UNSW Sydney

School of Electrical Engineering & Telecommunications

Postgraduate Research Student Information Pack

Welcome
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. We also provide a small stipend for you to purchase books and any other resources relevant to your research. 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 Chee Yee Kwok 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
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.

University Academic Calendar and Key Dates:

https://student.unsw.edu.au/calendar

https://student.unsw.edu.au/dates

Periods of Candidature

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<tr>
<th>Program</th>
<th>Minimum</th>
<th>Maximum</th>
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<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>
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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 in the first year of enrolment, unless permission is given otherwise. This includes the compulsory course GSOE9400 Engineering Postgraduate Research Essentials (6 UOC). The other two courses are technical postgraduate courses offered by the School. 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 should also complete the Research Proposal Form (available online at http://scoff.ee.unsw.edu.au/forms/proposal.pdf).

<table>
<thead>
<tr>
<th>Enrolment Days</th>
<th>Monday - Friday</th>
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<tbody>
<tr>
<td>Time</td>
<td>09:00 – 16:00</td>
</tr>
<tr>
<td>Location</td>
<td>Room 549, Level 5, Hilmer Building (Map Reference: E10)</td>
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</tbody>
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**Step 1**
Make sure that you have the new student enrolment form available from the GRS office (Graduate Research School). Then consult Prof Jinhong Yuan 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 course enrolment approved by Prof Vijay Sivaraman, please go to EE&T School Office to allow staff to copy of your enrolment form for retention in the Office. Then you will need to take your Enrolment Form to the Graduate Research School. You need to fill out both S1 and S2 codes on the enrolment form. The course code for Full-time Research Thesis is ELEC9002 and Part-time Research Thesis is ELEC9901.

**Step 3**
At the Graduate Research School you will be issued with a printout of your enrolment. Take this to FM Assist in the Matthews Building (Map reference E23) to collect your Student ID Card. This card is used as proof of identification, swipe access to building and rooms, to borrow books from the University libraries and for any student discounts. Your Student ID Card should be carried at all times.

You will be provided with directions and a map to FM Assist on the day.

**Step 4**
Each student is given an official UNSW email account as part of their enrolment. This is called zMail. Your zMail address is “z” + your student ID (e.g. z1234567@student.unsw.edu.au).

To access your zMail account, please go to the IT Services website at https://www.it.unsw.edu.au/ and navigate to Students > Email Services at https://www.it.unsw.edu.au/students/zmail/index.html
If you experience difficulty, please contact IT Services:
Phone: 02 9385 1333
E-mail: servicedesk@unsw.edu.au

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Administrative Procedures

Supervisor and Co-supervisor
As well as having a primary supervisor you should have a joint or co-supervisor (nominated by your supervisor). 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. If your supervisor leaves the University, he/she should speak to the Postgraduate Coordinator to organise another supervisor for you and notify the School Office as soon as possible.

Your supervisor is required to arrange relevant OHS 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 GRS 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 primary 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.

Progress Reviews
A progress review of your work must be conducted within the first twelve months of research and at least once every twelve months thereafter (every six months for NICTA supported students). Notice of the progress review will come from the Postgraduate Coordinator. Students cannot re-enroll unless a review has taken place. See your supervisor for further information about reviews, and consult the UNSW website: http://www.grs.unsw.edu.au/currentstudents/progress.html.

Variation of Enrolment
You are required to contact the School Postgraduate Studies Coordinator, Prof Jinhong Yuan, 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 semester 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: ELEC9901 (Part-time Research Thesis) or ELEC9902 (Full-time Research Thesis). Please make sure that you enroll for both semester 1 and 2 at the beginning of each academic year. Re-enrolment process for next academic year normally starts from the middle of December and continues until February.
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

Program Rules
It is your responsibility to enroll 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 in the first year of enrolment. One of these is the compulsory GSOE9400 (6UOC). Please discuss the other courses you should take with your supervisor prior to enrolment.
- “Note carefully that the School of EE&T requires new students to achieve a mark of 70 or more in each of the courses that they are required to complete within their first year of enrolment, not including the GSOE9400 course. These subjects will have been agreed upon in consultation with your supervisor. Achievement of this minimum mark is one of the School’s conditions for confirmation.”
- All course pre-requisites must be satisfied unless waived by the School Postgraduate Studies Coordinator.
- 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 enroll in courses with timetable clashes.
- You must be enrolled no later than the Friday, end of Week 2. You may not be permitted to enroll 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 semester. Enrolment in some courses may not be possible if classes are already full.

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

Semester 1 census date ... 31 March
Semester 2 census date ... 31 August

The last date for students to withdraw from a course without academic penalty - Discontinuation Without Failure (DOF) - is half the semester plus one week. For 2011 important dates please see the UNSW key dates website at https://my.unsw.edu.au/student/resources/KeyDates.html
Please note: The DOF date for a whole year course is the semester census date

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.

**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 (GRS)**

*Email:* engineering.grs@unsw.edu.au  
*Telephone:* 9385 5500  
*Website:* http://research.unsw.edu.au/units/graduate-research-school  
*Location:* Level 2, South Wing, Rupert Myers Building

The Graduate Research School (GRS) 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 GRS 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 GRS via email.

Enquiries regarding policies and procedure for UNSW Research Students and related student societies should also be directed to the GRS.

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 publication is also available online via the GRS website.

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)

Last modified: 22 June 2017
You can also pick up from the Graduate Research School copies of:
• The Postgraduate Handbook and Guidelines for Supervision of Postgraduate Research

**Support Facilities & Services in the School of EE&T**

Talk to your supervisor and the Professional Officer of your research group about where you will be sitting and acquiring a computer.

**School Office**

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<tr>
<th>Location</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Room 549</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>Level 5, Hilmer Building (map ref: E10)</td>
<td>08:30 – 16:30</td>
</tr>
<tr>
<td>Phone: +61 2 9385 4000</td>
<td>E-mail: <a href="mailto:eet@unsw.edu.au">eet@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

**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 messages can be left outside of standard hours.

**Meet the staff at the School Office in order to:**
• Get building access organized and seat allocation organised
• Get room keys or room swipe card access if required

**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). If the access is a laboratory, the HS49 form (lab induction form) has to be filled out as well.
WHO TO SEE FOR HELP IN THE SCHOOL

https://www.engineering.unsw.edu.au/electrical-engineering/resources/staff-resources

After Hours Access to the Hilmer Building

Your student card will permit after-hours access to your building where your seat is allocated. After-hours is any time between 6pm and 8am Monday to Friday and all day Saturday and Sunday. Please note that after-hours access does not entitle you stay overnight in the building. It is expected that the building be vacated by midnight unless there is an urgent need to remain. There are guidelines for working after-hours which must be observed if you are required to work through the night. Please see the UNSW OHS “Working After Hours Procedures” at http://www.ohs.unsw.edu.au/ohs_policies/procedures/pro_after_hours.pdf and the School of EE&T interpretation and implementation of the policy on the School website under OHS > Working Safely at http://www.eet.unsw.edu.au/sites/default/files/elec_ohs_after-hr.pdf

Special permission is required to work after-hours in the School’s medium risk laboratories

Special permission is not required to work after-hours in offices, CATS rooms, or computer laboratories. This permission comes from the Head of School and also your supervisor. (The School's OHS Officer can provide the form used to request this access.) Special conditions may be imposed on working after-hours. For example, it may be required that a second person be present in the medium-risk workspace at all times. This second person should be named, need not be a member of the School’s staff, and must complete the OHS induction relevant to the proposed workspace.

Staff and students who wish to work after-hours in medium risk spaces should have a valid, current first-aid certificate. The School will pay half the cost of a student's first-aid certificate. Full details of the School’s After Hours policy is available at http://www.eet.unsw.edu.au/sites/default/files/elec_ohs_after-hr.pdf.

Generally, you should NOT be alone in any laboratory after-hours.

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

School Stipend
PhD students (ELEC 1640) - $200 once-off for the whole 3 years of study
MPhil students (ELEC 2645) - $200 once-off for the whole 1.5 years of study

The stipend is a one made available upon enrolment. It is intended to assist students to get settled and should be spent on purchases to support your study, for example textbooks, stationery, 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. Personal expenditure (not related to your study) is not permitted.

The funds will remain available to you while you remain enrolled and then will be forfeited. Once your thesis has been submitted you may only submit claims for expenditure incurred prior to submission. All claims must be made within three months of incurring the expenditure.

The School reserves the right to refuse claims which are deemed to be unnecessary or excessive.

School Travel Support for PhD students (ELEC1640)

Travel funding of up to $2,500 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 Coordinator, A/Prof Vijay Sivaraman, or the Deputy HOS, Prof Chee Kwok. 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.