

A vintage pocket watch with a brass chain is resting on a piece of fabric with a blue and white floral pattern. The watch face is visible, showing Roman numerals and a green needle. The lighting is warm and focused on the watch.

ON-CAMPUS
STUDENT
HANDBOOK

2017



St Mark's
National Theological Centre

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GLOSSARY OF TERMS

ACC&C	Australian Centre for Christianity and Culture
CAPS	Centre for Ageing and Pastoral Studies
Course	Degree, certificate or other academic attainment (e.g., BTh, PhD)
CSU	Charles Sturt University
DIT	Division of Information Technology
FRILLS	Free Interlibrary Loans Service
GBH	George Browning House
HoS	Head of School
Interact 2	An integrated online learning environment (OLE) that allows staff and students to access a number of CSU-developed applications
PACT	Public and Contextual Theology Research
RO	Research Office

WELCOME TO **ST MARK'S**

I'd like to extend you a warm welcome as you study at St Mark's, particularly if you are commencing your studies.

The community here has a great deal to offer you. Although St Mark's is located in a lovely bushland setting in Canberra, our student body is located right across Australia. Over time, you'll meet all sorts of people from places you may never have heard of. (We have many distance education students studying CSU courses, and we also run some of our vocational training in other states.)



Through St Mark's partnership with Charles Sturt University, we offer undergraduate and post-graduate courses as well as higher degrees in theology, aged care and pastoral counseling. Our Registered Training Organisation offers vocational education and training in counseling, Anglican ministry and professional supervision. St Mark's Library is one of the best theological libraries in the Southern hemisphere and has recently been renovated. We also produce a quarterly journal of Christian thought and opinion called St Mark's Review. I hope you'll make a habit of reading it!

Our staff, both academic and administrative, strive to fulfill their calling to serve the Church, the academy and the world through their teaching, research, leadership and diligence – please make yourself known to us as you move around the campus.

I trust your time here at St Mark's will be beneficial. I hope and pray that you'll take your next steps in knowing God, yourself and your world, and Jesus Christ. I'll also be praying that what and whom you love changes in ways that surprise and delight you.

Revd Dr Andrew Cameron
Director



ST MARK'S

NATIONAL THEOLOGICAL CENTRE

St Mark's is a scholarly Christian theological community that has been serving Australian society since 1957. Founded by Bishop Ernest Burgmann (1885–1967), St Mark's is Anglican in foundation and ecumenical in ethos, attracting students from all corners of the Judeo-Christian spectrum. The organisation's primary mission is to engage the people of God with Australian society, and it fulfills this mission through its undergraduate and postgraduate courses in theology and ministry.

School of Theology, Charles Sturt University

St Mark's has been a partner in the School of Theology in the Faculty of Arts of Charles Sturt University since 1995. Through this partnership, St Mark's offers a wide range of undergraduate and postgraduate courses

in theology and related areas. In 1999, the United Theological College (Sydney) joined the School, providing teaching for students in Sydney at postgraduate level and, since 2006, at undergraduate level. In 2009, St Francis' Theological College in Brisbane entered into an agreement with St Mark's to participate in the School. This enables Brisbane students to enrol in courses offered by the School and, for many subjects, to study on campus in Brisbane. In 2010, St Mark's entered into a similar agreement with St Barnabas' Theological College in Adelaide.



St Mark's: Registered Training Organisation

St Mark's is a Registered Training Organisation, and offers vocational education and training in counselling, professional supervision, ministry and theology, and Anglican ordination.



Ministry Training at St Mark's

St Mark's offers an Anglican ministry formation stream as a companion to theological education. Some students, while undertaking theological study, are preparing for ordination by completing the Advanced Diploma of Christian Ministry and Theology. The diploma is taught online and in residential mode. St Mark's conducts the programs for a number of Anglican dioceses in Australia.

ST MARK'S STAFF

St Mark's National Theological Centre employs staff who teach Charles Sturt University Courses and/or St Mark's VET courses.

For more details about our staff and faculty, visit stmarks.edu.au.

Contacting Staff

- Because staff are engaged in a wide variety of teaching, research, and other related work, they appreciate your assistance in making an appointment.
- You can make an appointment through Reception on 02 6272 6252, via email stmarksadmin@csu.edu.au, or by contacting the lecturer directly.

Faculty members

NAME	SUBJECT/COURSE	EMAIL
Rev'd Matthew Anstey	Biblical Hebrew	manstey@csu.edu.au
Anna Boxwell	Diploma in Christian Ministry & Theology	anna.boxwell@gmail.com
Rev'd Dr Geoff broughton	Introduction to Christian Theology	gbroughton@csu.edu.au
Rev'd Dr Wayne Brighton	Introduction to Christian Ministry Being the Church	wbrighton@csu.edu.au
Rev'd Dr Ian Coutts	Advanced Diploma in Christian Ministry & Theology	icoutts@csu.edu.au
Dr Bernard Doherty	Rise of Christianity to 600CE New Religious Movements	bdoherty@csu.edu.au
Rev'd Dr Brian Douglas	Anglican Foundations	bdouglas@csu.edu.au
Rev'd Dr Jane Foulcher	Liturgical Theology	jfoulcher@csu.edu.au
Dr Michael Gladwin	Christianity in Australian History European Reformations, 1400-1700	mgladwin@csu.edu.au

NAME	SUBJECT/COURSE	EMAIL
Rev'd Jonathan Holt	Mission, Evangelism and Apologetics	jholt@csu.edu.au
Rev'd Dr Jeanette Mathews	Introduction to Old Testament Introduction to Biblical Languages	jmathews@csu.edu.au
Dr David Neville	The Synoptic Gospels The Johannine Literature	dneville@csu.edu.au
Russell Warnken	New Testament Greek 1, 2, 3	rwarnken@csu.edu.au

St Mark's National Theological Centre

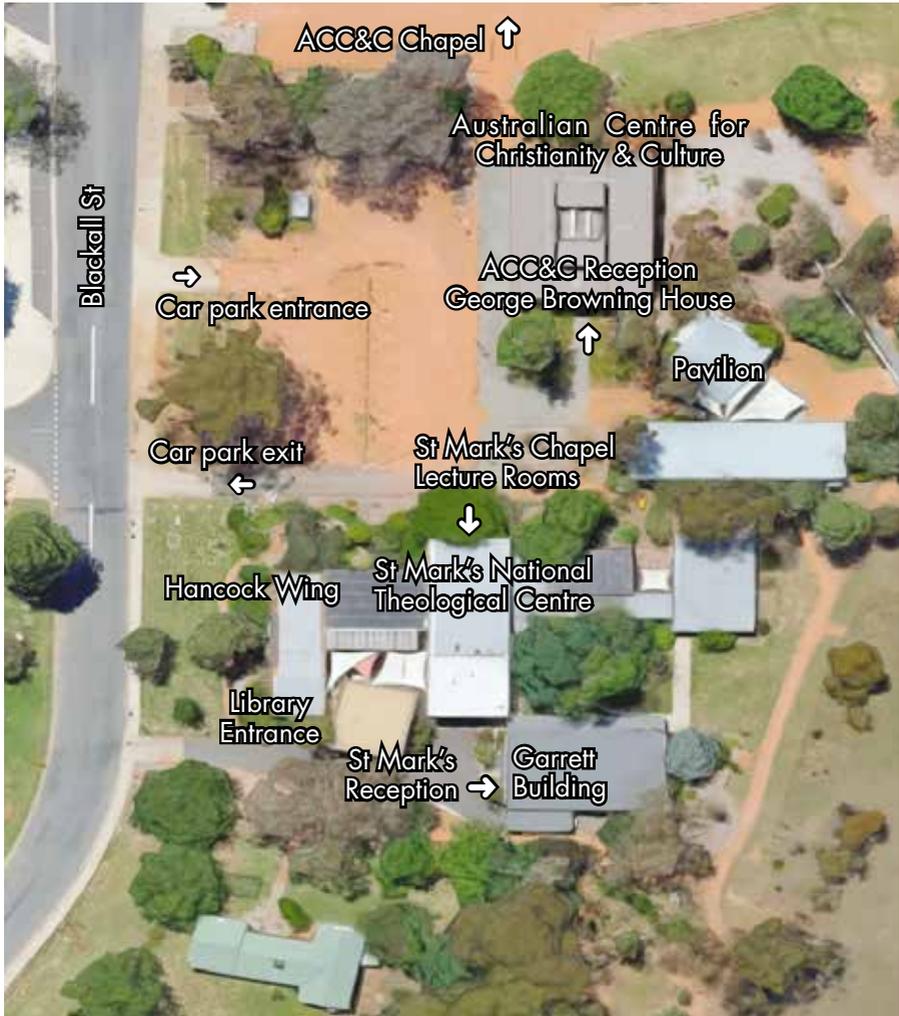
POSITION	NAME	EMAIL
Director	Revd Dr Andrew Cameron	ancameron@csu.edu.au
Deputy Director	Rev'd Dr Jane Foulcher	jfoulcher@csu.edu.au
St Mark's Reception	Julia Bell	stamarksadmin@csu.edu.au
Business Development Manager	Rev'd Emma Street	hafrancis@csu.edu.au
Library Manager	Susan Phillips	sphillips@csu.edu.au
RTO Compliance Manager	Jenny Ward	pdyke@csu.edu.au
Marketing and Communications Manager	Chevelle Hibberd	chibberd@csu.edu.au
CAPS Director	Revd Professor Bruce Stevens	bstevens@csu.edu.au

CSU School of Theology – Canberra

POSITION	NAME	EMAIL
Head of School	Dr David Neville	dneville@csu.edu.au
Course Director	Rev'd Dr Peter Pocock	ppocock@csu.edu.au
Bachelor of Theology Coordinator	Revd Dr Jeanette Mathews	jmathews@csu.edu.au

Australian Centre for Christianity and Culture

POSITION	NAME	EMAIL
Director	Rt Rev'd Prof. Stephen Pickard	spickard@csu.edu.au
Centre Manager	Ms Katherine Collins	kcollins@csu.edu.au
Admin Assistant	Mr Lyndon Mayfield	lmayfield@csu.edu.au



MAP OF THE SITE

St Mark's buildings

St Mark's National Theological Centre has two buildings at the Canberra Campus — the main building and the Garrett Building.

Next door to St Mark's is the George Browning House, the Pavillion and the Chapel of the Australian Centre for Christianity and Culture.

St Mark's National Theological Centre

In the main building is a Chapel and four lecturer rooms:

Durie Room (downstairs)

Pickard Room (upstairs)

Sulman Room (downstairs)

Withycombe Room (upstairs).

Entrance to St Mark's National Memorial Library is via the Hancock Wing.

Garrett Building

St Mark's reception, staff, and lecturers' offices are in the Garrett Building.

CSU Buildings

Australian Centre for Christianity and Culture (ACC&C) Chapel (not shown on map)

The Australian Centre for Christianity and Culture (ACC&C) is an ecumenical body reflecting the faith background of approximately 61 per cent (13.5 million) of the Australian population. It is governed by a Board of Directors (under delegation from the Council of Charles Sturt University) consisting of representatives of the Christian churches. <http://www.csu.edu.au/faculty/arts/accc/home>

The ACC&C Chapel is located on the corner of Blackall Street and Kings Avenue. Occasionally, St Mark's uses the chapel for public lectures and events.

The Executive Director of the ACC&C is Right Reverend Professor Stephen Pickard, who used to be the Director of St Mark's. The Centre Maanger is Michele Lamb. Katherine Spackman is the Communications and Administration Officer.

George Browning House (GBH)

The George Browning House has a room for St Mark's PhD students; but it also houses the staff of the Australian Centre for Christianity and Culture and research professors of CSU's Public and Contextual Theology Research Centre (PACT).



GENERAL INFORMATION

Accommodation

- St Mark's does not have on-campus accommodation for students. Accommodation options are available at All Saints Ainslie College, which is a short bus ride from St Mark's. For more information, visit <http://www.asc-canberra.org.au/>
- Burgmann College at the Australian National University also has some spots reserved for St Mark's students studying theology through CSU. For more information, contact Manager of Residential Services Vicki Guyer on 02 6125 6088 or vicki.guyer@anu.edu.au
- There are a number of hotel and accommodation options for students attending residential schools. Some Canberra locals are also willing to billet a residential school student. For details, contact St Mark's Admin on 02 6272 6252.

Chapel services

- Classes break at 10:30 am each teaching day so that the whole community can join in Morning Prayer: Tuesday to Thursday/Friday during Semester and each day during Residential Schools.
- On feast days, Morning Prayer is sometimes replaced with a lunchtime service of Holy Communion. All are welcome to participate in these services.

Common room

- The Common Room is open to staff, students, and visitors.

Emergency Procedures

In each room, there are site maps showing exits and assembly points. In case of an emergency, please make yourself familiar with the building and which room you are in. Fire and evacuation warnings alarms are installed. Please follow all instructions when requested to evacuate the building. There are also instructions for a variety of emergencies in each room.

Entry to car park

- Parking on St Mark's and ACC&C sites are restricted to CSU students and other students, staff, and visitors.

- Access to the car park is obtained by using your CSU student ID card at the boom gate.
- If the car park is full, there is a small car park closer to Kings Avenue.

Kitchen

The kitchen contains a reasonable range of equipment. It has microwave ovens, a convectional oven, a dishwasher, an instant hot water unit, and kitchen utensils and crockery. Students are free to use all the facilities of the kitchen including the fridge. All kitchen users are expected to clean up after use and to follow St Mark's recycling procedures. Tea and coffee is provided by the Student Representative Council.

Meals

As a general rule, students need to provide their own meals.

Where to buy food and coffee

Barton Café	(pictured above) Across the road from St Mark's on Broughton Street; it has an ATM near the coffee section. Serves Turkish food, and offers a nice, quiet dining area.
Barton Grocer	Across the road on Macquarie Street, next to the Wilson car park. Also includes a florist, limited baked goods, and salads.
Double Drummer	Ground Floor Courtyard, 4 National Circuit. It is a popular eating spot for public servants.
Gallery Café	The café at the National Art Gallery of Australia is opened from 10am to 4pm.
Hideout Café	6 National Circuit Barton offers good coffee and quite the ordering experience. About 7 baristas and microphone-wielding staff serve coffees non-stop in the mornings to keep Barton's workers caffeinated and happy.
Little Bird	Corner of Macquarie Street and Broughton Street. Serves decent coffee and humongous portions
Portrait Café	The café at the Portrait Gallery of Australia is open 9–4.30pm daily.
The Terrace Café	The Terrace Café at Old Parliament House is open for breakfast and lunch.
Subway	Located on the ground floor of the Wilson Car Park on the Corner of Broughton and Macquarie Street.

On-campus Wifi

- CSU is a participating institution in Education Roaming (EduRoam). This means you are able to connect using your CSU credentials at all participating educational institutions offering EduRoam.
- To access CSUconnect,
- View the available wireless networks using your device.
- Connect to install-CSUconnect. Your connection will be accepted without

prompting for any credentials.

- Launch a web browser on your device and attempt to access a web page. You will then be re-directed another page. Follow the instructions and then enter your CSU credentials.

Personal telephone calls

There is no pay-phone available for use by students. For emergency calls, please see one of the Reception staff.

Photocopying

Students have access to the photocopier in the library. See "About the Library" or ask a librarian for assistance. You will need your CSU student ID card.

Public transport

- For detailed information on buses (including buses between Canberra Airport and Barton) please check out Action Buses (www.action.act.gov.au), and Deane's Buslines (www.deanesbuslines.com.au) for travel to and from Queanbeyan.
- There are several bus stops located near St Mark's in Kings Avenue.

Security

- St Mark's is open to the public. While every effort is taken to ensure the security of student belongings, students should not assume that their unattended belongings are safe from theft. Please exercise common sense.
- This same level of care should be exercised with regard to parked motor vehicles; while every care is taken, it is unwise to leave valuables on the seat of your vehicle or otherwise in full view of passers-by. Breaches of security should be reported immediately to Reception.

Security lockers

- Coin-operated lockers are available in the Library.

Smoking

- Smoking is not allowed in all St Mark's buildings and external courtyards, doorways, and near windows and air conditioning systems. Consideration for others is appreciated at St Mark's.

Student Representative Council (SRC)

This is a committee of students who are studying through St Mark's. The SRC help contribute to the wellbeing of St Mark's students by coordinating student functions and activities, supporting St Mark's events, ensuring on campus refreshments are provided, informing St Mark's Director of student concerns; and providing a student representative to the St Mark's Library Committee. The SRC has also established a St Mark's Facebook group for people to join. For more information about the SRC visit <http://stmarks.edu.au/current-students/student-life>

LET'S KEEP IN TOUCH

We'd love to learn about other exciting Kingdom work, so please — **tell us your stories** and stay in touch with us online!

We'd also love to share about our latest events and happenings, keep you abreast with theological news, and keep you in touch with the St Mark's community.



Sign up for our emails through our website: **StMarks.edu.au**



/StMarksNTC



/StMarksNTC

St Mark's REVIEW

A JOURNAL OF CHRISTIAN
THOUGHT AND OPINION

ST MARK'S REVIEW

Produced by St Mark's, St Mark's Review has been a leading journal of Christian thought and opinion since 1955. The Review aims at lively, responsible and relevant discussions of matters that of importance to the Christian community in Australia and for the life of our society.

Each issue of the Review is dedicated to a specific theme, and articles are commissioned to address that theme.

Most articles featured in the Review are intended for anyone with a broad interest in theological and religious questions of contemporary significance. Specialists will also find the fruits of fresh thinking from a community of scholars determined to engage in dialogue with both the Church and the world.

Published quarterly, St Mark's Review is edited by Michael Gladwin.

Accessing

St Mark's Review is available to read at St Mark's library and also can be purchased through St Mark's Reception for \$17.50 per issue or \$70 per annum.

As of 2017, the Review is also available on ATLA, the world's largest theological journal, making the Review accessible in over 950 international library portals to full text index.

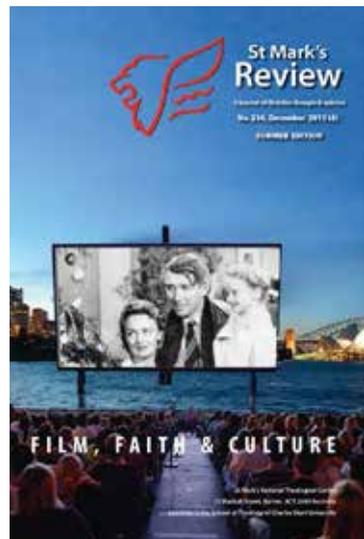
It is also available as an e-resource for those who have access to Informit's databases: Humanities and Social Sciences Collection (from Issue 207, Mar. 2009) or the Australian Public Affairs Full Text (from Issue 159, Spr. 1994).

CSU students studying through St Mark's can access the database through CSU:

1. Login to CSU via students.csu.edu.au and do a primo search on St Mark's Review.
2. Click the top result in the search finding which should be an ejournal resource.

Contribute to our journal

St Mark's Review is always looking for submissions. For many of our students, the Review is often the first journal their work gets published in, and it's a great opportunity to learn more about the process of preparing for publication. Contact Dr Michael Gladwin for further details — mgladwin@csu.edu.au





ST MARK'S

NATIONAL MEMORIAL LIBRARY

St Mark's library contains the most significant collection of biblical, missiological and theological works in the nation's capital. It also holds the collections of the first bishops appointed to the Anglican Diocese of Canberra and Goulburn including Bishop Mesac Thomas' and Bishop Ernest Burgmann's libraries.

The library collects at research level, catering for students from certificate to doctoral level. The collection is estimated at 100,000 items.

Library contact details

Phone: 02 6272 6257; 02 6272 6256

Email: stmarkslibrary@csu.edu.au

Website: <http://www.stmarksntc.org.au/library>

Postal address: 15 Blackall Street, Barton ACT 2600, AUSTRALIA

Opening Hours

- 9:00 am to 5:00 pm Mondays to Thursdays, 9:00am to 4:00pm Fridays. Closed on weekends.
- During residential schools, we open from 8:30 am to 5:00 pm
- Check St Mark's website for seasonal variations.
- Please note that an out-of-hours returns chute is not available.

Library access for CSU Students

Library Computers

- You will need your CSU login details.
- One computer is designated 'technology assist' in the reading room
- Please consider other library users by using head phones when necessary.
- iPad and Surface tablets are available for loan in the library
- Wireless access is available through EduRoam.

Borrowing

- Your CSU student card is required before you can start to use the library.
- Undergraduate: 20 items for 4 weeks, with 4 renewals
- Higher degree / faculty: 50 items for 12 weeks with 4 renewals
- Renewal: Web renewal, or by phone / email
- Overdue items cannot be renewed. Contact the library for further
- Recall items: Immediate return or \$5.00 / day fine

Postal Service

- Distance students will receive a reply paid sticker with every batch mailed out to them.
- On-campus Canberra students must pick up hold items from St Mark's Library

Copy, Print, Scan

- Your CSU student card and and pin required
- Please ensure you have adequate funds on your CSU account before you use the library copier.

Library Orientation

- Tutorials available in the use of online catalogues and databases
- Students may book a personal session in the use of online databases

Library access for VET sector students (RTO)

Library Computers

- Students may use the 'quick search' computer to access the catalogue.
- Please speak to our library staff to find out more about electronic resources that you can have access to. You can email them at stmarkslibrary@csu.edu.au

Borrowing

- No. of loans: 10 items for 4 weeks with 4 renewals. Borrowers may request an extended loan.
- You can arrange for renewals by phone or email (stmarkslibrary@csu.edu.au)
- You have access to all of St Mark's physical resources only.
 - » To borrow in person, just bring your books to the front counter and the librarians will help you.
 - » To borrow online, you will need to contact the library through our online form located on our website, detailing the item(s) you would like to borrow. Your items will then be posted to you with a reply-paid sticker. It is your responsibility to return these items via postage by box or padded bag.
- Fines will be incurred if you do not return your books in time.

Photocopying / Scanning

- Please see library staff to access photocopying facilities. Fees apply.
- The library is able to scan and email portions of books and articles by request.

Library Orientation

- Tutorials and personal assistance is available

INFORMATION FOR STUDENTS IN CSU'S **SCHOOL OF THEOLOGY**

Course Information

Current course information may also be found on the CSU website at <http://www.csu.edu.au/courses/theology>

Telephone	1 800 334 733
Email	inquiry@csu.edu.au
Web	www.csu.edu.au/for/future-students

Your timetables and your textbooks and reading lists are available on our website. Visit stmarks.edu.au and go to our Current Students section.

FOR **POSTGRADUATE RESEARCH** STUDENTS

(PhD, DMin and Masters research students)

Postgraduate seminar

Our postgrad seminars begin on 1 March 2017 at 2pm in the Sulman Room, St Mark's, and every first Wednesday of the month thereafter (except for July, unless advised otherwise). These dates are worth pegging into your calendar. All HDR students are expected to attend and it is the forum in which you present your first-year research proposal. It also ties you into the larger scholarly community of St Mark's and allows you to get to know faculty and fellow students in both formal sessions and for a drink afterwards.

Research proposal and key milestones

Your first-year milestones are attendance of an induction session and the completion and presentation of a research proposal. For details on probation and key milestones, visit: <http://www.csu.edu.au/research/forms-facts/hdr-guide/probation-and-key-milestones>.

The page at this link outlines the basic structure of the proposal and has a link to the form with which you submit your proposal (<https://www.csu.edu.au/research/forms-facts/hdr-guide/research-proposal>). You will work closely with your supervisor during your first six months (full-time students) or year (part-time students) to develop your thesis proposal, which is then submitted to two examiners and defended at one of the postgrad seminars. Read the link and talk to your supervisor for more information.

There's also a helpful online course on writing research proposals below that is worth doing (see the 'Writing a research proposal' course in the links below).

Online induction and skills sessions

There are also several valuable professional development courses—beginning in February—that are worth carving out time to attend during the early stages of your research. Fuller details can be found here on the Professional Development Research Calendar: <http://www.csu.edu.au/research/professional-development/program-calendar>. The compulsory one is the 'welcome and induction' session is noted below (another one is offered later in the first semester):

HDR Candidate Welcome and Induction – Feb 2017

The first HDR Candidate Welcome and Induction session is happening on Tuesday 14 February 2017. Please visit the Professional Development Calendar at <http://www.csu.edu.au/research/professional-development/program-calendar> and click here to register for this session. These sessions are highly recommended for new candidates commencing in 2017 and provide essential information about getting started. Attending an induction session is also part of the probationary conditions for candidature.

Other upcoming skills session include:

Bootcamps and skills workshops –February

All research writers, including doctoral researchers and any other staff or students who would like to join us, are invited to get a burst of progress on your writing in February.

Here are details of workshops being held in February, 2017:

1. Writing a research proposal – Monday, 13th Feb, 12pm-1:30pm –https://connect.csu.edu.au/researchprop2017/event/event_info.html
2. Overcoming procrastination – Thursday, 16th Feb, 12pm-1:30pm –https://connect.csu.edu.au/procrast2017/event/event_info.html
3. Reading the literature critically – Monday, 20th Feb, 12pm – 1:30pm -https://connect.csu.edu.au/critread2017/event/event_info.html
4. The Basics of thesis structure – Thursday, 23rd Feb, 12pm-1:30pm -https://connect.csu.edu.au/thesisstruct2017/event/event_info.html

If you would like a calendar invitation for either of these, with the schedule, locations and links, email Cassily Charles - ccharles@csu.edu.au



My Research Career— Training for Early Career/Developing researchers

In 2017, the Research Professional Development team will again be presenting the 'My Research Career' training program. The program is targeted at early career or developing researchers who wish to advance their research careers. This includes higher degree research students who are close to graduating and may be considering a career in research.

The program consists of 6 core on-line modules run throughout 2017. Module content is as follows:

- Module 1: Introduction to research at CSU, the broader research landscape, strengthening priority and time management skills
- Module 2: Developing an effective research strategy
- Module 3: Building and presenting a strong research track record, improving your web presence
- Module 4: Navigating the publication process, targeting publishing outlets, improving publication success
- Module 5: Strengthening grant writing skills, improving funding success
- Module 6: Building research networks, working with collaborators, managing other researchers

We also hope to run some advanced modules that will be targeted at more experienced researchers that will cover working with the media, grant and budget administration, commercialisation and intellectual property.

Commitment to the program will require:

- Registering for and attending on-line sessions (typically 2-hr duration)
- Completing designated follow-up tasks (which will be reviewed by the program coordinator),
- Sourcing support documents via the Research Office MRC Interact site, and
- Engaging with other staff registered in the program.

Staff/students who complete all 6 of the core modules and associated tasks will qualify for a completion certificate. Modules can be completed over multiple years and not necessarily in order (although this is preferable). Staff/students who do not wish to complete the entire program can register for individual modules as required.

Module 1 will be run on Thursday 16th February 2017 from 9.30 am to 12 noon.

Further details and registration information on this program are available on the Professional Development Calendar <http://www.csu.edu.au/research/professional-development/program-calendar>. Dates and times for other modules will be posted on the Professional Development Calendar in due course. Please keep an eye on the calendar for these details. For further information: Program Coordinator: Professor Gary Luck— galuck@csu.edu.au

IT services

- Postgraduate students studying on campus and/or attending seminar or supervision sessions at the Canberra Campus may access the internet using their CSU ID and password.
- Postgraduate students should be aware that personal computer compatibility with the CSU IT system has some restrictions. Restrictions change from time to time so it is best to get advice from the IT Service Desk on 1300 653 088 or (02) 6338 4357.
- Like all students, postgraduate students are able to purchase or lease computers through CSU Computer Shop. Before students make such a purchase, it would be wise to check with CSU regarding your entitlements (especially if you have a scholarship) and also with the CSU Research Office regarding the best purchase or lease for your purposes.

Issues Help List for postgraduate students

On the following pages you will find a checklist of items to consider. Former postgraduate students have used their experiences to produce a list of issues that may arise for you or that you may wish to be aware of before you commence your studies.

CHECK LIST	HELP YOU MAY NEED	LOCAL HELP	CSU
COURSE INFORMATION	Access to accurate information regarding courses and fees.	Course Director/ Course Adviser	Online
APPLICATION	Advice on application process	Course Director/ Course Adviser	Online
ENROLMENT	Online enrolment is not always fool proof		Service Desk: 1300-653-088 (02) 6338-4357
SCHOLARSHIP	Getting payments started, accessing funds		Research Office

Getting Started

CHECK LIST	HELP YOU MAY NEED	LOCAL HELP	CSU
CSU ORIENTATION	Introduction to the Research Office	Course Adviser	Research Office website and induction
WORKSPACE: ORIENTATION TO GBH	Access to George Browning House and postgraduate room (keys and swipe card). Introduction to facilities and personnel in GBH. Information re: telephone.	You will need to see ACC&C Centre Manager.	
INFORMATION TECHNOLOGY	Getting set up: connection to internet and printer		Service Desk: 1300 653 088 (02) 6338-4357
PHOTOCOPYING	How to access	Library staff	
LIBRARY ORIENTATION	<ul style="list-style-type: none"> • Information regarding services and support. • Interlibrary loans – using FRILLS, difference between inter-campus & inter-library borrowing. • Database introduction. • Endnote introductory help. 	St Mark's Library Staff	Online
CITATION STYLE	<ul style="list-style-type: none"> • Information on preferred citation style for your thesis and access to guidelines. 	Thesis Supervisor or Subject coordinator	

CHECK LIST	HELP YOU MAY NEED	LOCAL HELP	CSU
LIFE AT ST MARK'S	<ul style="list-style-type: none"> • Who's Who • Worship Life • Morning Tea • Getting on postgraduate email list 	Student Association Staff or Course Adviser	
POSTGRADUATE SEMINAR PROGRAM	<ul style="list-style-type: none"> • Schedule and expectations 	Course Adviser	

Along the way

CHECK LIST	HELP YOU MIGHT NEED	LOCAL HELP	CSU
RESEARCH TOOLS LIBRARY	Help with data bases		Faculty Liaison Librarian: Greg Fry
RESEARCH PROPOSAL PREPARATION	Proposal requirements	Course Director, Supervisor or Course Adviser	
SCHOLARSHIP RESEARCH ALLOWANCE	Procedures for accessing funds and processing expense claims	St Mark's Corporate Services Manager	Research Office
ONGOING ENROLMENT	How to check that your online enrolment actually worked. Coaching when you hit problems.	Thesis Supervisor or Course Adviser	Research Office liaison person
ANNUAL PROGRESS REPORTS	Information regarding requirements and how this works locally at St Mark's	Thesis Supervisor or Course Adviser	Research Office liaison person
ACCESS TO COUNSELLING	How to access support	Make an appointment at reception to see the relevant staff	CSU's Student Counselling Service, accessible through your CSU student portal, under Services & Support.

CONTACT DETAILS

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