

A Guide for Postgraduate Students
in the
School of Mathematical and Computer Sciences

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1 Introduction

This is an introductory guide for new postgraduate students within the School of Mathematical and Computer Sciences. The guide has been written as a means of passing on all those things that you are supposed to know but nobody tells you. We hope that this guide sheds some light on what is expected of you and what you can expect from the School.

2 Background and Hints

As a Graduate Certificate, Graduate Diploma, Master of Computer Studies, Master of Scientific Studies, MLitt or an Honours student you will be required to complete a number of units and perhaps submit a dissertation. The number of units offered may vary from year to year and from discipline to discipline.

For the Honours degree, the thesis will account for 50% of the final mark, with the remainder of the marks based on course work. For the other degrees, depending on your enrolment, the final mark will depend on course work and/or thesis.

It is the task of the Graduate Programme coordinator to inform you of how you will be assessed for the year. A document with this information will be given to you within the first two weeks of your first semester. It is your job to plan your time accordingly so that all the submission dates are met.

In addition to this, each lecturer will provide you, at the beginning of each unit, with a full description of the unit in writing. This will contain details of the unit assessment and what is required of you. This is done by listing the marks to be awarded for each assignment and the date each assignment is due. Marks for seminars and the final exam will also be listed. If you are not given this sheet of paper then ask for it, or if need be, demand it. You will need it to plan your time effectively and avoid any misunderstandings about the course requirements. Honours level units can and will be very demanding on your time. Develop a timetable listing deadlines for assignments, workshops and so on. This will help you to work consistently throughout the year. It is impossible to cram everything into the last three months and still hope for a good result.

Students who are doing courses such as the Master of Computer Studies, Certificate of Equivalent Honours, or Masters Preliminary have a wide range of requirements but can expect similar workloads to those of honours and diploma students.

PhD and Research Masters students are not required to undertake any course work and are assessed on their progress and their final dissertation.

3 The Writing of a Dissertation

It is up to you to research a topic of interest and to report your findings in a formal scientific manner. It is the job of your supervisor to help you through this task where possible. It is not their job to tell you what to do – rather they are available to discuss with you your ideas and offer suggestions about presentation or advise on possible directions your research could take. Supervisory techniques differ from person to person. It should be remembered that while one supervisor may suit one person they may not suit another. The most important thing when deciding to do an Honours thesis is to choose a subject in which you are interested. Choosing a compatible supervisor should be of secondary importance.

Students rarely know exactly what they want to do when they first consider doing research. Usually they have some vague notion, but have little in the way of concrete plans. You can access a staff profile on the School's WWW pages at <http://smcs.une.edu.au/dept/staff> which will give you the major research interests of staff within the School, or you can contact the School for information or for discussion with the people involved. The number of the School's central office is +61 (0)2 6773 2298. The Computer Science Division publishes a booklet with an in-depth profile of staff, which can also be accessed from the School's WWW home page. This booklet also lists possible research topics. If two or more areas of research appeal, you should do a little background reading in these areas. Then go and discuss your ideas and questions with the staff involved in those areas.

It may happen that the area in which you are interested is not actively researched within the School, or your preferred supervisor is unable to take on any new research students. There is little you can do about this. Staff have the right to refuse to supervise students in areas in which they have little expertise, or if they feel they will not have sufficient time to adequately supervise you. If this happens you may need to rethink your research direction or, given the worst case, even consider another university which would better suit your research area.

If you are completing a thesis or project for your particular degree, it is expected that you will have chosen a topic by the end of four weeks into first semester, or by the end of first semester for PhD and Research Masters. The sooner you decide and settle on a topic the sooner you can start work. For Honours students, ideally you should try and cover these preliminary steps before your Honours year begins. That is, at the end of third year. It is advantageous for you to start early since the sooner you can start the more time you will have to complete your project.

With any research it is necessary to collect background information on the subject. This will entail tracking down books, journals, technical reports, and reading them! Our library is only small and cannot be expected to have every single book or journal you require. You may need to make use of inter-library loans. This is a process by which you may borrow books from other libraries throughout Australia. See section on resources. This can be a slow process that can take anywhere up to three months for items to be retrieved. Three months is a long time to wait, so get requests for inter-library loans in as soon as possible. It may even be worth your while visiting other Universities to collect information first hand. The holidays are the perfect time to carry out this sort of activity.

While on the subject of holidays, you may find that lecturers schedule lectures or assignment due dates during this time since they are then free from undergraduate teaching loads. Even if they don't do this you should try to use this time as productively as possible and perhaps use the holidays for concentrated research.

You may not be notified officially until the end of January that you have been accepted to undertake postgraduate study with the School, however as soon as you are given an *unofficial* nod, **START!** It is recommended that you start planning your thesis outline as soon as possible.

3.1 Thesis Writing

The first chapter(s) of any thesis should be designed to introduce the topic to the reader and provide some background on the subject. There are a number of advantages in attempting to write this chapter early in the year. These are that it:

1. helps you define and refine the exact focus of your research;
2. provides you with a summary of your background reading;
3. allows you to become familiar with the word processing package;
4. enables the supervisor to review your proposal and writing style.

The first two advantages in the list above should be self evident. Item number 3 is one which most people forget about until the last possible moment.

It is required by the School, and University, that all dissertations be typed or word processed. In this School, it is **strongly** advised that your thesis be produced using the L^AT_EX typesetting system.

L^AT_EX is a powerful package capable of forming complex mathematical equations, table of contents, bibliographies, indexes, etc. It is used internationally, is available on the School's Unix computers, and has the greatest level of support within the School. It may seem hard to learn at first, but it solves many problems, before you even realise they are problems, that you get with other packages.

Free versions of L^AT_EX are available for PC and Macintosh systems, but may require a fair amount of hard disk space.

Another big bonus of using L^AT_EX on one of the School's Unix systems, like *turing*, is that the systems are backed up once every 24 hours. This means that documents which have been inadvertently wiped may be retrieved from the backup. I should stress that while these backups do occur it is best not to rely on them.

The final advantage in starting to write early is to give your supervisor something to reject. While this may sound a little flippant it is important. I would be amazed if at your first attempt your supervisor thought it was fantastic and needed no corrections. By handing something in early you show that you are keen, and by reading the corrections you learn the style of writing expected in your final report. Learning to adjust your style early can save you a lot of rewriting later on. It also gives you a chance to become familiar with your supervisor's supervising skills.

3.2 **Format for Dissertations**

- Size A4, white paper, must be used.
- The dissertation should be neatly typed in such a way as to be easily read (e.g. use of double spacing).
- If both sides of the page are to be used, care should be taken to ensure that quality of the presentation is not diminished.
- Margins at least 25mm wide must be left blank along the top of each page and a margin at least 25mm wide, after binding, must be left along the spine edge of each page.
- The work must be suitably divided into chapters, and each chapter into sections, each with an appropriate title. Each chapter must begin on a new page and a line is to be left blank before each new section. Important equations and expressions (particularly those to which you later refer) should be numbered at the extreme right hand side of the page to indicate the chapter and section. For example:

$$\frac{dy}{dx} = -ky \quad (\text{II.3.4})$$

or (2.3.4)

indicates that the equation is the fourth numbered equation or expression in the third section of the second chapter.

Theorems and corollaries, and possibly diagrams, should also be numbered in this way. Later references may be made to Theorem 2.3.4 or to Equation 2.3.4, and it may be necessary to specify **theorem** or **equation** so that there is no confusion.

- The title page must bear the title of the work, the author's surname and initials, and give an indication of the purpose of the work in the form "A dissertation submitted to the University of New England in part fulfilment of the requirement for Honours in ...".
- A Table of Contents must be included, occupying a page by itself. It must give the serial number, title and initial page number of each chapter. Listing of sections within chapters is optional.
- A summary of the work must be included, occupying a page by itself. It should be between one-third of a page and one page in length. The title and summary together should be self-contained, so that they convey some information to a reader who has not read any other part of the work. It should contain a brief statement of the most important results to be presented in the main text.
- A table of symbols used and their definitions, or the page numbers on which they are defined, following the summary, is often helpful.
- Lengthy tables, program listing etc., referred to in the body of the dissertation, should be collected as appendices at the end of the work.
- The main text should begin with an introductory chapter, preferably in a relatively informal style. The following layout is given as a general guide, but need not be rigorously adhered to:
 1. Orientation. How, when or why the problem arose.
 2. Brief description of previous knowledge assumed on the part of the reader sufficient to make statements in 3 and 4 intelligible.
 3. Statement of the main problem and results to be presented in broad general terms if possible.
 4. Possible applications.
- The bibliography should be in alphabetical order of author's names and appear at the end of the work, beginning on a new page. Each paper should list, in order:
 1. Author's name and initials.
 2. Year of publication in parentheses.

3. Title of paper, without underlining or quotation marks.
4. Abbreviated name of journal, underlined or in a distinctive font.
5. Series number or letter, where applicable.
6. Volume number (underlining optional).
7. Initial and final page numbers.

Each book should give 1 and 2 as above, then 3, title of book underlined or in a distinctive font, 4, number of edition (if applicable), 5, name of publisher, 6, place of publication, and 7, numbers of relevant chapters or pages (if desired).

For example:

Eilenberg, S. (1941). Ordered Topological Space. *Amer. J. Math* 63, 39-45.

Hardy, G.H. (1948). *A Course of Pure Mathematics*. (9th ed.) Cambridge U.P., Cambridge, Ch. VIII.

- A reference in the text should be indicated as follows:

“It has been shown (Smith, 1972) that ...”

or

“Smith (1972) has shown that ...”

If the reference is to a book or a long paper, the appropriate pages or chapters should be quoted. For example: “Smith (1972, p.64) has shown that ...”. If you wish to refer to two or more of Smith’s 1972 publications they should be listed as 1972a, 1972b, etc., and referred to in the same way.

- One bound copy and two unbound copies of the thesis must be submitted. PhD students are required to submit 3 unbound copies.
- A complete electronic copy must also be submitted in L^AT_EX format complete with any diagrams and pictures.
- A candidate wishing to depart from these rules should first obtain approval from their supervisor. PhD and Masters students will also need approval from the Head of School.

Lastly, there is a file called `unethesis.sty` which can be used in L^AT_EX that does a lot of the formatting automatically for you. You may find this file from the directory `/usr/local/lib/texmf/tex/latex/misc/`. Also, within the directory `/usr/local/lib/texmf/doc/une/` you will find a file called `unethesis.doc` which attempts to explain all the commands found within the file. Also learn how to use BibT_EX to do a bibliography.

If you need help setting this up, see the School’s programmers or speak to someone who has already used it. Below is an example of how your thesis might be started. See the `unethesis.doc` for more detail.

```
\documentclass[12pt]{report}
\usepackage{unethesis}
```

```

\begin{document}

\title{How to Write Theses\
      With Two Line Titles}

\author{John Henry Candidate}
\degree{Doctor of Philosophy}

\declarationpagetrue
\beforepreface
\prefacesection{Acknowledgements}

I would like to thank...

\prefacesection{Abstract}
This thesis tells you all you need to know about...

\afterpreface

\chapter{Introduction}

```

4 The Library

It is expected that you have visited the library and are familiar with the use of *microfiche* and the local *pac* system. If not, visit the library and collect the relevant paraphernalia from the “Reader Assistance Desk”. Some of the other facilities which the library offers include:

- Interlibrary loans
- Science Citation Index
- CD-ROM facilities
- Online Database searches
- School Library

4.1 Inter-Library Loans

This service is offered to all postgraduate students within the University. To make an inter-library loan you first need to collect an inter-library loan request form from the Reader Assistance Desk. The form is self-explanatory and easy to fill in. The more information you can provide on the form the quicker it will be to locate. Books may be borrowed from anywhere in Australia free of charge. Occasionally a library will not lend out a particular book for any number of reasons. If this happens the library will notify you. You will then have to fill in another request form asking for the relevant pages to be photocopied. This can be difficult if you have never seen the book!

Photocopies of journal articles may also be requested using an inter-library loan request form. Photocopies are charged on a per page basis however there is a minimum charge of

about \$3 on all requests. The cost per page varies depending on the institution it was retrieved from. The School may pay for the retrieval of some journals so it is advisable to speak with your supervisor before submitting the request form to the library. Double check all the details before submitting the request form. The library will only photocopy those pages which you nominate. If you are not careful you may end up with only half an article.

Delays can occur with the retrieval of material for a number of reasons. It may be that the book you requested was already on loan, they may have difficulty locating the correct journal or there may be some delay in the delivery of the item to the library. It states on the request form that you need to allow at least four weeks. The library cannot be held responsible for material which is slow to arrive. Therefore plan ahead and get requests for inter-library loans in as soon as possible.

4.2 Science Citation Index

Once you have chosen a topic the next problem which arises is where do you start looking for information. If you are lucky your supervisor will suggest an article or a book from which your search can begin. You can then use the references from that book or article to find other articles. The problem with this is that all the articles you find are going to be older than the one you started with. So how do you go forward in time and find new articles which refer to the one you have?

One of the best ways to do this is to use the Science Citation Index (SCI). The SCI is a collection of volumes published each year which lists every major journal article published that year. Some 20 volumes of thick telephone type books with small print! Journals are indexed according to author, subject, institution and citation. This means that a reference to an individual paper may appear up to four times in four separate locations. The sheer volume of paper can make the task of searching seem a little daunting, however, you will find that with practice it becomes easier. At the end of this booklet are four photocopied pages taken from one of the SCI volumes which describe each of the major indexes.

When using the SCI you should be aware that it will be an international publication and consequently not all the articles listed will be in English. To make life easier, any article which is not published in English will have a language code associated with it. Once you have found the name of an article which you would like, you will then need to search for the location of that article via microfiche or on the pac system. If the journal is not held in the library you will have to fill in an inter-library request form.

4.3 CD-ROM Facilities

Searching through one of the SCI, or any other index, can be a very time consuming process. CD-ROMs are one way in which you can avoid some of the tedium. The SCI and many other publications are now distributed on CDs.

The cost of CDs varies from \$150 up to \$15,000 per CD depending on the publication. Unfortunately the SCI CDs are priced at the top end of the range. This means our University only has the 1989 CD. Most of the other CDs held by the Dixon Library will probably not be of much use to you but it is worth taking a look.

Depending on the licence arrangements some CDs are made permanently available over the Novell Network while others can only be made available to one person at a time.

CDs available on the Novell network can be accessed from any PC in Mlab1, Mlab2 and selected machines in the postgraduate laboratory. To access the Library CD's from Mlab1 or 2, reboot the PC and choose the Library option when they first start up. Once connected to the Library you can choose to either print your search on one of the line printers above the banks or save the results to floppy disk. Results of a search cannot be printed directly within the postgraduate laboratory.

To access the other CDs in the library you will need to contact the reader information desk. Remember that bookings for the CD-ROMs within the library are heavy, so please book a time at the information desk to ensure access.

If you get the chance I would urge you to try the Science Library in the University of Queensland or Sydney University. I believe both of these institutions have a complete collection of the SCI CDs (That is, since 1988). The other advantage of going to one of these places is that they are also likely to have most of the journals you would want. If you do plan to visit another University take along some identification, that is, an official letter, to show that you are a postgraduate student. This is necessary because many institutions have libraries and facilities which are only available to postgraduate students.

4.4 Online Database Searches

As the heading suggests the library offers access to a number of computerised reference databases. All you need to do is supply them with a number of key words such as subject, title, etc. The library will then provide you with a printed list of references which you can then look up.

The disadvantage of this method is that it can be quite expensive. Depending on which database is searched you will be charged on either per reference retrieved basis or per minute of connect time. The library will subsidise online database searches for postgraduate students and will pay the first \$15. Even with this subsidy, the cost of an online database search can be well over \$100.

4.5 School Library

Apart from the Dixon Library there are two small libraries within the School.

First there is the "Programmers' Library". The books there are often reference manuals for the various computer and software systems which the School runs. In addition to these there are a number of private books which the programmers may allow you to look at. Not all books are able to be borrowed, and none can be taken without prior permission. Books that are borrowed depend upon an honour system and are usually lent for only short periods of time.

The other library is the "Common Room Library" which is located on the top floor of the Mathematics Computer (MC) Building. Here there are journals, technical reports and past theses. The journals stored here are likely to be more current than those in Dixon since some are stored for two years before being donated to the library. Technical reports are reports of current research which is occurring at other institutions and are generally pre-prints to a paper and so are only kept for a maximum of 3 years. All current journals and technical reports are located on the left hand side as you enter the Common Room. Back issues of journals and old technical reports are kept in the book cases at the rear of the room. You are free to browse through this collection at any time but are not allowed to borrow any of the material

here. If you find a journal article which you like you may take it to photocopy it and then bring it straight back.

5 Internet Resources

Whether you are a Computer Science student or not you will need to become familiar with some of the latest electronic tools to be an efficient researcher. The Internet is a global network of computers in which it is possible to locate online technical reports, preprints for papers and discussion groups on the latest developments. One word of warning. While these systems make life easier they can easily side-track you causing you to waste a lot of time.

5.1 The World Wide Web

Universities and Companies around the world, including our School, have set up World Wide Web (WWW) servers so that any machine with a client program on the Internet may contact them. The information provided includes technical reports and research papers, maps, weather reports, internal phonebooks, sales information, stock market moves, movies, sound files, lectures, books, etc.

Although much useful information can be found on the WWW, a lot of rubbish can also be found. The WWW can be a huge time waster as well as a useful resource. Use it wisely.

The client program for connecting to the World Wide Web (WWW) is called a browser, as it allows you to browse the information available. Many different browsers have been developed each with slightly different characteristics. The most common browser used by our University is called Netscape. It is available on the Unix workstations from *turing* and on most PCs in the School.

The PCs in Mlab1 and Mlab2 do have Netscape but due to external restrictions, can only view the WWW which is available locally at UNE.

Another browser program available on the Unix machines is called lynx. This is a text only based browser. It can be useful if you find yourself at a non-graphics terminal. It is also a useful tool to convert HTML, the language of the WWW, into text.

You can search the Internet with what are called, search engines. Connect to these by pressing the `net search` button on your Netscape browser. Another useful search engine is called AltaVista and can be reached at <http://altavista.digital.com/>

One extremely useful place to start you WWW searches is the library page, <http://www.une.edu.au/~library/library.htm> of the UNE web site. It has pointers to many useful resources, including some of the resources mentioned in the next sections.

5.2 Current Contents

The Current Contents database, sometimes called ovid, is the exception to online databases and you can search this free of charge thanks to the University paying an up front fee. To access Current Contents you can either use the WWW and access it from the UNE library page or you can telnet from your account on a Unix system or from a School PC. You cannot telnet directly from ML1 or 2 without first logging into *turing* or *metz*. At the the prompt type:

```
telnet ovid.unilinc.edu.au
```


5.4 UNE PAC

You could use `hytelnet` to connect to the Dixon library system known as PAC. However, you can connect directly to the PAC system by simply typing `pac` on *turing* or telnetting to the machine `pac.une.edu.au` and logging in as the user `pac`.

This is handy to check if a book is in the library without having to leave your seat. Once you have finished all your online searches you will need to disconnect from the library system by using the command `quit` or by issuing the escape sequence `^]` to telnet. That is, hold down the Ctrl key and the] key at the same time. This will then give you a telnet prompt at which you have to type the command `close`.

5.5 archie

The program `archie` can be used to search for something available from FTP sites like a program or document. This program has probably been superseded by the WWW search engines.

6 Computers

This section is intended primarily for those people who are not familiar with all the computing facilities that the School offers. I would imagine that most of you will have used *turing* or *metz*. The School runs several large Unix systems, the main one being *turing*. An older system called *neumann* is also used for some software that has not been upgraded to work on *turing*. All students in second year and above, studying a unit offered by the School, may apply for an account on these systems. Once you have an account, the username and password work for all systems in the school that require a username, including the PC laboratories. Note that these are different to the *metz* username and password.

A rule in all computer laboratories is that there is to be NO EATING OR DRINKING.

Below there is a list of programs that you can find on our Unix systems and a short description on each. To find out more about these packages read the online manual which comes with them. You can access this by typing the command `man` followed by the name of a computer package (for example, `man xfig`). Also you sometimes may find additional information on these computer packages within the `/local/doc` directory on *turing*.

Two commands that may come in handy are the `del` and the `undel` commands. They stand for delete and undelete. Normally to remove an unwanted file on a Unix system you would use the `rm` command. However this is very unforgiving. Once a file has been removed using `rm` it is gone. The `delete` command is a special utility that moves a file to a temporary storage area where it will stay for up to a maximum of 24 hours before being removed off the system. The advantage of using the `del` command is that you may undelete a file and recover it while it exists in the temporary storage area. As a last resort, files which have been removed using `rm` may be recovered if they are stored on a backup tape. Think twice before removing files.

If you have any problems with any of the School computing facilities please feel free to come and speak with Norman Gaywood or Peter Debus in room MC208. Problems with *metz* should be directed to the ITS Help Desk.

6.1 Major Packages on the Unix Systems

Most of these packages are available on *turing*. Where they are not, it is noted what machine has the package.

programming lan- guages	C, C++, java, Pascal, Lisp, Smalltalk, Prolog, and many others	
AVS	Visualisation system	
CGKEE	Conceptual Graphs Knowledge Engineering En- vironment	
CLIPS	Expert System Shell	
GENEsYs	Genetic Algorithm Simulator	
Oracle	Relational Database Management System	
SNNS	Neural Network Simulator	
PVM	Parallel Virtual Machine	
archie	Query the Archie anonymous FTP database	
texmenu	Front-end for L ^A T _E X system	
latex	Typeset documents. Creates a .dvi file	
latex2html	Convert L ^A T _E X documents to WWW documents	
xdvi	View dvi files on a workstation	
dvi2tty	View dvi files on a tty terminal	
dvips	Convert dvi files to postscript for printing	
ghostview	View postscript documents on workstation	
xfig	L ^A T _E X picture editor for workstations	
ftp	File Transfer Protocol program	
ncftp	Easier to use version of the FTP program	
gnuplot	Interactive plotting program	
geomview	interactive geometry viewer	
maple	Interactive computer algebra system	<i>neumann</i> only
math	Mathematica mathematics system	
matlab	Matrix Laboratory for interactive computation	<i>neumann</i> only
reduce	Algebraic programming system	
Splus	Interactive Environment for Data Analysis and Graphics	
xv	Interactive image display for workstations	
netscape	WWW browser	
lynx	WWW browser for tty terminals	

6.2 Computer Laboratories

The School has two networked PC laboratories and a DEC Station computer laboratory located in the annex above the Commonwealth and National Australia Banks. These will be moved to the MC building at the end of 1997. Problems with these laboratories should be reported to the School's computer support staff as soon as possible.

You can either boot the PC's as Unix workstations (running Linux) or as standard PCs. When booting as a PC, you should also enter your username and password. This will allow you to use your allocated storage space, from our Unix systems, on the J: drive of the PC.

Note, be careful not to leave yourself logged on when leaving the PC. If you do, you files

will be accessible to anyone who follows you.

Here is a table of programs that you can access from the PC laboratories when running in PC mode.

word	Microsoft Word word processing
excel	Microsoft Excel spreadsheet package
lotus	An old version of the spreadsheet package
claris	Claris works package
derive	A Simple maths package
matlab	A PC version of the one found on <i>neumann</i>
telnet	Allows you to login to the Unix systems
ftp	Allows you to login to the Unix systems
Other languages	Ada, turbo pascal 5.5, Turbo C, Turbo Assembler, Smalltalk

6.3 Postgraduate Computer Laboratory

The postgraduate laboratory (pglab) is located in the North Wing of Booth Block Annex and is for use only by postgraduate students and staff of the School, NOT FOR THEIR FAMILIES AND FRIENDS. This room is always kept locked and access is by key only. Any person found in this room without authority should be reported immediately to the School during office hours or to Security after hours.

Within this room there are currently 8 PCs, 7 DEC Unix Workstations, a postscript laser printer and a grayscale scanner. The PCs work in similar manner to the ones in Mlab1 and 2.

To print on the laser printer in the pglab, use the following command *lpr -Ppglab filename*. If the file is large you will need to use *-s* option when printing. For more information read the man page for lpr. That is, *man lpr*. Since this is a slow printer large printing jobs should be sent to the main laser printer run by ITS, lps32, which prints double sided by default. Jobs sent to these printers may be collected from the pigeon holes near the Help Desk in the ITS building. Printouts are sorted on the hour between 9am–5pm Monday to Friday.

Students are NOT permitted to use the laser printer located in the School mail room without permission.

The scanner can only be used from one PC. This means people who wish to use the scanner have priority on this machine.¹ Under the applications window you will see two programs OmniPage and Scangal. OmniPage is a program designed to scan in text while Scangal is used for scanning black and white diagrams.

Booth Block is open 24 hours a day and so you are welcome to come and work in the laboratory at any time.

6.4 Other Equipment

The School also has access to an high quality colour postscript printer and an high quality colour scanner. If you need to use these, see the programmers.

¹Due to incompatibilities with Windows 3.1 the scanner must be run with Windows 3.0. To start Windows 3.0 type the command *win3*. This should be fixed in 1998.

7 School Policy

7.1 Mail Room

The School Mail Room is located near the School Administrative Assistant's office in room MC201. Mail is delivered to the mail room at about 11am each weekday. There are combined pigeon holes for Honours and Masters students in which mail and School memos for students will be placed. Only members of staff are entitled to a key to this room. This means postgraduate students only have access between 8.30am and 4.45pm each working day.

7.2 Photocopier

The photocopier is available for postgraduate student use only on Friday afternoons. The School administrative assistants have priority for photocopying over all members of staff and students. It is expected that students cease photocopying if a member of staff wishes to use the machine. Problems with the photocopier should be reported to one of the Administrative Assistants. The photocopier is located in the mail room.

An alternative to this is to use the photocopiers in the Dixon Library. A photocopy card is available from the School Administrative Assistant for controlled use.

7.3 Common Room

The School Common Room is located in room MC213 and is open from 8.30am to 4.45pm each working day. There is one after-hours key to this room which is kept in the postgraduate laboratory. If you use this key please ensure that it is returned to the hook and that you lock and clean up the common room when finished. This room is also used as the School meeting room and consequently is closed to postgraduate students during these meetings. Postgraduate students are welcome to use the facilities that are available in the room at any other time. You must provide your own tea, coffee, milk, sugar, and cup. There is a milk club which is operated by Mrs. Margaret McDonald. Enquiries about joining should be directed to her.

Fortnightly there is a cake morning held in the Common Room which students are welcome to attend. Staff and students are rostered on in pairs to provide some morning tea for the rest of the School on these days. If you attend a cake morning then it is expected that you will be added to the roster. Notices of when the next cake morning is on are placed on the email.

Morning tea is at 11am and afternoon tea at 4pm, postgraduate students are welcome to attend.

7.4 Phones

Most rooms used by postgraduate students are now equipped with an internal telephone. You cannot make external calls from these phones.

7.5 Keys

As a postgraduate student you are entitled to a key to the postgraduate computer laboratory and possibly to a shared room in which to work. Keys may be obtained from the School AA.

It is your responsibility to lock these rooms when finished. Security of these rooms is your responsibility. Should you loose a key you must notify the School AA immediately.

7.6 Copyright

Apart from the copyright of books etc., you are reminded about software copyright. The University policy states that no machine owned by the University be used for the illegal copying of software. If you intend to use your own software package on a School machine please inform the School programmers first.

7.7 Tutoring

Each year the School employs a number of postgraduate students as casual tutors. The type and amount of work available varies from year to year. Mrs. Meg Vivers coordinates all the casual work within the School. All enquires about work should be directed to her. Work is distributed in a hierarchical manner with PhD students given first preference.

7.8 Smoking

The School policy on smoking is in line with the University's policy on smoking. Smoking is not permitted anywhere inside the building or adjacent to the building.

8 Funding

Depending on your research topic you may be eligible to apply for an outside scholarship or grant. Details of possible funding opportunities are published every week in Smiths Weekly. Generally these sources are not available to non-citizens or people undertaking research below the Research Masters level.

Another source of funding within the School for Research Masters and PhD students is the Internal Research Grant (IRG). The Head of School decides at the beginning of each year how much funding will be provided for post graduate students. To use this money you will then need to complete the relevant claim forms which will again have to be approved by the Head of School.

9 If Things Go Wrong

If things start to go wrong either with your University work or with your personal life, talk to someone!

If you are having problems with any aspect of your studies try and speak to either the lecturer concerned or your supervisor. Dr Amitava Datta is the student counsellor for Computer Science, and he is happy to discuss your problems with you. If you still wish to speak to someone of higher authority you should approach either your degree coordinator or the Head of School. If you are still not happy with their response there exists a University Grievance Committee which may be able to help. Remember you have the right to be treated with dignity and respect. You should not have to endure any form of verbal or sexual harassment. In return you are expected to respect the rights of others.

If you have personal problems I would suggest that you seek the assistance of the University counsellors provided for staff and students at the University health centre. If you feel that these problems are going to effect the quality of your work in any way then you should inform a member of the lecturing staff or the Head of School.

Do not brood on problems, speaking up early can enable small problems to be resolved before they become any larger.

10 Staff Profile

You can find a staff profile, with their research interests, on the School's WWW pages at <http://smcs.une.edu.au/dept/staff>