All new students are cordially invited to attend the Electrical and Information Engineering welcome to new students to be held at

2.00pm on Wed 27 February 2013 in Electrical Engineering Lecture Theatre 2 (Room 450), Electrical Engineering Building
ABN: 15 211 513 464
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Introduction
This booklet is for new students enrolling in one of the BE specialisations offered by the School of Electrical and Information Engineering: Computer, Electrical, Electrical (Power), Software and Telecommunications Engineering. Its purpose is to provide a convenient source of reference. It does not attempt to be comprehensive in its coverage, but rather to identify other sources of information and assistance.

Communication with students and further information

E-mail and USYDnet
As part of the enrolment process, each student is issued with a free, University e-mail address and USYDnet account, USYDnet being the University’s intranet. Computer access laboratories, equipped with PCs with common applications such as Word, Excel, Powerpoint, and Netscape (for internal University sites), are available free of charge to all students. Computer access laboratories are located in the Engineering Link Building, room 222, Level 2, Peter Nicol Russell Bldg (PNR) Learning Hub, Jane Foss Russell Building, Carslaw Building, Fisher Library, and the Education Building. For further information see: http://www.usyd.edu.au/ict

The University sends important information to students via e-mail, so you must check your incoming mail regularly. If you re-direct your e-mail to another address, you should ensure that that address is always available and usable. All students should become familiar with the services available via USYDnet and MyUni, such as varying enrolments on-line, down-loading personal time-tables, obtaining examination seat numbers and examination results, ordering and paying for course notes, searching for casual employment or student accommodation and paying library fines. Information about units of study and Summer School is also available. University schools and departments are increasingly using WebCT as a learning environment, and this is accessed via USYDnet.

Publications and web-sites

- **Handbooks**

Essential information is set out in the *Faculty of Engineering and Information Technologies Handbook*, so you need to be familiar with its content. The *Handbook* has descriptions of the units of study (subjects) that are taught by schools and departments in the Faculty of Engineering and Information Technologies and includes important information such as the rules and regulations relating to the BE degree: the University of Sydney (Coursework) Rule 2000 (as amended) (that governs all coursework award courses in the University) and the Resolutions of the Senate and of the Faculty of Engineering and Information Technologies relating to the BE degree. It also contains other Faculty and University information. The *Engineering Faculty Handbook* may be found on the University's web-site at: http://sydney.edu.au/handbooks/handbooks_admin/engineering.shtml or a hard copy may be purchased from the Student Centre. Information about the units of study taught by schools and departments in other faculties is contained in those other faculty handbooks that are available via: http://sydney.edu.au/handbooks/index.shtml

The unit code prefix indicates which department offers which unit, for example:

<table>
<thead>
<tr>
<th>Unit code</th>
<th>School offering unit</th>
<th>Faculty Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>“ELEC”</td>
<td>Electrical and Information Engineering</td>
<td>Engineering and Information Technologies</td>
</tr>
<tr>
<td>“ENGG”</td>
<td>Staff in the Faculty of Engineering and Information Technologies</td>
<td></td>
</tr>
<tr>
<td>“COMP” “INFO”, “ISYS”</td>
<td>Information Technologies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Department offering unit</th>
<th>Faculty Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>“MATH”, “STAT”</td>
<td>Mathematics and Statistics</td>
<td>Science</td>
</tr>
<tr>
<td>“PHYS”</td>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td>“ACCT”</td>
<td>Business</td>
<td>Economics and Business</td>
</tr>
<tr>
<td>“ECON”, “ECMT”</td>
<td>Economics &amp; Political Science</td>
<td></td>
</tr>
</tbody>
</table>

Most departments also post comprehensive information on their web-sites and these may be accessed via: http://sydney.edu.au/about/faculties_schools.shtml

Some Science schools and departments such as Mathematics & Statistics and Physics also have their own first year booklets with more details about their units of study and their departmental/school regulations. These are available from the Engineering Faculty Office at enrolment time or electronically from the relevant departmental websites. There is also a second year Mathematics booklet.

- **Electrical and Information Engineering (EIE) web-site**

All Electrical and Information Engineering students should become familiar with the School’s web-site and check it regularly: http://sydney.edu.au/engineering/electrical

The “Undergraduate” site is of particular relevance, containing information on, for example:

- General Information, Degree Information, Enrolments (and Enrolment plans), Units of Study and Announcements. An index sets out the site’s contents.
• **Student Centre and University policy web-sites**

A wide variety of information relating to matters such as enrolments and examinations is available via the Student Centre’s home-page at: [http://www.usyd.edu.au/current_students/student_administration/](http://www.usyd.edu.au/current_students/student_administration/)


• **Student Information Bulletin**

This is produced annually by the Student Centre, and contains important information about when examination results will become available, details of enrolment arrangements and other administrative processes that are available on the Web through MyUni.

• **University of Sydney diary**

An annual Diary is available upon enrolment. This is a useful source of information about the variety of services and facilities available for students at the University.

• **Enquiry offices and notice boards**

The first, and main, contact centre for students undertaking one of the BE specialisations offered by the School is the Electrical and Information Engineering Admin Office – Room 402 on Level 4 of the Engineering Building. The Office handles enquiries about enrolment variations, course structure, Special consideration, applications for credit/exemption (on the basis of previous studies), etc. It also acts as a referral centre for students. The Office is usually open between 9.00 am and 1.30 pm and between 2.30 pm and 4.00 pm, Monday to Friday inclusive (but may close for a few hours occasionally owing to staff leave, meetings, etc).

There are some matters that the School is not authorised to deal with, and you may be referred to the Engineering Faculty Office that is on Level 3, of the Peter Nicol Russell Building (PNR), J02. The Undergraduate Manager, Ms Annamaria Brancato, will then be able to assist you, possibly in consultation with the Sub-Dean, Dr Tim Wilkinson.

The University’s Student Centre is on the Jane Foss Russell Building, adjacent to the Wentworth Building. The Student Centre deals with matters such as the sale of Faculty Handbooks, replacement of lost student cards, advice on transport passes and production of transcripts etc.

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**Organisation**

• **The University of Sydney**

The University’s governing body is the Senate. The Academic Board is the University’s senior academic body and it advises Senate and the Vice-Chancellor on all matters relating to and affecting the teaching and research activities of the University. There is provision for student membership of both Senate and the Board.

The University comprises faculties that consist of some 80 schools and departments. The role of a faculty is to encourage teaching, scholarship and research in its departments and schools. Faculties comprise the academic staff in the schools and departments in the faculty, representatives from other faculties, and various other categories of members, such as student members.

Within each faculty there is an appointed dean, who is its chief executive officer. Faculties also have sub-deans or associate deans who assist their deans in the exercise of their duties; deans often delegate some of their powers and responsibilities to a sub-dean.

The School of Electrical and Information Engineering has a Director of Undergraduate Studies and four Year Academic Advisers.

• **Faculty of Engineering and Information Technologies**

There are five schools in the Faculty of Engineering and Information Technologies:

- School of Aerospace, Mechanical and Mechatronic Engineering
- School of Chemical and Biomolecular Engineering
- School of Civil Engineering
- School of Electrical and Information Engineering
- School of Information Technologies

The Faculty of Engineering and Information Technologies is responsible, amongst its other duties, for common rules, policies and procedures across all the engineering and information technologies schools, the processing and endorsement of examination results and matters such as enrolments. The constitution of the Faculty of Engineering and Information Technologies includes provision for membership by students: both undergraduate (including one from the Sydney University Engineering Undergraduates’ Association) and postgraduate. The Dean of the Faculty of Engineering and Information Technologies is Professor Archie Johnston, the Associate Dean Education is Prof David Lowe and the Sub-Dean Dr Tim Wilkinson both is responsible for undergraduate student matters.
School of Electrical and Information Engineering

The day-to-day administration of the BE degree in Bioelectronics, Biomedical, Computer, Electrical, Electrical (Power), Software and Telecommunications Engineering is mainly the responsibility of the School of Electrical and Information Engineering. Any matters concerned with credit for units on the basis of previous studies, enrolment and variations of enrolment, applications for special consideration based on illness or misadventure, academic dishonesty, and the like, are dealt with, in the first instance, by the School.

The Head of the School of Electrical and Information Engineering is Professor Branka Vucetic. The Head of School delegates’ responsibility for undergraduate student matters to the School’s Director of Undergraduate Studies, Dr Yash Shrivastava consults the School’s Academic Policy Advisory Committee (APAC) on matters that are not straightforward.

Enquiries about choice of units of study and approval for variations of enrolment are dealt with by the School’s Year Advisors – see below.

School Advisors

The School has appointed the following academic staff as advisors to assist students with course structure, unit choice, etc. These advisors are also available to assist students with personal problems that may impact on their studies or to refer them to appropriate University services (such as the Counselling Service):

**First & Second Year**

Dr Gregor Verbic
Room 307, Engineering Building
Phone: 9351 8136
E-mail: gregor.verbic@sydney.edu.au

**Third Year**

Dr Yash Shrivastava
Room 309, Engineering Link Building
Phone: 9351 2819
E-mail: yash.shrivastava@sydney.edu.au

**Fourth Year and Combined degree courses**

Dr Swamidoss (Kumar) Sathiakumar
Room 305, Engineering Link Building
Phone: 9351 4640
E-mail: s.sathiakumar@sydney.edu.au

While some advisors are happy to see students on a casual basis, others designate certain times for consultation. If you are not able to see an advisor at a consultation time, you should e-mail the advisor to make an appointment for a mutually suitable time.

If a problem cannot be resolved with the Year Advisor, the Director of Undergraduate Studies may be consulted. (The Director of Undergraduate Studies deals with undergraduate matters on behalf of the Head of School.)

**Directors of Undergraduate Studies**

Dr Yash Shrivastava
Room: 309 Engineering Link Building
Phone: 9351 2819
E-mail: yash.shrivastava@sydney.edu.au

In some instances, the Director of Undergraduate Studies may refer a student to the Head of School.

The School also has an advisor for International Students; he organises a mentoring program for international students and is available to assist with any problems that international and local students may encounter, be they of an academic or personal nature.

International Student Advisor: Dr Yonghui Li
Room 756, Electrical Engineering Building
Phone: 9351 2236
E-mail: yonghui.li@sydney.edu.au

Local Student Advisor: A/Prof Craig Jin
Room 854, Electrical Engineering Building
Phone: 9351 7208
E-mail: craig.jin@sydney.edu.au
The teaching departments in the Faculty of Science also have advisory staff who deals with matters related to their units of study:

- Mathematics First Year Office: Level 5 (Room 520), Carslaw Building
- Physics First Year Office: Room 202 of the Physics Building.
- Information Technologies: Information Technologies Building

### Enrolment

**Confirmation of enrolment and enrolment variations**

Early in the semester, the Student Centre will send out a written notification of the units of study in which you are enrolled. Please **CHECK THIS IMMEDIATELY AND THOROUGHLY** to make sure that it agrees with your intended enrolment. If there are any discrepancies, report them immediately to the Faculty of Faculty of Engineering and Information Technologies Office. Keep a copy of the enrolment confirmation document for future reference.

All form regarding variations enrolment, special consideration etc please go to [http://sydney.edu.au/engineering/forms/index.shtml](http://sydney.edu.au/engineering/forms/index.shtml)

- **Key dates for 2013 variations of enrolment are:**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Semester 1 units</th>
<th>Semester 2 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>to add a unit</td>
<td>Friday, 15 March</td>
<td>Friday, 9 August</td>
</tr>
<tr>
<td>to withdraw a unit</td>
<td>Sunday, 31 March</td>
<td>Saturday, 31 August</td>
</tr>
<tr>
<td>to discontinue – not to count as failure (DNF)</td>
<td>Friday, 26 April</td>
<td>Friday, 13 September</td>
</tr>
<tr>
<td>to discontinue – to count as failure (DF)</td>
<td>Friday, 7 June</td>
<td>Friday, 1 November</td>
</tr>
</tbody>
</table>

The enrolment variations may be made on-line via MyUni but, if this is not possible, you should apply for changes on your Confirmation of Enrolment through the Faculty website, have the changes approved by your Year Advisor, and then submit the form to the Faculty Office. There are some transactions (such as enrolling in a large number of units or in certain units of study) that require School/Faculty approval.

### Address changes

It is important to inform the Student Centre of any changes to your semester or vacation address, so that your results and other correspondence reach you. You may also change your own address on-line via MyUni.

### Timetables

During Orientation Week, you will need to down-load your own personal time-table of classes via MyUni.

It may be possible for you to make some changes to your time-table, if you so wish, subject to the following restrictions:

- You may select what times you are unavailable to attend classes. (At no point can you request to be allocated to a particular class for any unit of study.)
- You cannot request your time-table to be made similar to your friend’s timetable.
- Any change in your time-table will re-allocate ALL your classes. You cannot choose to keep some classes the same while moving others.

For more information, see: [http://web.timetable.auth.usyd.edu.au/changingTimetables.jsp](http://web.timetable.auth.usyd.edu.au/changingTimetables.jsp)

### BE degree requirements in EIE specialisations

For detailed information on the BE degree requirements, see the EIE web-site or the Engineering Faculty Handbook. A summary of the requirements is set out below. All units of study at The University of Sydney have a credit point value. A normal year’s enrolment consists of 48 credit points (24 per semester). The requirements for the BE specialisations in Electrical and Information Engineering are expressed in terms of core (mandatory) units, recommended units and other (free) electives.

While some students’ enrolments are straightforward, in terms of satisfying the degree requirements, others are not. The Year Advisors are pleased to assist you in checking that your choice of units satisfies the rules, but, ultimately, it is your responsibility to ensure that you do so.

- **Specialisation requirements**

• **Semester Average Mark (SAM)**

The SAM is the average mark over all units of study attempted in a given academic semester (equivalent to the calendar year)

\[
SAM = \frac{\sum (\text{Credit point} \times \text{Mark})}{\sum \text{Credit point}}
\]

where the mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark, 0. Pass/fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations. However, the marks from all attempts at a unit of study are included.

• **Award of the degree of Bachelor of Engineering with honours**

The Faculty recently revised its requirements relating to the award of the degree of Bachelor of Engineering with honours. The HWAM is used for honours assessment includes all attempts at all 2000, 3000 and 4000 level units of study. These changes can be found at [http://sydney.edu.au/engineering/electrical/undergraduates/UserFiles/File/Honours_rules.pdf](http://sydney.edu.au/engineering/electrical/undergraduates/UserFiles/File/Honours_rules.pdf)

\[
HWAM = \frac{\sum (\text{Year} \times \text{Credit point} \times \text{Mark})}{\sum (\text{Year} \times \text{Credit point})}
\]

**Units of study and studying**

• **Attendance at / absence from classes**

A student is expected to attend the prescribed lectures, tutorials and practical classes in order to complete a unit of study. If you have missed classes because of documented ill-health or misadventure (see “Special Consideration” below), you should make every effort to bring yourself up to date with the content that you’ve missed. You will need to consult with your unit coordinator/lecturer/tutor and seek assistance from your classmates in obtaining copies of lecture notes or handout material. The Faculty has rules that allow for students with poor attendance records to be failed in the relevant units of study.

• **Academic honesty and cheating**

Academic honesty is a core value of the University of Sydney. The University is committed to the basic academic right that students receive due credit for work submitted for assessment. Integral to this is the notion that it is clearly unfair for students to submit work for assessment that dishonestly represents the work of others as their own. Such activity represents a form of fraud. Students should be aware that the School exercises diligence in detecting academic dishonesty within its courses and each year several students are called upon to answer an allegation of academic dishonesty.

The Resolutions of the Academic Board relating to Academic Honesty in Coursework are available at: [http://sydney.edu.au/ab/policies/Academic_Honesty_Cwk.pdf](http://sydney.edu.au/ab/policies/Academic_Honesty_Cwk.pdf) It is the responsibility of every student to ensure that he/she reads this policy document.

Pursuant to these Resolutions, the School of Electrical and Information Engineering may invoke penalties for plagiarism or any other forms of academic dishonesty.

Plagiarism means knowingly presenting another person’s ideas, findings or work as one’s own by copying or reproducing them without due acknowledgment of the source. Other forms of academic dishonesty include, but are not limited to:

• forgery of official documents and/or signatures;
• the engagement of another person to complete an assessment or examination for a student, whether for payment or otherwise;
• bringing into an examination forbidden material such as textbooks, notes, calculators or computers;
• communication with other candidates during an examination, whether by speaking or some other means;
• attempts to read other students’ work during an examination;
• writing an examination or test paper, or consulting with another person about the examination or test, outside the confines of the examination room without permission;
• fabrication of data; and/or
• recycling (ie, submitting one’s own work that has previously counted towards the completion of another unit and been credited towards a university degree, where the examiner has not been informed that the student has already received credit for the work).

**Penalties may be invoked through:**

(a) the determination of academic results in part of the work, or the final result, for a unit of study, where a result of Fail may be awarded; and/or

(b) disciplinary proceedings under Chapter 8 of the University of Sydney By-laws.
Depending on the nature of the academic dishonesty, the penalties vary from counselling; to outright failure in the unit of study in which the academic dishonesty occurred; to suspension from the University.

**You must ascertain what degree of group work is acceptable, or unacceptable, in each of your units of study.** In many Engineering units of study, group work is a legitimate means of learning, where it is acceptable to discuss tasks and approaches to problem-solving with other students. Any written assignment must usually be your own work (where the submission of identical assignments - either in whole or in part – is unacceptable), unless the unit co-ordinator/lecturer has informed you otherwise.

- **Text Books and unit of study materials/notes**
  The main place to buy text and reference books is the University Cooperative Bookshop (located between the Noel Martin Sports and Aquatic Centre and the Chemical Engineering Building). Textbooks should not be purchased, however, until after the commencement of lectures and on the advice of unit co-ordinators.

  Most units of study also have additional lecture, tutorial and laboratory notes/materials. In ELEC units of study, the notes that are essential are provided to students free of charge in either hard copy or on CD. Non-essential material may be purchased from the University Cooperative Bookshop (or perused in the Engineering Library (Jane Foss Russell Building) or on the web). Unit Co-ordinators advise students about these materials and relevant web-sites at the beginning of lectures. Some Science schools and departments require students to purchase laboratory manuals, and will advise students about this.

- **Safety: Laboratory regulations**
  The University pays serious attention to government and University safety regulations and guidelines.

  The School has prescribed the regulations listed below for the smooth operation of the teaching laboratories and for your own safety.

  1. Exposed open footwear (such as sandal) or bare feet are not permitted within laboratory areas.
  2. Food and drink are not to be consumed at any time within a laboratory.
  3. Students must store their bags under the benches at all times.
  4. Students should clean and tidy up when they have finished and, before they leave the laboratory, return any material they've been handed for use during the session.
  5. Under no circumstance is the 240V 50Hz mains power switch to be used for any purpose by students.
  6. Any faulty equipment is to be reported to the laboratory officer.
  7. Tampering with, or removal of, any laboratory equipment is strictly forbidden.
  8. Students are expected to conduct themselves in a reserved manner and to keep noise at a minimum at all times; the laboratory is a teaching and learning environment.
  9. Work that is not specifically associated with a School subject may only be carried out with the prior approval of the Professional Officer.
  10. Mobile phones are not to be operated at any time within a laboratory.

Students who fail to abide by these regulations will be told to leave the laboratory.

### Assessment and examination (including special consideration)

- **Examinations**
  Examination room locations, and individual students’ seat numbers, for the end-of-semester examinations in June and November, are available electronically via MyUni. Make sure that you ascertain your seat number for each exam and that you know where each of your exam rooms is, well before the day of the exam.

  Draft examination time-tables are published several weeks before the July and December examination periods. They are displayed on various notice boards throughout the University, as well on the University website. Please check for problems such as time clashes and report any difficulties to the Student Centre. Check the final examination time-table personally to confirm dates, times and locations. Large classes are often split and located in different rooms for examination purposes.

  Individual copies of the final edition of the examination time-table become available about two weeks before the examination start. They can be obtained from the Faculty Office or the Student Centre. **YOU MUST READ CAREFULLY THE RULES REGARDING EXAMINATIONS, AS SET OUT IN THE BOOKLET.**

  The final time-tables are available via the Student Centre’s web-site.

  Your unconfirmed results will be available on the web, via MyUni. Once the Faculty Board of Examiners has met and your results transferred to the Student Centre, an official result notice will be sent to you by mail. You will similarly be notified of any change of result (following further assessment, etc).

- **Satisfactory progress, “warning letters”, “show cause”**
  An SWAM (Semester WAM) is calculated for each student each semester. It is calculated over all units of study undertaken in that semester (except those “Discontinued – Not to count as failure” and those with only a “Satisfied Requirements” result), weighted according to credit point value. The SWAM may be expressed as:
generally, a student will be deemed not to have made satisfactory progress in any semester if the student:

1. fails to complete at least half the credit points in which he/she is enrolled, or
2. obtains an SWAM of less than 50.

A student who fails to demonstrate satisfactory progress in any semester of enrolment may be sent a warning letter putting the student on notice that subsequent failure to make satisfactory progress may result in being called upon to show good cause why he or she should be allowed to re-enrol in the BE degree course.

A student who fails to demonstrate satisfactory progress in any two consecutive calendar years of enrolment will normally be called upon to show good cause why he or she should be allowed to re-enrol in the BE degree course. A student who fails to show good cause will be excluded from re-enrolment in the degree. Re-admission after exclusion is not automatic, and normally two years must have elapsed before a student may apply for re-admission.

Information regarding the Faculty’s requirements and procedures relating to student progress can be found page 12 of the Engineering and Information Technologies Handbook.

- **Special consideration**

The Faculty of Engineering and Information Technologies has resolved that a student, who has been prevented by duly certified illness or misadventure from completing all or part of the assessment for a unit of study, may be tested at such times and in such a way as the head of the relevant engineering school shall determine. The School of Electrical and Information Engineering (EIE) will take serious illness or misadventure into account when considering a student’s performance in a unit of study taught by the School, for students proceeding towards the BE or any other course. The form of the special consideration will depend on when the illness/misadventure was experienced and its severity.

An application for special consideration based on serious ill-health must be supported by a medical certificate where the medical practitioner has specified: the date of the consultation(s); the severity and duration of the illness; and its affect on the student’s ability to study, complete assessment and/or prepare for/undergo examinations, as appropriate. Any student with a serious, on-going illness or disability should also seek support from the appropriate University body such as the University Health Service, the Counselling Service and/or the Disability Services.

It is not possible to define all instances of misadventure - generally it means circumstances beyond the reasonable control of a student (such as involvement in an accident or natural disaster or the serious illness or death of a close family member). Misadventure does not include demands of employers, pressure of employment or time devoted to non-University activities (unless these are relevant to serious ill health or misadventure); nor does it include misreading deadlines or examination time-tables.

**Illness or misadventure affecting during-semester attendance and/or assessment**

- **Short absences**

1. While attendance at classes is compulsory, it is recognised that students may miss classes for short periods because of relatively minor illness or misadventure.
2. As short absences would not normally be regarded as the reason for overall poor performance, students are discouraged from submitting applications for special consideration for absences totalling less than a week, unless the absence has affected specific attendance requirements, sitting for a quiz, submitting graded work, and the like.
3. If the illness/misadventure has affected the student’s assessment, the student should follow the procedures that have been advised by the unit co-ordinator (which may vary from unit to unit and may, for example, require the submission of documentation to the unit co-ordinator or the formal submission of a Special Consideration form).
4. It is the responsibility of the student to ascertain what is required to make up any work missed during a period of absence.

In the case of illness of more than a few days, a student should obtain a medical certificate at the time of the first visit to the doctor; there is no need to submit it unless the illness becomes prolonged, further frequent absences are required or it is required as set out in (3) above.

- **Recurrent absences and absences longer than a week**

1. Students should document recurrent short absences.
2. Any student who misses more than a week of classes in any semester MUST notify the School by lodging an Application for Special Consideration form, together with supporting documentation. (In accordance with the Resolutions of the Faculty of Engineering and Information Technologies a student who, without good reason, misses more than a fortnight of classes in a unit of study may be failed in that unit.)
3. A student who, because of serious illness or misadventure, is prevented from attending classes for prolonged periods, should also seek an interview with the Year Advisor/Director of Undergraduate Studies. In some cases, the student might be advised to consider whether his/her best academic interests are served by discontinuing with permission from the course until able to resume studies effectively. (International students may also need to seek advice from the International Office in respect of visa implications.)
• **How the School takes account of applications for special consideration during semester**

The form of special consideration given will vary from unit to unit and will depend on the nature of the studies affected. Some possible forms of special consideration are as follows:

- a student may be given an extension of time to complete laboratory work and/or hand in an assignment;
- a student may be given the opportunity to sit a quiz or the like at another time;
- a student’s marks may be aggregated and averaged in respect of the piece of assessment missed.

Any special consideration given must, however, be equitable to other students.

• **Students with serious disabilities**

A student with a serious disability that is likely to affect a high proportion of the assessment for a unit of study is advised to discuss the situation with his/her Year Adviser. In this case, further assessment is unlikely to provide a solution.

• **Illness or misadventure affecting end-of-semester examinations**

A student who becomes seriously ill or experiences misadventure during the examination period and/or on the day of the examination should:

1. lodge an application for special consideration; and
2. decide whether the severity of the illness/misadventure warrants missing the examination(s), in the light of the following.

• **A student who sits for an end-of-semester examination**

If a student sits for an end-of-semester examination and applies for special consideration:

1. the student is unlikely to be offered further assessment; but
2. the unit co-ordinator is usually asked instead to take the application for special consideration into account, with the possibility of making an adjustment to the student’s final result.

Further assessment should in no way be regarded as a second attempt at passing an exam. In the rare case of further assessment being offered to a student who attempted the original end-of-semester exam, the original exam paper would immediately be discarded without being marked.

• **A student who misses an end-of-semester examination**

1. Non-attendance at an examination, with the submission of an application for special consideration, does not guarantee that further assessment will be offered.
2. If a student misses an examination and is offered further assessment, this normally takes the form of a written or oral examination.

• **Time-table of further assessment examinations**

1. Further assessment examinations are normally scheduled to commence immediately after the end-of-semester examinations.
2. If a student is granted permission to sit for a further assessment examination, it is the student’s responsibility to ensure that he/she has obtained the schedule of further assessment dates/times/locations from the EIE Admin Office.
3. If a student is granted permission to sit for a further assessment examination and the student then fails to attend that examination, no further opportunity of further assessment will normally be granted.

• **Lodging an application for special consideration form**

  • **Where to obtain and lodge the form**

    1. Application forms are available from the Engineering Faculty Office or the Student Centre or may be down-loaded from: http://sydney.edu.au/current_students/documents/student_administration/forms/special_con.pdf
    2. Application forms MUST be lodged at the Engineering Faculty Office on Level 3 of the Peter Nicol Russell Building (PNR), J02

  • **When you must lodge the application**

Applications MUST be lodged within **five working days** of the event for which special consideration is requested (eg, within five days of the due date for an assignment, within five days of the date of an exam that has been missed).

• **Documentation to be submitted**

A registered health practitioner or counsellor needs to complete the Professional Practitioner Certificate. Note that there are two important constraints on their ability to issue the PPC:

- a. The PPC can be issued only for illness, injury or misadventure that lie within the scope of practice of the practitioner;
- b. The PPC should only be issued in respect of an illness, injury or misadventure observed by the health practitioner or counsellor or reported by the patient and deemed to be true by the health practitioner or counsellor.

• **Other documentation**

For all other situations, please complete a Statutory Declaration and attached any appropriate documentation.
• **Late applications for special consideration**

Each year, the School receives a number of late applications, the majority of which are unsuccessful. With the scheme outlined above, there is little, if any, opportunity for a student making late application to attend time-tabled further assessment examinations. A late application will be accepted, however, when it is accompanied by documentation in which the student details the reasons for failure to submit within the correct, seven-day period. In the rare case that the late application is successful, it is possible that a special oral examination may be held for the student concerned.

• **Notification of outcome of application for special consideration**

1. The School will normally notify each student of the result of his/her application within fourteen days of the date of submission of the application. This notification will be by e-mail to the student’s University e-mail addresses.
2. If the application results in a student being granted permission to sit for a further assessment examination, the School will normally include in the e-mail information about the examination date/time/location. It is the student’s responsibility, however, to ensure that he/she has received the further assessment examination schedule and has been able to ascertain from it the exam arrangements.
3. If a student has not received advice about the outcome of his/her application within ten days of the date of submission of the application to the Admin Office, he/she should contact the Office on 9351 3229 or e-mail rita.wong@sydney.edu.au, setting out clearly the student’s name, SID, date the application was submitted to the Faculty of Engineering and Information Technologies Office and for which unit(s) of study.

### Appeals against academic decisions

The University operates on the basis that academic decisions (in respect of assessment, examining, etc) are entrusted to members of the academic staff, acting in accordance with proper procedures established by the various faculties, schools and departments. A student dissatisfied with an adverse decision is able, however, to apply to have the decision reconsidered. The Resolutions of the Academic Board set out detailed principles, procedures and time-lines for appeal, and may be viewed at: [http://sydney.edu.au/engineering/electrical/postgraduates/UserFiles/File/assess_exam_coursework.pdf](http://sydney.edu.au/engineering/electrical/postgraduates/UserFiles/File/assess_exam_coursework.pdf)

These Resolutions provide, *inter alia*, that:

1. a student’s concerns should be addressed, in the first instance, in an informal way at the local level; and
2. if not resolved at that level, then by means of a formal procedure.

The Resolutions also provide for timely and confidential resolution of appeals, with no disadvantage to the student.

A student appealing in respect of assessment and/or examination should first consult informally with the relevant unit co-ordinator. If there is no resolution, the student should then approach the relevant head of school or department. In respect of ELEC units, the Head of School has delegated consideration of such matters to the Director of Undergraduate Studies (DUS) in the first instance; the DUS may ask that the student to put the matter into writing so that he may refer it to the Head of School or the Head’s Academic Policy Advisory Committee (APAC). Should the matter not be resolved at the School level, the student may appeal to the Dean of the Faculty of Engineering and Information Technologies.
Code of Conduct

1. Principles

This Code of Conduct has been formulated to provide a clear statement of the University’s expectations of students in respect of academic matters and personal behaviour.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The University reaffirms its commitment to:

- high academic standards, intellectual rigour and a high quality education
- intellectual freedom and social responsibility
- recognition of the importance of ideas and the pursuit of critical and open inquiry
- tolerance, honesty and respect as the hallmarks of relationships throughout the University community, and
- high standards of ethical behaviour.

All students are required to be aware of and act consistently with these values.

2. Coverage

This Code of Conduct applies to all students of the University of Sydney, in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the University or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the University.

3. Definitions

In this Code of Conduct:

**Student** means all students of the University of Sydney, including but not limited to fee paying students, HECS students, PELS students, Centre for Continuing Education students, Centre for English Teaching students, exchange students, Study Abroad students, and summer and Winter School students.

**Employee** means all staff of the University of Sydney, (including full-time, part-time or casual staff).

4. Personal conduct

All students must:

- treat all employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity
- maintain a cooperative and collaborative approach to inter-personal relationships
- act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students
- respect the privacy of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students to carry out their study, research or work at the University, including in the University of Sydney Library, lecture theatres and laboratories
• ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public or other students to access or use the resources of the University, including the University of Sydney Library resources, lecture theatres and laboratories, and

• ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, and volunteers, any other members of the public or other students.

5. Academic conduct

All students must:

• ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions of the University of Sydney. Students must not enrol in additional units of study outside the degree resolutions even if the student information system allows it when enrolling online. It is a student’s responsibility to maintain current information in the student information system, and observe key dates and deadlines

• read all official correspondence from the University, including email

• act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests

• avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically

• conform to the University’s requirements for working with humans, animals and biohazards

• behave professionally, ethically and respectfully in all dealings with the University’s learning partners during extramural placements and practicum, and

• use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless express permission has been granted for non-University or private usage.

6. Authority

This Code of Conduct was approved by the Academic Board pursuant to the University of Sydney (Academic Governance) Rule 2003 on 2 February 2005.

7. Useful references

Please note that this is not an exhaustive list of the policies applying to students at the University. The full set of University policies is available from Policy Online at www.usyd.edu.au/policy.

Academic conduct

Academic Honesty in Coursework (plagiarism)

Animals: Australian code of practice for the care and use of animals for scientific purposes, 7th Edition 2004

Appeals, academic: Student Appeals against Academic Decisions, Academic Board Resolutions

Assessment and Examination of Coursework
Ethical Conduct in Research involving Humans: National Statement

Generic Attributes of Graduates of the University of Sydney, 1997
http://sydney.edu.au/policies/

ICTR: Policy on the use of information and communication technology resources (ICT resources)
http://sydney.edu.au/policies/

http://sydney.edu.au/policies/

Library use: University of Sydney Library Rule 2003

Management and evaluation of coursework teaching
http://sydney.edu.au/policies/

Postgraduate: Attendance: Postgraduate Courses
www.usyd.edu.au/ab/policies/PG_Attendance.pdf

Postgraduate Research Higher Degree Training Supervision at the University of Sydney
http://sydney.edu.au/policies/

Responsible Research Practice: Code of Conduct and Guidelines for Dealing with Allegations of
Research Misconduct
http://sydney.edu.au/policies/

Student Discipline: University of Sydney By-Law 1999, Chapter 8
http://sydney.edu.au/policies/

Supervision: Code of Practice for Supervision of Postgraduate Research Students
http://sydney.edu.au/policies/

Teaching and Learning: Guidelines for Good Practice in Teaching and Learning
http://sydney.edu.au/policies/

Personal conduct

Alcohol: Policy and Guidelines on Consumption
http://sydney.edu.au/policies/

Campus Access Policy
http://sydney.edu.au/facilities/

Discrimination Prevention Policy: Your Rights and Responsibilities
Equal Opportunity in Education  
http://sydney.edu.au/policies/

Harassment Prevention Policy: Your Rights and Responsibilities  
http://sydney.edu.au/policies/

HIV or Hepatitis: Policy on Students with HIV or Hepatitis  
http://sydney.edu.au/policies/

ICTR: Policy on the use of information and communication technology resources (ICT resources)  
http://sydney.edu.au/policies/

Library use: University of Sydney Library Rule 2003  

Occupational Health and Safety Policy Statement  

Occupational Health and Safety: Policies and Guidelines  

Student Discipline: University of Sydney By-Law 1999, Chapter 8  
http://sydney.edu.au/policies/

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Staff/Student Liaison, student representation, student associations

- **Staff/Student Liaison Committee**

  Formal consultation in EIE is by way of Staff/Student Liaison meetings that are held once a semester, about a month after lectures commence. The meetings provide a relatively relaxed means for student representatives to raise with staff any matters of concern to students, such as the quality of teaching and facilities.

  Each year the Year Advisors arrange for all the students in the School in each particular Year to elect/select a number of “Year/Semester representatives” from amongst themselves. These year/semester representatives are then asked to consult broadly with their fellow students and to report to preliminary Staff/Student Liaison year meetings on any issues raised. (The year/semester representatives, year advisors and unit coordinators at the particular year level attend these preliminary meetings.) The student year/semester representatives are asked, when reporting, to indicate the size of the student population consulted and the number of students whose views are being presented.

  Reports from the preliminary meetings are then forwarded to the Staff/Student Liaison meetings for consideration and possible action. Issues discussed by the SSL meetings are conveyed to all relevant members of staff, whether in EIE or other University departments. The Head of School reports on the outcomes of the issues raised, with the reports being sent to the year/semester representatives.

- **Feed-back by individual students**

  The consultation process is by no means limited, however, to the formal SSL meetings. All students are encouraged to raise any matters of concern directly with the relevant unit coordinator or Year Advisor, as appropriate.

- **Student representation in academic governance**

  Interested students are encouraged to participate in University governance, there being provision for student membership of the Faculty of Engineering and Information Technologies, the Academic Board and Senate (see “Organisation”). Many *ad hoc* working parties and the like also provide for student membership.
If the Faculty of Engineering and Information Technologies seek students for membership of such bodies, it usually seeks nominations from each engineering school. In such circumstances, EIE would normally ask the student year/semester representatives to serve.

- **Student societies/associations**


- **SparkSoc**

SparkSoc is the Sydney University Software Programming Electrical Computer & Telecommunications (Engineering) Society. The student body was formed in 2002 to formalise links between staff, students and the EIE Foundation.

SparkSoc organises activities and events beyond the basic teaching of the School to enhance the University experience for all Electrical and Information Engineering students. As an official Union club, it makes full use of the Union’s assistance with funding and operations. SparkSoc holds BBQs and other activities during the semester of members and non-members. The current president is Louise and he invites all new students to come and to see the room and get involved in its upcoming events.

- **SUEUA**

SUEUA is the Sydney University Engineering Undergraduates’ Association and it’s the faculty society for engineering encompassing all of its various streams. Its objectives are:

1. to perform such actions and to organise such functions as the committee may deem necessary and desirable in the interests of the Faculty of Engineering and Information Technologies, The University of Sydney and the students thereof;
2. to act as an intermediary body between the teaching staff on the one hand and the members of the Association on the other;
3. to organise Engineering teams for inter-faculty sport.

We at SUEUA believe it is our delightful job to make your time at Uni as enjoyable and fun as it possibly can be. We hold several events throughout each year to make this a certainty.

Kicking off the year with First Year Camp we venture into the unknown for a weekend of fun and friendship building. Also early in the year is the world-renowned “Beer and Bangers” which is a big party to kick-start the year held down in Engo and always provides lots of fun.

To start second semester with a bang we have the “Harba Crooz” full of glamour and good views. Second semester is just as exciting as the first with pub-crawls, trivia and our night-of-nights, the Engineering Ball. This is the climax of the calendar, a chance to get dressed-up and strut your stuff on the dance floor. Money is always an issue when a SUEUA major event rolls around, so make sure you don’t miss out, because you spent your last $20 on novelty inflatables.

Throughout the year there are also many barbeques and other events to help keep ourselves entertained and make new friends. Come down to the SUEUA office at lunch or during breaks and say “G’day”. You’ll be glad you did! For further information please go to [http://sueua.com/](http://sueua.com/)

- **Electrical and Information Engineering Foundation**

The Foundation is the link between the School and industry. As part of its activities, each year the Foundation organises:

- events where Foundation members can meet Electrical and Information Engineering students and where the students can meet Foundation members and representatives from industry;
- lunch-time sessions where Foundation Governors can speak to the students and the students can ask questions of industry;
- prize adjudication sessions where industry members can meet the top students and see them in action;
- the Research Conversaziones where industry people have an opportunity to view displays of the research being undertaken at the University and to discuss the research with the staff and students carrying it out;

The Foundation also plays an active part in sourcing opportunities for students’ work experience (that they normally complete after Third Year). In final year, the Foundation again assists students in finding full-time work places.

- **Engineers Australia**

The professional Engineering body in Australia is Engineers Australia (formerly named the Institution of Engineers, Australia ((IEAust)). Its vision is to be an international leader in promoting innovation and advancing engineering excellence for a sustainable future, and its mission is to empower its members to build their careers, to set the standards for engineering education and practice and to promote the engineering profession for everyone’s benefit.

BE students at The University of Sydney are eligible to join Engineers Australia as student members; membership benefits including the opportunities to build a network of professional contacts, the monthly electronic publication Student News, an Information Resource Centre containing more than 30,000 scientific and technical bibliographical references, seminars and conferences, film nights, site tours and other activities of general interest.

Membership application forms are available in the Faculty Office or from Engineers Australia at:
Engineering and Information Technologies Library

The SciTech Library is part of the University of Sydney Library and supports the Faculty of Engineering and Information Technologies, the Faculty of Science and the Faculty of Architecture, Design and Planning. It is located on Level 1 of the Jane Foss Russell Building G02. The Library has a large collection of Engineering serials (many of which are available electronically), research material such as books, conference and microfiche collections and undergraduate Engineering material. The library's catalogue, databases, internet resource guides and electronic collections are available via: www.library.usyd.edu.au. The library offers electronic database classes and personal assistance with research needs.

During the first year or two of studies, a large proportion of the material used by BE students in the School of Electrical and Information Engineering will be located in the general undergraduate collection on Level 2 of Fisher Library. The SciTech Library and Fisher Library opening hours, borrowing rules and regulations, etc, may also be perused at the above web-site.

School of Electrical and Information Engineering staff

Detailed information about the staff and postgraduate students in the School of Electrical and Information Engineering is available on the web via the School’s homepage: http://sydney.edu.au/engineering/electrical/about/staff.html

Telephone numbers indicated by an “x” are internal University extensions; if calling from outside the University, they should be prefaced by “935” or “903” as indicated.

Student support services at the University of Sydney

- **Student Services**
  Student Services exists to help students achieve their educational goals by providing personal, welfare, and academic support services. Many factors can impact on your well-being whilst you are studying at University, and Student Services can assist you in managing and handling these more effectively. The wide-ranging support provide by Student Services (including learning, accommodation, employment, finances, health and welfare) can be seen at the following website: http://www.sydney.edu.au/stuserv/

- **Accommodation Service**
  The Accommodation Service is the first point for accommodation enquiries. The service provides information and advice about the range of accommodation options available at the University. The service maintains extensive databases of share accommodation, rental properties, and full board accommodation that can be accessed online while you are an enrolled student.

  Level 5, Jane Foss Russell Building, G02  
tel: +61 2 9351 3312; fax: +61 2 8627 8386  
email: accomm@stuserv.usyd.edu.au  

- **Bridging courses**
  Courses have a level of assumed knowledge which is information the University expects students to know, or subjects students are expected to have studied before starting their courses. Without this assumed knowledge students might find it difficult to manage the work. To help students ‘get up to speed’, the University offers bridging courses in Mathematics, HSC Mathematics Extension 1, Chemistry, Physics, Biology and Grammatical Analysis.

  Tel:  
  Biology +61 2 9351 3007  
  Chemistry +61 2 9351 3105  
  Physics +61 2 9036 4789  
  Mathematics +61 2 9351 4061

- **Careers Centre**
  The Careers Centre advises students on broad issues such as the career potential of subject choices, how to find course-related work while studying and career outcomes of various degrees. Details of the broad range of services are available through the web-site.

  Level 5, Jane Foss Russell Building, G02  
tel: 8627 8403; fax: 8627 8477  
email: careers.information@usyd.edu.au  

- **Casual Employment Service**
  The Casual Employment Service helps students find casual and part-time work during their studies and in University vacations.

  Level 5, Jane Foss Russell Building, G02  
tel: 8627 8403; fax: 8627 8477
• **Centre for English Teaching**

If students want to improve their language skills in order to meet English proficiency entry requirements prior to academic study they can take a course at the Centre for English Teaching.

Level 5, Wentworth Building  
Tel: +61 2 9036 7900; fax: +61 2 9036 7910  
e-mail: info@cet.sydney.edu.au  
web-site: http://sydney.edu.au/cet/

• **Child Care**

Five child care centres currently operate on or near the Camperdown and Cumberland campuses. The Child Care Information Centre provides information about the campus child care centres and other relevant government agencies. It cannot, however, influence when or how quickly you’ll gain a place in child care centres or provide you with information about a child centre’s waiting list.

Level 5, Jane Foss Russell Building, G02  
tel: +61 2 8627 8420, fax: +61 2 8627 8420  
e-mail: childc@stuserv.usyd.edu.au  

• **Copy Centre**

The University Copy Centre provides over-the-counter copying and binding services, as well as sales of speciality and archive papers, custom-made University binders and frosted acetate covers, cut-price movie tickets, film processing and fax service.

Shop 2, Lower Ground Level, Sports and Aquatic Centre, Maze Crescent, G09  
tel: +61 2 9351 4582, fax: +61 2 9351 5566  
e-mail: copy_centre@ups.usyd.edu.au  
web-site: http://www.usyd.edu.au/ucc

• **Counselling Service**

The Counselling Service aims to help students fulfil their academic, individual and social goals through professional counselling which is free and confidential. The Service provides short-term, problem-focused counselling to promote psychological wellbeing and to help students develop effective and realistic coping strategies. International students can access counselling assistance through the International Students Support unit (ISSU).

Level 5, Jane Foss Russell Building, G02  
tel: +61 2 9351 4833; fax: +61 2 9351 8482  
e-mail: counsell@stuserv.usyd.edu.au  

• **Disability Services**

Disability Services is the principal point of contact and support for current and prospective students with disabilities and works closely with others in the administration and academic departments of the University. This is to ensure that reasonable adjustments relating to teaching and assessment are made for students with disabilities, whilst maintaining the academic integrity and core requirements of the individual courses.

The Disability Services Officers are involved in the provision of services and recommendations of adjustments for students with disabilities. Disability Services Officers are located at Camperdown and Cumberland campuses.

Level 5, Jane Foss Russell Building, G02  
tel: +61 2 8627 8433; fax: +61 2 8627 8482  
e-mail: disserv@stuserv.usyd.edu.au  

• **Financial Assistance Office**

The University of Sydney has a number of loan and bursary funds to assist students who experience financial difficulties. This assistance is not intended to provide ongoing income support or payment of fees but to help in emergencies and to supplement other income. Financial Assistance is available for any undergraduate student or postgraduate student enrolled at the University of Sydney who is making satisfactory progress and who is experiencing genuine financial hardship. Non-degree students are not eligible.

Level 5, Jane Foss Russell Building, G02  
tel: +61 2 9351 2416; fax: +61 2 8627 8480  
e-mail: fao@stuserv.usyd.edu.au  
• **Health Service**

The University Health Service offers a full, experienced general practitioner service and emergency medical care to all members of the University Community: students (undergraduate & postgraduate), staff (academic & general), families, friends, visitors, employees of other organizations on campus, former students & staff, and members of the general public. The UHS bills Medicare directly (Medibank Private OSHC for international students) for the cost of most consultations.

- Wentworth Building, G01 - tel: +61 2 9351 3484
- Holme Building, A09 - tel: 61 2 9351 4095
- e-mail: director@unihealth.usyd.edu.au

Other health and pharmaceutical related services include:

- **Pharmacy**
  - Level 3, Wentworth Building
  - tel: +61 2 9660 3338

- **Optometrist**
  - Level 3, Wentworth Building
  - tel: +61 2 9552 3324

- **Dentist**
  - Level 3, Wentworth Building
  - tel: +61 2 9692 8900

• **Information Technology Services**

The University of Sydney provides all students with a free e-mail/intranet account. Account details (login name and password) will be provided on your confirmation of enrolment form. In addition, ITS Assist provides Internet Accounts (where you can set up your own home page) and modem access at a cost, considerably lower than commercial ISPs. Contact IT Helpdesk on 9351 6000 or e-mail ict.support@sydney.edu.au for details on how to take advantage of these services or visit the IT Assist home page at: [http://sydney.edu.au/ict/contact/helpdesk.shtml](http://sydney.edu.au/ict/contact/helpdesk.shtml)

IT Assist can also provide information about the Computer Access Labs which are available for email and Intranet/Internet access. The labs are located in Fisher Library and in the Jane Foss Russell, PNR, Carslaw and Education Buildings. Visit the access centre home page at [http://sydney.edu.au/ict/](http://sydney.edu.au/ict/) for details on their locations and services.

• **International Office**

The International Office in Codrington Street provides assistance with application, admission and enrolment procedures for international students, as well as scholarships, health insurance and visa matters and tuition fees.

- Level 4, Jane Foss Russell Building, G02
  - tel: 8627 8300; fax: 8627 8387
  - e-mail: general - info@io.usyd.edu.au;
  - student advisors - studentadvisors@io.usyd.edu.au

• **International Student Services Unit (ISSU)**

The International Student Support Unit (ISSU) aims to help international students develop successful strategies for coping with the challenges of living and studying in an unfamiliar culture, to achieve success in their studies and to make the experience of being an international student rewarding and enjoyable.

International Student Counsellors are qualified professionals with extensive experience in cross-cultural counselling. We provide an integrated service to international students and their families, which includes free and confidential counselling, welfare advice, information, and assistance with accessing other support services and resources on campus and in the community. Our services include pre-departure information, on-arrival information sessions and an Orientation Program for new international students. We also arrange a program of social and cultural activities throughout the year.

- Level 5, Jane Foss Russell Building, G02
  - tel: 8627 8437, fax: 8627 8482
  - e-mail: issu@issu.sydney.edu.au

• **Koori Centre**

The Koori Centre provides Aboriginal and Torres Strait Islander education, research and student support. It is a devolved, autonomous unit which aims to increase the successful participation of Aboriginal and Torres Strait Islander people in undergraduate and postgraduate degrees. The Centre provides policy advice, education initiatives, curriculum development and training for
Aboriginal and Torres Strait Islander people and to the wider university community. The Centre supports Indigenous and non-Indigenous students in a variety of ways, including postgraduate supervision and a fully resourced library. For further information, please contact:

Room 224, Old Teachers College A22  
tel: 02 9351 2046 (toll free 1800 662 742); fax: 02 9351 6923  
e-mail: koori@koori.sydney.edu.au  
web-site: http://sydney.edu.au/koori/

- **Learning Centre**

The Learning Centre helps students develop the generic learning and communication skills that are necessary for university study and beyond. The Centre is committed to helping students achieve their academic potential throughout their undergraduate and postgraduate studies.

Located on the Camperdown and Cumberland campuses, the Centre's program includes a wide range of workshops on study skills, academic reading and writing, oral communication skills and postgraduate writing and research skills. Other services include an individual learning program, a faculty-based program and access to online and print-based learning resources.

Level 7, Education Building, A35  
tel: +61 2 9351 3853; fax: +61 2 9351 4865  
TTY: +61 2 9351 3412 (for the deaf)  
e-mail: lc@stuserv.usyd.edu.au  

- **University Library and library services**

The University has an extensive network of 17 subject specialist libraries. It is the largest university library in Australia with over five million books, periodicals and audiovisual items plus access to 64,000 e-journals, 320,000 e-books and hundreds of subject specific databases. All libraries provide computer, printing and photocopying services as well as offering information skills classes. Students also have remote access to online library services including course readings.

For general information on Library services see http://www.library.sydney.edu.au

- **Manager, Harassment and Discrimination Resolution**

The Manager, Harassment and Discrimination Resolution, is responsible for investigating, mediating and/or resolving staff and student concerns, problems and complaints relating to harassment and discrimination on campus. The Manager, Harassment and Discrimination, is not connected with your department or faculty and must deal with your problem, concern or complaint as quickly as possible and in a confidential, fair and impartial manner. Tel: +61 2 9351 8713

- **Mathematics Learning Centre**

The Mathematics Learning Centre offers help to students who enter the University with insufficient preparation in mathematics.

Room 441, Level 4, Carslaw Building, F07  
tel: +61 2 9351 4061; fax: +61 2 9351 5797  
TTY: +61 2 9351 3412  
e-mail: mlc@mail.usyd.edu.au  

- **Multi-faith Chaplaincy Centre**

Whatever a student’s religion, spiritual support and pastoral care can be found at the Multi-faith Chaplaincy Centre on the Camperdown campus. The centre also offers prayer rooms on the Camperdown campus for Muslim Students. Halal food is available from most Student Union catering outlets on campus, and kosher food is available for all students from Mandelbaum House in the Darlington campus.

web-site: www.sydney.edu.au/chaplains

- **Printing Service**

The University Printing Service provides printing and binding services including: high-volume printing and copying, short-run, four-colour process printing, finished artwork and design including web site design, document scanning, file conversion, and CD burning. UPS also offers folding, collating, addressing and filling of envelopes, hole-punching, stapling, comb-binding, saddle-stitching, perfect binding, stationery and print-broking services.

Contact UPS Customer Service by telephone on 9351 2004 or fax 9351 7757. UPS is located at Room 314, top floor, Services Building, Codrington Street, G12. For more detailed information visit the web-site at http://www.sydney.edu.au/ups

- **Summer and Winter Schools**

If you want to finish your degree sooner, repeat units of study that you failed or take courses outside your normal degree, you can attend classes at the Summer or Winter Schools. Undergraduate and postgraduate units of study from award courses from ten
faculties are offered for seven weeks in January and February in the Summer School and each July in the Winter School. Enrolment is open to any tertiary student, from anywhere in the world, who meets the prerequisites.

The Sydney Summer School, Institute Building H03
tel: +61 2 9351 5542; fax: +61 2 9351 5888
e-mail: info@summer.sydney.edu.au
website: www.summer.sydney.edu.au/

● Student Exchange Programs

Participating in the Study Abroad and Student Exchange programs is an exciting and challenging way of broadening your horizons in a new environment. The Study Abroad and Student Exchange Programs are part of the University’s International Office’s services.

Study Abroad programs enable students enrolled at overseas universities to spend a semester or a year studying at Sydney University on a fee-paying basis. The Student Exchange program enables University of Sydney students to undertake approved overseas study and the credit achieved will count towards your current degree. You can study at one of the many universities across the world that the University has formal exchange agreements with.

International Office, Level 4, Jane Foss Russell Building
tel: +61.2.8627 8322; fax: +61 2 8627 8390
e-mail: incoming exchange - studyabroad@io.sydney.edu.au outgoing exchange - exchange@io.sydney.edu.au
web-site: incoming and outgoing exchange program http://sydney.edu.au/current_students/student_exchange/contact.shtml
### 2013 Semester and vacation dates

<table>
<thead>
<tr>
<th>First semester</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Lectures begin</td>
<td>Monday 4 March</td>
</tr>
<tr>
<td>Universities Australia (UA) Common Week/non-teaching Easter period</td>
<td>Friday 29 March to Friday 5 April inclusive</td>
</tr>
<tr>
<td>Study vacation</td>
<td>Monday 10 June to Friday 14 June inclusive</td>
</tr>
<tr>
<td>Examination period</td>
<td>Monday 17 June to Saturday 19 June inclusive</td>
</tr>
<tr>
<td>Semester ends</td>
<td>Saturday 29 June</td>
</tr>
<tr>
<td>AVCC Common Week/non-teaching period</td>
<td>Monday 8 July to Friday 12 July inclusive</td>
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</table>

<table>
<thead>
<tr>
<th>Second semester</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Lectures begin</td>
<td>Monday 29 July</td>
</tr>
<tr>
<td>Universities Australia (UA) Common Week/non-teaching period</td>
<td>Monday 30 September to Friday 4 October inclusive</td>
</tr>
<tr>
<td>Study vacation</td>
<td>Monday 4 October to Friday 8 November inclusive</td>
</tr>
<tr>
<td>Examination period</td>
<td>Monday 11 November to Saturday 23 November inclusive</td>
</tr>
<tr>
<td>Semester ends</td>
<td>Saturday 23 November</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Summer School (main session) dates for 2013</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Summer School lectures begin</td>
<td>Tuesday 2 January</td>
</tr>
<tr>
<td>Summer School ends</td>
<td>Friday 1 March</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Public holidays</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Good Friday</td>
<td>Friday 29 March</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 1 April</td>
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<tr>
<td>Anzac Day</td>
<td>Thursday 25 April</td>
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<tr>
<td>Queen's Birthday</td>
<td>Monday 10 June</td>
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<tr>
<td>Labour Day</td>
<td>Monday 7 October</td>
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<tr>
<td>Christmas Day</td>
<td>Wednesday 25 December</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>Thursday 26 December</td>
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