



International
Centre for
Radio
Astronomy
Research

ICRAR/UWA Student Guide

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A history of ICRAR student representatives

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Contents

1	Introduction	1	4.6	PhD Mentoring Program at ICRAR/UWA	13
			4.7	PhD Student Financial Support	14
2	Stuff to get done in your first week	3	5	Events	15
2.1	Enrolment	3	5.1	Meetings	15
2.2	PHEME Account	3	5.1.1	Journal Club	15
2.3	Emails	3	5.1.2	Astro Morning Tea	15
2.4	Student Card	3	5.1.3	Morning Tea	15
2.5	Guild Membership	4	5.1.4	POW+! (Student Meeting)	15
2.6	Transperth SmartRider Card	4	5.1.5	Research Groups	15
2.7	Mailing lists	4	5.1.6	Seminars	16
2.8	ICRAR Website	4	5.2	Social Activities	16
2.9	ACRI Module & DELNA	5	5.2.1	Lunch	16
2.10	Other Modules	5	5.2.2	Facebook Group	17
2.11	ICRAR Induction	5	6	Tips	18
2.12	ICRAR/UWA PhD Review Processes	5	6.1	Website Links	18
2.13	Length of Candidature and Extensions	7	6.2	Joining Astronomy Groups	18
2.14	Students Services and Amenities Fee (SSAF)	7	6.3	T-shirts	18
3	Living in Perth	8	6.4	Stationary	18
3.1	Where to live	9	6.5	Holidays	19
3.2	Bank Account	10	6.6	Kitchen	19
3.3	Visas	10	6.7	Wifi and Eduroam	19
3.4	Medical Insurance	10	6.8	Library	19
3.5	Tax	11	6.9	Overleaf	19
3.6	Aussie Lingo	11	6.10	Beaches	19
4	Student Services	12	7	Travel	21
4.1	Medical Centre	12	7.1	Concur Travel System	21
4.1.1	Sick leave	12	7.2	Expenses	21
4.2	Counselling and Psychological Services	12	7.2.1	Travel Reimbursement Form	21
4.3	UniAccess	13	7.2.2	Travel Expenses Calculator	21
4.4	Graduate Research School	13	7.2.3	Submitting Receipts	21
4.5	Diversity, Equality and Inclusivity Committee	13	8	Who's who	22
			8.1	Important numbers	22
			8.2	DEI Committee and Wards	22
			8.3	Administration	22

First version created by Kate Harborne for ICRAR/UWA students (2017). Currently maintained by the Student Representatives.

1 Introduction

Welcome to ICRAR/UWA!

The aim of this guide is to provide a quick-stop source of information for postgraduate students coming to study with the International Centre for Radio Astronomy Research (ICRAR) at the University of Western Australia. ICRAR is a joint venture between UWA and Curtin University funded by the State Government of Western Australia and both universities. The research fields at ICRAR fall into three broad areas - Science; Technology and Engineering; and Data Intensive Astronomy.

Though spanning a broad range of disciplines (and two campuses!), you will find that ICRAR is a very friendly and professional research centre. This guide is a reference for any questions you might have throughout your study ranging from living in Perth to your student life at UWA and at ICRAR. At the back of the guide, you will find a list of the current students, DEI wards and administration at ICRAR/UWA.

If you have any questions not covered here, please feel free to contact the current student representative who will help you find the answer.



Figure 1: ICRAR/UWA PhD Students 2024



Figure 2: UWA Campus Map. ICRAR is located in the Ken and Julie Michael building, marked P40 on the map, towards the upper left of the campus, north of Fairway Entrance 1.

2 Stuff to get done in your first week

2.1 Enrolment

To enrol at UWA, you will need:

- A copy of your offer of scholarship letter
- Full set of the signed conditions and acceptance of scholarship forms
- Passport
- Proof of student visa
- Original academic transcripts and degree certificates

With these documents, on your first day go to the Graduate Research and Scholarships Office (Room G13 in Hackett Hall, marked as *Hackett Hall P1* next to Winthrop Hall - see the map in figure 2). Inside the office, tell the receptionist that you would like to enrol. You will receive a welcome pack and a new student number with which you can get your new UWA student card (see section 2.4 for more information). They will instruct you to set up your online Pheme profile and email address (see section 2.2 for more details). You will be given payroll forms that require your Australian bank account details. These need to be signed by your supervisor and returned to the Graduate Research and Scholarship Office.

Scholarship payments are made every 2 weeks and begin from the date of enrolment. As there may be delays with your first scholarship payment, make sure that you can support yourself for the first month of study - around \$2000-\$3000.

2.2 Pheme Account

Once you have enrolled and been given your student number, visit the Pheme activation website (<https://www.pheme.uwa.edu.au/ValidateUser.aspx?action=ActivateAccount>) to set up your university log-in.

Once this is done, you can log into the StudentConnect website (<https://student.sims.uwa.edu.au/connect/webconnect>). This website gives you access to the Student Information Management System; here you can edit your student details, address, disabilities and authorise and check your TransPerth SmartRider details. This

is also where you get access to useful information about your enrolment at UWA and to check your exam timetables and results.

Another important UWA website is the UWA Blackboard Learning Management System (LMS) (<https://lms.uwa.edu.au>). This is where you can access learning materials for many classes that you take, such as the ACE module that you must complete within 10 weeks of your enrolment (see section 2.9 for more details).

2.3 Emails

Once you have enrolled, you can also set up your new UWA student email address through the activation website. You are automatically given an address of the format *studentnumber@student.uwa.edu.au*.

You will also be given the option to create a second email address of the format *name@research.uwa.edu.au*. You have a choice of name formats (i.e. *josephbloggs*, *joebloggs*, *jbloggs*, etc.). This email will be linked to the first such that any email sent to either address will forward to the same inbox.

As a student of ICRAR, you will also be given an email address of the format *name@icrar.org*. This will be organised by Lisa Randell. This email will also forward to your UWA inbox.

Though at first it can be confusing having several addresses, it is easiest to work from the *name@icrar.org* as other academics will recognise this format.

2.4 Student Card

Following the enrolment process, you will be given details about how to upload a photo for your Student Card. To do so, you must first create your Pheme account (see section 2.2) and log onto StudentConnect and follow the link on the homepage to CaptureMe. Using this site, you can upload a photo. You will then be informed via email when and where to pick up the card; you will also be required to bring identification documents to collection. At this stage, this process takes at least 2 days.

Alternatively, you can go to the Student Services building (marked as *Student Services* on the map to the left of the P4 building in figure 2). At the electronic kiosk to the left of the entrance, select the *Enter your student number* option, followed by *Admissions Centre*. Take the ticket that prints and wait for your number to be called. If your enrolment has been fully processed, they will take a photo for you and print your card there and then.

2.5 Guild Membership

Once you have collected your student card, pay a visit to the Student Guild building (marked as *Guild Village* on the map in figure 2). Here they will give you a sticker to shows that you are a Guild member for the current year.

Being a Guild Member entitles you to discounts at UWA cafes and shops. It also means that you are eligible for a concession Transperth card which gives transport via buses and trains in Perth at a discounted rate (see section 2.6 for further details).

2.6 Transperth SmartRider Card

Once you have collected your Student Card and Guild membership sticker, you can purchase a Transperth SmartRider card which will allow you to use the public transport services around Perth for discounted fare. Go to the Campus News and Gifts store in the Guild Village. You can purchase a card for a minimum of \$15. This includes a \$5 deposit for the card and a minimum of \$10 worth of credit.

Create a Transperth account by going to <https://www.transperth.wa.gov.au/My-Account/My-Account-Login?returnurl=%2fmy-account> where you can activate autoload services giving you further discount off travel. If your balance is lower than a certain limit, this service will automatically top up your balance from your bank account when you tap on to travel. Alternatively, you can top up your card on the bus at the start of your journey.

In order to receive the concession discount, you must authorise your Transperth SmartRider on the StudentConnect website (see section 2.2 for more information). All that is required is your SmartRider card number, which begins with the

letters *SR*, located at the top right of the front of the card.

In order to plan your journey around Perth using public transport there is a Journey Planner available at <http://www.transperth.wa.gov.au/Journey-Planner>. This, and Google Maps, are both helpful when out and about.

2.7 Mailing lists

Once your email has been set up, you will be added to several mailing lists. This will be organised by one of ICRAR's administrative assistants; currently, we suggest seeing Lisa Randell. It is through these mailing lists that you will be updated about events and meetings at the department.

The important lists include:

- **icrar-all@icrar.org** - a list that contains all members of ICRAR (both UWA and Curtin).
- **icrar-fairway@icrar.org** - a list that contains all members of ICRAR at the UWA campus.
- **icrar-fairway.students@maillists.uwa.edu.au** - a list that contains all students (masters and PhD) at the UWA campus.

You will also be added to a mailing list corresponding to your research group, such as the Computational Theory Group (eg. *comp.theory@maillists.uwa.edu.au*). Introduce yourself to your research group chair to get this done more quickly!

There is also a Perth Women+ in Astronomy Mailing list that can be joined via <https://maillists.uwa.edu.au/mailman/listinfo/perth-astro-women>. This mailing list is used to organise dinners and social events for all Women+ in Astronomy in Perth.

2.8 ICRAR Website

A final account to organise is your intranet login to the ICRAR website (<http://www.icrar.org/>). Cass Rowles will contact you in order to set this up.

This is a website that is used to advertise the research department. Each member of student and staff have a contact page explaining their background and scientific interests. You will be

expected to update your own profile with some information about yourself. Photographs will be organised professionally, though you can also contact Cass if these are required at an earlier date.

There are also several materials available on the intranet, including a copy of this guide.

2.9 ACRI Module & DELNA

One of the tasks that is required in the first 10 weeks of your study is the Academic Conduct and Research Integrity (ACRI) module. It is recommended that you do this earlier rather than later. You will find this module on the LMS Blackboard website as described in section 2.2.

The purpose of this module is to teach you about academic integrity, plagiarism, intellectual property and good study practices. While most of it is common sense, it is worth taking the time to work through the modules.

You are also required to complete the Diagnostic English Language Needs Assessment (DELNA). The DELNA is a short English language assessment to determine what level you are at and whether you require additional language assistance.

2.10 Other Modules

At UWA, semesters run from the end of February to June and from early August to November. Within the first year of your PhD, it is expected that you complete 6 credits worth of modules of a level 4 elective grade or above. Typically (as of 2022), this is completed by taking the "Academic Writing Class" run in-house at ICRAR/UWA by Elisabete Lima da Cunha. Reach out to her when you arrive to determine the timetable of this class.

It is also worth discussing this with your supervisor if they have suggestions for additional classes that will be beneficial for your research. (It may also be worth talking to other students as they may have suggestions as to which modules are time worthy). A list of available modules can be found at <http://handbooks.uwa.edu.au/units?section=unitcode&faccode=60>.

In order to organise this, talk to Matthew Young and Martin Meyer & Aaron Ludlow. They will assist you in organising your enrolment in any modules you wish to complete, which can be done by going to the *Graduate Research Student*

- *Online Forms* tab of the StudentConnect website and opting to change your enrolment.

Once you have enrolled in modules, you can go to <http://www.timetable.uwa.edu.au/> to see your timetable. Follow the *Current Central Timetable* link and type in the module code to the *Code/Description* box. The time and location for each lesson is listed. You can find these locations on the interactive map at <http://www.web.uwa.edu.au/contact/map>.

2.11 ICRAR Induction

New students must complete a mandatory induction with the ICRAR COO, Renu Sharma. This is an opportunity to learn about the procedures and practices in place at ICRAR. Renu will be happy to answer any questions relating to ICRAR or UWA policy or procedure so please come with any queries you may have.

After the meeting with Renu, each student will be provided with an Health & Safety checklist and an induction checklist to go through with their primary supervisor. Please note that going through the induction checklist should provide you with all the key info about ICRAR, support allowed, etc. as such, please make sure to ask any questions you have at that point. You will need to sign this form and return it to the ICRAR administrative staff before you can commence work.

2.12 ICRAR/UWA PhD Review Processes

While not especially important for your first week, it is worth keeping in mind that there are several milestones that you must achieve throughout your PhD as set out by the Graduate Research School (GRS). These will be discussed when you meet with the Graduate Research Coordinators (GRCs) at 3 months. Martin Meyer & Aaron Ludlow will get in contact with you to organise. The milestones are listed below, but can be changed by the GRS (more information can be found here: <https://www.postgraduate.uwa.edu.au/students/candidature>)

- DELNA Test
- At 6 months after your date of enrolment, submitting a research proposal.
For more information, visit <http://www>.

[postgraduate.uwa.edu.au/students/
proposals](https://postgraduate.uwa.edu.au/students/proposals).

- During the first 12 months, your enrolment is provisional; at 12 months, your candidature will be confirmed, provided there are no issues. You will need to submit Confirmation of Candidature paperwork, in addition to a short (2 page max) progress update. You are required to produce a substantial piece of writing during the first 12 months, to assess your writing ability; this can be a paper draft or literature review, and it will be used by your supervisors and your GRC to do this assessment. Confirmation of Candidature is one of the major milestones of your PhD and is an statement of confidence that you will go on to submit your PhD thesis successfully. For more information, visit <https://www.postgraduate.uwa.edu.au/students/candidature/confirmation>.
- Following this, you will also submit short progress updates at 24 and 36 months after your enrolment date.
- Submitting your thesis, which will be assessed by two external examiners, and then completing a viva voce, which will be conducted by the two examiners and an independent chair from UWA.

Each submission to the GRS is completed through HDRhub, found at <https://www.hdrhub.uwa.edu.au/do/uwa-login/login>. The various steps required can be found on the *Milestones and goals* page once you've logged in (top right of the homepage). After approval from your supervisors, you will submit each of the written milestones and accompanying paper work to HDRhub. Your primary supervisor will need to approve the submission, which will then be passed to the GRCs (Martin Meyer & Aaron Ludlow). The GRCs will provide comments, and approve the submission. A member of the GRS will then ultimately approve the milestone... Whew! This process might seem like a lot, and it is - HDRhub has been recently introduced and is still working through its many issues. If you run into trouble, don't hesitate to ask your supervisor, the GRCs, or fellow students for help!

Ensure that you have given the GRCs and your supervisor enough time to read and approve the paper work before the due dates - two weeks is sufficient. Additionally, the GRCs ultimately approve your thesis for submission so make sure they are sent a copy with enough time to review it before you plan to submit. When it comes to writing your thesis, the GRCs have guide which you should read – https://docs.google.com/document/d/1NKu890H9Rpip3lA3m2SUU-OnVgQ3BVpir1w7l_IBM48/edit?usp=sharing

The ICRAR/UWA PhD review process was added in addition to the basic milestones set by UWA. The purpose is to provide constructive input to a student's thesis at multiple times, to ensure progress is maintained, and to catch any serious issues as early as is possible in order to get things back on track. The current coordinator of this process is Danail Obreschkow.

There are 4 main UWA PhD milestones that the ICRAR process shadows, plus a final colloquium on completion. This involves giving a short talk or seminar with each written proposal or yearly summary:

- At 6 months, a short (~ 20-25 min) talk is given in AMT (see section [5.1.2](#) for more details about this meeting) in conjunction with the research proposal submitted to GRS.
- At 1 year, a 40 min seminar is given in conjunction with the end of year report.
- At the ends of year 2 and 3, further short talks are given in AMT.

For the details about how each of these is organised, and the outline expected in each talk, visit <http://www.icrar.org/intranet/icrar-fairway-phd-review-process/> and talk to your supervisor.

Once your PhD thesis has been assessed by the external examiners and their written reports have been received, but before your viva voce, you will have a mock viva voce to help prepare you for the real thing. This will be organised by Danail Obreschkow.

2.13 Length of Candidature and Extensions

PhDs are originally funded for 3 years, but ICRAR students rarely submit at the 3 year mark. 6 month funding extensions are available and are almost always granted but talk to your supervisor and/or the GRCs (Martin Meyer & Aaron Ludlow) about it.

2.14 Students Services and Amenities Fee (SSAF)

The UWA Student Services and Amenities Fee (SSAF) is a compulsory charge approved by the

University's Senate and levied on students enrolling at UWA.

The fee is ~ \$150 per semester. You will be expected to pay this each term - if not, you will not receive module marks or your diploma upon completion of your degree.

You can log onto the StudentConnect website to find more details about how to pay your outstanding balance through the *Finance: Statement of Account (eSOA)* button on the left hand side of the page.

3 Living in Perth

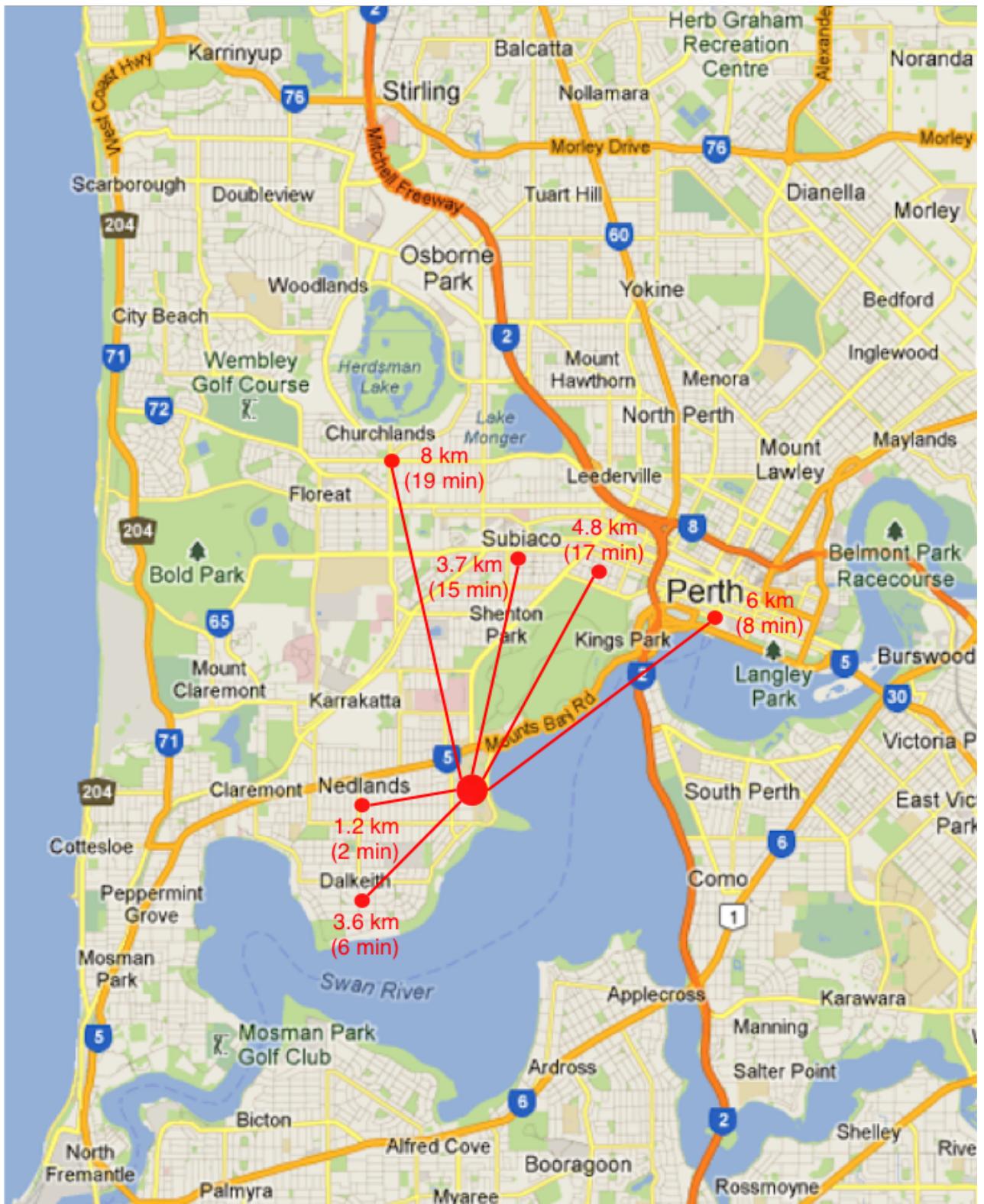


Figure 3: Map of Perth. Several recommended living areas are highlighted with the distances to UWA marked along with the corresponding bus travel times.

3.1 Where to live

Perth is one of the most isolated major cities in the world, with only Honolulu being further from another major city. While it is the 4th largest city in Australia, it has a low population density with around 300 people per km². Despite this, it is also considered one of the most *liveable* cities in the world. It is a beautiful city with a stunning river, beaches and national parks. For those who enjoy exploring the outdoors, Perth is perfect.

Student culture may be different to your expectations. As the city is so isolated, many students are from Perth originally and still live with their families. Hence, student housing is not particularly common.

The map in figure 3 highlights six of the places around Perth that are ideal live when commuting each day to UWA. Distances and bus travel times are noted next to each location:

- **Dalkeith and Nedlands:** These locations probably hold the largest populations of students given that they are within short walking distance (10-30 min) of the campus. Most accommodation will be share houses and units rather than apartments. From Dalkeith, you can catch the 24 bus to get to ICRAR, while the 105, 107 and 998 will all get you there from Nedlands. Of course, it may be that you spend longer waiting for the bus that it would take you to walk! While both these locations are convenient locations for UWA, they are very quiet outside of working hours.
- **Subiaco and West Perth:** These locations are found north of King's Park and contain a greater mix of young professionals. Living here, you are much closer to the CBD and will find a much more lively atmosphere in the evenings. Accommodation could be either share houses or apartments. From Subiaco, the 24 and 97 buses will get you to ICRAR in about 15-20 min. From West Perth, the 24, 103 and 107 will all deliver you to UWA within 20-25 min. All of these buses run fairly regularly up until about 8pm, when they switch to an hourly schedule. It is worth downloading Google Maps app (or the Transperth app directly) for details of bus times and routes. This is

within 1 zone of travel, so with a concessions travel card will cost \$0.90 per journey. It is also a beautiful walk or cycle across King's Park if you prefer.

- **Perth CBD:** Living in central Perth is also an option, though tends to be a rather expensive one. Apartments are most common in the CBD and you will find a range of professions and other students studying at other universities in Perth, such as Curtin. Of course, the atmosphere is much more lively, especially when living closer to Northbridge. The 950 bus runs frequently from UWA to Perth CBD. This is within 1 zone of travel, so with a concessions travel card will cost \$0.90 per journey. There are also free transit buses within the CBD zone. Alternatively, the 23, 24, 102 and 107 buses will get you into the city. These buses (especially the 950) tend to run more regularly later into the evening. The walk will take you at least an hour, though follows the edge of the Swan River which is a lovely route along the cycle path.
- **Herdsman Lake and further north:** Finally, there are a large number of share houses around Herdsman Lake directly north of the university. These tend to be occupied more by working professionals than students, but are often cheaper than the closer locations. While walking from here will take close to 2 hours, you can catch the 999 and 998 buses fairly regularly for a 25-30 min commute. This is within 2 zones of travel, so with a concessions travel card will cost \$1.43 per journey. Of course, you are much further from the city and so the atmosphere is very quiet during evenings and weekends. You would, however, be close to the beach.

Public transport in Perth is fairly good and cheap, though most buses will begin running once an hour after 7-8pm and even more irregularly on weekends. Hence, it is always worth checking the last running bus times before choosing a place to live.

Unfortunately, housing in Perth is in short supply. You'll probably find a place to rent in the price range of \$200-300 per week. A good place to start is <https://flatmates.com.au/>. Several

adverts can also be found on UWA Facebook pages and Gumtree. If possible, make sure you view the property and meet the house-mates before you make the decision to move in, either in person or via video call. If you need help with this from abroad, feel free to contact the student representative (see section 8). Be very careful of “scammers” - if you are unsure about an advert you see online, or it looks too good to be true, check with the other students.

Alternatively, find a short stay location, such as an apartment via Airbnb (<https://www.airbnb.com.au>), a backpackers hostel (<http://www.cityperthhostel.com.au/>), or one of the UWA colleges (<http://www.studyat.uwa.edu.au/about/accommodation/college-living-colleges>). Most apartments on the Flat-mates website will allow you to move in quite quickly so spending around 1-2 weeks in temporary accommodation allows you to view the available options.

The most important thing when moving to a new city is to feel comfortable and safe in your accommodation. Everyone at ICRAR will ensure that this is the case before expecting you to be concentrating on your work. Make sure to take the time and find the right home.

3.2 Bank Account

There are four major banks in Perth: Westpac, ANZ, the Commonwealth Bank and NAB. Each of these have very similar accounts and interest rates on offer, as well as opportunities to open current accounts while still abroad:

- **Westpac**

<https://westpac.com.au/personal-banking/bank-accounts/moving-to-australia/>

- **ANZ**

<http://movingtoaustralia.anz.com/global/en/>

- **Commonwealth Bank**

<https://commbank.com.au/personal/can/moving-to-australia.html>

- **NAB**

<https://www.nationalaustraliabank.com/nabglobal/en/banking/migrant-banking>

It is worth checking the locations of these banks with reference to where you choose to live and the university. Currently in Australia you need to visit your own bank's cash machine if you want to make a withdrawal without having to pay transaction fees. Hence, it is useful having your own bank close to where you spend your time.

In particular, a Westpac branch is located on campus in the student Guild Village; Commonwealth Bank also has a site nearby on Broadway (the road behind the Ken and Julie Michael Building) while the nearest NAB is located further up Stirling Highway.

3.3 Visas

In order to come and study at ICRAR, if you are immigrating from another country you will require a visa - specifically a Student Sub-class 500 visa (<https://www.border.gov.au/Trav/Stud>). These will cost \$550 but will last the duration of your course.

Having filled out the application form online, you may have to complete other actions such as English language courses or medical examinations. When this is the case, the process may take up to a month to complete. If you have no further requirements, it can be completed sooner.

3.4 Medical Insurance

One requirement of the visa application is to provide evidence of your medical insurance.

Your insurance will often be covered and organised by the University as it is part of the SIRF fee waiver. The complication comes with pre-existing conditions or partners. Historically ICRAR has helped to cover people with pre-existing health issues, but this is not a formalised policy (case by case). Partners have to be self-funded though.

If you have a pre-existing medical condition please flag this as early as possible so assistance can be determined. It cannot be blanket guaranteed though, since some conditions might come with extremely onerous financial costs.

This cover is usually the Alliance Overseas Student Health Cover (OSHC) (<https://>

//www.oshcallianzassistance.com.au/about_oshc.aspx) and is quite comprehensive for most people, however recently more students have been covered by Medibank. However, if you have any pre-existing medical conditions, this cover will not insure any medical costs relating to that illness for the first 12 months of your visa.

If you are immigrating from a country that shares a reciprocal health agreement with Australia, you may also be eligible for Medicare on top of the OSCHC. Medicare is a free Australian initiative that provides access to medical services, prescriptions at a subsidised cost and free care as a public patient in a public hospital. To check, visit <https://www.humanservices.gov.au/customer/enablers/health-care-visitors-australia>. If you have a pre-existing condition not covered by OSHC, Medicare will pick up any medical costs. Simply fill out the application form and take this into a Medicare Centre with your passport. You will receive a Medicare card and number in the post within 3-6 weeks.

3.5 Tax

If you plan on working along side your post-graduate degree, it will be necessary to register for a Tax File Number (TFN). You can do this at the Australian Taxation Office Website: <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>. You will be eligible to apply online if you are a foreign passport holder, are in Australia and have an overseas student visa.

3.6 Aussie Lingo

"Those thongs with ya trackie daks are heaps daggy"; "Struth! These mozzies are hard yakka."; "I'm flat out like a lizard drinkin'". If these classic Australian sentences leave you scratching your head in confusion, you may find solace in this handy quick-reference to Aussie lingo: https://www.student.uwa.edu.au/__data/assets/pdf_file/0004/1919209/IE7-Aussie-Lingo.pdf

4 Student Services

There are a broad range of support services and programmes available at UWA. The majority of these services can be found on the first and second floors of the Student Services building (see the map in figure 2 for details).

4.1 Medical Centre

The Medical Centre can be found on the second floor of the Guild Village 329 South building. Staff at the centre aim to provide convenient, confidential and comprehensive medical care to all students and staff of the university. To register for the GP services available, pop into the centre and talk to a member of reception staff. You will need either your OSCH or Medicare card (see section 3.4).

The practice is well equipped. Male and female doctors are available for consultation. Certain services may be billable, depending on the medical insurance provided. Students with a Medicare card can be bulk billed. Find out more at <https://www.uwa.edu.au/students/support-services/medical-centre>.

4.1.1 Sick leave

If you are unwell for an extended period during your studies, you should let your supervisors and GRS know. This is easy to do online - simply go to the student connect website and fill in a "sick leave form". This can be found by going to Course Details > Graduate Research Online Forms > Suspension/Leave > Add leave/suspension >

The screenshot shows a modal window titled 'New leave/suspension'. It contains three input fields with dropdown menus: 'Leave/suspension type' set to 'Sick', 'Start date' (DD/MM/YYYY), and 'End date' (DD/MM/YYYY). Below these is a section for 'Detailed reasons' with a text input field. At the bottom are 'CLOSE' and 'Save' buttons.

You can add supporting documents too - i.e. sick notes from the doctor, etc. Importantly, if you register any length of sick leave in this location, it adds days to your enrolment period (i.e. if you get the flu for 2 weeks, you get 2 extra weeks before your thesis is due).

4.2 Counselling and Psychological Services

UWA offer free counselling services for students with academic or personal concerns. Psychologists with the service understand the issues that new students often encounter and offer confi-

dential counselling. Seeking help earlier can help reduce the likelihood of a serious problem. Find out more at <https://www.uwa.edu.au/students/support-services/mental-health-and-wellbeing>.

4.3 UniAccess

The aim of the UniAccess team is to assist students at UWA who have a disability, medical or mental health condition or other difficulty that affects your ability to participate in university. The services include: alternative exam arrangements, two resource rooms with ergonomic furniture, rest area and library assistance; parking permits; individual assistance with orientation and access. All services are free and you can find more information at <https://www.uwa.edu.au/students/support-services/disability-and-accessibility>.

4.4 Graduate Research School

The Graduate Research School (GRS) provides training and development for postgraduate research students; these resources can include online materials, face-to-face lectures, seminars, workshops and individual consultations. When enrolling, you will receive a GRS calendar of events listing the availability of these resources. The topics covered include writing and communication skills developments, research skills development and professional development. Details of these can be found at the GRS website: <http://www.postgraduate.uwa.edu.au/students>.

There is also a Graduate Research School welcome held twice a year. All newly enrolled postgraduate students are expected to attend. You will receive an invitation via email in the month prior to the welcome and be given a link to then register online.

4.5 Diversity, Equality and Inclusivity Committee

The Development, Equality and Inclusion (DEI) committee was established in Nov. 2014 as part of an ICRAR-wide initiative to foster matters related to equality, inclusion and development, chaired by Brent Groves. You will often hear him making announcements about the actions and progression of the DEI committee at morning tea on a Friday.

The DEI's objective is to:

1. Continually review current practices at ICRAR-UWA.

2. Identify areas of improvement.
3. Design targeted initiatives.
4. Monitor the progress of these initiatives using KPIs.

The DEI committee is also responsible for promoting ICRAR's inclusive work environment and reporting to the ICRAR exec.

The DEI committee is currently composed of ten women and men of all levels of seniority, as well as academic and professional staff. The committee is running ten initiatives. An example for an initiative is the organisation of several (4-5 in 2017) seminars and workshops supporting women in building research careers. Another example is the training and advertising of so-called DEI Wards, a group of three ICRAR-UWA members, who can be contacted confidentially to report any instances of perceived inequality or misconduct at the workplace. The full list of initiatives is compiled in the DEI plan, available directly from the committee.

The DEI committee can also assist students in need. Graduate studies can be stressful for many students: if you find you need someone to talk to, the committee has many resources. ICRAR has a number of Mental-Health First-Aid officers appointed by the DEI committee. These officers provide confidential peer support for initial informal support, assistance and referrals, and can be found at <https://www.icrar.org/dei/mental-health-first-aid/>. Note that Mental-Health First-Aid Officers are not a substitute for professional support services, but can point you in the right direction if you need help!

A list of the current DEI wards is listed in section 8.

4.6 PhD Mentoring Program at ICRAR/UWA

Jointly coordinated by the DEI committee and the PhD program coordinator, ICRAR/UWA has recently begun running a post-graduate mentoring program. The purpose of this is to provide extra support to PhD students outside of their supervisory team. This person is someone with whom they can discuss their PhD progression, work environment and potential work related issues.

As part of this program, every PhD student

will be assigned a mentor. The guidelines for this scheme include:

1. The DEI committee and PhD program co-ordinator will assign a mentor to each student. Student mentees then responsible for setting up meetings with their mentors every 3 months or so for at least 15 minutes and are encouraged to do so.
2. During each meeting, important things to discuss may include:
 - *Work* - general progress against your PhD plan and your motivation for these tasks (though mentors are not expected to discuss scientific aspects of your work in detail).
 - *Prospects* - long term goals and potential career options (especially important in your final year).
 - *Environment* - Potential issues in the workplace or circumstances that are affecting your work. This includes any

issues between mentees and their academic supervisors.

3. If there are any issues, the mentor will report to a DEI member; or, in the case of minor points and if agreed with the student, will talk directly to the supervisor.

More information on the Mentoring program can be found at <https://www.icrar.org/dei/mentoring-program/>.

4.7 PhD Student Financial Support

On top of your scholarship, additional funding is available for the purposes of travel, the provision of computers / technical tools, and miscellaneous items. More information can be found at <https://www.icrar.org/dei/student-support/>. This is available to all students. If you need further funding for critical supplies (i.e., hard-drives, etc.), ask your supervisor - this is not guaranteed, and will depend on your supervisor's funding.

5 Events

There are several events throughout the week that occur regularly - both professional meetings and social activities.

5.1 Meetings

5.1.1 Journal Club

On a Tuesday afternoon at 12, all researchers meet in the second floor boardroom to discuss 1-2 academic papers. Each paper will be presented to the room by a different person who highlights the aim of the science put forward and explaining why (or why not) the article has achieved that aim successfully. The audience asks questions throughout this process.

This is an excellent opportunity to both expand your knowledge and think critically about science, both within and outside your own research area.

The other benefit of attending Journal Club is that free Domino's pizza or subway is included.

5.1.2 Astro Morning Tea

Astro Morning Tea (or AMT for short) occurs every Wednesday morning in the ground floor seminar room at 11:00. Generally a reminder email will be sent via the ICRAR Fairway mailing list.

These meetings are generally attended by everyone in ICRAR. Each week, any relevant (and often fairly humorous) news is reviewed before a speaker is invited to give a talk about the general workings of ICRAR. This may be someone from within ICRAR discussing anything from diversity to how the website works. External speakers sometimes give presentations about their work.

Importantly, six months into your PhD, you will give a short 25 min presentation during AMT about your proposed project and the work completed so far.

5.1.3 Morning Tea

Each Friday morning, everyone in ICRAR comes together to share morning tea and cake on the second floor open area from 10:30 onwards. The Executive Director, Professor Peter Quinn, will give a short summary of the week, introducing any visitors or new arrivals and discussing successes achieved by the department. Following

this, everyone enjoys the spread of food and company on offer. This is a great way to finish off the week.

Each week, a member of staff will provide an array of snacks and this role rotates about the department throughout the year.

5.1.4 POW+! (Student Meeting)

POW+! stands for Plot of the Week (+! - plus other things you wish to discuss: code, papers, practice talks, etc.) and is held by the students of ICRAR/UWA each Friday at 12:30pm in G17. Look out for email reminders sent through the ICRAR Fairway students mailing list.

In these sessions, all PhD and Master's students come together to discuss plots, code or papers that they have been working on over the past week. Each student can submit and discuss a piece of work that they're proud of in the session. At the end of the session, we vote on which plot was the most interesting and the winner is awarded ultimate fame on the POW+! notice board.

This is a great opportunity to practice presenting your work at a scientific level that leads to thought-provoking discussions. Most importantly, on the last POW+! of each month, there is the extra incentive of catered pizza.

5.1.5 Research Groups

Science at ICRAR is split into broad research groups, colloquially called SUs (Science UWA). Some of the research groups within ICRAR will have meetings to discuss the work going on in each area (though at this time, only SU3 meets weekly). These are attended by all students, post-docs and professors working within the group. Ask your supervisor which meetings you are expected to attend.

The SUs are currently organised as follows:

- **SU1 - Low Redshift Universe**

SU1, the Local Universe group, studies the origin and evolution of galaxies by taking advantage of the exquisitely detailed

observations that can be obtained for objects in the local Universe. Surveys carried out with cutting-edge radio telescopes (ASKAP, MWA, ALMA), aided by state-of-the-art observations at other wavelengths (e.g., 8m-class ESO telescopes), are used to shed light on the various components of the interstellar medium of nearby galaxies, and its connection with stellar and star-formation properties, as well as surrounding environment.

- **SU2 - High Redshift Universe** SU2, the Distant Universe group, is focused on understanding how mass in the Universe has transformed from a smooth distribution of ionised atoms 13 billion years ago, to the myriad of galaxy types distributed in clusters and filamentary chains that we can see today. Underpinning this is the story of the growth of dark matter and the emergence of dark energy, which work together to drive the formation and evolution of galaxies and all that lies within. Most of their work is observational and uses some of the world's largest ground and space-based facilities to measure the radiation from galaxies across the full electro-magnetic spectrum, as well as measuring distances and spatially resolved motions, i.e., rotations and dispersions.
- **SU3 Computational Astrophysics Group** SU3, the Cosmological Theory group, combines large-scale supercomputer simulations and state-of-the-art theoretical models to tackle fundamental questions in galaxy formation and cosmology, the predictions from which are used to create mock observables for current and future galaxy surveys. Key science questions focus on how galaxies assemble their mass and angular momentum; how feedback from stars and black holes shape their host galaxies; how the underlying cosmological model impacts galaxy formation; and how theories of dark matter can be tested observationally in a robust fashion. Group meetings occur weekly on Wednesday, where we have updates from two group members and ad-hoc discussions on papers/group matters.

Look out for email reminders from the Computational Theory Group mailing list, comp.theory@mailists.uwa.edu.au.

5.1.6 Seminars

In addition to the regular weekly meetings, often ICRAR has visiting professors or researchers. These visitors will often give a seminar on their research on a Thursday morning at 11:00am (or sometimes additionally Tuesday afternoon at 3:30pm), generally lasting about an hour. These are held in the seminar room on the ground floor and are attended by both students and researchers alike. Occasionally, following these presentations, the speaker is taken out for lunch by members of staff - students may also attend these trips and may have their lunch paid for by the department as an extra incentive. The list of upcoming speakers is available at <https://www.icrar.org/seminars/>.

Special de Laeter colloquia are also held around 10 times a year. The de Laeter Colloquium Series features distinguished national and international scientists as speakers, and is aimed at enhancing interaction between CSIRO, the two ICRAR nodes, and high-profile centres of astronomical research around the world. It's an excellent opportunity for students to hear a distinguished scientist talk about their research; when being hosted on the UWA campus, it is also usually expected that all students will attend.

5.2 Social Activities

5.2.1 Lunch

Each day (aside from Tuesday given the pizza provided in Journal Club, or Friday where we attend POW+!) a group of the PhD students meet in the front foyer at about 12-12:30. Weather permitting, we sit outside by the benches near the Lawrence Wilson Art Gallery, the "Sunken Garden" nearby, or otherwise flock to one of the couch areas within the ICRAR/UWA building. Some people buy lunch from the Hackett Hall Café nearby, or one of the many food options on Broadway and some just bring packed lunch from home. Please feel free to join us!

5.2.2 Facebook Group

For students of ICRAR-UWA we have a facebook messenger chat. Here we arrange social events, often including Friday afternoon drinks. If you would like to join the group, drop an email to Matthew Frosst and they will send you an invitation. Other messenger groups exists for climbing, football, snorkling, and more - just ask around if you're keen to join them!

Of course, please consider the consequences of anything you post before you do so and note that anything you say on this group you will be held responsible for. As such this is not a group to bully, vilify, racially prejudice or insult any other member of the institution whether or not they are a group member. If you do take it upon yourself to post something deemed inappropriate please know that it can and will be reported and the post will be removed.

6 Tips

6.1 Website Links

Below is a cheat sheet list of useful ICRAR and UWA websites:

- <http://www.icrar.org/> - the ICRAR website and intranet
- <https://student.sims.uwa.edu.au/connect/webconnect> - the UWA Student-Connect website for managing your personal details and enrolment (see section 2.2)
- <https://www.hdrhub.uwa.edu.au/do/uwa-login/login> - the GRS online milestone submission website.
- <https://lms.uwa.edu.au> - the UWA Learning Management System for accessing module notes (see section 2.2)
- <http://www.library.uwa.edu.au/> - the UWA Library catalogue website (see section 6.8)
- <http://www.finserv.uwa.edu.au/travel-at-uwa/travel/booking/trobexis> - the UWA Concur travel management system (see section 7.1)
- <https://visitperth.com/en> - the Visit Perth website for suggestions of things to explore in Perth

6.2 Joining Astronomy Groups

There are several Astronomy groups that your supervisor may wish you to join. The first of these is the Astronomical Society of Australia (otherwise known as the ASA) which is open to anyone contributing to the advancement of Australian astronomy. Information about this group can be found at <http://asa.astronomy.org.au/>.

The main benefit of joining this society is that you will gain access to \$1000 of overseas travel funding, as well as support in attending various national meetings. Annual memberships cost \$58, and the application can be filled online at <https://asa.astronomy.org.au/membership/join/>.

PhD students are welcome to join the Early Career Researcher chapter of the ASA. This

chapter acts to support the needs and development of Early Career Researchers in the Australian astronomy community. Details can be found here: <http://asaecr.smp.uq.edu.au/>.

You may hear older students talk about ASTRO3D. This is an ARC Centre of Excellence for All-sky Astrophysics in 3 Dimensions that has supported the Australian astronomy community for the past few years. Unfortunately, it is now on its last year of funding, and will close in December 2024. This group is only eligible for students who fall into one of their themes - the origin of matter and the periodic table, the origin of the ionised universe, the genesis theoretical simulations, or ASTRO3D data intensive astronomy. Talk to your supervisor if you would be interested in joining - though further funding in 2024 may be limited, and the opportunities more scarce.

6.3 T-shirts

Each student at ICRAR can receive a free t-shirt with the ICRAR logo. All you need to do is go and talk to the admin staff on the second floor. Alternatively, just drop her an email at adminstaff-icrar@uwa.edu.au.

There are also ICRAR polo shirts and jackets available for purchase for \$25 and \$50 respectfully. To arrange this, contact the outreach team or just pop up and see them in their office on the second floor.

6.4 Stationary

There is a lot of stationary available for ICRAR employees (i.e. pens, pencils, staples, paper, sticky notes, etc.) so it is not necessary to buy these in advance. These resources can be found on the second floor in the corridor just beyond the entrance. Several draws and cabinets are full of supplies.

Of course, be sensible with these resources and if you take the last of an item, make sure to let one of the administrative assistants know so that more can be ordered.

6.5 Holidays

The University of Western Australia recognises all national public holidays and state public holidays. For more information on Holidays and teaching weeks at the university see: https://ipoint.uwa.edu.au/app/answers/detail/a_id/1241/~/2019-undergraduate-dates-and-teaching-weeks.

PhD students are entitled to 20 days of holiday, of which 5 must be taken to cover the non-holiday days during the two weeks the university closes for Christmas and New Year.

6.6 Kitchen

There is a kitchen equipped with a fridge, microwave, sink, dishwasher, cold and boiling water on every floor. In the draws, you will usually find communal cutlery available. In the second floor kitchen, you can find visitor mugs and glasses, though these are to be kept on that floor (it's nice to have your own mug to bring to your desk). Also here there is a coffee machine, along with tea bags, instant coffee and hot chocolate. Milk can be found in the fridge.

All of these resources are provided by ICRAR under the stipulation that they are cleaned and maintained by the users. General kitchen etiquette includes making sure you tidy any messes or spills, removing food from the fridge at the end of the week and making sure to correctly label the "unwashed/washed" card on the dishwasher.

Other than this, we all have access to free coffee - which is always a plus!

6.7 Wifi and Eduroam

Once you have created your Pheme account (see section 2.2), you will be able to access the UWA's internal wifi, Unifi. To log in, all you require are your university email address (in the *studentnumber@student.uwa.edu.au* format for the username and your Pheme password. Please note that with Unifi, you can only have 2 devices connected at any one time.

Another useful wifi is Eduroam. This is a wifi service available at almost all universities around the world. If you hold a position at any university, you can log onto this free wifi whenever you visit a university. In order to log in, you use the user-name *studentnumber@uwa.edu.au* (note this is

slightly different to the standard Unifi log in) and your Pheme password.

6.8 Library

UWA maintains a small astrophysics library on the second floor of the Ken and Julie Michael Building. Should you wish to remove a book, please inform one of the administrative assistants you are doing so.

The University of Western Australia also gives you access to substantial libraries on campus. To search for books in these libraries, look for online course materials or to view past exam papers for a unit you can search through one search <http://www.library.uwa.edu.au>. Please note most of the books you may be interested in will probably be in the Science library which has been renamed the Barry J Marshall Library. It is located near the southern end of campus.

By being a resident of Western Australia you also get access to the public library system for free. To become a member, visit: <http://slwa.wa.gov.au/our-services/membership/join-now>. The nearest Public library to campus is probably the State Library itself located in Perth's CBD.

6.9 Overleaf

There is a very useful LaTeX collaborative writing and publishing tool online at <https://www.overleaf.com/>. This is a free service containing many templates for basic articles through to journal papers. It allows several people to edit the same document real-time; it is also version controlled such that any previous copies can be restored at a later date. It is also all saved to the Cloud such that the document can be accessed anywhere with an internet connection on any device.

If you haven't used LaTeX before, this is a good place to start. If you use LaTeX, but have never used Overleaf, it may be worth checking out for the ease of collaborative writing your papers in the future.

6.10 Beaches

One of Perth's greatest attractions has to be its beautiful beaches - but your safety is paramount

when swimming there. As not everyone may be aware of the surf life saving procedures and dangers present on Australian beaches, it is recommended you visit <https://sls.com.au/coastal-safety/> for an overview of how to stay safe when visiting the coastline. Swimming lessons are available at the UWA aquatic centre (<https://www.uwa.edu.au/sport/swim/uwa-aquatic-centre>). Stay safe!

7 Travel

7.1 Concur Travel System

When organising flights to travel to conferences or meetings outside of Perth, PhD students have to submit requests themselves through the UWA Concur system (<http://www.finserv.uwa.edu.au/travel-at-uwa/travel/booking/trobexis>). This system was introduced in 2016. You will need to first set up an account. It is best if you book an appointment with Tracey O'Keefe who will help you with the entire system.

Through Concur, you can submit the dates, location and times at which you want to travel; you should also list the funding pots from which the flights should be purchased from. It is possible to provide a suggested flight provider and number, though the university travel agencies will choose the best option for your circumstances.

You then submit your travel request and the agencies will respond with a suggested flight. The flight will not be booked until you check their suggestion and send it off for approval by your supervisor. Following this second submission and the approval of the request, you should then receive an itinerary and details of your booking.

If you have any problems with this system, contact Tracey O'Keefe. It can be quite temperamental and she can help you work through any issues that occur!

7.2 Expenses

7.2.1 Travel Reimbursement Form

The form for submitting reimbursements on travel expenses (travel, food, accommodation, etc.) whilst travelling for a conference/workshop can be found here on the ICRAR intranet (this requires you to login to your ICRAR account, see Section 2.8): <https://www.icrar.org/intranet/forms/expense-reimbursement-form/>

7.2.2 Travel Expenses Calculator

For overseas travel, you can use this currency conversion calculator to determine the cost of the expenses in Australian Dollars (AUD) after conversion from foreign currencies and credit card surcharges: <https://www.xe.com/travel-expenses-calculator/>

7.2.3 Submitting Receipts

Alongside the reimbursement form, you will be required to submit all of your *original* receipts to Tracey O'Keefe. To alleviate the workload put onto the admin staff, the best way to do this is to sticky-tape (top and bottom) the receipts to one side of an A4 piece of paper (using the back side of a scrap paper is great way to recycle unwanted paper). It's useful to write down the relevant amount next to each receipt, for example as alcoholic drinks cannot be claimed for reimbursement, one might want to specify how much of the total cost on the receipt refers to the food only. This can become quite complicated for international travel where the additional currency conversion is needed so an attached spreadsheet (receipt number, total cost in international/AUD, description) is also a convenient option.

8 Who's who

8.1 Important numbers

Off campus:

- **Emergency services** 000
- **Police Attendance** 13 14 44
- **Crimestoppers** 1800 333 000
- **Poisons Information** 13 11 26
- **Fire Service** 9323 9300
- **Alinta Gas Faults** 13 13 52
- **Water Corporation Faults** 13 13 75
- **Western Power Faults** 13 13 51
- **Legal Information** 1300 650 579
- **Alcohol and Drug Information** 9442 5000
- **Family Helpline** 9223 1100
- **Lifeline** 13 11 14
- **RSPCA** 9209 9300
- **Transperth Infoline** 13 62 13
- **Black and White Taxis** 13 10 08
- **Swan Taxis** 13 13 30

On the UWA campus:

- **Campus Security** 6488 2222

Should you require emergency services whilst on campus, it is asked that instead of dialling 000 you please dial campus security. UWA is quite large and campus security has procedures put in place with emergency services to direct them to your location as fast as is possible.

8.2 DEI Committee and Wards

The DEI committee members and their roles are listed on the ICRAR website (<https://www.icrar.org/dei/committee/>) and the wards are listed here <https://www.icrar.org/dei/dei-wards/>.

8.3 Administration

The administrative staff at ICRAR can be reached at adminstaff-icrar@uwa.edu.au.