

- Statement of Agreement (*completed at the beginning of your candidature*)
- Part A of the Review of Progress form (*Part B completed by Supervisor and C by Research Degree Coordinator*)
- Final Review of Progress (*completed in the last six months of candidacy*)

Miscellaneous

- Change of details (*change of address, name etc*)
- Claim for living allowance (*scholarship holders only*)
- President's Scholarship nomination
- Application for fee-relief scholarship
- Application for completion scholarship

Thesis submission

- Claim for thesis allowance (*for scholarship holders only*)
- Intention to submit thesis (*submitted at least 4 weeks prior to PhD submission*)
- Nomination of examiners (*this is mandate and must be completed for PhD submission*)
- Confidentiality disclosure agreement (*to be submitted with a thesis for marking where the author of the thesis or the University requires that the thesis be treated as confidential by the Examiner*)
- Author's consent (*this is mandate and must be completed for PhD submission*)

Useful Links

Research degrees website home page: www.unisa.edu.au/resdegrees/default.asp

Current research students' information: www.unisa.edu.au/resdegrees/candidates/default.asp

Research Proposal Process: www.unisa.edu.au/resdegrees/candidates/resprop.asp

Ethics Process: www.unisa.edu.au/resdegrees/candidates/ethics.asp

Forms and procedures: www.unisa.edu.au/resdegrees/forms/default.asp - here you will find the **Statement of Agreement**. The Statement of Resources is part of the Recommendation for admission and/or scholarship form.

Workshops: www.unisa.edu.au/researchsupport/default.asp

The Division home page: www.business.unisa.edu.au/research/

Review of Progress: www.unisa.edu.au/businessres/degrees/ReviewofProgress.asp - the uni-wide description of this is also linked to this site, however you might find this one simpler to follow.

Colloquium: www.unisa.edu.au/businessres/degrees/colloquium

City West Campus

Facilities

Facility	Location & Contacts	Facility Description
ATM	Outside of the City West Campus bookshop Level 2, Barbara Hanrahan Building, City West Campus	For your banking needs.
Café/Bar	Level 2, Kurna Building, City West Campus Phone: 8302 0835	A conveniently located eating area and a great place to take a break or catch up with fellow students. Breakfast, lunch, beverages, alcohol and snacks are available. Seating area also provided.
Cafeteria	Level 2, Barbara Hanrahan Building, City West Campus	A place to purchase basic pre-made meals & refreshments. Seating area also provided.
Campus Central	Ground floor Yungondi Building, City West Telephone: (08) 8302 0511 or 1300 301 708 (cost of a local call) Fax: (08) 8302 0590	A one-stop-shop for all study matters, including; enrolment, University fees and charges, pay for readers, student card or room bookings, laptop and data projector hire, AV equipment, pool vehicles, swipe card for transit parking.
Campus Shop	Level 2, Barbara Hanrahan Building, City West Campus Phone: 8302 0844 http://www.unibooks.com.au/	Stocks products that are useful to City West students including all required textbooks, art supplies, stationary, software, storage media, electronics, giftware, photocopying and binding etc.
Child Care	City West - 221 Hindley Street 8212 4266	Child care centres are located on or close to each campus of the University. For further information contact the centre directly.
Document Services	Underdale Campus dsc.mail@unisa.edu.au Tel: (08) 830 26966 Fax: (08) 830 26967	Provide a full range of print and graphic design services to the students and staff of the University.
Graduate Studies Office	Building GP Mawson Lakes Campus South Australia 5095 Australia Tel: (08) 8302 5240 research.degrees@unisa.edu.au http://www.unisa.edu.au/resdegrees	The Graduate Studies Office handles all administrative aspects concerning your research degree candidature.
Learning and Teaching Unit	Room Y1-17, Yungondi building Ph: 8302 0022 / 1300 656 377 Fax: 8302 0021 email: ltu.citywest@unisa.edu.au http://www.unisa.edu.au/ltu/	Learning Connection provides a range of resources designed to help students succeed not only in their studies but also the balance between study and life. Services include language and learning development, counselling, careers, disability and international student services.
Library	Catherine Helen Spence Building, City West Campus Ask Desk 8302 5432 / 1300 137 659 http://www.library.unisa.edu.au/	<i>Campus Library Subject Strengths:</i> Aboriginal and Islander studies, accounting and information systems, architecture and design, business, marketing, visual arts <i>Special collections include:</i> Aboriginal and Torres Strait Islander Special Collection, Australian Bureau of Statistics Collection, Bob Hawke Prime Ministerial Collection, Colin Thiele Research Collection, FIS Collection, Gavin Walkley Collection, HOPE Collection, Microfiche Collections, Deposit Materials Collection, Sir Eric Neal Collection.
Post Office	Ground floor Yungondi Building, City West Campus	Australian Post mail and bill paying service.

Physiotherapy Clinic	Level 7, C8-06, Centenary Building, City East Campus	Discounted fees for students. Assessment and treatment by registered physiotherapists undertaking postgraduate studies.
Research Education Workshop Calendar	www.unisa.edu.au/researchsupport/oncampus/calendar.asp	This webpage lists the Research Education Development Workshops.
Security	Ground floor, Y1-55 Yungondi Building, City West Campus Tel: 8302 0000 http://www.unisa.edu.au/facilities/security/default.asp	Security ensures that premises, offices and facilities are protected from extraneous forces, such as theft, vandalism and/or threat, thus ensuring a safe and secure work environment for staff, students and visitors. Security is maintained over a 24 hour shift, seven days a week. Security staff provide an 'escort service' for employees and students working early mornings or late evenings, thus providing a safe passage through buildings, premises, grounds and University car parks at times and in situations when it is considered to be hazardous to walk alone.
South Australian School of Art Gallery	Level 2, Kaurna Building, City West Campus	Opening times: 11am to 5pm weekdays, 1 to 5pm Saturday, closed Sunday.
UniSA Students' Association	P4-27, Playford Building City East Campus Phone: 830 22882 Fax: 830 22888 usasa.enquiries@unisa.edu.au	The UniSA Students' Association offers members a wide range of services, facilities and representation to make university life easier and more fulfilling.
Wireless computer network access	City West Campus http://www.unisa.edu.au/ists/Students/gettingstarted/default.asp	The wireless network enables you to use your own notebook computer to access University network resources and the Internet on-campus without having to physically plug in to the network.

Map

For your reference, electronic copies of all University Campus maps can be found at: www.unisa.edu.au/about/campuses/default.asp.



Building legend

- | | |
|---|------------------------------------|
| BH Barbara Hanrahan Building | HH Sir Hans Heysen Building |
| CS Catherine Helen Spence Building | WL Way Lee Building |
| G Child Care Centre | Y Yungondi Building |
| DB Dorrit Black Building | |
| EM Elton Mayo Building | SM 27-29 North Terrace |
| H Hawke Building | AU 101 Currie Street |
| K Karna Building | LB 224 Hindley Street |
| LS Liverpool Street Studios | LP 160 Currie Street |
| RR Rowland Rees Building | BE 189 Hindley Street |
| GK Sir George Kingston Building | |

	Location	Location
Allan Scott Auditorium	H	Learning Connection
Anne & Gordan Samstag Art Museum	H	Lecture Theatres
Australia Post	Y	Library
		Marketing & Development Unit (101 Currie Street)
Bob Hawke Prime Ministerial Centre	H	Multi-Access Suite
Bob Hawke Prime Ministerial Library	H	
Bookshop	BH	'Nunga' Research
Bradley Forum	H	
		Planning & Assurance Services (101 Currie Street)
Cafe	K	Prayer Rooms
Cafeteria	BH	Program Information (101 Currie Street)
Campus Central	Y	
Campus Services	Y	School of Architecture & Design (Louis Laybourne-Smith)
Chancellery	H	School Office

Child Care Centre (221 Hindley Street)	G	School of Commerce	WL
Computer Barn	BH, CS	School of Computer & Information Science	SM
Computer Barn (Microarts)	CS	School of Law	LB
Computer Pools	CS, GK	School of Management	EM
CRC for Irrigation Futures	WL	School of Marketing	Y
CRC for Sustainable Tourism	EM	School of Mathematics & Statistics	Y
		Security	Y
David Unaipon College of Indigenous Education and Research	Y	South Australian School of Art Gallery (SASA Gallery)	BH, DB, K, LS K
Division of Business		School Office	K
Division Office	WL	Strategic Partnerships	LP
Transnational Support Services (189 Hindley Street)	BE	Student & Academic Services Unit	AU
Division of Education, Arts & Social Sciences	Y	Graduation & Transcripts Office	AU
		Student Finance (101 Currie Street)	AU
Ehrenberg-Bass Institute for Marketing Science	GK, Y	Student Lounge	BH
		Student Ombud (access via Rowland Rees Building)	H
Facilities Management Unit (101 Currie Street)	AU		
Finance Unit (101 Currie Street)	AU	UniLife	Y
Human Resources Unit (101 Currie Street)	AU	All enquiries to Campus Central Information & Campus Services, Level 1	 Y
OHS&W Services	AU	Security	
Indigenous College of Education & Research	Y	Freecall	1800 500 911
Indigenous Student Services	Y	Internal	88 888
International & Prospective Students Office	AU	Contact numbers	
International Graduate School of Business (IGSB)	WL	Campus Central	8302 0511
International Office (101 Currie Street)	AU	Students Association	8302 0833
International Students Common Room	BH, HH	UniSA Switchboard	8302 6611
Kerry Packer Civic Gallery	H		

Mawson Lakes Campus

Facilities

Facility	Location & Contacts	Facility Description
ATM	Ground Floor, Building A, Mawson Lakes Campus	For your banking needs
Cafeteria	Ground Floor, Building A, Mawson Lakes Campus	A place to purchase basic pre-made meals & refreshments. Seating area also provided.
Campus Central	Ground Floor, Building A, Mawson Lakes, Campus Tel: (08) 8302 3511 or 1300 301 706 (cost of a local call) Fax: (08) 8302 3550 campuscentral.mawsonlakes@unisa.edu.au	A one-stop-shop for all study matters, including; enrolment, University fees and charges, pay for readers, student card or room bookings, laptop and data projector hire, AV equipment, pool vehicles, swipe card for transit parking.
Campus Shop	Level 1, Building A, Mawson Lakes Campus Tel: 8302 3255 http://www.unibooks.com.au/default.htm	Stocks products that are useful to City West students including all required textbooks, art supplies, stationary, software, storage media, electronics, giftware, photocopying and binding etc.
Child Care	Mawson Lakes 8281 5550	Child care centres are located on or close to each campus of the University. For further information contact the centre directly.
Document Services	Underdale Campus dsc.mail@unisa.edu.au Tel: (08) 830 26966 Fax: (08) 830 26967	Provide a full range of print and graphic design services to the students and staff of the University.
Graduate Studies Office	Building GP Mawson Lakes Campus South Australia 5095 Australia Tel: (08) 8302 5240 research.degrees@unisa.edu.au	The Graduate Studies Office handles all administrative aspects concerning your research degree candidature.
Gym - Mawson Lakes Sports Centre	Building B1-03, Mawson Lakes Campus Ph: 8302 3257 Fax: 8302 3390 http://www.unisa.edu.au/facilities/commercial/hireoffacilities/sportscentres/mawsonlakes.asp	Provides many facilities such as squash, badminton, gym equipment, etc, with discounts for students on presentation of their student ID card.
Learning Connection	Room C1-50, Building C Mawson Lakes Campus Ph: 8302 5006 / 1300 657 133 Fax: 8302 5777 learningconnection@unisa.edu.au	Learning Connection provides a range of resources designed to help students succeed not only in their studies but also the balance between study and life. Services include language and learning development, counselling, careers, disability and international student services.


Library	Building C Mawson Lakes Campus Ask Desk 8302 5432 / 1300 137 659 http://www.library.unisa.edu.au/	<i>Campus Subject Strengths:</i> Chemical technology, computing and information technology, education, engineering and earth science, environment and recreation, mathematics, physical education, physics and telecommunications.
Parking	Mawson Lakes Campus	Students are requested to obtain a parking permit if they intend to bring a car onto the campus and must only park in the "unreserved" areas. Permits can be obtained from the Mawson Lakes Campus Central on the ground floor of the Administration Building (A).
Research Education Workshop Calendar	www.unisa.edu.au/researchsupport/oncampus/calendar.asp	This webpage lists the Research Education Development Workshops.
Security	Level 1, Building A Mawson Lakes Campus Ph: 8302 5055 Fax: 8302 3390 http://www.unisa.edu.au/facilities/security/default.asp	Security ensures that premises, offices and facilities are protected from extraneous forces, such as theft, vandalism and/or threat, thus ensuring a safe and secure work environment for staff, students and visitors. Security is maintained over a 24 hour shift, seven days a week. Security staff provide an 'escort service' for employees and students working early mornings or late evenings, thus providing a safe passage through buildings, premises, grounds and University car parks at times and in situations when it is considered to be hazardous to walk alone.
UniSA Students' Association	P4-27, Playford Building City East Campus Phone: 830 22882 Fax: 830 22888 usasa.enquiries@unisa.edu.au	The UniSA Students' Association offers members a wide range of services, facilities and representation to make university life easier and more fulfilling.
Wireless computer network access	Mawson Lakes Campus http://www.unisa.edu.au/ists/Students/gettingstarted/default.asp	The wireless network enables you to use your own notebook computer to access University network resources and the Internet on-campus without having to physically plug in to the network.

Map

For your reference, electronic copies of all University Campus maps can be found at: www.unisa.edu.au/about/campuses/default.asp.



	Location		Location
Advanced Computing Research Centre (ACRC)	D	Institute for Telecommunications Research	W
Agricultural Machinery Research & Design Centre	J	Isobar/Cafe Bar (Students Association)	A
Office	J	ITEK Pty Ltd	P
Workshop	S1,S2		
A ₁ TEP	G	Learning Connection	C1-50
Applied Centre for Structural and Synchrotron Studies (ACeSSS)	H	Lecture Theatres	D,F,GP,H, MC,SCT
		Library (Sir Eric Neal Library)	C
Bookshop (Students Association)	A	Mawson Centre (The)	MC
		Mawson Lakes Eco Centre	EC
Cafe/Bar (Students Association)	A	Mawson Lakes Education Services	MC
Cafeteria (Students Association)	A	Mawson Lakes Library	MC
Campus Central	A	(Joint Community & School Library)	
Campus Services	A		
Centre for Advanced Manufacturing Research (CAMR)	M	National ICT Australia	D,W
Centre for Environmental Risk Assessment & Remediation (CERAR)	R, W	Palms Mawson Lakes Golf Club	Y
		Planetarium	P
Centre for Industrial & Applied Mathematics	OC	Powerhouse	PH
Centre for Research in Education Equity and Work (CREEW)	G	Prayer Rooms	A
Child Care Centre	CC	Research and Innovation Services	GP
Civil Engineering Laboratories	N		
Clubrooms (Football & Cricket)	Z	SA Water Centre for Water Science and Systems (CWSS)	H,L
Computer Barn	C,F	School of Advanced Manufacturing	J
Computer Barn (Microarts)	MC	& Mechanical Engineering	
Computer Pools	C,F,GP, P	Offices	J
CRC for Contamination Assessment & Remediation of the Environment (CARE)	W	Laboratories	M
CRC for Desert Knowledge	P	School of Computer and Information Science	D,F
CRC for Integrated Engineering Asset Management (CIEAM)	D	School of Electrical and Information Engineering	F, SCT
		School of Education	G
CRC for Intelligent Manufacturing Systems & Technology	M	School of Health Sciences	B,G
		School of Management	P
CRC for Railway Engineering & Technology	OC	School of Mathematics and Statistics	OC
CRC for Satellite Systems	W	School of Natural & Built Environments	H,N,P
CRC for Sensor Signal & Information Processing (CSSIP)	W	School of Pharmacy and Medical Science	R
		Security	A
CRC for Water Quality & Treatment	H	Signal Processing Research Institute (SPRI)	W
		Smartlink	GP
Division of Business	GP	Sports Centre	B
Division Office: Information Technology, Engineering & the Environment (IEE)	MC	Store	S5
Office of Pro Vice Chancellor		Students Association	A
Drama Centre	K	Sustainable Energy Centre	J
		Systems Engineering & Evaluation Centre (SEEC)	F
Fauna Centre	T		
		All enquiries to : Campus Central	
		Information & Campus Services, Level 1	A
Gardener's Compound	S4		

Graduate Studies Office	GP	Security	
		Freecall	1800 500 911
Ian Wark Research Institute	IW,Q	Internal	88 888
Indigenous Student Services	GP		
Information Strategy & Technology Services (ISTS)	E,W	Contact numbers	
		Campus Central	8302 3511
Institute for Sustainable Systems & Technologies	C	Students Association	8302 3212
Agricultural Machinery Research & Design Centre	J	UniSA Switchboard	8302 6611
Centre for Industrial & Applied Mathematics	OC		
Sustainable Energy Centre	J		