

THE UNIVERSITY OF NEW SOUTH WALES



*School of Electrical Engineering
& Telecommunication*



***Postgraduate
Research Student
Information Pack
Semester 1, 2008***

Welcome

Congratulations on receiving an offer of admission to one of the research programs in the School of Electrical Engineering and Telecommunications (EE&T).

The support of postgraduate students is placed high on my agenda. This is reflected in the fact that a key element for the provision of funding to the Research group in the School requires that the groups guarantee a minimum level of services and facilities of Postgraduate Research students, and that they facilitate in every possible way, students' research activities through good supervision and the provision of adequate resources.

Assistance towards personal expenses associated with your research is provided through a small stipend of \$200 per session. This may be accumulated over 3 1/2 years, but if not used within the period of your enrolment (to a maximum of four years), will be forfeited. In addition, the School is committed to providing \$600 support towards travel and registration costs for attendance at local or international conferences in any one calendar year. Additional support for conference attendance needs to be negotiated with the Head of the Research Group which is sponsoring your research. The relevant Heads are:

A/Prof. David Taubman	:	Telecommunications
Prof. Victor Solo	:	Systems and Control & Biomedical Engineering
Prof. Chee Kwok	:	Microelectronics
Prof. Faz Rahman	:	Energy Systems
A/Prof. Francois Ladouceur	:	Photonics

Your Head of Research Group is the first point of contact should you be experiencing any difficulties associated with your research activities, or if you are experiencing significant personal or financial difficulty. Prof Chee Kwok, the School Postgraduate Coordinator, and the Director of Academic Studies, Prof Eliathamby Ambikairajah, are two other people on whom you may call for assistance. You are also welcome to contact me, and I can assure you that I will assist with resolving your situation with sensitivity and in complete confidence. The University of course, also has mechanisms for addressing student grievances and these are outlined in the various materials which you should receive upon enrolment.

Please note that University regulations require that postgraduate students be informed of their rights and responsibilities. These are clearly outlined, in the two publications that you can collect from the Graduate Research School (GRS), "Postgraduate Handbook" and "Guidelines for the Supervision of Postgraduate Students". The second book is designed for academic staff, but it clearly outlines the expectations you may reasonably hold on the level and quality of the involvement of your supervisor in your PhD program.

Yours sincerely,
Professor Tim Hesketh
Head, School of Electrical Engineering and Telecommunications
University of New South Wales.

School of EE&T Mission Statement

The School of EE&T seeks:

- To achieve an undisputed reputation for excellence in teaching and research leading to a ranking as the top Electrical Engineering School in Australia.
- To create a work environment whereby every member of staff makes a significant contribution to excellence in research, teaching, service and administration to the best of their capacity.
- To achieve a reputation for the excellence of our supervision and the quality of our research facilities which will make our School, the pre-eminent institution for postgraduate research in Australia.
- To establish a physical, environmental, educational and social environment within the school which fosters collaboration and interaction between staff, postgraduate and undergraduate students.
- To be a leader in educational technology for tele-collaboration to achieve new flexibility and quality in the delivery of postgraduate and continuing professional education to industry.
- To develop close and effective collaborative links with quality institutions internationally to foster academic and research exchanges for undergraduates, postgraduates and staff.
- To create a culture of student centred service which values and places particular emphasis on the quality of teaching so that students entering the school achieve beyond their capability and their expectation.
- To establish close collaborative links with industry so that education and research programs within EE&T are relevant to their needs, and are strongly supported by industry.
- To achieve a level of budget security, which will permit performance- and achievement-based salary supplementation for staff to levels competitive with industry and other relevant institutions.
- To be a leader within the profession in maintaining a high standard of student intake into Electrical Engineering Programs, by developing effective outreach programs for high schools which demonstrate the quality, relevance and excellence of our degrees.

2008 Semester Dates

Session 1 (12 weeks)

Teaching Weeks: 10 March to 20 March 2008

Recess: 21 March – 30 March 2008

Teaching Weeks: 31 March to 06 June

Study Period: 07 June to 10 June

Examinations: 11 June to 27 June

Session 2 (12 weeks)

Teaching Weeks: 28 July to 26 September

Recess: 27 September to 06 October

Teaching Weeks: 07 October to 24 October

Study Period: 25 October to 28 October

Examinations: 29 October to 14 November

Mid-Year Recess 28 Jun to 20 July

Periods of Candidature

Program

Minimum

Maximum

ME (ELEC2660)

3 sessions F/T 4 sessions P/T

6 sessions F/T 10 sessions P/T

MPhil (ELEC2685)

3 sessions F/T

6 sessions F/T

PhD (ELEC1640)

6 sessions F/T 8 sessions P/T

10 sessions F/T 12 sessions P/T

Enrolment Procedure

Please read through this information carefully to ensure your enrolment process runs smoothly.

All research students are required to complete 18 units of credit (UOC) of courses. If you wish to enrol in courses offered by schools other than EE&T you will need to seek permission to enrol in the course from the lecturer in charge of the course.

In addition to enrolling in your courses, you must also complete the Research Proposal Form (available online at <http://scoff.ee.unsw.edu.au/forms/proposal.pdf> .

Enrolment Date : Any Thursday, before the March, 2008
Time : 14:00 – 16:00
Location : G1, Ground Floor, Electrical Engineering Building. Map Reference: G17

Step 1

Make sure that you have the new student's enrolment form available from the GRS office (Graduate Research School). Then, consult Dr. Kwok on the above date for approval of your course enrolment. Only include courses you intend enrolling in on the enrolment form. You will need to bring your Letter of Offer (you cannot enrol without this). Please note that you **cannot** enrol on a 'Conditional Offer'. Please resolve any outstanding matters you have with the Graduate Research School (GRS) (Map reference M15) **before** enrolment.

Step 2

Once you have had your enrolment courses approved by the School (Prof. Kwok), you will need to take your Enrolment Form to the **Graduate Research School**. Make a photocopy for our School Office to keep as well. You will be provided with directions and a map to the Enrolment Support Centre on the day. Please remember that the University expects you to enrol in one semester only initially.

Step 3

At the **Graduate Research School** you will be issued with a printout of your enrolment. Take this to e-Spot (UNSW Security) to collect your Student ID Card. This card is used as proof of identification, swipe access to the building/rooms, to borrow books from the University libraries, and for discounts at University Union food outlets. It should be carried at all times.

You will be provided with directions and a map to e-Spot on the day.

Step 4

Activate your official UNSW Unimail account

Each student is given a Unimail account as part of their enrolment at UNSW.

Your Unimail address is "z" + your student ID (e.g. z1234567@student.unsw.edu.au).

You can access your Unimail account at:

<http://www.disconnect.unsw.edu.au/student/unimail/unimail1.htm>

If you experience difficulty, please contact Dis><Connect:

Phone: 02 9385 1777

E-mail: disconnect@unsw.edu.au

Web site: <http://www.disconnect.unsw.edu.au>

Administrative Procedures

Supervisor and Co-supervisor

As well as a supervisor you should have a co-supervisor. Your supervisor should nominate a co-supervisor for you. The co-supervisor should be available during the absence of the supervisor and should know enough about your project to be able to step in at any time to take over supervision.

In the absence of your supervisor, the co-supervisor should assume the duties of the supervisor. If your supervisor leaves the University, he/she should organise another supervisor for you and notify the School Office as soon as possible.

Your supervisor is required to provide you with OHS and induction before you commence any work in any EE&T laboratories. Please see <https://my.unsw.edu.au/student/atoz/OccupationalHealth.html> for full details of OHS on campus.

Always keep in contact with your supervisor. If you plan to go overseas, notify your supervisor and the School Office, detailing your address, email and phone number.

Change of Address

Ensure that both the School Office and the University have your correct contact details. (Do not assume that information you pass to one office in the University will be shared with another.)

Official UNSW email address

The University uses email as the major means of communication with students. Within the School of EE&T, office staff and academics use it frequently to send important information in relation to your study. It is therefore in your interest to make sure that you activate your University email account as soon as you are enrolled. You may redirect your Unimail account to another account that you use regularly.

Reviews

A review must be conducted within the first twelve months of research and at least once every twelve months thereafter. Students cannot re-enrol unless a review has taken place. See your supervisor for further information about reviews, and consult the UNSW website:

<http://www.unsw.edu.au/currentStudents/postgradResearch/res/progressreviews.html>

Variation of Enrolment

You are required to contact the School Postgraduate Studies Co-ordinator, A/Prof Chee Kwok, if you want to add or discontinue a course, change study mode (e.g. full-time to part-time), take course leave etc. Be aware of census dates for each session before making any of these changes. Please collect an enrolment variation form from the School Office.

Re-enrolment

Re-enrolment forms are usually available to download from the GRS website. You need to fill out this form every year to enroll into the course code : EIEC9901 (Part-time Research Thesis) or ELEC9902 (Full-time Research Thesis).

Thesis Pack / Thesis Submission

A Thesis Pack is available to students nearing the completion of their thesis and intending on submitting soon. You need to give the Registrar two months notice in writing of the expected date of thesis submission. The Thesis Pack is available from Graduate Research School and comprises:

- Notification of Submission form
- Preparation and Submission of Project Reports and Theses for Higher Degrees
- Thesis/Project Report Sheet (to be glued to the inside front cover of the thesis)
- Certificate of Originality
- Supervisor's Certificate
- Policy on Examination of Research Degrees

Research Induction Workshop All students admitted to a research program in the School of EE&T are required to attend an induction workshop organised by the Faculty of Engineering. **Attendance is compulsory.** The workshop, GSOE9400 Engineering Postgraduate Research Essentials, has no exam and is worth 3 units of credit. Please see details in the online handbook.

Program Rules

It is your responsibility to enrol in a program consistent with the rules governing enrolment and admission to the degree.

- All research students are required to complete 18 units of credit (UOC) of courses. This is usually undertaken in the first year. Please discuss the courses you should take with your supervisor prior to enrolment.
- All course pre-requisites must be satisfied unless waived by the School Postgraduate Studies Co-ordinator.
- In certain cases where 'assumed knowledge' is the requirement, you should seek guidance as to whether your background is appropriate.
- You are not permitted to continue in a program if you fail a course, unless granted special consideration.
- You are *not* permitted to enrol in courses with timetable clashes.
- You *must* be enrolled no later than Friday end of Week 2. You may not be permitted to enrol after this date (fines of up to \$500 may be imposed).

Variation of Enrolment

Courses must be added before the end of Week 2 of each session. Enrolment in some courses may *not* be possible if classes are already full.

The last date for students to withdraw from a course without academic penalty - Discontinuation Without Failure (DOF) - is half the session plus one week. For 2008 the dates are:

Semester 1 ... 27 April

Semester 2 ... 28 September

Please note: The DOF (drop without failure) date for a whole year course is the session 2 census date (31 August).

Discontinued Fail (DF)

Students who discontinue without special permission after the discontinuation date above receive the marks achieved up to the time of the discontinuation.

Students should note that they will be financially liable for all courses in which they are enrolled as at the relevant session census date:

Semester 1 census date ... 31 March 2007

Semester 2 census date ... 31 August 2007

University Requirements for Courses

The School is required by UNSW policy to provide the following to students in Week 1 of each session:

- Accurate information on all key aspects of a course;
- A course outline; its assessment plan, including marks allocated to each assessable component and related submission dates; what kind of evidence is required for consideration to be given to late submissions; attendance, and any other requirements;
- A list of text books and any additional reading lists;
- Arrangements for reasonable access to the Lecturer/Tutor;

- Advice that all assessed work submitted by a student (other than formal examination scripts) will be returned with commentary on the assessment where appropriate, after a prescribed period for marking has elapsed.

Graduate Research School

The Graduate Research School delivers the full range of services required to support both postgraduate research students and supervisors. The School is committed to excellence in research training and the provision of the highest quality postgraduate research experience for our research students.

The Graduate Research School deals with all administrative matters relating to postgraduate research students from admission through to scholarships and graduation. The School also co-ordinates changes in details of candidature as well as the thesis examination process.

Enquiries about changes in details of candidature and examination of theses should be directed to the Engineering Administration Officers via email.

Email : engineering.grs@unsw.edu.au

or general enquiries, please phone 9385 5500 .

Website : <http://www.grs.unsw.edu.au>

Each semester, new research students are provided with 'Essentials for Postgraduate Research Students' produced by the Graduate Research School. This publication can be collected from the Graduate Research School in the Rupert Myers Building.

The '***Essentials for Postgraduate Research Students***' will also be available online at

<http://www.grs.unsw.edu.au>

This publication provides a handy summary of documents you will need during your candidature including:

- advice and resources to help you make the most of your candidature
- copies of relevant guidelines, policies and procedures
- information on useful contacts (services, facilities & administration)

Support Facilities & Services in EE&T

Talk to your supervisor regarding the following facilities you may need:

- A desk
- A chair
- A filing cabinet
- A computer

Meet the staff at the School Office in order to:

- Get room keys (you will need \$20.00 for a deposit)
- Get building access organized.
- Get a School Photocopying card
- Get a Library photocopying card

Please Note:

You will only be issued those keys and such access as are necessary for you to be able to carry out your research work. Your supervisor may issue additional keys and access with written authority and explanation of the need for these keys. Please complete and have your supervisor sign the Request for Keys/Room Access form (available online at

<http://www.eet.unsw.edu.au/staffweb/form/keyIssue.pdf>

You can also pick up from the Graduate Research School, a copy of:

- Postgraduate Handbook, and
- Guidelines for Supervision of Postgraduate Research.

The School of EE&T provides the following support for research students

School Stipend - \$200 per semester

The stipend can be spent on the purchase of textbooks, stationery, additional photocopying, etc, but *not* on the payment of UNSW fees or the acquisition of computer hardware. Use of this money to supplement conference travel and expenses is acceptable, providing you are presenting a paper or poster at that conference.

These monies are cumulative for up to 3½ years, and what you have not spent from semester to semester will be automatically carried forward for use at a later date. However, money not spent within 4 years of the starting date of your research program may be forfeited. Part time students receive a pro rata amount and the accumulation of unspent monies is adjusted accordingly.

School Travel Support - \$600 per year

Travel support can be used towards airfares, conference fees, accommodation, etc associated with attending a conference at which you are presenting a conference paper or poster. This money is not retrospective and if not used within the calendar year, is forfeited.

School Photocopying

The School provides research students with 1,000 copies per calendar year (1 January - 31 December). Any unused copies are carried forward to the next year. If you have used your photocopying allocation, you can purchase a further 100 copies for \$10.00. Please see Andrew in the School Office.

Students have access to three School photocopiers in the School:

- One photocopier (Toshiba) located on the First floor, near the lifts.
- Two photocopiers (Canon) on the ground floor in Room G12A. Access to room G12A is by swipe card, between the hours of 8.00am and 5.00pm, Monday to Friday only.

UNSW Library Photocopying

The School provides \$50 (includes the \$2 cost of the card) worth of photocopying in the Library, per calendar year. If you have used your photocopying allocation, you can purchase a further 100 copies for \$10.00. Please see Andrew in the School Office, who will give you the necessary paperwork for the additional top-up. You can also ask your supervisor for assistance with photocopying costs.

Please note: During busy times there may be a wait of 1 hour in processing requests in the Library.

After Hours Access to the Electrical Engineering Building

You are entitled to after hours access to the Electrical Engineering Building. After hours is after 10pm and before 8am Monday to Friday and over the weekend. The regular \$3.30 access fee is waived for research students, and is paid by the School of EE&T. Please contact School Office the necessary paperwork required to obtain access to the building.

Mail Box Access

You can choose to apply for a mailbox which may be **shared** by around 30 research students. The mailboxes are located outside the School Office. They are fully booked at the present moment.

School Facsimile

(02) 9385 5993 located in Room G2 next to School Office. Ask at the School Office counter for access. International dialling is available.

School Office

Location

Room G1
Ground Floor, Electrical Engineering Building

Hours

Monday – Friday 09:00 - 12:30
 13:30 - 17:00

Phone: 9385 4000 /9385 4001

E-mail: eet@unsw.edu.au

Please Note

The School Office hours may vary from time to time, especially during the first few weeks of semester. During busy times there will be queues at the School Office.

Part-time students: if you have problems with the above times, please call the Office to make other arrangements.

Email is always answered and an answering machine will take your messages outside of standard hours.

WHO TO SEE FOR POSTGRADUATE HELP IN THE SCHOOL OFFICE

School Office Manager Gladys Fong	Timetable; lecture room booking; examination coordination; Enrolment issues; results administration; graduation; WAM calculation; casual academics and laboratory demonstrators coordination; general enquiries.	g.fong@unsw.edu.au
Jiong (Andrew) An	Fix enrolment problem; WebVista; Appointments with A/Prof Kwok, School websites, multimedia WebVista; Databases; data storage server; photocopy cards; Swipe access & general enquires.	jjongan@ee.unsw.edu.au
Bamini Pratheepan	Postgraduate admission, enrolment and progression, appointments with A/Prof Kwok, Stipend claims & general School enquiries.	bamini@ee.unsw.edu.au
Nelly Wijaya	Appointments with A/Prof Kwok, keys; general School enquiries; fix enrolment.	nelly.w@unsw.edu.au
Sairuban Jeganathan (on leave at the moment)	School websites; multimedia; WebVista; Databases; data storage server.	jsai@ee.unsw.edu.au

OTHER PEOPLE WHO CAN ASSIST YOU IN THE SCHOOL

School Store	Travel arrangement; room booking; Stationery Mervat Farah m.farah@unsw.edu.au	Room G17
	Travel Arrangement, purchasing equipment; Purchasing equipment, supply of stationery Doug Davison dougd@ee.unsw.edu.au	
Printing Service	Advice on how to use the photocopiers and binding facilities. See the School Office staff for advice.	Room G12A

RESEARCH STUDENT MENTOR LIST

TBA

Mentors for each research area will be appointed by the commencement of Seester 1. Please check the School website for updates on who has volunteered for these roles.

There are many people who can help you at UNSW if you run into difficulties. Their contact details can be found in the **UNSW Student Guide** - copies are available from UNSW Student Central. A list of contacts appears on the School website under **Information for Current Students**. If you are uncertain whom to contact, please ask at the School Office.

Postgraduate Board

<http://www.pgb.unsw.edu.au/content/index.htm>

All postgraduate students at UNSW are members of, and represented by, the Postgraduate Board of the Student Guild. The PGB offers resources complementary to those provided by the University, including a 24-hour lounge and computer lab, advocacy and support, laptop hire, a monthly seminar series, a postgraduate handbook, free legal aid and subsidised child care. The Board also organises social functions for you to meet other postgrads.

The PGB is elected annually by the postgraduate student body, and is a constituent board of the UNSW Student Guild. It meets monthly to discuss issues that relate to postgraduate students, and allows postgraduate students to talk about things that concern them as a group. The Board's offices are located next to the Postgraduate Lounge, Level 1, East Wing, Quadrangle Building.

The Postgraduate Board employs two full-time staff: the Manager of the Postgraduate Board and an Advocacy/Campaigns Officer. The Manager of the Postgraduate Board is responsible for the administration of the Board, as well as advising the Board on policy and strategy to enhance its profile and activities on behalf of postgraduate students across the University. The Advocacy/Campaigns Officer is a representative role and assists postgraduate students with any queries or concerns they might have in relation to academic, welfare or administrative matters. For

contact details go to www.pgb.unsw.edu.au,

call Tel: +61 2 9385 6714 or Email: f.finnane@pgb.unsw.edu.au

Postgraduate Lounge

Last modified: 5 Feb, 2008

The Postgraduate Board maintains the Postgraduate Lounge. It is located on the 1st floor of the Quadrangle Building, and is open to all postgraduates. It is a place where postgraduates can relax and socialise in a comfortable environment. There are computer facilities, tea and coffee making facilities and a fridge and microwave. The Lounge is open 24 hours with swipe card access, which can be obtained from e-Spot (Security).

Computer Facilities

The Board has a laptop hire service that allows postgraduates to hire a laptop for short or long term hire. Please email the Manager for bookings. In addition, the Board runs in conjunction with the University Library, the Postgraduate Computer Lab located at the back of the Library. It is equipped

with nine PCs, and four Apple G3. It is also open 24 hours with swipe card access. Technical support is available through the University Help Desk on Tel: +61 2 9385 1333.

The Board produces a range of publications including the ***Postgraduate Handbook***, the ***Postgraduate Thesis Guide***, a quarterly newsletter for postgraduates called ***The Whipping Post*** - an important source of information for what is happening with postgraduates around campus - and a range of information leaflets on postgraduate issues. These are all available from the Postgraduate Lounge.

Other services the Board provides to postgraduates are subsidised childcare, happy hour at Esme's every Tuesday, and social functions where postgraduates can meet their colleagues.

(Source: <https://my.unsw.edu.au/student/atoz/PostgraduateBoard.html>, January 2005)

Grievance Resolution Procedures

The University has Grievance Resolution Procedures for both undergraduate and postgraduate students. Students who believe they have a grievance should first approach the staff member concerned. If the problem cannot be resolved, the student should then speak to the EE&T Postgraduate Coordinator, A/Prof Kwok, or the Director of Academic Studies, Prof Ambikairajah. If the matter still cannot be resolved, students may make a written submission, in sequence, to the Head of School, then the Associate Dean (Academic) and then the Academic Registrar.