Faculty of Engineering
School of Electrical Engineering and Telecommunications

Postgraduate Research
Welcome Guide 2021

Welcome from the Head of School and Postgraduate Coordinator

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.

Your research supervisor is your first point of contact should you experience any problems with your research activity (including any personal or financial difficulties that are impacting your research). The Head of your Research Group, myself, or any key member of staff are here to help you.

Our School produces high calibre research, and each year we participate in major international conferences and publish in top ranked journals. As higher degree by research (HDR) candidates are an important significant part of our School, and we offer a wide range of services and facilities, and have funds allocated to each research group to support student activities. We also have an active Postgraduate Society.

Each candidate is entitled to some financial assistance with travel and registration costs to attend national or international conferences. Your supervisor and Head of Research Group may have additional funding to support conference attendance.

Once you have enrolled, you will receive information outline the University's policies on confidentiality and the mechanisms for addressing candidate grievances, all of which you should read prior to commencing your research. Please note that University regulations require that postgraduate candidates 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 and outlines the expectations you may reasonably hold on the level and quality of the involvement of your supervisor during your PhD program.

Yours sincerely,

Professor Julien Epps
Head, School of Electrical Engineering and Telecommunications, UNSW Sydney

Associate Professor Rukmi Dutta
Postgraduate Coordinator, School Electrical Engineering and Telecommunications, UNSW Sydney

School office

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Telephone : +61 (2) 9385 4001
Email : ENG.HDR.EET@unsw.edu.au
Website : https://www.engineering.unsw.edu.au/electrical-engineering

Enrolment

Candidates are enrolled in *Research Thesis* each term of enrolment, to track their progress toward thesis submission. For PhD programs, the maximum period of enrolment is 4 EFTSL (equivalent to four years of full-time study), while for Masters programs, the maximum period of enrolment is 2 EFTSL (equivalent to two years of full-time study). Adjustments to total consumption are made for periods where the candidate is formally enrolled part-time, as allowed. ***NOTE: each full-time term is valued at 0.25 EFTSL, and part-time term is valued at 0.125 EFTSL, for the purposes of candidature consumption.***

Candidates cannot enrol automatically after these limits, without a formal request, and permission from the Faculty of Engineering Higher Degree Committee (HDC). You should maintain a discussion with your supervisor regarding progress to thesis submission and raise any issues with your Panel during any Research Progress Reviews.

GSOE9400

All research candidates enrolled in the Faculty of Engineering must complete the course GSOE9400 – Engineering Postgraduate Research Essentials. Candidates will be enrolled in this course during their first term. The course will run over 4 full days plus electives and presentations, spread out over two consecutive terms. All modules, assignments and electives must be completed to successfully pass the course. Successful completion of GSOE9400 is required for confirmation of candidature (PhD candidates). Masters candidates are required to complete 2 additional courses, in addition to GSOE9400. Class meeting dates for candidates as follows:

- **• Day 1 – 7/7/2021, Day 2 – 28/7/2021, Day 3 22/9/2021, Day 4 4/11/2021 - attendance compulsory for all days**
- **• The class will run from 9:00-17:00 each day, and you must attend the full day**
- **• Presentations related to the course, will be scheduled within your School to be advised**

Student ID Card

All candidates enrolling at UNSW are issued with a Student Identification (ID) card. You will use your Student ID Card for identification, building access and university transactions such as borrowing books from the UNSW Library.

Once you are formally enrolled in *Research Thesis* for your first term, you will be notified by the Graduate Research School (GRS). You must wait 24 hours after enrolment BEFORE requesting your ID card: https://student.unsw.edu.au/id-card

Payment of Fees

All tuition and related payments are due at the beginning of each term (unless otherwise stated) and must be paid by the Due Date for Payment included in your fee statement. Once you are formally enrolled, you will be given access to your Fee Statement on myUNSW at the beginning of the term. Instructions for making fee payment is available online: https://student.unsw.edu.au/fees

Student Services & Amenities Fee (SSAF)

The SSAF contributes to the provision of amenities and non-academic services for students. These include counselling, employment, orientation, career advice, child care, financial advice, health services, food services, sporting and recreational activities, student advocacy and legal services. Please note the SSAF is payable each term by all research candidates, full and part-time, and is not covered by any scholarship. https://student.unsw.edu.au/ssaf

Important Dates

All candidates must be enrolled at the start of each term if they are not planning on taking approved program leave for a term. Enrolment should be completed in the University's re-enrolment periods in January, May and August.

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

Term 1, 2021:	14 March 2021
Term 2, 2021:	27 June 2021
Term 3, 2021:	10 October 2021
Summer 2022:	Mid-January 2022

HDR Welcome and Orientation 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 – **30th June 2021** (online event). 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

University Academic Calendar and Key Dates:

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

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

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 allowed is 20 working days per year. Otherwise, candidature is recorded in whole terms; you may request a period of program leave on a term 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 candidates are required to be absent from campus during this period as security and facilities management support are very limited during this time. A separate application for leave is not required by candidates for the shutdown period.

Please refer to the UNSW [Academic Calendar](#) for this year's shutdown dates.

Our Facilities

General Campus Information

The online A-Z student guide (https://student.unsw.edu.au/guide) contains a lot of information on the services and facilities available on campus. As an introduction, some of these facilities include food outlets, a fitness centre and swimming pool, a Religious Centre, doctors, dentists, psychiatrists, a pharmacy, convenience stores, banks, bookshops, a Post Office, a hairdresser and many more.

Security on Campus

UNSW Security Services is responsible for providing a safe learning and working environment on campus. They can be contacted in the following ways:

- In an emergency, phone 9385 6666 (or 56666 from an internal phone).
- For non-emergencies, phone 9385 6000 (or 56000 from an internal phone).
- You can also call toll-free from any payphone on 1800 626 003.
- There are Help Points located at various places on campus which provide a direct line to Security. They are marked by a blue sign with a yellow circle and can also be located on the UNSW campus map (see **http://www.facilities.unsw.edu.au/Maps/maps.html**).
- Email Security Services: security.services@unsw.edu.au

Services offered by Security that you may find useful, particularly if you work late, include:

- Security escorts, who will accompany you from your building to your car, a bus stop or even your home if it's nearby (service available 6pm – 6am, 7-days)
- Night shuttle bus operating Monday to Friday 6.30pm to 11.30pm. Kensington Campus (car parks, colleges, libraries, State Transit bus interchanges) and Randwick Campus. There are seven bus stops on campus and five bus stops off campus.
- SMS Alert system sends emergency notifications to mobile phone numbers (listed in myUNSW profile).
- Security office located at Gate 2. The new office is staffed by Campus Security and is open 24 hours, 7 days a week.

You can find more information about these and other services at http://www.security.unsw.edu.au

Kensington Campus Map: http://www.facilities.unsw.edu.au/maps/KensingtonCampus

School Facilities and Access

Building Access

Postgraduate research candidates have 24-hour swipe card access to a workstation in a shared open plan work environment. In most cases, candidates will have a dedicated desk, but some candidates may be required to share a space (for example candidates who do not require a space full-time).

Workplace Etiquette

To maintain a friendly and cooperative share environment, please show consideration and respect for your colleagues by observing a few simple guidelines:

- Keep all desks clean and tidy.
- Adjust the workstation following UNSW guidelines (http://safety.unsw.edu.au/workstation-set) each time the workstation is used, to ensure optimal set-up and prevent aches or strains**.**
- For shared desks, remove all personal items from the working space at the end of each occupation and either take them with you or store them in a locker.
- If you are away from your workstation, please mute your desk phone or turn the ring tone down.
- Where possible, step out of the shared space or use a meeting room for a face to face meeting, phone conversation or Skype session.
- Please clean up after yourself in the kitchen areas and make use of these facilities to eat your lunch. When leaving food in the fridges, please label your containers.
- All electrical equipment is tested and tagged by the University. For safety reasons, candidates are not permitted to bring their own electrical equipment, including extra monitors, power boards, desktop computers, etc. Please contact your School if there is something you require.

Equipment Provided

A standard desktop computer is provided. The specification can be upgraded with additional funds, if available and provided by your supervisor

Health, Safety and Environment (HSE)

All candidates are required to complete the following online courses:

- Work Health & Safety Awareness course (course code HSEAWA)
- Ergonomics course (course code HSEEMT):

Candidates who require access to the labs also need to complete the following courses as a minimum (further training may also be required depending on the type of lab being accessed) in addition to satisfying School-specific induction requirements:

- Green Lab Environmental Compliance Online (HSEGLC)
- Lab Safety Awareness online (HSELSO)

For information on how to enrol, see the link http://safety.unsw.edu.au/Training/student-training

After you complete these online courses, please email the School's Health, Safety and Environment Advisor, Emilio Saliba (eng.gen.hse@unsw.edu.au) for further details of School specific requirements, including how to arrange a laboratory induction.

IT & Email

Computing Facilities

Your email account should be set up automatically with login details:

Login name: z followed by student number (e.g. z1234567)
Password: zPass

You should change your password at your first log-on session.

All Standard Operating Environment (SOE) machines are supported by the IT Service Centre. Candidates who require hardware and software support should lodge a Service Request to IT Service Centre ITServiceCentre@unsw.edu.au

Phone number: 9385 1333

Email Accounts

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, you can follow this template:

> **Name**
> *Title,* UNSW School of Electrical Engineering and Telecommunications
>
> UNSW Sydney
> NSW 2052 AUSTRALIA
> **E:** name@unsw.edu.au
> **W:** engineering.unsw.edu.au
> **FB:** facebook.com/unswfacultyofengineering

Email Distribution Lists

pgresearch_all@ee.unsw.edu.au

All new research candidates will be automatically added to the school's email distribution list for postgraduate research candidates.

Candidature

Confirmation & Research 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.

A critical part of the Research Progress Review process is the setting of milestones to ensure candidates make progress towards the completion of their degree. Candidates must set milestones in consultation with their supervisor(s) within the **first 3 months** of candidature as well as at each progress review. Candidates and supervisors must keep records of the agreed milestones.

Progress must be assessed as satisfactory for candidature to be confirmed. For full-time candidates this will take place at the first Progress Review, which should be held approximately nine months after the census date of the first enrolment period. Part-time candidates should still participate in their first progress review approximately 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.

Refer to the *ENG Progress Review – Candidate Checklist* for specific Faculty requirements needed for confirmation, and the *Progress Review and Confirmation of Research Candidatures Procedure.* Satisfactory completion of GSOE9400 and any other coursework listed on your *Offer of Admission*, is required to pass confirmation.

Research Data Management Plans (RDMP), Data Archives and Research Integrity

- A **Research Data Management Plan (RDMP)** is a document which enables UNSW researchers to consolidate and summarise information regarding the management of data for their research projects. An RDMP is required prior to confirmation of candidature. https://research.unsw.edu.au/research-data-management-unsw

- The **UNSW Data Archive** is suitable for long-term storage of research data. Data stored on the Archive can be retained permanently and protects data from deletion or changes. Proof of a data archive is required for confirmation of candidature and an update at each progress review.

- Each candidate must complete a **Research Integrity Module** online. The training package encapsulates UNSW's commitment to creating and maintaining an environment that promotes responsible research conduct in an international context. Candidates will be sent information via email when the Module opens for completion.

Variations to Candidature

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 term 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 or visit other labs.

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. Most variations to candidature can be lodged online via the Graduate Research Information System (GRIS).

Supervision Questions or Concerns

Candidates should approach their primary supervisor, or other members of their supervisory team to discuss any issues affecting their candidature, or issues of a personal nature. If you have concerns about your supervisory relationship, or other issues, the first point of contact is your School Postgraduate Coordinator, Professor John Fletcher, eng.pgc.eet@unsw.edu.au

The University has a formal Grievance Resolution Procedures for postgraduate candidates. Candidates who believe they have a grievance should first approach the staff member concerned. If the problem cannot be resolved, the candidate should then speak to the School Postgraduate Research Coordinator. If the matter still cannot be resolved, candidates may make a written submission, in sequence, to the Head of School, Faculty Associate Dean Research Training (ADRT), then the Dean of Graduate Research. Your Candidature Management Officer (CMO) in the Graduate Research School (GRS), can also provide advice. Email: engineering.grs@unsw.edu.au

Travel & Financial Support

Conference Funding

The **Postgraduate Research Student Support (PRSS)** scheme assists enrolled UNSW PhD candidates with the travel costs associated with presenting their research – paper/poster/exhibition – at approved international conferences. The scheme is designed to supplement support provided by supervisors, Schools and Faculties. https://research.unsw.edu.au/scholarships-and-financial-support

School specific travel
Travel Support for PhD candidates (ELEC1640)

- As in previous years, School funding of up to $3,000 in total over the duration of a student's candidature will be made available from the second year of PhD study. This can be used for conference registration at virtual conferences, travel to approved domestic conferences (registration/accommodation/flights), purchase of text books, stationery, thesis editing and printing (including thesis printing and binding). The funding must be used by the end of the student's candidature (or four years from commencement, whichever is shorter), but students should plan their spending to ensure that they have enough left for thesis printing. Please contact the School General Administrators (elec.admin@unsw.edu.au) to arrange payment for conference registrations or reimbursement of pre-approved expenses with valid receipts and/or tax invoices.

- Students have previously been required to access the Graduate Research School PRSS scheme to support conference travel before claiming travel support from the School. Generally up to $2,600 is available to fund approved conference travel from the PRSS. This is available only once during the student's PhD candidature. However as only $200 is currently available from the PRSS funding in 2021 for conference registration at virtual conferences, the School is suggesting that PhD students use their School funds before applying for the PRSS funding this year. That way, in theory PhD students should still have access to the increased PRSS funding (hopefully $2,600) again once borders open and travel resumesThe form to apply for PRSS is available online: https://research.unsw.edu.au/document/prss-application-form

- The School and UNSW travel guidelines must be adhered to, and all candidates will need to review the new **UNSW Travel Website:** unsw.to/mytravel to book their travel. Any queries can be addressed to: MyTravel@unsw.edu.au

- Conditions on both forms of travel funding include **presentation of a paper at the conference you are travelling to.** All funding is **subject to satisfactory progress in Research Progress Reviews (RPR), and supervisor approval.**

Travel for MPhil research candidates (ELEC2645)

MPhil candidates 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 candidates 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 John Fletcher, will consider applications to vary the travel funding arrangements in special circumstances.

Publications & Research Activities

Research Outputs System (ROS) is UNSW's system for capturing and reporting research publications and outputs. ROS is designed to help reduce the time and effort spent on managing publication and research outputs across the University and offers a number of functionalities to support researchers at UNSW. Please ensure that any journals or conference papers that you publish while enrolled are registered. https://www.library.unsw.edu.au/research/managing-and-evaluating-your-research/ros

IP and related matters:

Several EET academics have spinout companies. If your HDR project is related to such companies, and you have concerns/questions related to IP and related issues, please get in touch with independent people without any conflict of interest to such projects. Ideally, such people without conflict of interest could be the PGC and possibly the Head of School and/or Deputy Head of School.

School Contacts:

A/Prof Rukmi Dutta (eng.pgc.eet@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 candidates. They are often the academic point of contact for research candidates, 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:

Role	Name	Email
Head of School	Prof Julien Epps	j.epps@unsw.edu.au
Executive Assistant to Head of School	Jolanta Witkowska	j.witkowska@unsw.edu.au
Postgraduate Research Coordinator (PGC)	A/Prof Rukmi Dutta	ENG.PGC.EET@unsw.edu.au
Higher Degree Research Support Officer	Olivia Huang	ENG.HDR.EET@unsw.edu.au
School Manager	Karen Scott	karen.scott@unsw.edu.au
School Administration	Jacqui Majed	ELEC.ADMIN@unsw.edu.au
School Administration	Andreia Heslin	ELEC.ADMIN@unsw.edu.au
Teaching Allocation Officer	Mathew Cheung	elec.teaching@unsw.edu.au
Facility Officer	Jacqui Majed	ELEC.ADMIN@unsw.edu.au
Health, Safety & Environment Advisor	Emilio Saliba	eng.gen.hse@unsw.edu.au
Computer System Officer	Phil Allen	p.allen@unsw.edu.au
Technical Officer/Lab Manager	Phil Allen	p.allen@unsw.edu.au

Useful Links

A to Z Guide: https://student.unsw.edu.au/guide

Fee Payment: https://student.unsw.edu.au/fees

ENGine room (Intranet Portal): https://unsw.sharepoint.com/sites/ENG-Student

Graduate Research News (newsletter): https://research.unsw.edu.au/graduate-research-news

GRS Postgraduate Research Handbook:
https://research.unsw.edu.au/document/pg_handbook_0.pdf

HDR Progress Review – Candidate Checklist: https://unsw.sharepoint.com/sites/ENG-Student/postgraduates/hdr-students/Documents/HDR%20Progress%20Review%20-%20Candidate%20Checklist.pdf

Orientation Essentials For New Postgraduate Researchers:
https://research.unsw.edu.au/document/UNSW_HDR_Orientation_Essentials.pdf

Progress Review and Confirmation of Research Candidature Procedure:
https://www.gs.unsw.edu.au/policy/documents/progressreviewandconfirmationofresearchcandidaturesprocedure.pdf

Researcher Development Unit (training and development):
https://research.unsw.edu.au/researcher-development

Scholarship Award Benefits (UNSW): https://research.unsw.edu.au/additional-benefits-allowances-award-holders

Student ID Card: https://student.unsw.edu.au/id-card

Student Services & Amenities Fee (SSAF): https://student.unsw.edu.au/ssaf

UNSW Counselling and Psychological Services (CAPS): https://student.unsw.edu.au/counselling

UNSW Identity Manager (email account attributes): https://idm.unsw.edu.au/