IMPORTANT NOTICE TO ALL INTENDING STUDENTS OF BATCHELOR INSTITUTE OF INDIGENOUS TERTIARY EDUCATION:

NO ALCOHOL OR OTHER ILLEGAL SUBSTANCES PERMITTED ON CAMPUS.

In accordance with clear and consistent messages from our Indigenous communities, Batchelor Institute Council has established a policy that alcohol and other drugs are not to be brought into, or consumed within, any Institute facilities, including Institute vehicles.

The information printed in this student guide was correct at the time of publication.
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SECTION 1
Introduction

This Higher Degree by Research (HDR) Information Guide provides advice and guidance. This guide also connects with the research rules for Research Degrees at Batchelor Institute of Indigenous Tertiary Education. This HDR Information Guide also includes general information about Batchelor Institute. We aim to provide you with information that is relevant and assists you with your research and welcome any feedback and suggested improvements for future versions¹.

Undertaking a post graduate research degree is an amazing opportunity to develop skills and knowledge in an area that you are deeply interested in and passionate about. Batchelor’s staff are committed to promoting high quality, applied, practical research with Indigenous scholars and communities.

¹ Send feedback to GraduateSchool@batchelor.edu.au
What is Research?

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. Batchelor Institute provides the opportunity for you to make a contribution to knowledge through research, by enrolling in either a Masters by Research or a Doctor of Philosophy program.

At the centre of these unique programs is recognition of the richness and diversity of Indigenous perspectives and knowledge. Aboriginal and/or Torres Strait Islander peoples’ experiences and ways of working are valued from the commencement of candidature and individual connections and accountabilities to community are recognised as a fundamental component for the production of high quality research. Batchelor Institute has four areas of research strength—Indigenous Education, Creative Arts, Language and Livelihoods.

The research programs are underpinned by standards of excellence that acknowledge the practical expertise, experience and knowledge of candidates and work from this base to develop fundamental research skills including:

- the identification and exploration of research questions of cultural value and the identification and exploration of research questions operating at the frontier of knowledge
- the development of critical thinking and academic argument
- the ability to articulate complex ideas to those within, across and outside of relevant professional and research fields. Research Degrees are undertaken through independent study with the support of a supervision panel and relevant Master Classes.

Where you learn

At Batchelor, you can complete your post graduate degree from anywhere. The graduates at the Batchelor Institute often work remotely, and while most are Australian-based, others are completing their studies while based overseas.

Our graduate program therefore caters to these long distance relationships between supervisors and candidates, with regular communication via email, phone and Skype.

Twice a year, candidates are invited to attend a week-long workshop on one of Batchelor’s three campuses in Darwin, Batchelor or Alice Springs. This provides an opportunity for candidates to meet with their supervisor/s and meet fellow candidates while taking part in skills-based workshops relating to academic writing and research.

Recognising your knowledge

The Institute values and recognises your prior learning, competencies, knowledge and skills, whether gained through formal education experiences or through other life experiences, including work and cultural activities.
However, in order to gain admission to a Masters degree with the Batchelor Institute, you must have completed:

(a) Bachelor Degree with Honours, and/or
(b) Graduate Diploma which included a research component, and/or
(c) Bachelor Degree in relevant discipline area plus practice based experience and/or recognition in their field that demonstrates a capacity to undertake study at a Masters by Research level.

To gain admission to a PhD with the Batchelor Institute, you must have completed:

(a) an Honours Degree with a grade of 2A or above, and/or
(b) a Masters by Course Work with a substantial research component, and/or
(c) a Masters by Research, or
(d) If applying for admission on the basis of there being a practice-based or practice-led component within the research, evidence of experience and/or recognition in the relevant field must be provided.

To discuss this further, call +61 8 8946 7355.
Admission & Enrolment

Admissions to a Research Degree

Admission to a Research Degree requires the identification of a primary supervisor based at the Institute and the successful submission of an application to the Research Committee. This application must include the following:

- application cover sheet
- certified academic transcripts of relevant awards
- research proposal (1000 words)
- a letter of support from a Batchelor Institute based supervisor who has reviewed the proposal before formal submission and which states their capacity and willingness to play a supervisory role on the success of the application
- evidence of relevant practice or professional experience and/or recognition if applying to undertake a practice-led and/or practice-based project
- two referee reports.

Enrolment process

On the successful review of your application you will be eligible to enrol in the research program.

Enrolments are done with the assistance of the Director of the Graduate School and Student Administration. For further details call +61 8 8946 7355, or email GraduateSchool@batchelor.edu.au

Postgraduate scholarships

Higher Degree by Research candidates are eligible to apply for Australian Postgraduate Award scholarships. This is a Commonwealth Government award, administered by the Batchelor Institute. During the application process the Director of the Graduate School will provide you with information regarding the availability of scholarship opportunities.

Applicants will be selected according to the rules set out by the Commonwealth Government of Australia.
Essential Terms & Definitions

**HDR**
Higher Degree by Research, includes both the Masters by Research and PhD which are overseen by the Director of the Graduate School.

**Candidature**
The period of time in which a candidate is enrolled in a research degree.

**Candidate**
The person who is given permission to enroll on the basis of an approved research proposal. Duration of candidature is calculated from the date the enrolment is entered on the Student Management System.

**Thesis**
The collection of work, produced by a candidate and submitted in written form, in a prescribed format, for assessment.

**Dissertation**
A substantial essay or piece of writing that advances an original point of view as a result of research.

**Exegesis**
A collection of work or product from the research in oral, visual and/or audio form, accompanied by a written explanation of the results and theoretical perspective that is usually not as lengthy as a normal thesis. The format must be approved by the Research Committee during the candidature, at least six months before the final work is to be presented. If this form of presentation is selected the candidate for the award must still present a final, durable record of their findings (e.g. in electronic form) after the work has been subjected to any modifications required by the examiners.

**Body of Work**
Is a creative or other artefact that is the outcome of a practice-based research project, which advances an original point of view as a result of research and is accompanied by an exegesis on submission of a thesis for a research degree qualification.

**Primary Supervisor**
A staff member from Batchelor Institute with a doctorate\(^2\), who has the prime responsibility for the candidate’s research training, academic guidance and fulfillment of administrative requirements.

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\(^2\) A candidate may request that a staff member with a Masters by research assumes this role. The request would most usually be on the basis of specialized expertise and would be forwarded to the Research Committee for approval.
Co-Supervisor
An academic from Batchelor Institute, generally with a doctorate, who assists the Primary Supervisor and may assume the role when the Primary Supervisor is temporarily off campus.

Individual Candidature Research Plan (ICRP)
An ICRP will help a candidate and their supervisory panel to plan together and agree on tasks and timelines for the research. A candidate must complete their ICRP through collaboration with their Supervision Panel in the first two months of candidature.
Essential Information About Your Candidature

Candidature Journey

After admission and enrolment, this journey will begin with candidates working with their primary supervisor to identify and engage other academics to be members of their supervision panel. In the first two months a candidate will complete an ICRP (Individual Candidature Research Plan) in collaboration with their Supervision Panel. The candidate is also required to enrol in Qualifying Units that involve the development of a written proposal (word count varies depending on the research degree you are enrolled in) and an oral, performance based, visual and/or multimedia presentation (20 minute duration).

Upon satisfactory completion of the Qualifying Units candidates enrol in the Thesis Units. To find out more information about the PHD and Masters Degree by Research visit the Institute website and download the relevant Research Rules document for the program you are interested in.

Candidature Rules

There are four research degree options at Batchelor Institute. Each degree has specific rules that outline the requirements for application, qualifying units and successful completion. The following documents can be downloaded from batchelor.edu.au/research/

(1) Master’s Degree of Indigenous Knowledges by Research Rules
(2) Master’s Degree of Indigenous Perspectives by Research Rules
(3) PhD Degree of Indigenous Knowledges by Research Rules
(4) PhD Degree of Indigenous Perspectives by Research Rules

Candidature Milestones & Progress Reporting

It is the primary supervisor’s responsibility to provide a signed progress report which summarises the review meeting and which includes: justifications of any changes to the candidates ICRP and notification of the satisfactory or unsatisfactory progress towards research milestones to the HDR Coordinator on a six monthly basis throughout candidature. The candidate is also required to submit a signed progress report and an (revised) ICRP on a six monthly basis throughout candidature to the HDR Coordinator.

Professional Development & Training

Regular professional development workshops will be held for candidates. These will include skills development around ethics application preparation, database use, writing and reading skills, data storage, and endnote training. Information about these workshops will be circulated to candidates verbally, via email, Sharepoint and Facebook throughout the year.
Financial and Other Support

HDR candidates can access Minimum Resources Funds managed through the Institute. Minimum Resource Funds can be used to cover costs associated with completing the HDR candidature i.e. conference costs, training costs where training is not already provided by the Institute and other research costs. HDR candidates will also have access to resources such as a computer and software required to complete your candidature.

Additional support to assist with accessing library resources, photocopying, data analysis software and other specialized computer programs will also be supplied where required.

Tuition Fee Exemption

Domestic HDR Candidates

HDR candidates are allocated a place at Batchelor Institute under the federal government’s Research Training Scheme (RTS). This means that HDR candidates are not required to pay tuition fees like course work students.
Administration & Services

Student Services

Student Services provides a wide range of services to candidates during their academic journey.

Student Administration

Student services process candidate data. The primary functions include:

- processing candidate enrolments and change of enrolments
- processing of advanced standing
- recording and publishing unit results
- issuing completed Testamurs, Academic Transcripts and Statement of Attainments for partially completed qualifications
- providing on-going information and advice to the academic staff in all candidate enrolment matters
- ensuring data integrity
- providing internal and external reporting of candidate data
- testing and implementing Student Management System versions and system changes.

Student Travel

Student Travel is the primary contact for candidates who intend to travel. The primary functions include:

- organisation of travel, accommodation and allowances
- preparation of relevant travel documents
- monitoring travel expenditure and cost-effectiveness of travel options
- ensuring compliance with Away From Base (AFB) funding guidelines.

Student Travel staff

The travel staff members arrange all travel to and from your HDR masterclasses. The week before your masterclass is due to start, travel staff will contact you to advise of travel plans. This may be by phone, fax or email depending on the contact details you’ve given us. You should ask your supervisor for a masterclass timetable, so you know when your HDR masterclasses are on.

For more information, please contact: +61 8 8946 7355, or email GraduateSchool@batchelor.edu.au
Travel to HDR masterclasses

Your travel to and from HDR masterclasses will be arranged by the Institute, once you are enrolled in your course. A list showing your dates and times of arrival and departure are located at the Residential Office and the Student Travel office (Batchelor and Alice Springs). You are expected to remain for the duration of any masterclass. However, if an emergency arises, you can advise your supervisor who will investigate other arrangements.

Cancellation of your travel

It is necessary for you to let the travel office know beforehand if you cannot travel on the date booked, as costs may be charged back to you. The travel staff may be able to change the booking for you if you get in touch early enough. The Director of the Graduate School has to authorise the change if it means that you are to miss part of your masterclass. Please refer to the Student Travel section of this guide for further details.

Travel entitlements—ABSTUDY

To be eligible for assistance to travel, you will need to be enrolled with the Institute and have been approved from Centrelink for one or more of the ABSTUDY benefits. You do not have to be eligible for the ABSTUDY living allowance to be eligible for travel assistance; it may be that you just receive the Incidentals Allowance. The Institute will ask you for evidence that you have been approved for an ABSTUDY benefit.

Travel arrangements and departure times

It is important to notify your supervisor(s) of your departure time and to follow the travel arrangements made by Student Travel. This is to ensure that you do not incur the costs yourself.

You are required to confirm or cancel your travel arrangements with Student Travel before 4:00pm on the Thursday before the masterclass commences.

Students requiring assistance with transportation such as a wheelchair accessible taxi will need to contact the Student Travel office.

Change of address or telephone number

It is very important to advise Student Administration of any changes to your address or telephone number. If you have temporarily moved to another community, you can only travel from that community if you have provided Student Travel with your temporary address, in writing. Special conditions apply for interstate candidates. For details contact Student Administration.

Travel for children

Only infants aged four years and under are allowed to travel. You have to purchase the fare. Notification must be given to the Travel office of children travelling with parents. The child’s name and age must be on the Student Travel Request.
The Institute does not permit you to bring school-age children (five years and over), as the Institute is unable to provide day care and suitable accommodation is not available.

For more information, please contact:
Freecall: 1800 815 262
Phone: (08) 8939 7297 or (08) 8939 7266

**Student Services**
The candidate’s Supervisor is their first point of contact. The Director of the Graduate School is the first point of contact for prospective and current candidates. The Director’s responsibilities include:

- the provision of verbal, print and web-based course information for prospective and current candidates
- the dispatch of enrolment and re-enrolment packages to prospective and current candidates
- the coordination and provision of support for candidates with disabilities and disadvantaged candidates;
- managing candidate scholarships and special awards
- assisting with the recruitment of candidates

Student Services at Batchelor Institute provides:

- liaison with Centrelink
- support for the social and emotional wellbeing of candidates
- provision of Student Support orientation to staff and students
- advocacy on behalf of the candidate when required

Sometimes candidates find it difficult to cope with their studies because of:

- personal issues (such as anger, alcohol/drug related issues, grief), family issues or social issues while on campus
- disabilities which may include:
  - physical disabilities
  - age-related illnesses
  - learning difficulties
  - medical condition/s
  - hearing loss, deafness
  - low vision and/or blindness
  - sensory disabilities
  - mental health issues.

If any of these conditions affect your ability to access and participate in education and training needs, you are required to contact a Student Support Officer who will complete an
assessment in order to make reasonable adjustments to accommodate your study needs. Student Support able to offer the following services:

- care plan and assessment
- coordination of specialist tutors
- liaison with staff and candidates with a disability
- provision of assistive and adaptive technology
- referrals to external agencies
- orientation and awareness for staff and candidates.

**Disclosure, confidentiality & privacy rights**

Privacy and confidentiality rights are respected, but to gain the best support, you are encouraged to disclose your disability and provide supporting medical evidence, thereby allowing you to obtain the best learning outcomes.

If situations arise during the course of your studies that create a temporary or permanent disability, please contact the Student Support office.

**Learning resources**

A range of resources are offered to candidates with disabilities. Please feel free to contact your Supervisor/s or the Director of the Graduate School to find out what is available and how they can assist.

**Teaching & assessment strategies**

The Institute actively addresses teaching, flexible learning and assessment strategies. Please discuss your academic needs with your supervisor.

For more information, please contact:

Phone: +61 8 8946 7355 Email: GraduateSchool@batchelor.edu.au
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Introduction

This On-campus Guide contains information that will provide answers to the questions that may arise when you begin your study at Batchelor Institute.

This guide does not cover information about programs of study or course descriptions.

About the Campus

Batchelor Campus

Batchelor Campus is located in the heart of the town of Batchelor, which is 100 kms due South of Darwin. Batchelor is a small township of approximately 500 people of which a significant portion are of Indigenous origin.

Batchelor township started slowly, with brief spurts of mining activity until World War II when in the 1950s a prospector named Jack White discovered uranium deposits at nearby Rum Jungle. Legend has it that Rum Jungle earned its name after an incident in 1871. Apparently a bullock-wagon load of rum became bogged near jungle in the East Finniss River prompting the fearless bullockies to settle in for one of the most notorious binges in Northern Territory history.

The local airfield was substantially upgraded during World War II, becoming a major base for both Royal Australian Air Force and United States Army Air Forces in the defence of Australia.

The township of Batchelor facilities include a police station, post office and a public swimming pool. There are also community sports facilities including playing fields, a skate park, basketball and tennis courts.

Alice Springs Campus

The Desert Peoples Centre is a joint venture between Batchelor Institute for Indigenous Tertiary Education and Centre for Appropriate Technology (CAT) and located approximately 12kms from Alice Springs town centre.

The concept of a Desert Peoples Centre has been an aspiration of many Aboriginal leaders and education visionaries for 15 years. The rationale behind the establishment as a joint venture is that a systematic and coordinated approach to Indigenous education and training is necessary to foster a framework for the future cultural, social and economic development of Indigenous peoples and communities. It is a catalyst for change: an opportunity to create new, dynamic and productive learning environments for desert peoples, not only on campus but in communities.

At the heart of the Desert Peoples initiative is desert people. It seeks to be a catalyst for change around delivery of educational and other services to desert people and other services to desert peoples and how they will affect livelihood outcomes.
What should I bring to Batchelor Institute?

You will need to bring your own toiletries, bath towels and an alarm clock if you need it. Certain items are provided in the accommodation blocks such as use of a small fridge, television and linen.

You should also pack a reasonable amount of clothing, any medication that you require and any personal items you will need, depending on the length of your stay on campus.

Arriving on campus

Batchelor Campus

All candidates should arrive to Batchelor Institute at the entry on Awilla Road.

Alice Springs Campus

All candidates should arrive to Batchelor Institute Residential area at the entry on Bloomfield Street.

A bus will commute candidates from the Bloomfield Street accommodation to the Desert People Centre (DPC) campus. Buses depart from Bloomfield Street residential area at 8.15am and depart from DPC at 3.15pm.

I have arrived on campus, what do I do now?

If you arrive at Batchelor Institute during business hours, you will need to report to the Residential Office. There you will be greeted by a Residential Officer where you will be allocated your rooms for the duration of the HDR masterclass, advised of meal times and shown where the dining hall is.

If you arrive at Batchelor Institute after business hours, you will need to report to the Security Office where you will be taken to your allocated room and advised of the Dinning Halls for meals. You will then need to present to the Residential Office during business hours for further direction, 8am being the recommended time.

If you have any issues within the residential area where you are staying, please contact the Residential Office. If the issue occurs after hours, you will need to contact the Security Office.

How do I find where my masterclass is being held?

On Monday morning of your first masterclass day, please visit Student Services. From here, you will be directed of the following:

- Which building your masterclass is in
- Who your supervisor for the masterclass will be

Obtaining a timetable from the website or from your supervisor before arriving on campus would also be beneficial in knowing where you are supposed to be on campus for your masterclass.
Course Induction

At your first masterclass at Batchelor Institute you will do an orientation and induction session to ensure your health safety and wellbeing at the Institute. You will check your enrolment details and be introduced to your learning environment, catering, first aid facilities, Student Code of Conduct, campus rules, and how your course will be managed and delivered. If you have a disability you will be advised on the support services available to you.
Guidelines

Computer Use Guidelines

Computers are available for candidate use in the computer laboratories and the library. The Institute’s Information Security Policy details the following conditions of use. All users of the Institute’s computers must:

- not use the computers to view, to send or to forward harassing, intimidating, offensive or defamatory material to or about others including the viewing, sending or forwarding of pornographic, racist, sexist or socially and culturally insensitive material
- use the computers only for professional purposes and assistance with studies
- use the computers in a responsible and professional manner, respecting the rights of others
- not use digital facilities for personal non-Institute commercial activities or other personal gain
- not use digital facilities for any fraudulent or unlawful purpose, including any activities prohibited under any applicable law
- not use facilities to send or forward junk mail or chain letters
- not use another staff members or another candidate’s email account, unless approved by the Director.

Student Conduct in Residence Guidelines

A central task of the Institute is the provision of tertiary education and training programs which engage candidates in the development of appropriate responses to issues of cultural protocol, cultural safety, cultural sensitivity, cultural survival, cultural maintenance, renewal and transformation, within the context of the national and international social, political and economic order.

The Residence Guidelines work in conjunction with Institute rules and policies (in particular the Student Code of Conduct Rules).

The rights of individual residents should be respected and include the right to privacy, security and a healthy living environment. The individual must in turn accept responsibility for their actions and the consequences of their actions. Individual rights can only be upheld where they do not violate the rights of other individuals or the community in general.

The Institute affirms that the right of all residents is to live free from harassment and discrimination of any kind, including harassment, ridicule or discrimination based upon gender or sexual preference, race, religion, age, disability, nationality or marital status. Harassment or discrimination in any form is unacceptable and is illegal under both Commonwealth and Northern Territory Laws.
These Guidelines apply to all candidates living on residence at a campus or regional/remote training centers where candidates may reside.

If you live in a Batchelor Institute Student Residence you agree to:

1. Act in a considerate manner towards your fellow residents and staff at all times;
2. Stay within the designated Men’s and or Women’s residences as allocated.
3. Respect the rights and property of others and agree to:
   4. Only enter another resident’s room when invited;
   5. Only use another resident’s property with their permission;
   6. Have respect for common property (eg. kitchens, furniture, common rooms and laundries);
   7. Have respect for privacy and quiet enjoyment in their rooms, from other residents;
   8. Not to act in a reckless or dangerous manner that potentially can cause harm to self, others or damage the facility;
   9. Take responsibility for your own health and wellbeing;
   10. Accept the cultural diversity of backgrounds and beliefs of other residents and abide by the Student Code of Conduct;
   11. Not to smoke outside of designated areas;
   12. Observe the noise, alcohol and safety instructions of the Residences;
   13. Take responsibility for the security of your own property and the property of others;
   14. Participate fully and equally in maintaining your residence in a clean, comfortable and hygienic condition at all times;
   15. Commit to your own academic success and actively support the academic success of fellow residents;
   16. Take responsibility for your actions and admit when you have been wrong;
   17. Maintain open and honest communication with other residents and staff at all times;
   18. Ensure that furniture and equipment provided in common areas and residents’ rooms remains where located and is not to be moved/relocated by residents. While chairs (excluding soft furnishings) may be taken outside for temporary use, they must be immediately returned to their correct room immediately after use.
A–Z List of Information

A

Accident & Emergency
In the event of an accident or emergency, please contact the Residential Coordinator or delegate for assistance. If the situation is life threatening, please call 000.

Alcohol & Other Drugs
In accordance with clear and consistent messages from your communities, the Batchelor Institute Council has imposed restrictions on alcohol and other drugs. Such items may not be brought into, or consumed within Institute facilities, including the student and staff residences. This rule applies to all Institute facilities, including Institute vehicles.

Students that bring alcohol and/or other drugs on any campuses will be travelled home early, and will be excluded from further studies at the Institute for a period of 12 months.

Accommodation

Batchelor Campus
The Batchelor campus has four types of shared accommodation:
• dormitory: single and double rooms
• duplex: two x three bedroom units • triplex: three x two bedroom units
• a disability block.

Direct all of your accommodation enquiries to the Residential Office on (08) 8939 7237 between:

7:30am – 9:21pm on Monday to Thursday
7:30am – 9:21pm on Friday & Saturday
8:30am – 9:21pm on Sunday.

The office phone number will be redirected to a mobile phone if unattended or after hours. The afterhours mobile number is 0428 280 377 if you wish to call it directly.

Alice Springs Campus
The campus has two types of shared accommodation:
Dormitory: five beds per room
Duplex: two beds per room

Direct all of your accommodation enquiries to the Residential Office:

Phone: (08) 8951 8379 or (08) 8951 8326 or (08) 8951 8325 (Monday–Friday)
Mobile: 0437 003 637 (Weekends)
B

Booking Lecturer Rooms
If you are working after-hours and need access to a lecture room, arrange access through your supervisor beforehand. Ensure your Supervisor notifies the Residential Coordinator so he can ask Security to leave the room open.

Books & Equipment
The Institute does not supply you with books, paper, pens, computer disks or other study materials. ABSTUDY provides an Incidentals Allowance, which is used for these study materials.

Please note, you may need to check with ABSTUDY to find out if you are eligible for the Incidentals Allowance.

C

Changing Rooms
If you want to move from the room that has been allocated to you, please speak to the Residential Office. Every attempt will be made to accommodate candidates appropriately (e.g. those with a disability). However, at times due to high occupancy rates, not all requests may be able to be met. This is a safety precaution to ensure that the residential staff are aware of where you are staying in the accommodation area if an emergency occurs.

Child Care Centre

Batchelor Campus
YERA Childcare Centre caters for children from 0–5 years old. Childcare is available from 7:45am to 4:30pm on weekdays. Childcare is not available for children older than 5 years.

Any candidate with a current debt in relation to childcare fees will either have to repay the outstanding debt or make arrangements with Finance to clear the debt. Students will have to pay any anticipated childcare in advance. If the prior debt has not been cleared (or suitable arrangements made), or if current childcare has not been paid in advance, the Centre will not be able to accept children into care.

Students intending to bring children to a masterclass need to advise Student Travel staff of their requirements so that YERA staff can be notified and are ready for their arrival.

For more information, please contact:
Phone: 1800 815 262

Alice Springs Campus
There is no Child Care Service at Bloomfield St or the Desert People Centre. It is the candidate’s responsibility to contact and arrange childcare for their child (under 5) if they
bring them to the masterclass. The Student Services Liaison Officer has a list of Child Care Services in Alice Springs. Students will need to drop off and pick up their child from the Child Care Service that they have booked. No children are to be on campus during masterclass hours. The only possible exception is small babies who cannot walk yet, if it is allowed by the supervisor prior to classes commencing.

**Children**

If there are special reasons why you need to bring your children, you must make arrangements the week before with Student Services. Older children over five years old cannot stay on campus.

For more information, please contact:

- Batchelor Campus: (08) 8939 7215
- Alice Springs: (08) 8951 8381

**Cleaning**

Residential blocks are cleaned prior to arrival and on departure. Common areas and toilets are cleaned daily, excluding units. While on campus you are responsible for the cleaning of your bedroom and any other area with personal items.

**Commuting to campus**

**Batchelor Campus**

If you are commuting to campus, a commuter bus currently runs daily from Darwin for staff and enrolled candidates. Designated points of pick up can be confirmed with student travel and may include:

- Shell service station Casuarina
- Northlakes shopping centre
- Palmerston
- Coolalinga
- Acacia Hills

Buses depart the first departure point at 6:45am Monday to Friday, and depart Batchelor at 4:00pm Monday to Friday.

You are required to advise your supervisor of any commuting needs prior to the expected travel dates or to contact the Student Travel Office and they will coordinate these requests and advise the commuter bus driver.

**Computer Labs**

**Batchelor Campus**

Computer labs are available for use subject to class bookings. After hours labs are available on the Batchelor campus.
**Alice Springs Campus**

If you require after-hours access to the computer lab please see the residential staff or security guard and they will open the lab for you.

**Cyclones and Wet Season**

**Batchelor Campus**

The cyclone season officially commences on 1 November and ceases on 30 April, but cyclonic events have been known to occur outside this period. The Institute website batchelor.edu.au includes information about the:


Please also refer to the following web site: Bureau of Meteorology cyclone information [bom.gov.au/cyclone/index.shtml](bom.gov.au/cyclone/index.shtml)


**D**

**Damage or Theft of property**

You are not to remove or damage any Batchelor Institute property, such as:

- sheets or pillows
- blankets or bed spreads
- crockery, cutlery, or electric goods
- furniture
- windows etc.

Students are liable for damages and will be required to pay for them. Loss of personal property is your responsibility, not the Institute’s.

**Departure from campus**

You need to get your own luggage to the Residential Office on the day you are departing from the campus. If you require assistance, you should contact the residential staff. The Institute will not be responsible for storing your luggage. Make sure that your room is clean, fans, air-conditioner and lights are switched off and that the room key is returned to Residential Staff or placed in the key box located outside the residential office.

If you are departing early by private vehicle, please let residential staff know so that the room you are leaving can be prepared for new students arriving on campus.
Dietary Requirements
The kitchen staff can cater for most dietary requirements. You should advise Student Travel of any special requirements prior to your arrival. They will advise residential staff.

Defibrillator Kit (see First Aid)

Dress/Protective Clothing

Batchelor Campus
You will need to be aware of the weather and dress in clothing which will be suitable for the temperatures the Top End weather. In the dry season you should bring a jumper, some long pants and socks, as the nights and early morning do get chilly. In the wet season, a rain coat, umbrella or something similar is also advised. Days are hot and humid requiring summer clothes such as shorts and t-shirts.

Alice Springs Campus
With its arid climate, Alice Springs experiences weather similar to winter and summer. In summer it is extremely hot and in winter close to freezing temperatures. Please ensure that you bring clothing to suit the time of the year. A winter jacket is advised for the middle months of the year, as well as a scarf and/or gloves.

Entry to campuses
You may be randomly selected to partake in security checks before entering the campus. This check is to be conducted by security personnel in an attempt to stop the trafficking of illicit and prohibited items.
If security staff believes a person is intoxicated and/or unmanageable, entry back on to the campus will be denied and a local night watch patrol may be called. This is to ensure a safe and alcohol and drug-free campus for all who stay in the accommodation blocks and attend Batchelor Institute courses.

First Aid

Batchelor Campus
First Aid kits are located in most buildings on the campus. First Aid kits are also located in the Commuter buses.
A Defibrillator Kit is located at the Residential Office.
Alice Springs Campus

First Aid kits are located in the following places:

- Reception
- Building: Knowledge
- Building: Wellbeing
- Irrarnte Cafe
- Science lab/nutrition
- Student Services building
- Library: DPC
- Bloomfield Street campus
- Residential Office
- RRACCSU building
- Kitchen/Dining
- Maintenance office

G

Garbage

Bins in the shared common areas are emptied daily (Mon-Fri). Duplexes and triplexes have a wheelie bin on the verandah for you to empty internal bins into during your stay. If there are any problems please advise the Residential Office.

Guests & Visitors

Residents may invite guests & visitor to student residences but we suggest that they visit you between 3:30pm and 9:00pm. The following conditions apply:

- Guests & Visitors cannot stay overnight;
- It is your responsibility to make sure your visitors behave in a reasonable way and obey the campus rules.

Gym

Batchelor Campus

The gym is available to both students and staff on Batchelor campus. The gym is equipped with a range of exercise equipment including treadmills, exercise bikes, a cross trainer, free weights and bench press.
Shoes must be work at all times and the gym is cleaned on a daily basis.
Opening hours are: 6am – 10pm Monday - Friday

H

Health Care Clinic

Refer to Useful Information

Hygiene

When this campus is full it can be pretty crowded and sickness can spread quickly. To prevent this you need to make sure that you keep this a clean place. Washing your hands,
wiping benches and food areas are just some things that will help prevent the spread of disease.

I

Identification
Residents should obtain a Student Identification (ID) card from Student Services as soon after arrival as possible. Residents may need to produce photo ID when returning to campus outside of normal business hours.

Illegal drugs
Illegal drugs are strictly forbidden at student residences. The possession, cultivation, usage, or selling of any non-prescribed or illegal drugs and/or the possession of any equipment to aid the use of illegal drugs or substances is prohibited.

K

Keys

Batchelor Campus
You will be issued with keys to your accommodation on arrival at the Institute. They can be returned to one of the Residential Staff members or placed in the key box located at the front of the residential office.

Note: If you lose your keys, you will be charged $10.00 for a replacement.

Only candidates arriving on campus for HDR masterclasses will be issued with a key and permitted to stay on campus. Any family members or friends are not allowed to stay unless prior approval has been given. Accommodation is charged at $77 per night, per person.

Alice Springs Campus
You will be issued with keys to your accommodation on arrival at the Institute. The keys can be returned to the residential staff or placed in the late key box located under the big clock.

If you lock your keys in your room overnight you can contact:
Kitchen staff from 6:00am or Chubb Security: (08) 8953 0366.

Note: If you lose your keys, you will be charged $10.00 for a replacement.

L

Lighting Fires
There are serious fines for lighting fires anywhere in the Northern Territory without a permit. During the dry season in the Top End there is often a total fire ban declared and you
must not light fires anywhere. Please check with the Residential Office before using the designated fire pit during this time of the year.

M

Maintenance

Report all maintenance problems directly to the Residential Office.

Meals

If your community (or home base) is Alice Springs or Batchelor, or you are a day student, then you will not have travel, accommodation and meals arranged for you. Travel, accommodation and meals are only available if you have to travel away from your community to study. You can have meals in the dining room but you will need to pay for them (see Meal Tickets).

Meal Times

Batchelor Campus

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<td>Lunch</td>
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<td>Dinner</td>
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Alice Springs Campus

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Meal tickets will be issued to Alice Springs Campus candidates on arrival. These meal tickets are to be used at the DPC Café.

Late Meals

If you arrive more than an hour after the dining hall closes, you won’t be able to have a meal because meals kept longer than an hour become an WHS issue. The Residential area does not have the facility to store food. If you arrive on either campus after the Dining Room has closed, and you have to buy a meal, keep the receipt, and when you are at either the Alice Springs or Batchelor campus, claim reimbursement for this meal.

Meal Tickets for day students

Only candidates who are booked in to stay on campus are entitled to meals in the Dining Room. If you are a day student and would like lunch in the Dining Room, you can purchase
a meal ticket from the Finance Office before noon on the day you wish to dine. If you have any ideas about how we can do even better please put your suggestions in the suggestion box.

**Takeaway Meals**

No take-away meals will be provided without written approval from one of the Residential Officers. Take-away meals are only provided for candidates who are sick.

**Medication**

**Batchelor Campus**

If you are currently using medication/s please ensure you have enough supplies for your stay on campus.

While Batchelor town does have a local health centre it does not have a pharmacist. Any scripts that need to be filled will have to be taken to Coolalinga or Palmerston which are about 80km away. In this event you will need to find your own transport.

**P**

**Parking**

Vehicles are to be parked in the car parks provided near the accommodation blocks. Vehicles must not be parked on the lawn alongside the accommodation or driven on to the grassed areas.

**Pharmacy**

Refer to Medication

**Political and Religious views/ Solicitation**

Residents are encouraged to discuss and debate their political and religious views, however, no resident has the right to force their opinion and views on another in a way that is abusive or which causes physical or emotional harm or distress, and no person may be discriminated against or oppressed because of their beliefs.

**R**

**Recreation Activities**

**Batchelor Campus**

For information about recreational activities on Batchelor campus, please contact the Recreation Officer
Alice Springs Campus

There is a Recreation Room located at Bloomfield Street, which has a pool table, tennis table, balls & bats, some games and jigsaws.

Reimbursement Procedures (Meals, accommodation, taxi)

If you have to buy a meal when travelling to or from a masterclass, you can claim the cost back by providing Student Travel with a receipt. The Institute will only reimburse you for a meal, not a snack (sandwiches are fine).

If you have to overnight whilst travelling to and from HDR masterclasses, then the Institute will provide accommodation for you. This can be either a motel or at a campus. If you stay at a motel, the Institute will reimburse you for meals you purchase whilst travelling.

You can lodge your meal receipts at either the Batchelor or the Alice Springs campus and in most cases if you lodge it in the morning, you can collect the money after 3:00pm that afternoon. If you overnight at either of the Batchelor campuses, you will be entitled to meals in the dining room.

S

Security

Alice Springs Campus

Please keep the gates around the residential area locked. Your room key will open these gates. The main gate will be locked at 9:00pm each night.

There will be a residential staff member on duty from 8:00am in the morning until 8:00pm from Sunday to Thursday; on Friday, from 8:00am to 7:00pm and Saturday from 9:00am to 6:00pm. A security guard is provided in the evenings.

Please see the guard if you have any security or other concerns.

Sickness

If you are sick, tell a Residential Staff member so that they can make necessary arrangements. If you are too sick to tell the Residential Office yourself, ask someone to tell them for you, so appropriate action can be taken.

Smoking

Batchelor Institute is a smoke free workplace and smoking is prohibited in the following areas:

- Inside any building owned or leased by Batchelor Institute
- Inside any vehicle owned or leased by Batchelor Institute
- Inside any enclosure owned or leased by Batchelor Institute
- On any land owned or leased by Batchelor Institute
- Within the vicinity of any combustible material or explosive atmosphere
The Batchelor Institute recognises the addictive nature of smoking, therefore will allow smoking in designated for smoking areas - please refer to the map below for the designated smoking areas.

To view the policy or for more information contact the WHS Office.
Staff code of Conduct
Information about the Staff Code of Conduct is available at this address: batchelor.edu.au/biite/wp-content/uploads/2014/03/Staff-Code-of-Conduct.pdf

Storage of personal items
Student Residence has no facility to store any personal items after a candidate has departed. Any items left by candidates will be disposed of.

Student lounge

Batchelor Campus
A student Lounge is available for students on Batchelor campus.
Facilities include Tea and coffee making area, board games, Op Shops and two confidential rooms.

Opening Hours are as follows:
8am-8:30am
10am-10:30am
12pm-1:30pm
3pm-4pm
Monday - Friday

Student network account
Students enrolled at Batchelor Institute are entitled to network accounts that will give them access to the internet, email and limited data storage. You will need a network account to be able to access workstations in the computer labs and for some online applications.

Your account will be set up by ICT after you have been enrolled. Students not enrolled in a course cannot access computer labs.

ICT provides and maintains all computers, printers, phones, data projectors and other equipment.

For more information, please contact:
Phone: (08) 8939 7116
Email: icthelpdesk@batchelor.edu.au
Location (Batchelor): Building A11, Batchelor campus
Location (Alice Springs): Student Services building, DPC campus

Telephones

Batchelor Campus
There are two public payphones located on the campus.
Whilst you can receive personal phone calls in the residence, you will not be able to make personal calls. If you need to make a private telephone call not connected with Institute business, please use a public telephone provided on campus.

See the campus map for locations.

**Alice Springs Campus**

A silver ‘phone away’ phone is located outside the Library.

**Travel Changes**

All travel changes must go through Student Travel. Please contact Student Travel for more information.

**Useful Information – Alice Springs**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Emergency</td>
<td>000</td>
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<tr>
<td>Ambulance</td>
<td>000 or (08) 8951 6616</td>
</tr>
<tr>
<td>Alice Springs Woman’s shelter (24hrs)</td>
<td>(08) 8952 6075</td>
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<tr>
<td>Centrelink Alice Springs</td>
<td>13 61 50</td>
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<tr>
<td>Flynn Drive Community Health Centre</td>
<td>(08) 8951 6711</td>
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<tr>
<td>(Dentist, renal, dietician, hearing)</td>
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<tr>
<td>Central Australian Aboriginal Congress Clinic</td>
<td>(08) 8951 4400</td>
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<tr>
<td>Administration</td>
<td></td>
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<tr>
<td>Child Care Centre</td>
<td>(08) 8951 4499</td>
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<tr>
<td>General Clinic</td>
<td>(08) 8939 4444</td>
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<tr>
<td>Social and emotional wellbeing</td>
<td>(08) 8951 4457</td>
</tr>
<tr>
<td>Hospital</td>
<td>(08) 8951 7777</td>
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<tr>
<td>Police</td>
<td>(08) 8951 8888</td>
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<tr>
<td>Prison Fellowship</td>
<td>(08) 89526466</td>
</tr>
<tr>
<td>Night Patrol</td>
<td>(08) 8953 3110</td>
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<tr>
<td>Mobile: 0400 286 089</td>
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<tr>
<td>Taxi</td>
<td>131 008 or (08) 8952 1877</td>
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<tr>
<td>13 CABS</td>
<td>132 227</td>
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<tr>
<td>Red Centre Private Hire</td>
<td>(08) 8952 3700</td>
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<tr>
<td>Yirara College</td>
<td>(08) 8950 5644</td>
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<tr>
<td>Female Student Phone</td>
<td>(08) 8955 5053</td>
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<tr>
<td>Male Student Phone</td>
<td>(08) 8955 5073</td>
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</tbody>
</table>
Useful Information – Batchelor

Emergency Phone: 000
Ambulance Phone: 000 or (08) 8976 0011
Centrelink Phone: 132 317
Dining Room Phone: (08) 8939 7242
Library Phone: (08) 8939 7103
Police Phone: (08) 8976 0015
Security Phone: (08) 8938 7237
Year Early Learning Centre Phone: (08) 8939 7418

Community Health Centre
Pinaroo Crescent Phone: (08) 8976 0011
24-hour Emergency Care provided by Registered Nurses

Batchelor pool
Pinaroo Crescent
3:00-6:00pm Monday, Thursday & Friday
CLOSED Tuesday & Wednesday
1:00pm-6:00pm Saturday
12:00pm-6:00pm Sunday

Batchelor Service Centre
Cnr Rum Jungle & Meneling Roads Phone: (08) 8976 0196
Open every day 6:30am-6:30pm

Batchelor General Store
Located in the centre of town.
7:00am-6:00pm Monday – Friday
8:00am-5:00pm Saturday & Sunday
Centrelink fax and phone are located in the store.

Commonwealth Bank and Post Office
Located in the General Store Phone: (08) 8976 0020
9:00am-5:00pm Monday – Friday
CLOSED Saturday & Sunday

ATMs
Located at Batchelor Service Centre, Batchelor Resort and Rum Jungle Tavern.
Security
Batchelor Institute has after-hours security, 7 days a week for your safety and wellbeing.
Phone: (08) 8939 7418

Night patrol
Night patrols operate in Batchelor from Tuesday to Saturday between the hours of 4pm–12pm.
Phone: (08) 8988 5905 or 0447 800 960

Police
Phone: (08) 8976 0015

Weather

Batchelor Campus
The Top End of Australia has a tropical savannah climate, with distinct wet and dry seasons. The average maximum temperature is similar all year round. The dry season runs from April/May to October (winter), during which nearly every day is nice and sunny. There is very little rainfall between May and September. In the coolest months of June and July, the daily minimum temperature may dip as low as 14°C, but very rarely lower, and frost has never been recorded. The average temperature in the dry Season is 18-30°C.

The wet season is associated with tropical cyclones and monsoon rains. The majority of rainfall occurs between December and March (summer), when thunderstorms are common and afternoon relative humidity averages over 70% during the wettest months. The hottest month is November, just before the onset of the main rainy season. Because of its long dry season, Darwin has the most daily average sunshine hours (8.4) of any Australian capital with the most sunshine from April to November. The average temperature in the wet season is 22-34°C.

Alice Springs Campus
The town of Alice Springs straddles the usually dry Todd River on the northern side of the MacDonnell Ranges. Alice Springs is located in Central Australia, also called the Red Centre, an arid environment consisting of several different deserts.

In Alice Springs, temperatures can vary by up to 28°C and rainfall can vary quite dramatically from year to year. In summer, the average maximum temperature is in the high 30’s, whereas in winter the average minimum temperature can be 7.5°C with an average of 12.4 nights below freezing every annum. The average temperatures in June/July are 4-19°C while the average temperatures in December/January are 20-36°C.
Weapons

Weapons, including knives, and firearms and ammunition are prohibited at Batchelor Institute and in residents’ rooms. Flammable and dangerous items such as fireworks, flammable liquids and gases, home brew kits, stills etc are forbidden at Batchelor Institute. This Residential Guidelines are supported by the Institute’s Student Code of Conduct. A finding of misconduct under the Student Code of Conduct may lead to penalties, which may include warning, restriction or exclusion from the Residences or the Institute.

Wildlife

The Northern Territory, and Australia as a whole, is filled with an abundant array of native wildlife. While grounds staff keep the lawns and surrounding areas beautifully maintained and do their best to keep the grounds free of animals, there is still a small chance of an encounter with one of these animals. These could include but are not limited to: snakes, spiders, centipedes, kangaroos, wild birds, crocodiles, cane toads, dingoes etc. Under no circumstances should you touch, antagonise or attempt to pick up or shift animals. Also, do not feed wild animals.

For assistance please notify to the Residential Building who will send someone and/or call for a professional animal catcher should it be required.

If you are bitten or injured by one of these animals please seek medical attention immediately.