Postgraduate Welcome Guide
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Congratulations on being accepted to undertake your postgraduate study at UNSW. The School of Materials Science and Engineering (MSE) Postgraduate Peer Mentoring team have put together this Postgraduate Welcome Guide to help you prepare for your Postgraduate studies. As part of your welcome, you will be paired up with a current postgraduate student who will be your peer mentor for the first year of your degree. However, if you wish, you may opt out of this program.

We looking forward to meeting you upon your arrival!
Who are we?

The School of Materials Science and Engineering Postgraduate Society (PGSOC) is our community. Whether international or local, research or coursework, we are here to make sure you get the support you need, the chance to unwind, and the opportunity to mingle in each other’s presence at fun social events. We’re here for you.

What do we do?

Throughout the year we hold various social events such as movie nights, barbeques, baking competitions and parties. On a weekly basis, we get together at our Friday Socials to finish our busy week on a good note. Every week we try to spice things up with some board games or play of ball on the lawn just outside our building.

With so many events happening, we’ll keep you up-to-date with all the events and changes within the school.

The PGSOC Executive Committee

Want to be part of the team?

Have you ever wanted to know what it’s like to organise events in a great team? Do you want to be a part of something that brings people together? And lastly, do you want to make your time as a postgraduate student fun and exciting?

Then PGSOC is the place for you! We’re always ready to welcome new and keen members to our super friendly team!

Elections for official positions on the Executive Committee take place at our Annual General Meeting, usually held in October. But you can join us on the team at any time by turning up to our meetings.

Contact us at MaterialsPGSOC@unsw.edu.au to find out when our next meeting will be held!
In addition to putting an awesome line up of events each year, we also coordinate the postgraduate mentoring program to welcome new incoming students such as yourself.

Our peer mentoring team is here to welcome you, our new postgraduate student, to the UNSW School of Materials Science and Engineering (MSE). We’re here to assist you with any problems that you may encounter while settling in and encourage you to take an active and social role in our little community.

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Undertaking a postgraduate degree, and for those new to Australia, might be quite different to what you are used to. Trying to navigate your way through the School system such as the Health and Safety Regulations and what is expected academically from you as your program of study progresses may seem complex at first. But fear not, for our school is equipped with many people of different expertise. You will initially have the support of your supervisors but you’ll quickly be introduced to other staff members of the school who will try their best to help you.

Lab Managers

The School houses a variety of labs that are managed by different lab managers. If you need to use any of labs, you can ask your supervisor to find out which labs you need to be inducted in. A list of the labs and their respective managers can be found here:

http://www.materials.unsw.edu.au/research/research-facilities
http://www.materials.unsw.edu.au/staff/technical
Administrative Staff

Laura McNally  
Postgraduate Student Advisor

Qing Xia  
Purchasing Officer

Anne Aylmer  
Reimbursement Officer  
Mondays to Wednesdays

Alan Chow  
Reimbursement Officer  
Thursdays to Fridays

The Administrative Staff can be found at the School Office on Level 1.

Contact details for all staff members can be found on the School’s website

http://www.materials.unsw.edu.au/about/people-0
SafeSys

If you intend to use the laboratories within the School, you will need safety training. Safety training is arranged through the Safety Officer, Anthony Zhang, and SafeSys is where all safety documents are made and stored.

You will need to contact Anthony to find out when the next SafeSys Training Session is held. They are organised every few months and must be attended before using SafeSys.

The two types of documents that must be completed before working in the labs are:

- Risk Management Form (RMF)
- Safe Work Procedure (SWP)

You will also need to speak to your supervisor to find out what equipment you will be using before contacting the lab managers for an induction. After all appropriate documents are completed, you will gain access to the lab.

Online modules

In addition to completing inductions to the necessary labs, postgraduate students will need to complete mandatory Online Courses available through Moodle, a learning management system. You can find out which course you may need to complete through this link: https://safety.unsw.edu.au/Training/student-training

After-Hours access

If you need to access your lab outside of normal hours (8 am – 6 pm) or on weekends, you will need to talk to your supervisor and the lab manager for a special induction before being granted after-hours access.
Labs in other facilities

As research students, you may need to use instruments available in other facilities. Each facility has different rules and procedures so you will need to contact the relevant lab manager to complete training before accessing the lab. The main facilities MSE students visit are:

**Mark Wainwright Analytical Centre**

Electron Microscope Unit (EMU)  Solid State & Elemental Analysis Unit (SSEAU)

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**Australian National Fabrication Facility (ANFF)**

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Links to their website can be found in the Useful Links section.
Postgraduate life can be a lot of work, extremely tiring and sometimes lonely. This is why it is important to take regular breaks and interact with friends and colleagues, which is actively encouraged by supervisors, to maintain a healthy balance between work and social life. Invites to these events will be sent to your university email account.

PGSOC Events

Throughout the year we hold a variety of events like BBQs, baking competitions, movie nights, poster competitions, Christmas parties and more. Every Friday afternoon we have Friday Socials in Level 2 Kitchen where postgrads and staff get together for a few drinks (alcoholic and non-alcoholic), snacks, games or just to have a chat.
School Events

The School will host various seminars or occasional parties for special occasions. Some occasions that have happened are “R U OK Day?” and Harmony Day.

The seminars will be given by guest speakers from a range of fields internationally. It is highly encouraged to attend these seminars as it is a great opportunity to learn from experts in their fields. Although some seminars may not be related to your area of research, these seminars provide a chance to broaden your knowledge of Materials Science and to learn about the key interested topics in other areas of Materials Science.

Badminton

Every Wednesday at 3:30pm at the University gym, Dr. Pramod Koshy hosts a session of Badminton for all to enjoy. Email Koshy to sign up to his Badminton group and he’ll send an Outlook email invite every Monday.

Women in MSE

Dr. Judy Harts holds seminars and discussion groups that are open to all students in MSE, men and women, to bring awareness to the gender and culture diversity in science and engineering.
Doctor, Dentist and Optometrist on Campus

There are doctors on campus, and visiting them is free for all students. Free eye tests are available for all students. The dentist & optometrist is covered with private health insurance (or OSCH insurance for international students).

UNSW Health Service and Dental Surgery
Location: Ground Floor, East Quadrangle Building
Tel. No.: 9385 5425
Website: www.healthservices.unsw.edu.au

UNSW Optometry Clinic
Location: School of Optometry and Vision Science
Ground Floor, Rupert Myers Building (North Wing)
Tel. No.: 9385 4624
Website: www.optometry.unsw.edu.au/node/9

Mental Health

There are many people you can talk to if you are struggling with anything during your postgraduate studies. If you wish to speak to a professional in PGSOC or your supervisor, UNSW has a Counselling and Psychological Services (CAPS) helpline (Mon-Fri, 9am-5pm). Other support services available at any time are the Mental Health Line: 1800 011 511, and Lifeline: 13 11 14.

Location: Level 2, East Wing Quadrangle Building
Tel. No.: 9385 5418
Website: www.counselling.unsw.edu.au
School of Materials Science and Engineering (MSE)
The School website has all the important information about what’s happening in the school and to book facilities. Also look here to find out what other research is going on in the school.

http://www.materials.unsw.edu.au/

UNSW School of Materials Science and Engineering

MSE Postgraduate Student Moodle Page
The Moodle page contains loads of information for postgraduate students, new or continuing, and is an excellent reference point. Login using your zNumber and zPass and find the course “MATS0100/MATS0200 Research Thesis Materials”.

https://moodle.telt.unsw.edu.au/

Graduate Research School (GRS)
The UNSW info desk for all postgraduate students. If you have issues with enrolment, or would like to find out about scholarships, research workshops and news, or anything about doing postgraduate studies in UNSW, this is the place to go!

https://research.unsw.edu.au/units/graduate-research-school

SafeSys
Login using your zNumber and zPass to create new RMFs and SWPs.

https://safesys.unsw.edu.au/

Annual Progress Review (APR)
Throughout your enrolment, APRs are held to track your progress and manage your project so you can make the most of your research. Visit the APR page to find out when the next APR seminar is held by the GRS.

https://research.unsw.edu.au/annual-progress-reviews


Library Book Pick-Up Request
Can’t be bothered trekking all the way up to the Main Library to get a book? You can have it delivered to the Law Library for pick-up! Click on “Request” in the link below to find out how to arrange an intercampus loan.

https://www.library.unsw.edu.au/study/borrowing
Arc and the PGC

Arc is UNSW’s student union, they run the clubs and societies along with events all throughout the year.

The PGC is the Postgraduate Council, they fight for change for postgraduate students within the university and the larger political system. They also hold great events throughout the year for postgraduate students from other faculties to come together.

www.arc.unsw.edu.au/
www.arc.unsw.edu.au/voice/pgc
Arc – UNSW Student Life
Postgraduate Council UNSW

UNSW Materials Postgrad Society

Like us on our Facebook page to stay updated with all the social events happening in the School organised by PGSOC. You can also post any questions you have and have them answered by experienced peers. Or just post up anything cool happening in the Materials community.

UNSW Materials Postgrad Society

Mark Wainwright Analytical Centre (MWAC)

A research centre housing a variety of instrumental and analytical facilities, including the Electron Microscope Unit (EMU) and Solid State & Elemental Analysis Unit (SSEAU).

www.analytical.unsw.edu.au/
www.analytical.unsw.edu.au/facilities/emu
www.analytical.unsw.edu.au/facilities/sseau

Australian National Fabrication Facility (ANFF)

A facility available to researchers to use fabrication tools and services. It has its NSW node located at UNSW Australia in the Newton Building.

www.anff-nsw.org

UNSW Library Research Consultation

UNSW Library provides a consultation service to help research students get acquainted with the library services and database to make full use of all the resources available. You can book an appointment to see a librarian to help you get started.

www.library.unsw.edu.au/research/beginning-your-research/research-consultation-service