WELCOME

to

PGARC 1 (Fisher & Woolley)

As your first step, please sign up to the PGARC listserv. This way you’ll receive notification of upcoming events and important updates about the PGARC facilities. To register, go to:


(l= lowercase L)
THE PGARC COMMUNITY

The Postgraduate Arts Research Centres (PGARCs) are facilities for postgraduate research students who have come from all around the world to study in the Faculty of Arts at the University of Sydney. We have students from all departments within the Faculty and many different countries.

PGARC has a Student Committee that consists of elected representatives from each of the three centres. The committee ensures PGARC remains a collegial environment by organising social and scholarly events; they also help PGARC run smoothly by liaising with the Director. The committee runs orientation sessions for students who are new to PGARC at the beginning of each semester, which should answer all your questions about how to use the centres. If you apply for access at the mid-point of a semester, please feel free to contact the committee to request a tour. You can reach the committee at: pgarc-commit@arts.usyd.edu.au. Committee members would love to have the time to check the email daily, but we are usually only able to check it once or twice a week. We are not ignoring you if we don’t get back to you for a few days—we are just elbows deep in our own research. Please be patient.

You can find out more about the role of the student committee, its current membership, and how to become a member on the PGARC noticeboards.

RESOURCES IN PGARC WOOLLEY AND FISHER DESKS

PGARC Fisher and Woolley are shared working environments where the workstations operate as ‘hot desks’. This means none of the desks can be reserved for the use of a particular student; instead, it is expected that users may find themselves at a different workstation each time they use the space. For this reason, it is important that you leave the desk you’ve been working at in a condition such that another student can use it readily. This means the surface of the desk must be reasonably clear of study materials, and the dividing walls completely free of any items you may have used to assist your studies during the day. So you don’t have to carry all your materials with you each time you use PGARC Fisher or Woolley, you may use half of the shelf above any one

Questions? Email the PGARC Committee at: pgarc-commit@arts.usyd.edu.au
desk, or one shelf below the desk to store the resources you use in your studies. However, because this is a shared space, it is important that you don’t exceed this allocation or use the valuable space to store personal items.

The only exceptions to these arrangements are desks labeled for disabled usage.

PRINTING, PHOTOCOPYING & SCANNING

One of the best features of PGARC is free printing and photocopying. However, it is vital this resource is used responsibly. Think before you print and take advantage of every opportunity to save paper.

Wherever possible, please print your files as double-sided documents and/or print two pages per sheet of paper. These options can be enabled easily through the print menu in Microsoft Word. If you’re not sure how to access these options, ask another PGARC user for assistance. Wherever possible, print your documents to the large copiers as this offers a significant cost saving to the Faculty. If there is an error in your print job, delete the job from the queue so it does not print out later and waste paper.

Consider scanning book chapters and other resources instead of using the photocopier. In PGARC Fisher, the photocopier will also scan your documents and send the file directly to your email account. In PGARC Woolley, there is a flat-bed scanner in the print room. You’ll find instructions for using both scanners near the devices.

Please be mindful of other users when printing or photocopying large documents. It’s good practice to do so early in the morning or late in the evening to avoid inconveniencing other users.

Every member is responsible for ordering paper, toner, and other supplies when you notice they are low. Reordering should be done when 2 boxes of paper remain in stock and 1 toner cartridge for each piece of equipment remains in stock. Contact Ghada Daheer, ghada.daheer@sydney.edu.au, in the Arts Faculty Secretariat and make a note on the whiteboards provided to notify other students that you have done so. If you experience any problems with the scanner or the printers contact the help desk at Information and Communications Technology (ICT) on support@sydney.edu.au or on 9351 6000, and also leave a note on the whiteboard to let others know the problem has been reported.
LOCKERS

There are 120 secure lockers in PGARC Woolley. Each of these lockers can be assigned to an individual user by way of the sign-up sheet located near the phone. You need to supply your own lock.

There are 103 secure lockers in PGARC Fisher: 84 of these lockers are dedicated to individual students, while 21 are reserved for casual use. If you would like a dedicated locker in PGARC Fisher, please send an email to the PGARC Director from your university address that includes your full name and SID. Lockers are dedicated for a period of twelve months; you’re welcome to reapply at the conclusion of that period, but please note that priority may be given to new applicants.

The 21 casual lockers are designed to provide lockable storage while you work at your desk, but are not intended as long-term storage. In order to ensure all users have equal access to these lockers, the PGARC Director reserves the right to open any casual locker that has remained locked for periods in excess of 24 hours. It should go without saying, but no one user should occupy more than one locker at a time.

The lockers are secured with a digital lock that can be operated by following these steps:

To **LOCK**: Press ‘R’ (located under ‘9’), enter a 4 digit code of your own choosing, and turn the dial to the locked position.

To **UNLOCK**: Press ‘R’, re-enter your 4 digit code, and turn the dial to the unlocked position.

In the unlikely event of a malfunction, contact Ghada Daher in the Arts Faculty Secretariat for assistance ([ghada.daher@sydney.edu.au](mailto:ghada.daher@sydney.edu.au) or 9351 2209).

THE KITCHENS

All users of PGARC have access to the fridge and cups, cutlery and dishes. Please label any food you put in the fridge as it is cleaned regularly; items not labeled and or past their use-by-date may be disposed of by other users. There is also a microwave and toaster provided for your use. Please make sure you clean all items that you use with the dish soap and sponges that are provided. It is important that the countertops in both kitchens are clear for the cleaners every night.
Additional cleaning supplies are kept under the kitchen sink and are for all to use. Please use them to clean your workstation as required, and remember to return them when you’re finished for the next user.

PGARC2: THE COMPLETION SPACE

PGARC2 (The Quad) consists of 28 dedicated desks that are available by application to research students in the final 12-18 months of candidature (calculated using your latest completion date). When you’re ready to apply for a desk in PGARC2, you can do so by completing the online application form you’ll find on the PGARC webpage. If no desk is available at the time of your application, you may be placed on a short waiting list. As in the case of PGARC1, desks in PGARC2 are only available to enrolled students. This means desks are not available to candidates who have suspended their candidature.

COMPUTER AND TECHNICAL INFORMATION

COMPUTERS

All PGARC Fisher computers are Apple iMacs that can run either Windows XP or MacOSX operating systems, selected by the user on boot up.

Microsoft XP users: log in with your Unikey or Aristotle username and password. This will load your the Desktop files and personal settings associated with your roaming profile. Avoid saving files to the Roaming Profile Desktop, or other folders, as it will slow the login/logout procedure significantly.

Mac users: when you are finished for the day, remove all files and change print settings back to default.

There are also some desks left open for laptop use. For questions or problems regarding the computers and/or their programs please refer to our contacts section below.

FILE STORAGE

To make sure your files are safe, please ensure they are stored on the Aristotle server and/or USB memory stick, USB hard drive, online storage, etc. Files saved directly to the computer are not secure: not only can they can easily be deleted by other users or IT staff, but hard disks can become faulty and computers are periodically moved or replaced.
COMPUTER AND PRINTER SUPPORT

Should you have questions or technical problems with the computers or the printers, please contact support@sydney.edu.au or 9351 6000.

ADDITIONAL TECHNICAL INFORMATION

Arts Email Account Access: In order to access the Aristotle server or any of the PCs, you must have an arts email account. To attain an Arts email account go to: http://www.arts.usyd.edu.au/artsdigital/ad_web_info_systems. You can then download a form and submit it to the Art Faculty Office in the Main Quad. You will need your supervisor’s signature.

Aristotle Access: Each user has 5 GB of storage space on Aristotle. The following steps will help you access your storage space:

To access Aristotle on the Macs:

1. From the Finder, select “Go” and then “Connect to Server”.
2. Type in your user name and password and click on connect
3. Click on ‘Personal Files’
4. When you’re finished, log out by ejecting or disconnecting.

To access Aristotle on PCs:

1. Log in using your Unikey or Arts username and password. A link to the Aristotle server will appear on the desktop containing your personal files.

To access Aristotle on a PC laptop:

1. Click on “My Computer” or “My Documents”
2. In the address bar, type your username into the following address—ftp://(yourusername)@aristotle.arts.usyd.edu.au
3. You should then get a pop-up window with your user name where you can enter your password.
4. Desktop > Right click on the main computer icon > Map Network Drive > choose and Drive letter > Folder: \ \ aristotle.arts.usyd.edu.au \ yourusername > Finish

Page 6 of 8

Questions? Email the PGARC Committee at: pgarc-commit@arts.usyd.edu.au
POLICIES AND PROCEDURES

SECURITY
PGARC is designed for the exclusive use of postgraduate research students who are enrolled in the Faculty of Arts and who have been granted swipe card access to the centres. No other persons are allowed in to the centres: students who bring in friends and family members risk having their own access revoked.

You must use your own swipe card to access PGARC, and ensure that you don’t let anyone in behind you. When you leave, make sure the door closes behind you. These security procedures are designed to ensure that PGARC remains a safe and secure place in which to work. They also allow the Faculty to gather important information about the use of the centres, which is used in determining new admissions and equipment requirements. So, for the safety of all users, please ensure you follow these procedures.

OCCUPATIONAL HEALTH AND SAFETY

It is important that you are aware of Occupational Health and Safety issues relating to your place in the PGARC facilities. Please consult the University’s Occupational Health and Safety Office for comprehensive OH&S guidelines www.usyd.edu.au/ohs/index.shtml

As a postgraduate research student, you’re bound to spend a considerable amount of time at a desk so it’s important you take the time to learn how to set up workstations correctly. Information about workplace ergonomics and the best way to set up and use the workstations is provided on each computer in PGARC and is available for download on the PGARC webpage. You are strongly encouraged to review this information.

NOISE
PGARC Woolley and Fisher are communal study areas and noise travels. Be mindful of others: put your phone on silent, and take conversations into another room away from the study space. Always use earphones if you choose to listen to music or watch video clips on your computer or iPod, and make sure the volume is set at a reasonable level.
WHO TO CONTACT

If you have a general query about PGARC Woolley or Fisher, contact the PGARC Committee at pgarc-commit@arts.usyd.edu.au

If you have questions or comments that the committee cannot assist you with, please email the PGARC Director, Dr Nicola Parsons: nicola.parsons@sydney.edu.au

To re-order supplies, if you have a problem with your locker, or if you notice a fault with the air conditioning, lighting, or plumbing that needs repairing, contact Ghada Daher in the Arts Faculty Secretariat, ghada.daher@sydney.edu.au. Please make a note of your report on the whiteboard, with the date of your request, so that reports are not duplicated.

If you are here after hours and would like an escort off campus or have an issue that is not urgent, call Security on 9351 3487.

In the event of an emergency, contact Security on 9351 3333. There are also duress buttons in all the PGARCs that can be used if you feel threatened in any way. Please familiarise yourself with their locations. If you activate the button, Security will respond as soon as possible.

As a post-graduate, it is important to be aware of the Sydney University Postgraduate Representative Association (SUPRA). Subscribing to SUPRA is free. See: http://www.usyd.edu.au/supra/

If you are a tutor, you may want to join the National Tertiary Education Union (NTEU): http://www.nteu.org.au/