TIMETABLE AND NOTES FOR STUDENTS

TIMETABLE 2006

The following is a schedule of compulsory activities for students who start their 4th year’s thesis in S1 or S2, 2006.

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<th>ACTIVITY</th>
<th>S2/2005 STARTED PART A</th>
<th>SESSION 1 2006 START PART A</th>
<th>SESSION 2 2006 START PART A</th>
<th>COMMENT</th>
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<tr>
<td>Seminar Week</td>
<td>22-26 May 2006</td>
<td>16-20 October 2006</td>
<td>Week 12 of Session</td>
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<td>Thesis Submission</td>
<td>12:00 pm (noon) Tuesday 6th June 2006</td>
<td>12.00 pm (noon) Tuesday 31st November 3rd 2006</td>
<td>12.00 pm (noon) Tuesday 5th June 2007</td>
<td>Last Tuesday of Session</td>
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<tr>
<td>Open Day</td>
<td>Friday 9th June 2006</td>
<td>Friday 3rd November 2006</td>
<td>Friday 6th June 2007</td>
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1. INTRODUCTION

These notes provide course information for students commencing the thesis course for Electrical Engineering and Telecommunications (ELEC4910/4914, TELE4910/4914, BIOM5910).

The BE Thesis is undertaken in the last two sessions of the BE course. The timetable allocates four hours per week in the first Session (Part A) and ten hours/week in the second Session (Part B). However, as with other courses, you are expected to supplement this time with at least equal amounts of your own time. The thesis is devoted to research, development, and design work on an approved topic under the guidance of members of staff. A list of topics offered by the school is published each year and can be viewed on the EE&T thesis/project database web site (http://scoff.ee.unsw.edu.au/document/thesis/thesisTopicSelection.htm). This web site will be updated with new topics by week 13 of Session 2. It is important to take some care in choosing a suitable topic. Some are of a general nature, requiring the topic to be defined in discussion with the supervisor. Many topics can be modified to cater for specific student interests. There is provision for topics not on the published list to be suggested by students or industry. However, it is necessary to find a member of staff who is prepared to act as a supervisor (or co-supervisor) of such a topic.

The thesis is a good introduction to work in industry and research, and is an important indicator of how well you can use what you have learnt throughout your course. It also plays an important role in the final grading of degrees.

Both Part A and Part B will be formally assessed. Your progression from Part A to Part B is subject to the achievement of a satisfactory grade for Part A.

2. ASSESSMENT

The normal practice is that a thesis is marked by the supervisor and one assessor, but in certain cases a second assessor is appointed. The method of assessment and the contribution to weighted averages is identical for individual and Group thesis.

(a) Part A
Part A will be graded either satisfactory or unsatisfactory, and only students with a satisfactory grade will be permitted to proceed to Part B. The Part A assessment will take account of the following:

♦ Progress with the topic during Session 1
♦ Seminar presentation
♦ Seminar participation (See below)

(b) Part B
Part B is given a mark out of 100 by the supervisor and assessor with equal weight given to the marks of each examiner. If there is a significant difference between the marks, then a second, and if necessary additional assessors will be appointed. The Part B assessment will take account of the following:

The Written Report
Open Day demonstration
Overall performance on the project

IMPORTANT NOTE Plagiarism

Material copied into a thesis/project report from textbooks, journal articles, the internet or another thesis must be properly acknowledged. Without acknowledgment such copying amounts to plagiarism, which the University regards as a most serious offence and for which there is a severe penalty.

3. COURSE INFORMATION

(a) Library Handbook
Before carrying out any research it is important to be aware of what work has been done by other researchers before you. A Library Handbook is available on request from the School Office, or you can ask the Library staff for assistance with the available resources and how to access them.
(b) The Internet
The internet has become a major source of information for research activities. Students should make as much use of this valuable resource as possible.

(c) Seminar
Technical skills are very important, but just as important is the ability to talk about your work in an informative and convincing way. The seminar provides the opportunity both to inform and to demonstrate your communication skills. Your talk should be addressed both to your examiners who will need to know details about your progress with the topic, and to students and staff members having a more general interest in the project.

Student seminars will take place at the times given in the Timetable at locations to be advised. The duration of each seminar will be 30 minutes including time for questions, for group thesis seminar, 45 minutes. The student giving the seminar must provide a one page typed Summary sheet that introduces the topic area to those present. You are also required to be the chairperson for the seminar that follows yours even if it takes place on the following day. (See "Advice to Chairperson") . This is an important function and students must ensure that they perform this task.

If you are planning to do a “Microsoft Power Point” presentation, you need to bring your own laptop. However, you also need to make sure that the seminar room you are allocated in has the digital projector’s facility.

In addition to giving a seminar, you are required to attend and assess seminars given by at least six other students. Seminar Assessment sheets will be issued to each student and these must be completed and returned to the School Office by the supervisor or assessor attending the seminar at the end of each seminar. These sheets will be used as part of the assessment for Thesis Part A. You are also required to keep a record of the seminars attended on a Seminar Attendance form. All forms will be available in the seminar rooms.

The Seminar Assessment sheet attached shows the areas of the presentation considered important.

(d) Thesis Submission
Two copies of the thesis report, prepared in accordance with the specification given below, are to be submitted to the School Office not later than the deadline specified in the timetable. **Students who do not submit by the deadline will receive an Absent Fail (AF) for Part B. Even if the thesis is incomplete, it must be submitted. Requests for special consideration should be submitted as for all other subjects through the Registrar.** An extension of time may be granted after consideration of the thesis report and only under exceptional circumstances beyond the student's control. For further details see document “Procedures Concerning Thesis Withdrawal, Suspension and Time Extension”.

(e) Open Day
At the end of the thesis period students are required to demonstrate their topics and to answer questions from staff and students. It is compulsory for all students including those with topics of a theoretical nature to be present on Open Day.

Usually Open Day is held on the last Friday of your final Session and demonstrations are normally given in the School laboratories. You should prepare posters with appropriate diagrams and extracts from your thesis to help in the explanation of the overall project as well as giving suitable demonstrations of particular aspects of your achievements. When planning your Open Day presentation remember that, in addition to your assessors, many visitors will be third year students seeking information to help them choose their own thesis topic. Typically the Open Day times are 10.00am to 12 noon and 2.00pm to 4.00pm subject to change. Should you have classes on that day leave a note in the laboratory indicating when you will be available.

(f) Thesis Withdrawal
A student will be permitted to withdraw without failure from the thesis/project up to the end of Week 4 of the second session of their enrolment in the course. For further details see document "Procedures Concerning Thesis Withdrawal, Suspension and Time Extension".

(g) Thesis Specification
- Two copies of each thesis report must be submitted.
- Paper must be A4 size (210 by 297 mm)
- Thesis must be typed or prepared using a wordprocessor. You are encouraged to use both sides of the paper.
- Margins must not be less than:
  - left and right edges 25 mm (before binding)
  - upper edge 25 mm
  - lower edge 20 mm
• The report must be spiral bound (at your own cost), and must include a title page headed:

THE UNIVERSITY OF NEW SOUTH WALES
SCHOOL OF ELECTRICAL ENGINEERING AND TELECOMMUNICATIONS

Then must be shown:
Title of Thesis
Topic Number (if applicable)
Name of Author
Bachelor of Engineering (or other degree for which the thesis is submitted)
Submission Date (month and year)
Supervisor: (followed by name)

• All sheets must be numbered. The main body of the thesis must be numbered consecutively from beginning to end. Other sections must either be included or have their own logical numbering system.

• There is a page limit of 100 pages for the main body of the thesis.

• Formulas and other items difficult to type may be neatly hand-written in permanent black ink.

• Graphs, diagrams and photographs should be inserted as close as possible to their first reference in the text. Rotated graphs etc are to be arranged so as to be conveniently read, with the bottom edge to the outside of the page.

• Photographs must be permanently attached to sheets at least along their left edge. Double sided adhesive may be used to attach photographs. Photographs printed on A4 size lightweight paper may be bound directly into the thesis.

• Computer programs and engineering drawings should be bound into the thesis, usually in an appendix.

• Floppy diskettes/CD may be attached to the back cover of the thesis folder using self adhesive tape or in a secure pocket.

• The author of the thesis is responsible for the preparation of the thesis before the deadline, proofreading the typescript and having corrections made as necessary.

• All students must submit a thesis summary sheet with their thesis report. This summary sheet is designed to assist in determining the overall input by students into the thesis work. Please note that a separate summary sheet must be submitted by individual student, even if part of a group submitting a group thesis. The guidelines for completing the summary sheet and the summary sheet form can be downloaded from the School Office Website.

• Students doing a Group Thesis are required to write and hand in individual reports. The reports should be clearly distinguishable, and appropriately cross referenced to each other. The common work overlapping between the reports should be clearly identified.

• There is a page limit of 100 pages for the main body of the thesis.

Students are required to read the comprehensive document on the “Requirements to Theses and Group Theses Submitted at EE&T”, before embarking the writing their reports. This document describes the requirements to theses submitted for the Bachelor of Engineering degree at the School of Electrical Engineering and Telecommunication. Requirements described are that of both of context and layout of the theses. The document can be found at: http://scoff.ee.unsw.edu.au/forms/thesis-writing.pdf.

4. GUIDANCE

(a) With the topic

The thesis gives you the opportunity to take on a project on your own, to produce a self contained and rounded piece of work and write it up for others to assess and use. While the project is yours alone, you will need to obtain advice, information and assistance from others, for example your supervisor, technical officers responsible for laboratories, or computing and workshop staff.

First Session:

While most of your thesis will be carried out in the second Session (ten hours/week), four hours/week have been timetabled for the thesis/project in the first Session. It is important that you take full advantage of this time (remember you are expected to supplement the nominal hours with an equal amount of your own time).

Regular meetings with your supervisor are important, especially during the early stages when it is important to check that what you are doing is indeed what is required. If you want to contact your supervisor outside a regular meeting time leave a message at the School office or at your supervisor's office arranging a time to meet. (Prearranged consultations are often more effective). You can also contact your supervisor by telephone or email, either at the University or (with permission) at home. Their email address can be found on the school website. http://www.eet.unsw.edu.au.

Defining a topic is difficult, but it is probably your most important task in the first Session. Once you have a clear idea of what is required, you can then analyse the alternative courses of action available for achieving your goal. However, if you have the wrong problem then no amount of brilliant analysis or design will achieve the required objective.
Once you have defined your problem, review what has been achieved before, and list what alternative courses of action or methods of solution are available. Analyse the alternatives and decide which of them is the most appropriate for the task in hand.

At this stage you should have a clear idea what you are going to do and what tasks have got to be performed on the way to achieving your goal.

It is a good idea to draw up a development schedule and allocate times for each task and important stages or project milestones. Milestones will include the first Session Seminar, Open Day and Thesis/group thesis Report submission day.

The time duration of each task should be carefully checked to ensure it is realistic and, in particular, allows sufficient time for tasks that are critical for the success of the project. For example, ordering components or if equipment is constructed, get the drawings to the workshop as soon as possible. Workshop time is always limited and long delays are frequently experienced. Discuss what you want with the Workshop Foreman with the aim of simplifying your design or modifying existing items.

Towards the end of the first Session you are required to give a Seminar presentation describing your work on the topic. Plan your presentation to last about 20 minutes plus ten minutes for questions and introducing the speaker. By this stage you will be knowledgeable in your topic, but you should present the material so that it can be understood by the fourth year students attending your seminar. Go at a steady pace and practice the right emphasis and timing by speaking into a tape recorder or even at the bedroom wall. Practice will give you confidence and remove some of the nervousness.

The seminar might have the following outline:

- Thesis/group thesis definition
- Literature review
- Description of preliminary work
- Outline and timetable schedule for work in Session 2.

Second Session:

The second Session should see you complete your thesis/project, prepare an Open Day Demonstration and submit your Thesis/Group thesis Report. It is wise to keep all these milestones in mind as you work to bring your chosen topic to fruition.

Keep careful notes and write up as you go. The importance of keeping good notes is understood by all of us who have been frustrated by losing an important reference or vital information about an experiment. Careful note taking can also simplify the final Thesis/Group thesis Report write-up.

Start writing-up as soon as possible - Day 1 is not too early. This is good advice because writing-up often helps to clarify ideas and can suggest some additional investigations to pursue. It is better to make this kind of discovery early rather than later. Furthermore, writing-up is a major task that should not be rushed.

Try to have your draft complete well before submission date and discuss it with your supervisor before producing the final version. Transforming the draft into the final version requires considerable organisation. Typing, drawing of figures, copying and binding all take longer than you think, and word processors, printers and photocopiers can all break down during production - and often do. Allow at least a week for the normal contingencies (eg. Proof reading and the correction of typing errors), and for other problems (eg. Failed equipment and delivery delays). Equipment failure at 4:00am the morning the report is due is not an adequate reason for late submission.

(b) If Things Go Wrong

If you start having serious problems, don't ignore them or stop working; the problems won't go away. Talk over your worries with your supervisor to see what you can do to get going again or, if this becomes difficult, see me or Dr Ambi (Director of Academic Studies in EE&T) or the Student Counseling and Careers Unit. The Learning Centre also offers advice and support on these matters. Often some advice or perhaps reducing the scope of the project can get you working effectively for the rest of the year.

(c) Thesis Topic Database

The thesis database lists all the current thesis topics from our school that can be taken by students.

How to Nominate a Topic

Once you have chosen a topic you like, and you have spoken to the supervisor of that topic and they have agreed that you are able to do the topic, you can then come to the school office and pick up a “Topic Nomination Form”, which then needs to be signed by you and your supervisor. If you are doing a group thesis, only one nomination form needs to be submitted for all group members.

You are allowed to undertake projects from other schools and research centers within UNSW, or sponsored by external research organizations and industries. However, you need to first seek permission of the course coordinator. We need to ensure that the proposed project meets the requirements and standards of the School of Electrical Engineering and Telecommunications. If the project is offered by an academic staff inside the University, we will nominate an assessor from the within the School. If the project is taken from outside the University, then you will need to look for a supervisor from the School who is willing to supervise your project.

Thesis/Group Thesis description:

Thesis

Only students with a weighted average of above 65 will be allowed to do a thesis topic, but can also do a thesis project with other students if they wish.

Group Thesis

Students with a weighted average of below 65 need to do a group thesis with other students. If your weighted average is below 65 you cannot do a thesis topic.

Students, who have a weighted average below 65 at the conclusion of Session 1, MUST nominate a group thesis topic. If such students do not nominate a group thesis topic, they will be treated as having no nominations.

If you are unsure whether you should be doing a thesis topic or a group thesis topic please contact the School Office.

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