

Things to do when you've arrived at UNESCO Centre for Membrane Science and Technology



For PhD, Masters by Research and Practicum Students

We have prepared this document to aid your start. Please go through it and if there is anything in doubt, please do not hesitate to contact any staff members

UNESCO Centre for Membrane
Science & Technology

School of Chemical Engineering,
UNSW

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1. MEET YOUR SUPERVISOR

Contact details

Professor Greg Leslie (Director)

Room 915, Chemical Sciences Building (F10)

Ph: + 61-2-9685 6092 +61-2-9385 4448 (Dr Alice Antony); +61-2-9385 5373 (Dr Yuan Wang)

Email: g.leslie@unsw.edu.au

Professor Vicki Chen (Head of School)

Room 313, Chemical Sciences Building (F10)

Ph: +61-2-9385 4813; +61-2-9385 5991 (Dr Hongyu Li)

Email: v.chen@unsw.edu.au

A/Prof. Pierre Le-Clech

Room 211, Chemical Sciences Building (F10)

Ph: +61 2 9385 5762 +61-2-9385 4382 (Dr Darli Myat)

Email: p.le-clech@unsw.edu.au

Dr Rita Henderson

Room 805, Chemical Sciences Building (F10)

Ph: +61 2 9385 5383

Email: r.henderson@unsw.edu.au

Dr Francisco Trujillo

Room 813, Chemical Sciences Building (F10)

Ph: +61 2 9385 5648

Email: f.trujillo@unsw.edu.au

Other important numbers:

+61-2-9385 5576 (**Dr Yun Ye – Laboratory manager**)

2. FINALISE ENROLMENT AND COLLECT STUDENT ID CARD

Student ID card can be collected at FM assist Level 2 (Pavilions Level), Mathews Building (F23)
<http://www.facilities.unsw.edu.au/fm-assist/student-id-cards>

The student ID card is also your building/labs' access card and library card

For PhD and master by research students, if you have any difficulty in enrolment and cannot get your student ID card, please go to see Ling (see Step 3).

Practicum exchange students need to attend a compulsory orientation session held in the Global Education Office at the Mathews Building. The orientation session will be held at 10am on Mondays. A \$300 enrolment fee will need to be paid at Cashier (C22 on Campus map) before the student ID card can be issued.

3. MEET SCHOOL'S ADMINISTRATOR FOR OFFICE ACCESS

Make sure you have finalised your enrolment and collect the UNSW zID and zPass.

Bring your student ID card and see Ling



Ik Lau

Postgraduate Research Administration Officer

Contact details:

612 9385 4345

i.lau@unsw.edu.au

Location:

Chemical Sciences Building

F10, level 3, room 324

Ling will take you to School's office to finalise building and office access for you. You will be allocated for a desk. You need to **pay \$50 (cash only)** deposit for your office key, which will be returned to you when you finish your study and return the key to the school office.

4. SAFETY AND OHS TRAININGS

In order to access to laboratories for experimental work, you need to complete safety trainings, lab inductions, and risk assessment.

All students must complete four compulsory trainings.

Training	Instructions for Enrolment	How to enrol
On-Line Work Health & Safety Awareness	All Honours, ILP & Postgraduates	All enrolments are done on a Friday by 2pm. Accessible by Monday
On-Line Ergonomics	All Honours, ILP & Postgraduates	All enrolments are done on a Friday by 2pm. Accessible by Monday
On-Line Laboratory Safety Awareness	All Honours, ILP & Postgraduates working in Wet (Chemical) & PC1 (Low Risk Biological) Labs	All enrolments are done on a Friday by 2pm. Accessible by Monday
On-Line Green Lab Environment Compliance	All Honours, ILP & Postgraduates working in Wet (Chemical), PC1 (Low Risk Biological) & PC2 Labs	All enrolments are done on a Friday by 2pm. Accessible by Monday

You need to register the training at [Registration](#). All trainings are on-line. You need to logon to [UNSW Moodle](#) to complete the training.

After completing the training, print the status page from myUNSW. Bring the status page and collect OHS forms (the white folder) from Sandra Twomey



Sandra Twomey

Administrative Assistant

Contact details:

+61 2 9385 4316

stwomey@unsw.edu.au

Location:

Chemical Sciences Building (F10)

Level 3 Room 310

Download [risk assessment forms](#), discuss your work with your supervisor and complete the forms.

If you are going to work in Lab 201/202/223, Lab 615, Lab 701, and Lab 1015, make an appointment with Dr Yun Ye (CMST's lab manager) to complete lab induction. You can only have lab induction after the risk assessment forms are completed. (Please also make sure you update your risk assessment for new experiments and also update it every 12 months) .



Yun Ye

Laboratory Manager

Contact details:

+61 2 9385 5576

yun.ye@unsw.edu.au

Location:

Room 205, Chemical Sciences Bldg (F10)

Bring the risk assessment/induction forms to your supervisor to sign. Make a photocopy of the signed risk assessment forms and leave in the white folder while return the original copies to Sandra.

If you need to access any other labs in the school, please consult relevant lab managers and complete required trainings and inductions.

Upon returning the original copies of the risk assessment form to Sandra, you can now request the card access to the laboratories. You need to acquire signatures from the academic staff who are responsible for the labs that you need to access to. Finally, please see Ann Moore in the school office to arrange card access. You will need to fill out an access form and the form has to be signed by Ann.



Ann Moore

Administrative Assistant

Contact details:

9385 4319

a.moore@unsw.edu.au

Location:

Level 3 Room 310 Chemical Sciences Building (F10)

5. EMAIL, CENTRE'S MAILING LIST AND CENTRE'S WEBSITE

Email account

You will be automatically given an UNSW email account. You can access your UNSW email account through <https://mail.unsw.edu.au> (use your zID and zPass to logon).

You can manage your zID and zPass at <https://idm.unsw.edu.au>

It is compulsory for all research students to use UNSW email account to connect with your supervisor, receive messages from University, school and Centre.

CMST email list and contact list

You need to subscribe to membrane centre's mailing list membrane-ceic@lists.unsw.edu.au to receive important messages and news from the Centre. You can also send email to the whole centre through your UNSW email account

Please send an email request to david.grant@unsw.edu.au to be added to the mailing list.

You also need to send your name, student ID, room number, office landline extension, mobile number, and UNSW email address to david.grant@unsw.edu.au to be added to Centre's contact list.

Centre's Website

CMST's website is updated regularly to include new members. Please send details to yuan.wang@unsw.edu.au; or suwan.meng@unsw.edu.au as per the attached form (see Appendix I)

Join UNESCO Centre for Membrane Science & Technology on LinkedIn (Coming soon...)

6. GROUP MEETINGS

As well as individual research meetings with your supervisor you will participate in the CMST group meetings. These are held in Room 320 (email notification will be sent before the meeting to confirm the date). You will be scheduled to give a seminar 1-2 times per year.

7. OTHER RESOURCES

IT support

For requesting any sort of school computing support, you can submit your request through <https://www.it.unsw.edu.au/students/support/index.html>

Remember to mention that you are from the "School of Chemical Engineering" (not Chemistry).

If possible, please nominate time/s when you will be in your office.

Other information

For any other useful information, including how to make a job request for any mechanical or electrical work to be done in the school, travel procedures, reimbursement forms, please go to school's website

<http://www.engineering.unsw.edu.au/chemical-engineering/policies-and-forms>

Appendix I: information required for centre's website

CONTACT INFORMATION:

Room XXX, Chemical Sciences Bldg
The University of New South Wales
Sydney, 2052, Australia
Tel: +61-2-9385 XXX
Fax: +61-2-9385 5966
E-mail: XXXXXXXX@unsw.edu.au

EDUCATION:

- Title of the degree (Date) University, Town, Country
- Title of the degree (Date) University, Town, Country
- Title of the degree (Date) University, Town, Country

EMPLOYMENT:

- Title of the position (year-year) Company, Town, Country
- Title of the position (year-year) Company, Town, Country
- Title of the position (year-year) Company, Town, Country

RESEARCH PROJECT SUMMARY:

EXAMPLE TITLE: FOULING CONTROL IN SUBMERGED HOLLOW FIBRE MEMBRANE BIOREACTOR FOR WASTEWATER TREATMENT

Example text: The membrane bioreactor is an efficient technology for wastewater treatment and reuse. It shows many advantages over the conventional process by its highly improved effluent quality, increased organic loading, reduced land occupation and low surplus sludge production. In such a process, membrane-fouling control is of great importance for stable operational performance. With the fouling of the membrane, membrane permeability will decrease and energy costs will increase. In general, membrane fouling is attributed to factors such as sludge particle deposition, adhesion of macromolecules to the membrane surface, and pore clogging by small molecules, among which cake layer

SUPERVISOR:

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