A CHECKLIST OF STUFF

For new postgraduates in the School of Humanities at Flinders University

1. Are there Postgraduate-Staff seminars in your discipline, cluster, or section? Are you going to them?

2. Have you made contact with the Humanities Librarian, Veronica Ghee, and acquainted yourself with the appropriate catalogues and resources? Contact Veronica on 8201 2157 or Veronica.Ghee@flinders.edu.au

3. Have you been allocated a desk and access to a computer? If not, ask the relevant person in your building. Start with Wendy Hill, Administrative Co-ordinator for the School of Humanities, Room 202A, phone 8201 5516, or your cluster administrator, who is a most important person for you.

4. Do you have a university email address and a pigeon-hole in your cluster administrative office? You don’t get these until you ask for them, and information will not find you reliably until you do.

5. Especially if you work mainly from home, have you established a routine for coming into the Uni regularly to contact your supervisor and find out what’s happening?

6. Do you have 2 supervisors and an agreed pattern of working with them?

7. Do you know who the postgraduate convener is in your cluster?

8. Do you know how to apply for Research Student Maintenance (RSM) money? In the first instance, contact Judy Kuckhahn, Humanities Resource Officer, Humanities Room 203, phone 8201 2055. Please note: RSM money must be applied for each year and spent within that same year.

9. Are you aware of the basic rules of candidature, and who to go to if you have a problem?
   - For technical matters to do with candidature, contact Dr Brodie Beals, secretary to the Faculty Research Higher Degrees Committee, Brodie.Beales@flinders.edu.au
   - For Scholarship issues, contact Scholarships Office, 8201 2759.
   - For academic matters, contact your supervisors.
   - For problems with supervision, see any or all of
     - The postgraduate convener in your subject area
     - The head of your subject area

10. Have you found an email discussion group relevant to your area of research?

11. Are you in regular contact with other postgrads, who are the only other people who really understand?

12. Other useful information can be found on the web at: http://www.flinders.edu.au/ehl/rhd