Welcome from the Head of School

Congratulations on receiving an offer of admission to one of the research programs in the School of Electrical Engineering and Telecommunications (EE&T). On behalf of the School I am delighted to welcome you to our team.

Our School produces research of high calibre and every year we publish in international conference proceedings and top ranked journals. It is important to the School that we assist postgraduate students during the course of their study with us. We have a wide range of services and facilities that are available for postgraduate research students and have allocated funds to the various research groups within the School to facilitate these resources. We have a very vibrant and active Postgraduate Society.

Each student is entitled to some financial assistance with travel and registration costs for your attendance at national or international conferences. Your supervisor and Head of Research Group may have additional funding available for further support for conference attendance. The relevant Heads of Research in our School are:

- Prof. Jinhong Yuan: Telecommunications (including Photonics)
- Prof. Andrey Savkin: Systems and Control
- Prof. Andrew Dempster: Signal Processing
- Prof. Rodica Ramer: Microsystems & Microelectronics
- Prof. John Fletcher: Energy Systems

Your research supervisor is your first point of contact if you experience any problems with your research activity (including any personal or financial difficulties that are impacting your research) and you can also contact the Head of your Research Group.

In addition, the Postgraduate Research Student Coordinator, Prof Vijay Sivaraman, the Deputy Head of School, Prof Aruna Seneviratne and the Director of Academic Studies, A/Prof Toan Phung, are available to help you. You are also welcome to contact me during the course of your study. Once you have enrolled, you will receive information outline the University’s policies on confidentiality and the mechanisms for addressing student grievances, all of which you should read prior to commencing your research.

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.
Once again, welcome to our team and I wish you every success in your research and study at our School.

Yours sincerely,

Professor Eliathamby Ambikairajah
Head, School of Electrical Engineering and Telecommunications
UNSW Sydney

Our facilities
Our School building and laboratories underwent a significant refurbishment and all our postgraduate research students are now situated in the Hilmer Building – Building E10 on the University map.

School office
Address : Room 549, Level 5, Hilmer Building E10, via Gate 4, High Street, Kensington NSW 2033
Telephone : 9385 4001
Email : ENG.HDR.EET@unsw.edu.au

University Academic Calendar and Key Dates:
https://student.unsw.edu.au/calendar
https://student.unsw.edu.au/dates

Periods of Candidature

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPhil (ELEC2645 )</td>
<td>3 semesters F/T 4 semesters P/T</td>
<td>6 semesters F/T 10 semesters P/T</td>
</tr>
<tr>
<td>PhD (ELEC1640)</td>
<td>6 semesters F/T 8 semesters P/T</td>
<td>10 semesters F/T 12 semesters P/T</td>
</tr>
</tbody>
</table>
Your workspace

Postgraduate research students have 24 hour swipe card access to a workstation in a shared open plan work environment. In most cases, students will have a dedicated desk but in some cases students may be required to share a space (for example students who do not require a space full-time). Workstations are allocated to students based on the location of the primary supervisor and those within the supervisor’s research group.

In order to maintain a friendly and cooperative share environment, please respect each other’s need for silence and privacy. Please be courteous and professional with your fellow students and arrange to meet your visitors outside your office.

All electrical equipment is tested and tagged by the University. For safety reasons, students are not permitted to bring in their own electrical equipment, including extra monitors, power boards, computers etc. (laptops excluded). Please contact us if there is something that you require.

If you ride to the University, please leave your bike outside your building. There are almost 600 designated bicycle parking spaces on campus.

Email

Please ensure you set up your UNSW student email account via UNSW Identity Manager. This is the way UNSW will send all official University correspondence to you and it is a requirement that mail sent to this account is read. If you use an email account other than the centrally provided UNSW email account, you must arrange to redirect your UNSW email to an account you do use. If you would like to set up an email signature on Microsoft Outlook, please use the below template:

Name
Title, UNSW School of Electrical Engineering and Telecommunications

UNSW AUSTRALIA
UNSW SYDNEY NSW 2052 AUSTRALIA
E: name@unsw.edu.au
W: engineering.unsw.edu.au
FB: facebook.com/unswfacultyofengineering
CRICOS Provider Code 00098G

Leave and the Christmas/New Year shutdown

Please obtain permission from your supervisor if you need to take leave at any time of the year. The maximum recreation leave you are allowed to take is 20 working days per year. Otherwise, candidature is recorded in whole semesters; you may request a period of program leave on a semester basis. For further information on leave, please see the section of this document on Candidature Variation.
The University shuts down its operations over the Christmas/New Year period. All staff and students are required to be absent from campus during this period as security and facilities management support are very limited during this time.

Please refer to the UNSW Academic Calendar for this year's shutdown dates.

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

**School Travel Support for PhD students (ELEC1640)**
Travel funding of up to $2,700 will be made available from the second year of study for PhD students to attend a conference under the following conditions:
- First successfully access the Graduate Research School PRSS scheme before applying for School funding.
- Pass a progress review before being permitted to travel on School funds.
- Present a paper at the conference.

**Travel for MPhil research student (ELEC2645)**
MPhil students do not automatically qualify for School travel funding; however, they are encouraged to apply for the Graduate Research School PRSS scheme if possible. In exceptional circumstances some School travel funding might be made available at the discretion of the Research Student Coordinator and the School Director of Research.

**PLEASE NOTE**
It is expected that all students plan their travel carefully and choose the most appropriate conferences. The School reserves the right to refuse a request for travel funding if the travel is deemed unnecessary or inappropriate.

The Research Student Coordinator, Prof Vijay Sivaraman, will consider applications to vary the travel funding arrangements in special circumstances.

**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 Research Coordinator, A/Prof Vijay Sivaraman, or the Deputy HOS, Prof Aruna Seneviratne. 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.

**Induction for Postgraduate Researchers**
The Graduate Research School will hold the HDR Welcome and Orientation – compulsory for all candidates commencing in a PhD or Masters research degree – on 11th April 2018, 4:00 – 6:30pm. The event will provide new research candidates with important information on:
- the Graduate Research School
- enrolment, progression and scholarship administration
- services provided across the University for research candidates
Important Dates

All candidates must be enrolled each semester if they are not planning on taking approved program leave for a semester. Enrolment should be completed in the University’s re-enrolment periods in January and July.

The census date is absolute latest day that HDR candidates can enrol, change their enrolment, submit their thesis (without being required to re-enrol), or apply for program leave for a given semester:

- Semester 1: 31st March
- Semester 2: 31st August

Enrolment

All research students enrolled in the Faculty of Engineering must complete the course GSOE9400 – Engineering Postgraduate Research Essentials during their first year of enrolment. Masters students are required to only complete 2 more additional courses.

Confirmation of candidature & annual progress reviews

It is a requirement of continued enrolment that all research candidates (full-time and part-time) take part in a formal review of progress each year of their candidature. Progress reviews provide an opportunity for the candidate, supervisors and academic staff in the School to review the research progress and all aspects of the candidature, develop a plan of action for the next 12 months, and to identify and respond to any impediments towards progress to a timely completion.

- Confirmation review (PhD candidates only)

The enrolment of all PhD candidates is subject to a Confirmation Progress Review. This is the result of a formal review that is conducted within the first year of a PhD program. Confirmation indicates that the research candidate has demonstrated to an independent panel that they have developed a feasible research program appropriate for PhD level qualification.

Progress must be assessed as satisfactory in order for candidature to be confirmed. For full-time candidates this will take place at the first Progress Review, which should be held between six and nine months after enrolment. Part-time candidates should still participate in their first progress review between six and nine months after enrolment, however Confirmation may occur at the second progress review.

The confirmation period may be extended for the purposes of reassessment but cannot be extended beyond 15 months for full-time candidates or 30 months for part-time candidates.

Prior to confirmation, all PhD candidates must have completed their coursework requirements.

Candidature variation

The term ‘variation to candidature’ refers to any change in enrolment status that the University needs to formally note entitlements, progression or scholarship payments. These can include:

- requests to undertake a period program leave (including maternity leave), which is considered on a semester basis;
- changing your candidature from full-time to part-time;
- changing your research area and/or supervision panel;
- transferring to another research program; and
- working away from the University, for example to undertake fieldwork.
Requests of this nature must be discussed with your supervisor, postgraduate coordinator, and School HDR administrator, who will provide you with advice on processes involved.

**Useful School contacts**

**Professor Vijay Sivaraman** ([vijay@unsw.edu.au](mailto:vijay@unsw.edu.au)) is the Postgraduate Research Coordinator (PGC) for our School. The PGC plays a critical role in the overall experience of higher degree research students. They are often the academic point of contact for research students, advise the Head of School of higher degree research matters, attend Faculty Higher Degree Committees, and are the Graduate Research School’s point of contact with the School.

Here are some other useful contacts in the School that can assist you:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDR Support Officer</td>
<td>Olivia Huang</td>
<td><a href="mailto:ENG.HDR.EET@unsw.edu.au">ENG.HDR.EET@unsw.edu.au</a></td>
<td>9385 4001</td>
</tr>
<tr>
<td>School Manager</td>
<td>Karen Scott</td>
<td><a href="mailto:karen.scott@unsw.edu.au">karen.scott@unsw.edu.au</a></td>
<td>9385 6570</td>
</tr>
<tr>
<td>HS Implementation Support Officer</td>
<td>Zhenyu Liu</td>
<td><a href="mailto:z.liu@unsw.edu.au">z.liu@unsw.edu.au</a></td>
<td>9385 5508</td>
</tr>
</tbody>
</table>