The Excellence in Research for Australia (ERA) ranked "interdisciplinary engineering" in the Faculty of Engineering and Information Sciences above world standard with a ranking of 5.

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WELCOME

On behalf of all members of the Faculty of Engineering and Information Sciences, I extend a cordial welcome to our postgraduate students. We hope that your time here is enjoyable and productive and that you complete your studies successfully.

On arrival one of your important tasks is to become familiar with the learning environments within the Faculty, and the University. You should talk to your nominated supervisor about your study plans and ask for guidance concerning the available facilities. You should also get to know other academic and technical staff. In particular your supervisor will introduce you to those technical staff whose assistance you will require in carrying out laboratory work and other activities related to study and research. The School’s Head of Postgraduate Studies will always be pleased to give you guidance and advice on enrolment and associated matters.

Please read this book to learn about details of the basic facilities, entitlements and responsibilities. I strongly recommend that you also read the Research Misconduct Policy http://www.uow.edu.au/about/policy/UOW058715.html and the Codes of Practice for “Students”, “Teaching”, “Research” and “Supervision”. These are included in the University’s Postgraduate Handbook, found on the web at http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow118063.pdf

Reading this material will help you to understand fully your role and responsibilities as a postgraduate student.

You should also become aware of safety issues. Part of your responsibility as a research student and potential engineer is to formally identify all safety hazards associated with your work (e.g. any test rigs you design, build and use) and to ensure safe operating procedures and conditions at all times. If you need additional information or if you have doubts or reservations on any matter, please consult the technical staff concerned with the particular laboratory. You may also consult your supervisor and the Laboratory Coordinator on any safety issue at any time.

You must plan your studies and research to make the best of your time here for academic achievement and personal development. Try to be regular with your work. Plan and monitor your progress from the very beginning. Make sure you organise regular meetings with your supervisor to ensure he/she is informed about your work and how you are coping with your studies and university life in general.

I hope you will be able to take advantage of the entertainment, sports and facilities provided by the University Recreation and Aquatic Centre (URAC) and UniCentre by the various student societies on campus.

Research students are a fundamental part of research activity world-wide and I again extend to you a warm welcome on behalf of all of us in the Faculty.

Professor Chris Cook
Executive Dean
WHAT YOU SHOULD DO WHEN YOU ARRIVE

ORIENTATION - DAY ONE
1. Attend the University’s HDR Orientation Program
2. Enrol at the Graduate Research School, Building 20 (entry located at ground floor adjacent to lecture theatre 20.3).
3. Go to Student Central, Building 17 to arrange your student card.

INDUCTION - DAY TWO
1. Attend the Faculty HDR Induction & Afternoon Tea. You will be provided with a welcome pack and forms to arrange your office space and keys.
2. Meet with your Supervisor. The Faculty Research Unit can provide guidance to their location.
3. Your supervisor will introduce you to the relevant Laboratory Coordinator and Technical staff.
# LIST OF CONTACT NAMES AND NUMBERS

<table>
<thead>
<tr>
<th>Head of Postgraduate Studies</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
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<tbody>
<tr>
<td>Professor Minjie Zhang</td>
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<td>4221 4745</td>
<td>Building 3 Room 213</td>
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<tr>
<td>School of Computer Science &amp; Software Engineering (SCSSE)</td>
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<tr>
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<tr>
<td>School of Information Systems &amp; Technology (SISAT)</td>
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<tr>
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<td>4221 3844</td>
<td>Building 39C Room 194</td>
</tr>
<tr>
<td>School of Mathematics &amp; Applied Statistics (SMAS)</td>
<td></td>
<td></td>
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<tr>
<td>A/Professor Kwan-Wu Chin</td>
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<td>School of Electrical, Computer &amp; Telecommunication Engineering (SECTE)</td>
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</tr>
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<tr>
<td>School of Physics (Physics)</td>
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<tr>
<td>Key Faculty Administration</td>
<td>Name &amp; Email</td>
<td>Phone</td>
<td>Location</td>
</tr>
<tr>
<td>Faculty Research Coordinator</td>
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<td>4221 4171</td>
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<tr>
<td>Faculty Research Officer</td>
<td>Julia Johnson</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>EIS Enquiries Centre (EEC)</td>
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<td>Building 4 Room G12A</td>
</tr>
<tr>
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<td></td>
<td>4221 3063</td>
<td></td>
</tr>
<tr>
<td>Student Support Advisor</td>
<td>Mitz Perez</td>
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</tr>
<tr>
<td>Language Consultant</td>
<td>Dr Madeleine Cincotta</td>
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<tr>
<td>International Coordinator</td>
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<td>4221 5300</td>
<td>Building 6 Room 221</td>
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<tr>
<td><strong>Faculty Outreach Librarian</strong></td>
<td>Melanie Thompson <a href="mailto:melani@uow.edu.au">melani@uow.edu.au</a></td>
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<td>Building 16 (Library)</td>
</tr>
<tr>
<td><strong>Learning Development Unit</strong></td>
<td>Heather Jamieson <a href="mailto:heatherj@uow.edu.au">heatherj@uow.edu.au</a></td>
<td>4221 3686</td>
<td>11.209 (Level 2)</td>
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<tr>
<td><strong>Security</strong></td>
<td>Campus Security</td>
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<td>11 (Union)</td>
</tr>
<tr>
<td><strong>Graduate Research School</strong></td>
<td><strong>Name &amp; Email</strong></td>
<td><strong>Phone</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Director, Graduate Research School</td>
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<tr>
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<td>Building 20 Level 1</td>
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<tr>
<td>Student Management Officer (SCSSE, SECTE, SISAT, SMAS)</td>
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<td>4221 5453</td>
<td>Building 20 Level 1</td>
</tr>
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**STUDENT SUPPORT SERVICES**

**LIBRARY SERVICES**


The Research Training Librarian is available for individual appointments and will provide prompt and professional research and information assistance to HDR candidates and supervisors. Assistance can cover areas such as where to publish, how to track research, organising your references and keeping up to date in the required discipline using email alerts.

A Library Orientation session will also be arranged early in the session in conjunction with final year undergraduate thesis students by the Faculty Research Unit.

Save yourself time and enhance your research: connect with information specialists and resources anytime, anywhere.

- **Online – Ask a Librarian**
  - Ask questions and receive a response within one business day

- **Research Consultation Service**
  - 1 hour appointment with an information specialist.
  - Available to UOW academics, HDRs, postgraduates, Honours and Masters students.

- **By phone**
  - (02) 4221 3548
The Statistical Consulting Service in the School of Mathematics and Applied Statistics provides students and staff members of the University of Wollongong with consulting assistance for research. The service aims to improve the statistical content of research carried out by members of the University. Researchers from all disciplines may use the Service. Priority is currently given to staff members, and HDR candidates undertaking research for Doctor of Philosophy or Masters’ degrees.

It is important that researchers consult the Service at the beginning of their investigation, so that their research will include clear research hypotheses and well-designed data collection processes as these are basic to any analysis. The assistance provided by the Statistical Consulting Service includes:

- advice on the planning of surveys and experiments,
- the collection of data and their entry into a computer,
- statistical analyses, and
- the presentation of results.

Currently the Statistical Consulting Service provides each HDR candidate with up to ten hours per calendar year of consulting time without charge.

Learning Development offers a range of free services to all enrolled students, international and local, who wish to improve their academic skills and English language.

Phone or visit Learning Development to make an appointment to discuss your academic work. Consultations are free and generally last for one hour. It is wise to book a week ahead, as demand for consultations can be very high. Staff will discuss your academic work with you and guide you towards effective learning and writing strategies. Please bear in mind that this is a teaching – NOT proofreading – service. Learning Development is located in Building 11 level 3 (take the lift opposite the UniShop). Phone 4221 3977.

There are several workshops offered each session. Classroom workshops are run at lunchtime, from 12.30 - 1.30pm in Building 11, level 3. In addition, the following are also offered.

- Thesis Writing seminars
- English for Academic Purposes
- Studying, Writing and Presenting at University
- Resources for independent study or interaction online

Language Consultant

Dr Madeleine Cincotta’s area of expertise is language. Dr Cincotta assists postgraduate students with the final language editing of papers for publication. In particular, Dr Cincotta has done work on the cultural differences between the writing styles of people from different countries. This is an area which is NOT included in study for the IELTS exam and many students whose English grammar is excellent still struggle to have papers published because they continue to write in the style of their home culture. Dr Cincotta works with students individually and in groups to overcome these difficulties.

Contact Details for Dr Madeleine Cincotta, Honorary Senior Fellow:

Email: cincotta@uow.edu.au  Location: Building 4, room 104  Ph: 4239 2260
WORKSHOPS & SEMINARS
For more information and to register: http://www.uow.edu.au/research/rsc/news/seminars/index.html

The Graduate Research conduct a series of free HDR seminars specifically designed for HDR candidates. Seminars are organised into separate modules, which deal with different aspects of the research candidature. Students who are at different stages of their research degree may find some modules more relevant than others and may choose which seminars they wish to attend.

Some courses on offer are:

Events, Seminars and Workshops

Up and Coming:
- The Australian Technology Network (ATN) offering LEAP modules for postgraduate research students
- AMSI Intern Seminar

Annual:
- Higher Degree Research (HDR) Student Seminar Series:
  1. Get Shortlisted- Resume and Selection Criteria for Graduate Research Students
  2. Interview Techniques for Graduate Research Students
  3. EndNote
  4. Thinking Ahead: Career Options and Planning for Graduate Research Students
  5. Building your Career Network- Using Social Media (LinkedIn/ Twitter) and in person - HDR students
  6. Planning your Research and Writing and Finding Theses
  7. Where do I Publish?

- Thesis Writing Learning and Development Seminar Series
- Information Management & Technology Services (IMTS) Digital Drop-Ins
- Big Ideas
- The 7 Secrets of Highly Successful PhD Students
- Research Commercialisation Workshops
- Training and Professional Development

The program detailing HDR Seminars offered each session will be sent to all HDR candidates and is also available on the web.

STUDENT SUPPORT ADVISORS

If you have an issue or a problem that is affecting your study, then the Student Support Adviser may be able to help. Student Support Advisors can assist students with a range of issues such as orientation to the local area, homesickness, study difficulties, academic concerns, budgeting, legal/accidents, student visas, health, personal problems, family emergencies and children’s education. They can give advice about returning home after you complete your studies. The service is free and confidential.

Contact: Mitz Perez
Location: Building 4, Room 105, Wollongong Campus
Telephone: 4221 3833
Email: mperez@uow.edu.au

ENGLISH CONVERSATION GROUPS
For more information: http://www.uow.edu.au/student/services/SSA/international/UOW110591.html

English Conversation Groups are a place where international students can practice their English speaking skills in an informal atmosphere. It is also an opportunity to network with other students. No bookings are required and everyone is welcome, including domestic students, volunteers and staff.
The Careers Counsellor for Higher Degree Research Students will work with students, employers, academic staff, and staff of the Graduate Research School to deliver career development services and initiatives to enhance HDR students’ employability and career outcomes. Services include:

- one to one career counselling appointments to discuss your career plans and job search;
- tailored career development workshops;
- job search, resume and interview preparation advice.

All HDR students can make an appointment through Careers Central for a free one-on-one appointment with the HDR Careers Counsellor to discuss career direction and planning, resumes and other job preparation skills.

INTERNATIONAL STUDENT ASSOCIATION
For more information: http://clubs.uow.edu.au/

International students may wish to make contact with their compatriots in the University. There are many clubs and societies available to assist.

WOLLONGONG UNIVERSITY POSTGRADUATE ASSOCIATION (WUPA)
For more information: http://www.uow.edu.au/wupa/

This is the student body that represents the interests of all postgraduate students. This body runs the Graduate House Support Centre, which is a University facility exclusively for postgraduate students and their families.

WOMEN IN ENGINEERING & PHYSICS NETWORK
For more information contact Marina Evans: mevans@uow.edu.au

This group exists to provide support and interaction for women in all branches of engineering at both the undergraduate and postgraduate level. The group is actively involved in organising social and technical functions.

SUPERVISION

CODE OF PRACTICE
For more information: http://www.uow.edu.au/about/policy/UOW058665.html

ALL STUDENTS MUST READ THE CODE OF PRACTICE – SUPERVISION (UOW) and complete the Appendix B with their supervisors during their first meeting.

SUPERVISION

Each HDR student who undertakes a research project will be allocated to a suitably qualified supervisor (or joint supervisors), who will offer guidance and advice on the research activity. Your principle supervisor must be a UOW employee. In some cases, additional supervisors, internal or external to the Faculty (or University), may be appointed. All external supervisors must be approved by the School’s Head of Postgraduate Studies and each student must have at least one internal supervisor.
Supervision of students is a difficult and highly specialised undertaking, which must be based on a sound working relationship and mutual trust between the student and supervisor. It is highly recommended that students and supervisors discuss carefully and extensively the proposed topic and their respective roles before formally agreeing to work together. Supervision is subject to the agreement of both parties.

Students are expected to meet with their supervisors on a regular basis to discuss research progress and any related problems. The frequency of meetings will generally be decided by mutual agreement between student and supervisor.

If the supervisor is to be absent from the University for a prolonged period (e.g. study leave), alternative arrangements are made for continuing supervision.

**STUDENT GRIEVANCES**

Unfortunately, supervisory arrangements may sometimes break down. If this situation occurs, the School’s Head of Postgraduate Studies must be notified immediately, so that mediation of the dispute can be undertaken to attempt to resolve perceived difficulties and to reach a satisfactory solution. If necessary, alternative supervision may be arranged.

Students who have grievances should first consult their supervisor. If this is unsuccessful, they should then consult the School’s Head of Postgraduate Studies, who oversees the postgraduate education within the Faculty and acts as a mediator between student and supervisor if necessary.

If a satisfactory outcome cannot be achieved then the matter may be referred to the Associate Dean of Research.

**STUDENT RESOURCES**

**ACCESS & OFFICE SPACE**
All full-time HDR students will have access to communal working space within the Faculty. Each space is equipped with a desk, chair and bookcase or filing cabinet as available.

You will be required to complete a HDR Student Space Requirements/Application Form and pay a minimum deposit of $20 before your office keys and swipe cards are issued. This is payable only by credit card and will be refunded to you when your keys and swipe card have been returned to the EIS Faculty Office (Building 4, Room 101). To make payment go to [http://bit.ly/eispay](http://bit.ly/eispay)

Please note, if the lockable desk drawer key is missing, check with the Faculty Office if there is a spare key. If there is no spare key available, you are responsible for organising to pay for a key locksmith to cut a new key for the lockable desk drawer.

As a HDR student, you also have access to the Postgraduate Computer (PC) Laboratory and various other laboratories within the Faculty. Space is limited and students must be prepared to work cooperatively. This may necessitate the formation of formal or informal arrangements for the sharing of equipment and space facilities within the Faculty. You should be considerate of other students to ensure minimal disruption to them at all times.

Space is provided for all HDR students for tea and coffee making. Hot water is provided for tea and coffee. You are required to provide your own crockery, tea, coffee, milk and sugar. It is your responsibility to keep all equipment clean. In particular, the microwave should be wiped clean after each use. Everyone is expected to keep the bench and sink area clean and tidy after use.

**COMPUTING FACILITIES**
The Faculty has a number of Computer Labs. For more information on these laboratories and their availability:

For information on WIFI services at UOW:

The Faculty has a dedicated IT support team to assist students with password access, software installation and any other technical issues.

The team can be contacted either by email eis-it@uow.edu.au, telephone 4221 5300 or visit them in Building 6, Room 221.

Requests for computers must be placed with the IT staff. The form is available from the Faculty Research Unit located in Building 4, Room 109 and must be signed by your supervisor.

MUSIC, VIDEO & SOFTWARE PIRACY POLICY – ZERO TOLERANCE

Unauthorised copying or communication of copyright protected materials (such as music, videos and software) violates the law and is contrary to the University’s standards of conduct and business practices.

LOAN OF EQUIPMENT

The following equipment may be borrowed from the IT Support Team:

- Digital Still Camera
- Digital Video
- Laser/Mouse Pointer
- Laptops for presentation
- Projector

The School of Electrical, Computer and Telecommunication Engineering have additional items which can be borrowed. For a full list please email eis-it@uow.edu.

Please note when borrowing equipment:

- Equipment may not be taken off campus.
- Student must leave their student card with the IT staff for the period of the loan.
- All equipment will be checked on return for damage. Damage is expected to be paid for.
- The equipment must be used for Faculty of Engineering and Information Sciences related educational purposes only.
- The equipment is available during normal Engineering IT working hours.
- Equipment must be returned at scheduled time.

The Learning, Innovation, Facilities and Technologies (LIFT) unit also provide an equipment borrowing service to students. LIFT is located in Building 20, Room G15.

STUDENT EMAIL & INTERNET ACCESS

The University provides every student with email and internet access.

- Your email account will be set up for you at enrolment. It is advisable that for personal use you obtain a private internet account.
- For assistance with your email account: http://www.uow.edu.au/its/uowmail/index.html
• All official University Electronic Correspondence will be posted on Student Online Services (SOLS) - it is NOT sent to your UOW email. Students are advised to log onto SOLS regularly to check messages.

• All access to UOW email and internet is intended for research purposes only. HDR student email and internet access is monitored by ITS and the Faculty receives monthly accounts identifying user usage. The Faculty allows each research student a nominal usage of up to $10 per month, which under normal circumstances is more than enough for research purposes. Any usage greater than this will be queried and students will have to reimburse costs to the Faculty for any use of the Internet not related to their research project.

• When searching databases for journal articles, students should use the LIBRARY link (http://uow.libguides.com/uowdatabases/), as downloading articles from other sources is very expensive.

ALL students are warned that use of Hotmail (and other non-UOW web mail accounts) consumes quota at a high rate. (NOTE THAT AUTOMATICALLY FORWARDING MAIL FROM HOTMAIL TO YOUR UNIVERSITY ADDRESS SUBSTANTIALLY REDUCES COSTS OF USING HOTMAIL) Quotas will not be renewed for students using their access for non-academic purposes: eg, downloading music or radio, visiting entertainment or recreational sites, or accessing other mail accounts such as Hotmail.

Details of the University Policy and Guidelines for Email and Internet Access are available at http://www.uow.edu.au/its/userguides/UOW001585.html under “email & internet”. The guidelines clearly explain the quota system that the University applies.

MAIL

All incoming mail will be delivered to Engineering & Information Sciences Central (EIS Central) twice daily. All postgraduate mail is available for collection from EIS Central Monday to Friday, between 9am and 5pm during session. All outgoing mail relevant to your research work must be handed into EIS Central. Incoming personal mail should be sent to your home address and outgoing personal mail posted at the Post Office which is located on campus.

For mail relating to your study, please advise senders to address mail in the following manner:

(FIRST Name_FAMILY Name)
HDR Student
Faculty of Engineering & Information Sciences + (Discipline)
University of Wollongong
Northfields Avenue
WOLLONGONG NSW 2522
AUSTRALIA

TELEPHONE

Telephones available in the postgraduate study rooms are restricted to internal and local calls. Phones are to be used for calls specifically related to your research activities (you should not use the phone for routine calls of a private nature). Work related to STD calls (outside the local telephone area) may be made from your supervisor’s phone (with permission from your supervisor). Call usage is monitored on a monthly basis.

PHOTOCOPYING & PRINTING

There are many different printers across the Faculty. Some will require id and pin numbers. The printer that you connect to depends on the building and room that you have been allocated. Please contact the EIS IT support staff by email on (eis-it@uow.edu.au) or phone on extension 5300 and they will arrange
for connection to the closest printer. For print top up requests apply online at https://webforms.uow.edu.au/view.php?id=31080. Please note, that your print balance must be below $5 before you can apply successfully for printing top up.

**STATIONERY**

All full-time HDR students will receive a logbook at the commencement of their candidature and at the beginning of each subsequent year if required.

Students do not have free access to the Faculty stationery cupboard and are not allocated stationery items during the year. Stationery items may be purchased at the Union Retail Centre (the Faculty will not reimburse you for any stationery expenses). If you need to write an official letter, on UOW letterhead, please see your supervisor.

For the preparation of reports and research papers for publication, paper for printing will be made available on the recommendation of the supervisor.

**EQUIPMENT**

All equipment and materials necessary for experimental projects are provided as required, but only trained personnel are allowed to operate workshop and lab equipment.

Technical staff is familiar with the operation of laboratory equipment and are available to assist you with experimentation. Contact your academic supervisor if you require assistance from technical staff.

**THESIS PREPARATION**

All full-time PhD and M(Phil) Scholarship students may be entitled to limited reimbursement of expenses incurred in thesis preparation and binding. The amount of this reimbursement is set by the Research Office and more details can be obtained by contacting them directly. Students should keep all receipts/invoices for reimbursement.

An allowance for reimbursement of expenses incurred in thesis preparation and binding for students not on scholarships may be available subject to availability of funds (students should consult their Supervisor).

Assistance with the cost of editing theses, for grammar only may be available. Use of this service should be discussed with your supervisor and accessed through the Faculty Research Unit. Please refer to the UOW Editing Policy http://www.uow.edu.au/research/rsc/supervisor/UOW017263.html.

HDR students are permitted to print one draft and one final copy of their thesis using Faculty facilities depending on the request by their supervisor otherwise a digital copy will be requested. A list of thesis binding companies is available from the EIS Enquiries Centre. The final copies of the thesis are to be digital unless requested by the supervisor. If the thesis is to be bound the cover must be dark blue in colour.

Also refer to the University HDR Student Handbook for more detailed information.


**CONFERENCE FUNDS**

HDR students who wish to apply for Conference Travel should discuss and seek prior approval from
their Supervisor at least 14 working days in advance of the travel proposed before completing the EIS Conference Application form online. For more information, please refer to the Faculty’s RESEARCH STUDENT CONFERENCE INFORMATION.

TUTORING AND DEMONSTRATING
Postgraduate students may be employed as part-time tutors, demonstrators or markers for undergraduate courses, and will be paid for this work at casual rates.

Undergraduate tutoring, demonstrating and marking are important and responsible activities. Therefore the Faculty reserves the right to select and appoint postgraduates for these duties based on their ability. Limits are specified on the amount of work that an individual postgraduate student may undertake. Postgraduate students employed for teaching duties are required to attend a UOW Staff Induction and a Tutor Training Workshop.

Information on tutoring and demonstration will be advertised for each session via email. For further details please contact Tom Goldfinch ext 3138.

RESEARCH SUPERVISION

FACULTY SEMINARS
Research seminars are held by each School on a weekly or fortnightly basis throughout the year. Students are expected to attend the majority (over 50%) of seminars in order to increase their overall knowledge of their specialised area of research. Postgraduates are required to present seminars on their own research projects. It is expected that each PhD student will present at least two seminars on their work during their candidacy and M(Phil) students will present at least one seminar.

STUDENT REPRESENTATION
The Faculty Postgraduate Research Student Committee is comprised of student representatives from Schools and research areas, and the Associate Dean of Research. Issues affecting research students, e.g. resources and social events are addressed at these meetings.

The research student body is also represented on the Faculty Committee. Up to two representatives from the postgraduate body of students are eligible to be elected (on an annual basis) to the Faculty Committee. Elections will be held at the beginning of each year when nominations will be sought from the Postgraduate students within the Faculty. The Postgraduate representative is elected by the postgraduate student body and is required to represent the whole body of postgraduate students. If no nomination is received in a particular year, the School’s Head of Postgraduate Studies may fill the position by invitation.

RESPONSIBILITIES OF HDR STUDENTS

GENERAL RESPONSIBILITIES

The primary responsibility of any HDR student is to pursue his/her course of study with the utmost diligence and commitment. HDR students engaged in research should meet regularly with their supervisors to discuss the progress of their project.

It is expected that all HDR students will contribute to the academic life of the Faculty. This may include assisting and participating in seminars and conferences organised within the Faculty.
Attention of students is drawn to The Student Charter which identifies what you can expect from being a part of the University of Wollongong community and, in turn, what is expected of you.

**SECURITY**


Students must be aware at all times that correct security procedures are followed in order to avoid loss of property or personal belongings. All windows and doors should be kept locked after business hours. Offices should be locked when leaving for any period of time, to reduce the risk of theft of equipment. Carelessness, which leads to theft or damage of equipment (especially computers), will disadvantage all postgraduates, as the Faculty may not have the resources to replace the equipment or delays will occur before replacement can be arranged. Personal belongings should be stored in a safe and secure place. Campus Security should be contacted as soon as a theft occurs (extension 4555) and relevant Faculty staff notified.

*Note:* Security telephones are easy to identify and are found in strategic locations external to buildings. They have blue lights fitted for night time location. Security Telephones are provided to enable people to:

- Call for assistance from Security.
- Contact Emergency Services.
- Arrange safe transport through the local taxi company.
- Seek motor vehicle breakdown service through the NRMA.

**SAFETY**

The research laboratories of the faculty contain equipment and materials that have the potential to injure/harm persons who do not follow recommended safety procedures in their use. Details about health and safety procedures are outlined in the individual school/laboratory safety manuals. A copy of the relevant safety manual MUST be obtained of the laboratory they will be using.

It is a condition that all Postgraduates complete a WH&S course conducted within the Faculty.

Postgraduates requiring after hour’s access to laboratories are required to apply using the Faculty’s After Hours Access Authority Form: [http://www.uow.edu.au/content/groups/public/@web/@eng/documents/doc/uow084107.pdf](http://www.uow.edu.au/content/groups/public/@web/@eng/documents/doc/uow084107.pdf) and have the completed form signed off by the appropriate faculty staff members. The After Hours Access Authority Form MUST be lodged with the Faculty Office staff located in 4.101. University After Hours and Working Alone guidelines as outlined in relevant safety manuals MUST be followed when using laboratory equipment outside of normal work hours (8am-4pm).

Any practical research work MUST firstly be risk assessed as per the University’s risk management guidelines and then approved by the relevant academic supervisor and laboratory manager (where applicable) prior to practical work commencing.

The faculty’s WH&S officer, Wayne Ireland, is located in 4.04a, or can be contacted on extension 4724, to offer advice and/or assistance in the development of risk management procedures.
WORKSHOP/LABORATORY REQUESTS

Before any work is to be done in the Workshop/Laboratories students should consult with the Technical Staff Coordinator, who will issue a project form for the work requested. This will assist with scheduling the work with other Workshop/Laboratory activities.

<table>
<thead>
<tr>
<th>Technical Staff Coordinators Area</th>
<th>Coordinator</th>
<th>Room</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical, Materials &amp; Mechatronic Engineering</td>
<td>Ron Marshall</td>
<td>Bld 6, Room G14a</td>
<td>3092</td>
</tr>
<tr>
<td></td>
<td>Greg Tillman</td>
<td>Bld 1, Room G09</td>
<td>3015</td>
</tr>
<tr>
<td>Civil, Mining &amp; Environmental Engineering</td>
<td>Alan Grant</td>
<td>Bld 4, Room G14</td>
<td>3041</td>
</tr>
<tr>
<td></td>
<td>Linda Tie</td>
<td>Bld 8, Room 125</td>
<td>3177</td>
</tr>
<tr>
<td>Engineering Physics</td>
<td>Peter Ihnat</td>
<td>Bld 15, Room 102</td>
<td>3393</td>
</tr>
<tr>
<td>Mechanical Workshop</td>
<td>Stuart Rodd</td>
<td>Bld 6, Room G14</td>
<td>2336</td>
</tr>
<tr>
<td>Electrical Workshop</td>
<td>Keith Maywald</td>
<td>Bld 6, Room G02</td>
<td>3597</td>
</tr>
</tbody>
</table>

EVALUATION OF HDR STUDENTS

HDR students are required to complete a HDR research proposal review during the first 6 to 12 months of candidature. This is organised by your supervisor.

http://www.uow.edu.au/research/rsc/UOW103235.html

HDR students are also subject to an annual review of their work, which takes place in October each year. The primary aim of the Annual Progress Report (APR) is to monitor progress in research work, as well as suggest ways of improving future performance.

In the review each student is asked to provide a report of his/her progress, and to state his/her goals for the following year. This report is done electronically, via SOLS, and the Graduate Research School will contact each student prior to the due date of the report. The supervisor comments on the performance of each student, and indicates what steps have been taken to overcome any difficulties experienced. The supervisor’s comments are sent back to the student for further comment.

All reports are then passed onto the School’s Head of Postgraduate Studies, who makes recommendations. For scholarship recipients, the HPS also recommends whether payment should continue. The report is then forwarded, depending on the comments, to the Graduate Research School directly or the Faculty Associate Dean of Research for final approval/comment before being sent to the Graduate Research School for processing.

This annual review procedure is considered to be a constructive means of reviewing a student’s progress. However, any poor performance that is revealed may call for serious consideration at any time during the year. In extreme cases the Associate Dean of Research can recommend that the student withdraw from his/her degree programme, or downgrade to a lower degree.

ALL HDR students must complete an APR each year before they can be re-enrolled for the following year.
CHANGING YOUR STATUS OR DEGREE

ENROLMENT STATUS

You may wish to change your status from full-time to part-time or vice versa. The decision to do this will depend mainly on your circumstances, and you should give it full consideration. Meet with your supervisor and the Head of Postgraduate Studies to discuss your proposal. When you have made a firm decision, notify the School’s Head of Postgraduate Studies, so that the University records are amended. Scholarship students and international students must be enrolled full-time.

DEGREE STATUS

Masters students sometimes wish to upgrade to a PhD programme. This will entail a more extended period of research and a heavier workload. This decision requires careful consideration and support of the supervisor. Any candidate aspiring to change must produce evidence of competence and commitment to a research programme of PhD standard.

A student wishing to change degree status should discuss the matter with their supervisor and the Head of Postgraduate Studies. Arrangements will then be made for the candidate to give an oral presentation of his/her research before a small invited audience.

To prove their capacity to undertake independent research candidates must:

1. Provide a written research proposal; and

2. Present a seminar reporting on the research topic to a Committee which must include as a minimum:
   - the supervisor(s), and
   - a member of the relevant Faculty Research Committee (FRC) or the Head of Postgraduate Studies (HPS);
   - an independent academic staff member with appropriate disciplinary expertise to appraise the research and the requested transfer.


GUIDELINES FOR PROGRESS OF RESEARCH

These guidelines are set out as an approximate timetable for the progress of postgraduate research students. In an extended period of study it is difficult to know just how much progress you should be making. At first, the time allowed for completion seems sufficient. However, every committed research student eventually realises that the allotted span is too short to achieve complete knowledge of the research area and you will rely to a great extent on your supervisor. These guidelines are intended to supplement and advise your supervisory arrangements, not to replace them. This is especially true for the suggested schedules for progress presented in Appendix 1 and Appendix 2. There is some flexibility in the time scale and the order in which the tasks are tackled. Nevertheless, these guidelines are firm recommendations for your consideration and for gauging your performance.

Presentations are an essential part of any research programme. The format of these presentations (e.g. written or spoken) can be discussed with your supervisor. All postgraduate students undertaking research should give a presentation of their work at least once each year. In addition, postgraduates are also encouraged to attend and participate at seminars offered by research groups within the Faculty and by visiting scholars and engineers. Students are reminded that the final forum for feedback will be through publication in journals and conference proceedings and they are encouraged to work towards that end as early as possible.
SUBMISSION OF THESIS

Prior to submission of your thesis, please go to the following link to obtain information on Thesis Submission and Graduation.


Students are requested to give their Head of Postgraduate Studies two months written notice of intention to submit a thesis.

PUBLICATIONS

The external examiners’ reports specifically evaluate the originality and publish ability of the candidate’s thesis work. Therefore, all research students are encouraged to publish their important research findings with their supervisors in reputed Journals and Conference Proceedings during the course of their studies, prior to submission of thesis for external examination. Although this is not a mandatory requirement of the University, past experience has shown that such practice is highly desirable, unless potential patents are being considered.

IMPORTANT POLICIES FOR HDR STUDENTS

For a full list of policies relating to HDR students see:
http://www.uow.edu.au/research/rsc/UOW103235.html

CODE OF PRACTICE - SUPERVISION

This code of practice outlines the expectations and responsibilities of HDR students, their supervisors and the Faculty within which they are based, to ensure that research is conducted in the most beneficial, efficient and effective manner. Information about Higher Degree Research Students Code of Practice Supervision can be found at: www.uow.edu.au/about/policy/UOW058665.html

HIGHER DEGREE RESEARCH (HDR) STUDENT ACADEMIC COMPLAINTS POLICY

Any problems with candidacy can be addressed in the first instance to the Faculty Head of Postgraduate Studies (HPS); details about the University’s formal grievance process may be found at the University Higher Degree Research (HDR) Student Academic Complaints Policy: www.uow.edu.au/about/policy/UOW058652.html

ACADEMIC INTEGRITY & PLAGIARISM

The University has a clear policy on academic integrity and plagiarism that it takes very seriously. The purpose of this policy is to set out the University’s commitment to Academic Integrity, with particular reference to:

- the importance of acknowledgement practice;
- responding to plagiarism and other forms of academic misconduct in a consistent and equitable manner; and
- the roles and responsibilities of staff and students in upholding the values of Academic Integrity.
AUTHORSHIP POLICY

Research and other academic outcomes are often distributed via publications, such as journal articles, books and reports. To be an author of such material is an important measure of an individual's involvement in research and scholarship. It is therefore important that all authors are correctly identified in a publication and that they agree to their authorship status. This is to ensure that both the responsibility for the publication and the prestige of the publication are accorded correctly. The full policy can be viewed at: http://www.uow.edu.au/about/policy/UOW058648.html

RESEARCH MISCONDUCT POLICY

This Policy provides a clear and transparent process for dealing with alleged research misconduct and establishing inquiries to determine whether research misconduct has occurred. The full policy can be viewed at: http://www.uow.edu.au/about/policy/UOW058715.html

STUDENT ASSIGNMENT OF INTELLECTUAL PROPERTY POLICY

UOW recognise that the purpose of the scholastic activities of Students is to gain the award of a degree. It is an important core function of UOW to provide research opportunities to Students for that purpose. Therefore, UOW encourages Students to participate in and to contribute to UOW's research projects. As a result of this participation, Students may be involved in the development of IP. The full policy can be viewed at: http://www.uow.edu.au/about/policy/UOW058690.html

CAMPUS & SAFETY INFORMATION

CAMPUS MAP

A detailed map of the University of Wollongong campus is available from the university website at: http://www.uow.edu.au/about/campusmap/index.html

CAMPUS SECURITY

Details of Campus Security can be found at the following web address: http://www.uow.edu.au/about/security/about/

PARKING

There is a range of parking options at UOW. For more information: http://www.uow.edu.au/parking/index.html

OUT OF HOURS WORKING

Full-time students will be issued with a key/card to their office. When working out of hours, it is imperative that students are security conscious and lock doors and windows when they leave their office and/or the building. When leaving the building after hours, Security staff is available to provide a safe escort to your car or transport. Contact Security on extension # 4555.

FIRST AID

All Security Officers are First Aid trained.
If there is a medical emergency, call 0-000 for an ambulance and then call security to advise that an ambulance is on its way.

If an accident does occur, please call security on extension # 4900 and check the signs around the area for a list of the Faculty First Aid Officers.

Major and minor accidents must be reported via SafetyNET, the University reporting system http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016972.pdf.

Below are relevant telephone numbers and addresses in the event of a first aid emergency:

- Ambulance, Police, Fire Brigade: 0-000
- Wollongong Hospital Accident and Emergency: 0-4222 5000
- Campus Medical Centre: 0-4229 9298
- National Poisons Information Centre: 0-131 126

In the event of a medical emergency:

If needed, call an ambulance (0-000) or take the patient to Accident & Emergency at Wollongong Hospital. When ringing for an ambulance, be sure to name the building and ring Security so that they can direct the ambulance driver to the correct location.

If appropriate, alert the First Aid Officer for the area and/or faculty.

If a First Aid Officer, including those listed on the First Aid kit, is not available, call Security on extension #4900.
APPENDIX 1
EXAMPLE OF A FULL-TIME PhD SCHEDULE (3 YEAR PROGRAMME)

YEAR 1

Overall Aim: To prepare the research questions, conceptual model and method(s).

Specific Tasks:
- Present preliminary literature survey to supervisor (after 3 months).
- Present preliminary research questions and conceptual model to supervisor and then a wider audience through seminar presentation (session 2).
- Present detailed plans for methods and techniques, including experimental work, numerical modelling, analytical work, data collection, methodology, models to supervisor (after 8 months).
- Commence data collection (9 months).

Contact with Supervisor: Weekly contact with your supervisor is desirable.

YEAR 2

Overall Aim: To revise the conceptual model in the light of:

(i) data you have collected  
(ii) existing literature  
(iii) theoretical considerations particularly relevant to answering the research questions identified.

Specific Tasks:
- Continue data collection.
- Analyse data.
- Write up experimental procedures and results as you complete each task.
- Continue to take advantage of opportunities to present aspects of your work to a wider audience (seminars, conferences).
- Consider the preparation of research papers for publication.

Contact with supervisor: Continue meetings as required.

YEAR 3

Overall Aim: To write up the research programme in the form of a thesis.

Specific Tasks:
- Revise the literature review (after 3 months).
- Complete the data collection (3 months) and analyses (6 months).
- Present the results of the research programme to as large and diverse an audience as possible for feedback.
- Revise and finalise the conceptual model in the light of the literature, data and feedback from others and answer the research questions identified in the thesis.
- Present drafts of the thesis chapters to supervisor for comment and feedback.

Contact with Supervisor: As required.
EXAMPLE OF A FULL-TIME MPhil SCHEDULE
1 YEAR PROGRAMME

AUTUMN SESSION

Overall Aim: To prepare the research questions, conceptual model and method(s) and commence data collection.

Specific Tasks:
- Present preliminary literature survey to supervisor (after 1 month).
- Present preliminary research questions and conceptual model to supervisor and then a wider audience through seminar presentation (Session 2).
- Present design, method and plans for data analysis to supervisor (3 months).
- Commence data collection at about 3 months.
- Acquire knowledge in any area that is going to be needed for the research programme that you do not currently possess (e.g. computing, statistical analysis techniques, etc.).

Contact with Supervisor: As needed, probably at least every week.

SPRING SESSION

Overall Aim: To develop a conceptual model based on the interpretation of data and write up the research programme in the form of a thesis.

Specific Tasks:
- Revise the literature review (after 1 month).
- Continue data collection so as to clarify the conceptual model and results obtained to date.
- Complete the data collection and analyses by 3 months.
- Present the results of the research programme to as large and diverse an audience as possible for feedback.
- Consider the preparation of research papers for publication.
- Revise and finalise the conceptual model in the light of the literature, data and feedback from others and answer the research questions identified in the thesis.
- Present drafts of the thesis chapters to supervisor for comment and feedback.

Contact with Supervisor: As required.
CHECK LIST FOR STUDENTS WHO HAVE COMPLETED THEIR STUDIES AND ARE LEAVING THE UNIVERSITY

☐ Check that library books on loan are returned to the Library, and any library loan charges are paid.

☐ Return your identity/library card to Personnel and Financial Services.

☐ Return keys on issue to the Faculty Office, 4.101.

☐ Return any items of equipment on issue or loan to you.

☐ Return any borrowed thesis to the EIS Enquiry Centre.

☐ Advise the Administrative Assistants in the EIS Enquiry Centre of a forwarding address