



MONASH University
Engineering

ECSE Postgraduate Guide 2008

Department of Electrical and Computer Systems Engineering

Monash University

Department of Electrical and Computer Systems Engineering

Postgraduate Guide 2008

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This document is available on the web at <http://www.ecse.monash.edu.au/internal/pgrad/>

The Postgraduate Guide is published by the Department of Electrical and Computer Systems Engineering to provide staff and students with essential information and advice on postgraduate studies within the department. All information is as accurate as possible at the time of publication but is subject to change at any time. This guide is authorised by Professor Arthur Lowery, Head of the Department of Electrical and Computer Systems Engineering.

How to Contact the Department

Location: Department of Electrical and Computer Systems Engineering,
First Floor, Building 72
Monash University
Wellington Road, Clayton, Vic
Melways ref 70F10

Postal Address: Department of Electrical and Computer Systems Engineering
Building 72
Clayton Campus
Monash University,
Victoria 3800
Australia

Phone Numbers:

University Switchboard	+61 (03) 9905 4000
Departmental General Office	+61 (03) 9905 3486
Departmental FAX	+61 (03) 9905 3454
Security (A/H)	+61 (03) 9905 3059
Security (Emergency)	333
Police/Fire/Ambulance	000
(Dial 0 for an outside line)	

Staff:

Ms. Terri Wall
Postgraduate Administrative Officer
Room 220, Building 72
Phone extension: 9905 1935
Email: terri.wall@eng.monash.edu.au

Ms. Maria Scalzo
Personal Assistant to Head of Department
Room 102, Building 72
Phone extension: 9905 3486
Email: maria.scalzo@eng.monash.edu.au

A/Professor Jean Armstrong
Director, Research Committee
Room 221, Building 35
Phone extension: 9905 5355
Email: Jean.Armstrong@eng.monash.edu.au

World Wide Web Address:

<http://www.ecse.monash.edu.au/>

Note: Staff and postgraduates may also be contacted by email, the generic email address for the staff in the department is in the following form:

firstname.lastname@eng.monash.edu.au

1. Introduction

This booklet is designed to help you to access the resources of the Department of Electrical and Computer Systems Engineering at the Clayton campus of Monash University, during your time here as a postgraduate student.

This is one of a number of booklets available on our website. You should also look at the department's booklet "Postgraduate Studies and Research Opportunities", which details the coursework units available and provides an overview of the Department's research programs.

The University publishes a "Postgraduate Course Guide" annually as well as a "Doctoral Information Handbook". The Monash Research Graduate School (MRGS), handles many aspects of postgraduate study, and in particular all PhD and scholarship matters. See,

<http://www.mrqs.monash.edu.au/>

The Monash Research Graduate School publishes a regular "Scholarship Bulletin" on their website and circulates Postgraduate Centre News by e-mail.

The administration of masters matters is handled within the Faculty of Engineering, and the relevant information can be found in the "Engineering Handbook", which is available in a printed form from the University Bookshop, or from,

<http://www.monash.edu.au/pubs/handbooks/postgrad/eng.html>

The Monash Postgraduate Association (MPA), publishes the booklet "COMPASS" annually, as well as a newsletter entitled "Magnet". These booklets provide an excellent guide to Monash and its many facilities, both academic and extracurricular, and the various student services available to you.

If you need assistance

Should you encounter problems, it is imperative that you seek help as soon as possible. Your supervisor will be the staff member with whom you will have the most frequent contact, but you will have contact with many staff in the department. Your co-supervisor is an excellent resource of advice on your work. You should actively seek meetings with your co-supervisor for all administrative matters the postgraduate administrative officer should be your first point of contact.

Enrolment and Scholarships

PhD: The Monash Research Graduate School co-ordinates the administration of postgraduate awards, including selection, payroll and PhD candidature (ME 95), and enrolment. The School produces an annual guide for scholarship holders which is distributed with the scholarship renewals each year. It contains details of the benefits provided by the various scholarships, the conditions and regulations pertaining to them and the various forms needed for correspondence. The School also produces the Doctoral Information Handbook. The School is located in Building 3D on the Clayton Campus and may be contacted on ext. 53009.

Masters: The Master of Engineering Science by research is administered by the Faculty of Engineering, which is located in Engineering Building 72, at the Clayton campus.

Research Students Consultative Committee

This Committee comprises the Director of Postgraduate Research Studies and five research students elected from currently enrolled postgraduate research students. It meets twice each Semester to consider any issues relevant to the needs of research students in the

department. The minutes of its meetings are available on the departmental website for departmental members.

Monash Postgraduate Association

The MPA has offices in the Union building (Building 10) at Clayton and provides a very good service for graduate students. It publishes "CoMPAss" and "Magnet", as previously mentioned. The telephone extension is: 53197.

Help for International Students

Monash University provides a number of services to assist international students.

Monash International processes all overseas students' applications to study. They organise airport pickup and orientation programs for overseas students. Assistance is given for visas and Medibank/Medicare registration, and ongoing support is provided for the duration of your course. For further information, contact extension 51174. (+61 3 9905 1174 Internationally)

A number of societies represent international students at Monash. The societies can also provide students with the opportunity to meet other students with similar interests. A list of clubs can be found at:

<http://www.monash.edu.au/clubs/>

There are a number of clubs and societies including a range of cultural based clubs, skills based clubs, political and social action clubs, faculty based clubs, halls of residence societies, a wide range of sporting, and spiritual clubs.

Language and Learning Services

Language and Learning Services offers assistance to all students, both native and non-native speakers of English, within the Engineering Faculty. In particular, their staffs aim to improve the writing and speaking skills of students to enable them to complete their engineering courses, successfully. It is vital that you contact them early, as they can generally improve the outcome of your studies. In particular, most people benefit from advice in writing scientific reports and papers.

For postgraduate students, a variety of courses are run which focus specifically on aspects of academic writing and speaking, these include classes on writing a thesis; writing a literature review; writing research papers; preparing seminar presentations; writing a conversion report; and particularly for non-native speakers of English, a class on pronunciation, intonation and stress, as well as a discussion class. Language and Learning Services also work intensively with postgraduates in individual sessions to address specific language requirements.

Their Service provides the teaching of language skills, it is however not a correction service, therefore the work cannot be truly effective unless it is on-going. For example, with a PhD dissertation, the work might be on successive drafts of particular chapters so that the student learns to structure sections and paragraphs more logically, to write more coherently and clearly, and to use appropriate vocabulary and verb tense.

If you think *you* may need some development of your language skills, please make an appointment with either:

Jane Moodie Room 215, Building 72, Phone 9905 5488 (Mon-Fri),
E-mail address: jane.moodie@eng.monash.edu.au,

Specialised Services

The University provides a number of specialised services at the Clayton campus, including:

<i>Student Welfare Office</i>	53126
<i>University Health Service</i>	53175
<i>University Counselling Service</i>	53156
<i>University Chaplains</i>	53160

2. The Department

2.1 Academic Staff

	Area of Speciality	Room/ Building
Head of Department		
Prof Arthur J Lowery	<i>Simulation, Communications, Photonics</i>	104/72
Professors		
Prof Raymond Austin Jarvis	<i>Robotics</i>	G11/36
Prof Jean Armstrong	<i>Telecommunications</i>	2??/b35
Readers		
Dr Le Nguyen Binh	<i>Optical Communications</i>	214/35
Associate Professors		
Assoc Prof Malin Premaratne	<i>Communications Systems</i>	??/72
Assoc Prof Thomas Ian Henry Brown	<i>Biomedical Engineering</i>	2??/B35
Assoc Prof Donald Grahame Holmes	<i>Power Electronics</i>	G??/B35
Assoc Prof Lindsay Kleeman	<i>Computer Systems</i>	G16/36
Assoc Prof Robin Andrew Russell	<i>Computer Systems</i>	G05/36
Senior Lecturers		
Dr Tadeusz Czaszejko	<i>Power & High Voltage</i>	G17B/35
Dr Nemai Chandra Karmakar	<i>Microwave Circuits & Antennas</i>	229/72
Mr Brian John Lithgow	<i>Signal Processing</i>	225/72
Dr Ahmet Sekercioglu	<i>Communication Networks</i>	2??/b35
Dr Jingxin Zhang	<i>Control & Signal Processing</i>	G08/69
Lecturers		
Dr Andrew Price	<i>Computer Systems</i>	229/72
Dr. Brendan Peter McGrath	<i>Power Electronics</i>	G17/B36
Ms Ros Rimington	<i>Management</i>	227/72
Honorary Staff involved in undergraduate teaching		
Prof Peter J Wallace	<i>Power</i>	G12B/35
Dr Kishor Pandharinath Dabke	<i>Control</i>	114/35

2.2 Professional Staff

Professional Engineers		
Mr Daniel Grimm	IT Manager	124/72
Vanessa Luu	Desktop Computer Support – 1 st point of contact for IT problems	105/35
Phil Huynh	Server and Teaching PC Labs	105/35
Mr Ian Reynolds		221/35
Facilities Manager		
Mr Geoffrey Binns		204/72
Finance Manager		
Mrs Pam Dickinson		222/72
Postgraduate Coordinator		
Ms Terri Wall		205/72
Resources Officer		
Ms Emily Simic		221/72
General Office		
	Mrs Maria Scalzo	102/72
	Mrs Heather Brown	
Store		
	Mr Ray Cooper	113B/35
Technical Support		
Power Lab	Martin Linzner	G02/35
High Voltage Lab	Martin Linzner	G24/36
Mechanical Services	Maurice Gay, Tony Brosinsky	101/35
Circuits & Control Lab	Daryl Gaspero, Ray Chapman	103/35
Design & Project Lab	Ray Chapman	110/35
Teaching Laboratories	Ian Reynolds	213/35
(Level 2 Building 35)	Ray Chapman	215/35
	Ray Chapman	220/35
	Ray Chapman	224/35
Computer Systems Lab	Phil Huynh, Vanessa Luu	120/72
Computer Engineering (DSP) Lab	Phil Huynh, Daryl Gaspero	127/72
Control & Mechatronics Lab	George Yu, Ray Chapman	136/72

2.3 Departmental Seminars

An important aspect of being part of an intellectually active department is your participation in departmental seminars. They provide a means of broadening your knowledge, enabling you to learn of techniques that may be relevant to your own work and of understanding the context of your work. You should attend seminars regularly and at various times you will be asked to present a seminar on your work. A requirement for both Menisci (Research) and PhD candidature is that you "...attend...seminars...as deemed necessary by the head..."

These seminars are held weekly, on Wednesday's at 1.00pm in Room 136/72. The seminar series is organised by Terri Wall. You are expected to attend these seminars on a regular basis.

There are also group seminars in the areas of bioengineering, power, robotics, and telecommunications. These are usually on more specific topics and are a little more informal than the department-wide seminars. If your work is in one of these areas, you should attend these group seminar series, regularly.

2.4 Facilities

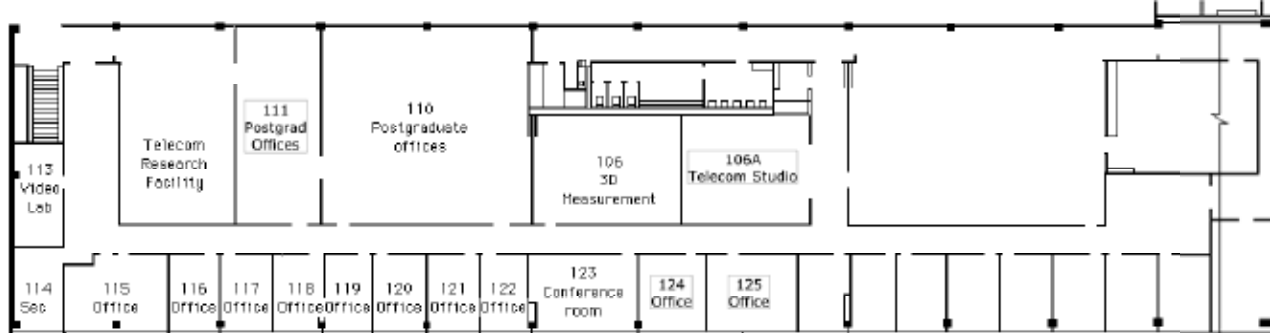
<i>Stationery/ Components Store</i>	Frequently used components and stationery are held in the Store. See the Store staff for your requirements. They will also assist you in seeking out and procuring other components needed as part of your research.	113/35
<i>General Office</i>	The General Office staff will be happy to assist you with any questions you have about mail, faxing etc. When authorised by your supervisor, the staff will issue keys for which there is a \$20.00 refundable deposit. Keys remain the property of the Department. They must not be copied, and must be returned strictly on completion of your candidature or during any lengthy period of intermission.	102/72
<i>Photocopying</i>	The photocopier for postgraduate use is in Room 110 Building 35. Contact the Postgraduate Administrative Officer for allocation of an identification number giving you access to the copier, and instructions in its correct use. Please be prudent in your use of the photocopying resources. Copy only material that is essential in your work. Photocopying for private purposes is permitted, but you must record all such copying in the book provided. This will be charged for and you will be billed later by the General Office.	110/35
<i>FAX</i>	A fax machine is located in Room 119 next to the General Office in Building 72. The fax number is 9905 3454. This is available for you to send and receive faxes. The General Office staff can assist with showing you how to operate. Private use of the fax machine is permitted, however users must record transmissions, in the book provided and will be billed, accordingly.	119/72
<i>Telephones</i>	Calls within the University may be made by dialling the final 5 digits of the required number. Outside local calls may be made by dialling '0' then the required number. All calls require the approval of a staff member and should then be made through the General Office staff.	All areas
<i>MAIL incoming</i>	There are three mail deliveries each day. General Office staff currently holds all postgraduate mail at the reception desk. You should check regularly at the desk for mail. Any Monash payslips (sessional work in the Department, etc) will be delivered to the General Office on a fortnightly basis.	Level 1/72
<i>MAIL outgoing</i>	Mail to other members of the department is placed directly in their mailboxes. A mailbox for <i>outgoing</i> mail is located in the bottom corner of the block of departmental mail boxes. Use the special reusable internally marked envelopes (available in room 119/72) for mail within the University. External and private mail may also be posted in this box. Please provide your own stamp for private outgoing mail.	Level 1/72
<i>Common Room</i>	The Staff Common Room is available for use by staff and postgraduates. Tea, coffee, milk and sugar are provided. A refrigerator/microwave oven, dishwasher and crockery are also provided. Every user of this room is expected to keep it clean and tidy, and it is everyone's responsibility to perform such tasks as wiping down the benches and loading and running the dishwasher. A kitchenette is located on the second floor of Building 72 (behind the main stairs). There is tea, coffee etc, and a microwave. No crockery is provided. Please clean/wash up after utilisation of this kitchenette. It is everyone's responsibility to clean up after themselves.	109/35
<i>Workshops</i>	Most construction will be undertaken by trained technical staff. If you need a particular piece of equipment to be built, you should arrange this through your supervisor. If you wish to use particular equipment, it is essential that you have had previous training. Additional training in the use of some machinery can be arranged.	101/B35, 116/35

<i>Computer/email</i>	<p>In addition to computing facilities available in your own research laboratory, a number of computers are available in the undergraduate laboratories. These machines are available to postgraduates provided their use does not interfere with undergraduate classes. These computers include Unix workstations and Personal Computers which are linked by a Novell network giving access to printers and to other networks world-wide.</p> <p>On your arrival in the Department and confirmation that your enrolment is valid (i.e. enrolled and fully paid up), any relevant computer equipment will be ordered for you as directed by your supervisor. Also, accounts will be set up for your computer and email access.</p> <p>Vanessa Luu is your first point of contact for IT resources and information. She can also provide information on available software packages.</p>	120/72 127/72 110/35
<i>Printers</i>	Laser printers are available on each floor for use by postgraduate students.	G19/35 110/35 215/35 236/72
<i>Departmental Library</i>	The Departmental Library primarily contains departmental reports, final year and postgraduate theses, but also houses a book collection and a number of periodicals, journals etc. Please see the General Office staff to organise loans. <i>This is a free service.</i>	118/72
<i>Multimedia Facilities</i>	There is a multimedia bay, which is temporarily located in the electronics workshop. There is a networked PC, Scanner for use by departmental staff and postgraduates.	116/35
<i>Parking</i>	<p>Parking spaces at the university require a parking permit during business hours (8.00am-6.00pm). Park only in areas for which you have a valid permit – otherwise parking fines apply.</p> <p>These are obtained, upon production of a completed Application and your ID card, from the Alexander Theatre Box Office. All information and relevant application forms can be obtained from: http://www-facserv.adm.monash.edu.au/WS/Parking/</p> <p>There is a FREE car park located opposite the campus at the corner of Wellington and Blackburn Roads. This is serviced by a free shuttle bus to the University swimming pool area, approximately every 10-15 minutes. Information available from our General Office counter.</p> <p>There are bicycle lockers for lease at \$38.50 per year including GST. These lockers are situated near the Science office and the east end of Building 18. Enquiries and application forms can be obtained from the Security and Traffic Office.</p> <p>Your vehicle should be locked with no valuables in sight.</p>	

2.5 Building Plans

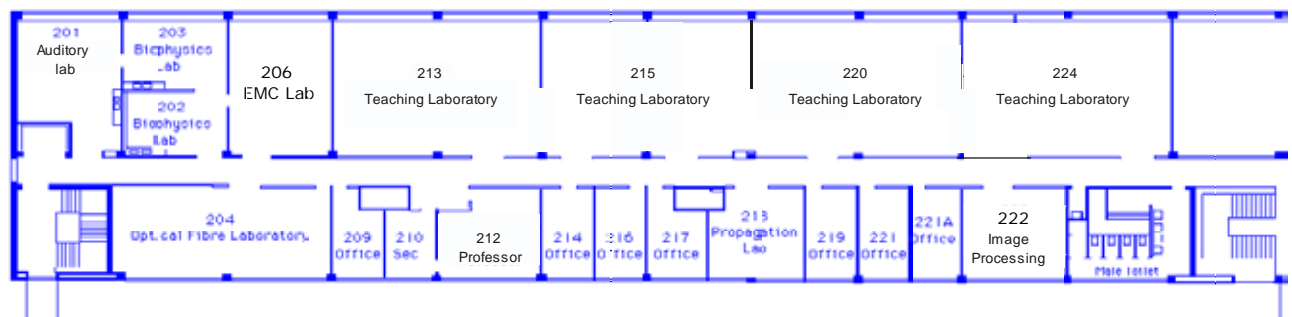
Building 31

First Floor



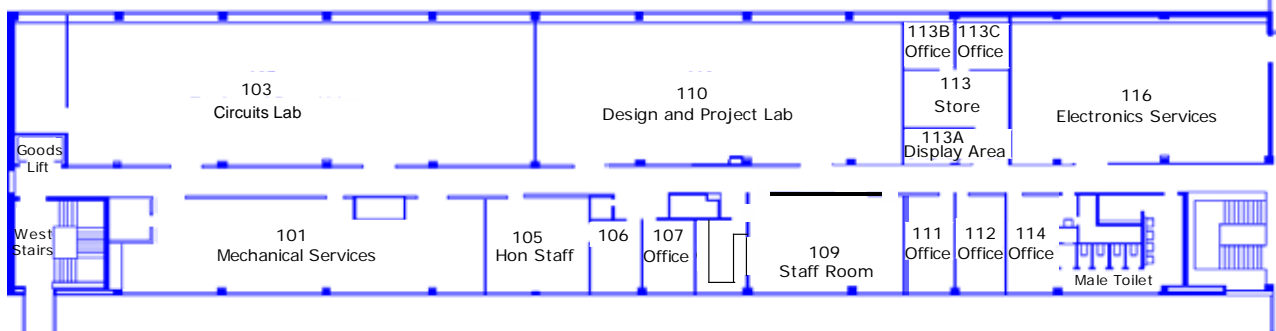
Building 35

Second Floor



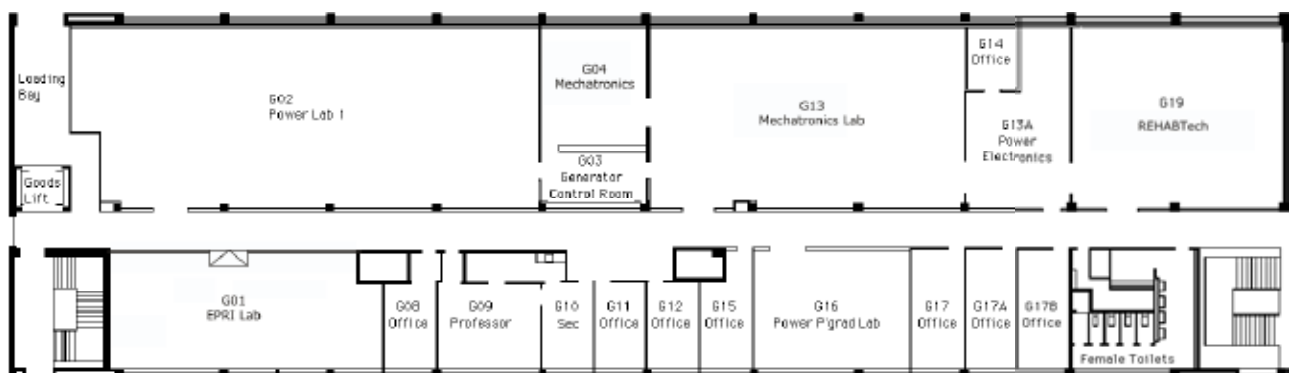
Building 35

First Floor



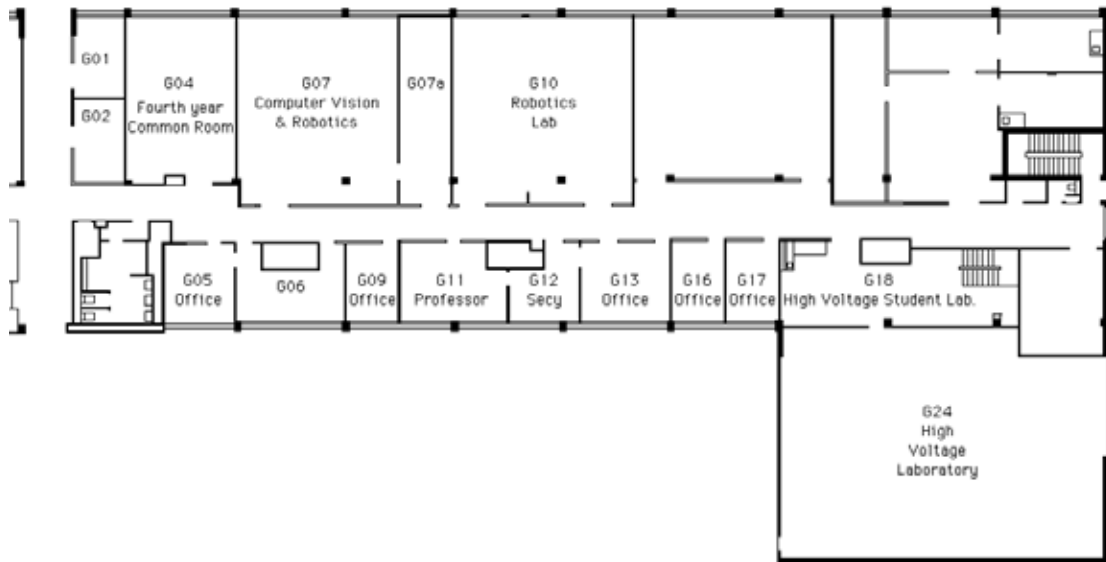
Building 35

Ground Floor



Building 36

Ground Floor



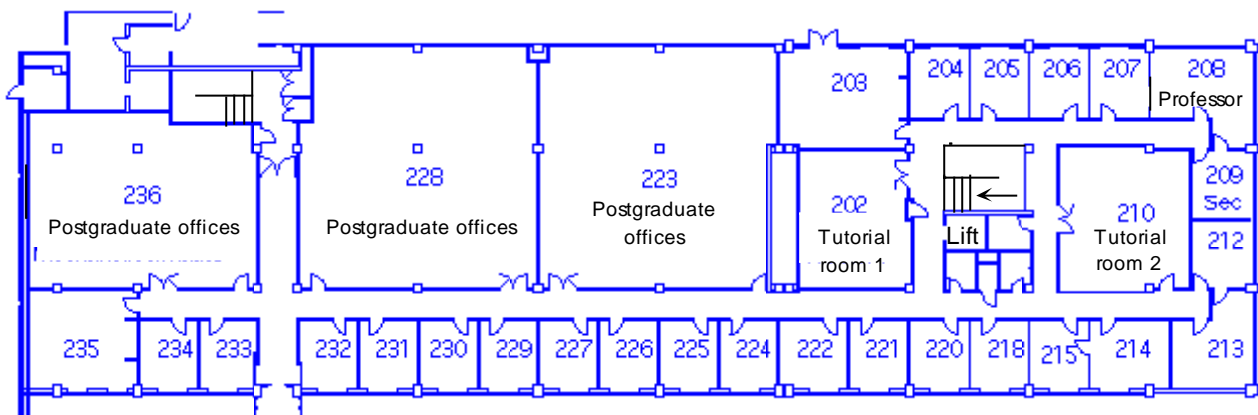
Building 69

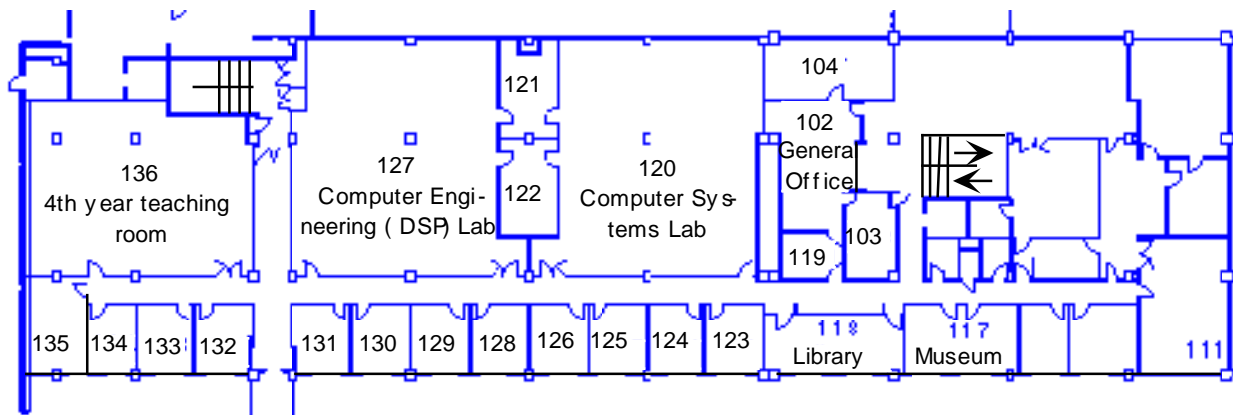
Ground Floor



Building 72

Second Floor





2.6 Security

2.6.1 Access to Buildings

Normal working hours are 8:00am-6:00pm.

Note that external and corridor doors are locked after 6pm until 7am weekdays and during the weekend. Laboratories and other areas are monitored by alarms after hours. If you require access outside normal working hours, you must request our departmental Administrative Officer or Facilities Manager to apply on your behalf. At the time of your request, please provide a photocopy of your ID card.

If you are accommodated in Building 72, access to its postgraduate and other general rooms is by, ID (swipe) card only. Your use registers at the Security Centre, you must ring Security if you are using these rooms in Building 72 after hours. *However when using after hours, please close the door behind you, otherwise an alarm signal will activate at Security and its guards will come to the room.*

2.6.2 Keys

Keys are the property of the University. It is an offence to duplicate keys. It is an offence to be in possession of unauthorised keys to University buildings.

Postgraduates will be issued with the keys they require, as authorised by their supervisors. Keys are issued by General Office staff.. A refundable deposit of \$20.00 per key is required. *Keys must be returned upon completion of your candidature, or during any absence of more than two months.*

2.6.3 Students Working After Hours - Security

Students who work after 6.00pm must ensure that all doors are locked when they leave.

The outside and corridor doors are locked at 6pm each week-night and unlocked at 7.00am each week-morning. They remain locked over weekends and on University holidays.

The following laboratory/workshop areas have door detectors which alert the University Security and Traffic Office, when operated. If you wish to gain access to these areas after hours you must have arranged prior after hours security access via the General Office.

When arriving or continuing to work after hours, you must **telephone the Security and Traffic Office on 53059**, advising them of the room you wish to enter and your name and ID number. When you have finished working in the room you should again ring the Security and Traffic Office and advise them that you are departing. (There is no need to advise them of temporary absences from the room).

106/31	<i>3-D Measurement Laboratory</i>	204/35	<i>Optical Fibre Laboratory</i>
106A/31	<i>ISDN Laboratory</i>	213/35	<i>Telecommunications Laboratory</i>
110/31	<i>Postgraduate Offices</i>	215/35	<i>Electronics & Telecom Computer Lab</i>
111/31	<i>Telecom Rsch & WWWDev Lab</i>	218/35	<i>Propagation Laboratory</i>
113/31	<i>Video Laboratory</i>	220/35	<i>Electronics Laboratory</i>
G02/35	<i>Power Laboratory 1</i>	222/35	<i>Bioelectronics Research</i>
G13/35	<i>Power Laboratory 2</i>	223/35	<i>Technical Support Unit</i>
G19/35	<i>Power Systems Laboratory</i>	224/35	<i>Bioelectronics Laboratory</i>
101/35	<i>Mechanical Workshop</i>	G07/36	<i>Computer Vision & Robotics Lab</i>
103/35	<i>Circuits Laboratory</i>	G07A/36	<i>Computer Room</i>
110/35	<i>Projects and Thesis Laboratory</i>	G10/36	<i>Robotics Laboratory</i>
113, 113A,B,C/35	<i>Network Servers</i>	G10/69	<i>Robotics Laboratory</i>

If you would like an escort to your vehicle after hours, the security service will provide this if booked on extension 53059. A **security bus** also runs around the University every thirty minutes from 5.30pm. For further information collect a timetable for 2005 from our General Office counter, or call the Clayton Campus Transport Supervisor on ext 54081.

2.6.4 Removal of Equipment

Equipment must not be removed from the Department unless written permission has been given by a member of the Academic Staff or by the Facilities Manager. Such removals must be recorded in the loan book in the Facilities Manager's office.

Equipment must not be moved from one laboratory to another unless approved by a member of the Academic Staff or by the Facilities Manager, and recorded in the relevant loan book.

2.6.5 Access to Roof

The roof is out of bounds to all students with the exception of students working on antenna projects or similar experimental work. Permission may be granted after application and approval by the Head of the Department, or his nominee.

2.6.6 Lifts

The lifts are available for transporting heavy equipment between floors.

2.7 Safety

Safe working practices are most important in all aspects of your work and particularly in laboratories involving electrical apparatus.

A statement from the University's Occupational Health, Safety and Environment Branch appears in Appendix A. All students are urged to read, understand and follow its recommendations and to make suggestions to staff or the head of department where improvements could be made.

2.7.1 Electricity is Dangerous!

A current of 10 mA can be **lethal**, and voltages as low as 35V A.C and 60V D.C can drive this current through a human body. *Never work on a circuit without first ensuring that it is "dead".*

2.7.2 Accidents

If life threatening, ring for an ambulance on (0 000) then ring (333) to provide Security with the exact location so that they can escort ambulance personnel quickly to the scene.

There are two defibrillators, in case of emergency, try to ensure a safety officer is to operate the defibrillator, they are located as follows:

- 1st Floor 72: Room 102 (General office)
- 1st Floor 35: Staff Tea Room (Building 35, Room 109)

If local first aid only is urgently required, contact our trained first aider Daryl Gaspero, Building 35, Room 103, ext 53469. If he is unavailable, ring (333) or pick up a Red Emergency Phone to speak with Security.

For self-treating, please note that there are first aid boxes in the following buildings:

- 1st floor 31: Room 111
- Gnd floor 69: Outside Room G01
- Gnd floor 36: Room G10
- Gnd floor 35: Room G02 (Power Lab 1), G13 (Power Lab 2) and the Welding Shop
- 1st floor 35: Room 110C and the Mechanical Workshop
- 2nd floor 35: Room 224 (Bioelectronics Laboratory)
- 1st floor 72: General Office
- 2nd floor 72: To be installed
- Robot shed: To be installed

Familiarise yourself with the location of these first aid boxes and read the notice on the box nearest you. Note that the contents are available for use by anyone who has received an injury at work and are not for use elsewhere.

All accidents, incidents and hazards must be reported on the University's Hazard and Incident Report Form to one of the following ECSE Safety Officers:

*Grahame Holmes, Building 69, Room G04, Ext: 53473
Geoff Binns, Building 72, Room 204, Ext: 53498
Daryl Gaspero, Building 35, Room 103, Ext: 53469*

Building Emergency :

In a *building* emergency, please contact the appropriate *floor warden* from the list below:

Floor Wardens		
<i>In an emergency, contact:</i>		
Building Warden	Mr D Gaspero	53469
	Mr R Chapman	54395
Building 31		
<i>First Floor</i>		55709
		55245
Building 35		
<i>Ground Floor</i>	Mr M Linzner,	53412
	Mr N Lelakakis	53808
<i>First Floor</i>	Mr M Gay	53494
	Mr Tony Brosinsky	53454
	Mr R Chapman	53495
<i>Second Floor</i>	Mr I Reynolds	53457
		51876
Building 36		
<i>Ground Floor</i>	Mr	53495
<i>Ground Floor</i>	A/Prof D G Holmes	53473
Building 72		
<i>First Floor</i>	Mrs M Scalzo	53486
	Mr D Grimm	53479
<i>Second Floor</i>	Ms P Dickinson	53500
	Ms E Simic	51863
	Mr G Binns	53498

2.7.3 Safety Equipment

Students are required *by State Law* to wear the safety equipment provided.

2.7.4 Tidiness

Tidiness is a safety function:

- Wires should not be left trailing on benches and floors.
- Spilled water or chemicals must be cleaned up immediately.
- Smoking and eating/drinking are not permitted in the laboratories.

3. Professional Societies

The Engineering profession is represented by a number of professional organisations. Members of our department are involved in these organisations and students are encouraged to be actively involved in the programs available.

The main organisations are:

Institute of Electrical and Electronics Engineers Inc. (IEEE)

(<http://www.ieee.org/portal/site>)

The Institute is the world's largest professional engineering society. Its scientific and educational purposes are directed towards the advancement of the theory and practice of electrical engineering, electronics, computer engineering and computer science and the allied branches of engineering, arts and science. It is active in the holding of professional meetings and conferences, the publication and circulation of technical and related works, the advancement of the standing of members of the profession, and the establishment of standards of qualification and ethical conduct.

For more information, contact Associate Professor L Kleeman or Dr M. Premaratne.

Institution of Engineers, Australia (IEAust).

(<http://www.engineersaustralia.org.au/>)

The Institution of Engineers was founded in 1919 to unite the members of the engineering professions in Australia. As such, it is one of the few engineering bodies to represent all branches of the profession. Its basic objectives are to promote the interests and professional standards of its members and to ensure that our community is well served by the engineering profession and to encourage and influence the development of Australia's technological capability in a way which will maximise its contribution to our national economic growth.

For more information, contact Associate Professor H Abachi or Dr N Mani.

Institution of Engineering and Technology (IET) (formerly the Institution of Electrical Engineers IEE)

(<http://www.ieevic.org.au/>)

This London based learned society has the most demanding standard for membership, requiring a second class honours degree or higher and a substantial amount of professional experience. It promotes the achievement of the highest standard of scholarship and practice of all branches of electrical engineering, computer engineering and manufacturing, and the interests and professional standing of its members through its activities in holding professional meetings and conferences, publications and the establishment of standards of qualification and professional conduct. The Victorian Centre operates a program of technical meetings each year.

For more information, contact Associate Professor K C Ng

The Information, Telecommunications & Electronics Engineering Society (ITEE) A Technical Society of the IEAust

(<http://www.engineersaustralia.org.au/>)

The ITEE Society is an innovative, forward-thinking Society with responsibility for the provision of learned society services for both individual and corporate members. Members of the Society benefit from affiliation with the largest and most respected representative body for engineering in Australia, with commitment to high educational requirements, ongoing support for the engineering team, continuing professional development and service to members, industry and the community.

Network with Colleagues as a tool for your growth. Take advantage of the opportunities to

meet and exchange information, experiences and ideas.

State Chapters focus on the needs of Information Telecommunications and Electronics professionals in a variety of industries. Society chapters hold regular functions and seminars that provide members and guests the opportunity to network with other members and organisations.

To be included on the mailing list, simply contact Head Office or your local Chapter by e-mail.

For more information, see the national website <http://www.ozemail.com.au/~iteesoc>, or the Melbourne website <http://www-personal.monash.edu.au/~zakis/ITEE>, or contact Mr John Zakis

4. Opportunities for Laboratory Demonstrating Work

The Department offers some demonstrating work in the undergraduate laboratory classes. Participation in undergraduate teaching is regarded as a vital part of postgraduate training. It is expected that all postgraduate students gain from this type of experience during their candidature. The amount of demonstrating work offered each year is dependent upon the Departmental budgetary constraints.

Fulltime scholarship-holding students must be careful not to exceed the limits imposed by their scholarship. There is a limit for scholarship students of 6 hours/week of paid employment within the 9.00am-5.00pm weekday hours, and a total of 15 hours/week in all.

You should also be aware that excessive employment outside the 9.00am-5.00pm hours may affect your ability to complete your candidature. Requests for candidature extension on the grounds of excessive employment will not be granted.

5. Plagiarism and Cheating Policy

5.1 Non Examination Plagiarism and Cheating

If there are no substantial factors to indicate that plagiarism was accidental or unintentional, plagiarism – non examination – will be treated as cheating

A member of the teaching staff who has reasonable grounds to believe that non-examination, i.e. assignment, cheating has occurred must report the matter to the Chief Examiner.

Where the Chief Examiner has reasonable grounds to believe that non-examination cheating has occurred, the chief examiner must –

- Disallow the work concerned by prohibiting assessment; or report the matter to the relevant faculty manager.

Where a student's work has been disallowed –

- The Chief Examiner must give written notice of the disallowance to the student and to the Associate Dean (Teaching), including advice that the student may appeal within 28 days of the date of the written notice; and
- The student may appeal to the relevant faculty discipline committee.

Work which has been disallowed must be retained by the faculty until the appeal period has expired.

5.2 Collaboration/Collusion

Plagiarism may take the form of similar work submitted by students who may have worked together. It is essential that lecturers provide students with clear instructions as to whether they have been permitted to work on the assignment jointly, or individually. The incidence of collaborative work should be made absolutely clear.

5.3 Coversheet for Non Examination Assessment

To minimise the incidence of plagiarism, students are required to submit a Cover Sheet for non-examination assessment, which should contain;

- The approved definition of plagiarism
- A statement on collusion

A certification by the student that plagiarism or unauthorised collusion has not occurred.

Appendix A

Occupational Health and Safety Reference Guide for Students

A.1 Introduction

Monash University is committed to providing employees, students, contractors and visitors with a healthy and safe environment for work and study.

The University strives, through a process of continuous improvement, to fully integrate health and safety into all facets of its operations and activities.

The University promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of innovation.

As an educational and research institution, Monash recognizes its responsibility to provide staff and students with appropriate health and safety knowledge, instructions, supervision and role models for application during and beyond their university life.

A.2 The Occupational Health and Safety Policy Committee

The Occupational Health and Safety Policy Committee (OHSPC) is a standing Committee of the University Council, made up of employer, employee and student representatives. Students are represented on this Committee via Monash Student Association (MSA) and Monash Postgraduate Association (MPA) observers. The terms of reference of the OHSPC are to monitor the University's performance and its compliance with legislation, standards and codes. The Committee also formulates and reviews policies to ensure a uniform approach is adopted at all campuses. To date, the following policies have been developed:

- *Occupational Health & Safety Policy Statement*
- *Policy on First Aid*
- *Policy with Respect to Smoking*
- *Hepatitis B Immunisation*
- *Exposure to Human Blood and Body Fluids in Teaching and Research*
- *Incident Reporting, Investigation and Recording*
- *Ionising Radiation Safety*
- *Protection of Workers from Ultraviolet Radiation in Sunlight*
- *Occupational Rehabilitation Program*

Copies of these policies are available from the information sources listed under C.10. Further Information.

A.3 Occupational Health, Safety & Environment

The role of the Occupational Health, Safety & Environment Branch (OHSE) is to provide a source of expertise to the University on all facets of OHS and environmental matters. The functions of OHSE include:

- *major incident investigation*
- *analysis of accident and injury data*
- *providing advice on legislative compliance*
- *conducting OHS training courses*
- *inspections and audits of workplaces*
- *assisting in the rehabilitation of injured staff*

OHSE inquiries can be directed to the receptionist on 9905 1016.

A.4 Safety Officers and Zone Occupational Health and Safety Committees

The University has been divided into a number of zones. Heads of Departments within each zone arrange for the formation of a Zone Occupational Health and Safety Committee. These committees are responsible for the day to day overseeing of OHS matters at a local level and they deal with such matters as the investigation of accidents and hazards, co-ordination of first aid services, implementation of OHS policies and the conduct of emergency evacuation exercises.

In each zone there are also one or more Safety Officers who act as the contact for dealing with OHS issues and problems amongst staff and students and who liaise with OHSE. The names and contact numbers of Safety Officers are displayed on the emergency procedures notices in each building. Where other special OHS hazards exist there are also Radiation Safety Officers, Biosafety Officers and Laser Safety Officers.

A.5 Emergency Procedures

Instructions on what to do in the event of an emergency are posted on the walls of most buildings at various locations. These instructions are called Emergency Procedures Notices and are on A4 size laminated sheets. Accompanying each notice is an A3 size floor plan which shows the location of equipment such as fire extinguishers and break-glass alarms and the location of nearby exits with

directional arrows showing how to leave the building. Students should familiarise themselves with these notices and the important information which they convey.

A.6 Accident, Incident & Hazard Reporting

All accidents, incidents and hazards should be reported on the University's Incident report form. It is important for all accidents and hazards to be reported on this form so that Safety Officers can investigate and make recommendations to prevent recurrences. There is also a legal requirement for the University to notify state authorities of some types of accidents. Copies of the report form can be obtained from:

- *the Safety Officer in each building*
- *at Clayton from the Sports and Recreation Control Desk and the Clayton Campus Centre Services Office*

A.7 First Aid

There are trained first aiders available in all but minor buildings throughout the University. The nearest first aiders are listed on the emergency procedures notices. First aid treatment is also provided by:

- *the University Health Services at Clayton*

A.8 Smoking

Smoking is not permitted in any buildings occupied by Monash University or in University vehicles. This policy does not apply to student residences except in those areas which are public (i.e. communal).

A.9 Bicycle Riding, Skateboarding and Rollerblading

The paths and grounds bounded by the Ring Road at Clayton are restricted to pedestrian and essential vehicle use only. Bicycle riding is not permitted within this area.

A.10 Further Information

For further information regarding occupational health and safety matters, contact the Monash Student Association or Monash Postgraduate Association at Clayton. Occupational Health, Safety and Environment (OHSE) can also be contacted where more specialist advice is required.

This information was supplied from a brochure produced by OHSE. Further copies of the brochure are available from OHSE on 9905 1013.

OHSE
Monash University

Appendix B

Transfer from MEngSc to PhD Candidature Guidelines

B.1 Specific Targets for Research Postgraduates wishing to convert to PhD Candidature

All research postgraduate students wishing to convert to PhD candidature are expected to target specific departmental publication requirements at the time of PhD conversion

B.2 Administrative Conversion Procedures

Candidates who enter as a Master of Engineering Science (Research) candidate and wish to transfer to PhD are required to submit a transfer report to PhD are required to submit a transfer report approximately 11 months from the date of enrolment (22 months for part-time candidates). The transfer examination should be finalised within 12 months from the date of enrolment. In cases where this does not occur, the maximum period of extension is two months. If transfer does not occur by 14 months, candidates will not be allowed to transfer and will be required to take out the Masters degree. In the case of part-time students, the nominated periods will be 24 and 28 months respectively. If a candidate fails to transfer and is proceeding to complete the MEngSc (Research), a satisfactory thesis must be completed within 24 months from the initial date of enrolment (48 months for part-time candidates).

The purpose of the transfer report (whose length should be approximately 5,000 words, including literature review) is to describe the work performed to date, and outline the proposed PhD program. The candidate will subsequently be examined according to the normal procedures of the department/school. This may take the form of an oral examination, a public seminar or the defence of the report before an examining panel. The separate reports of the supervisor, the head of department/school and the examiners will form the basis for any request for transfer. A review panel should also be convened to discuss with the candidate the written submission and the oral presentation, to consider the evidence presented and to make a recommendation in relation to the upgrading to PhD. The panel should comprise at least three members: the candidates supervisor; two other members (examiners) conversant with the general area of research but not directly involved with the candidate's specific project (these members may be drawn from either within the department/faculty or from outside it).

Candidate and Supervisor are expected to discuss the transfer examination and it is expected that the Supervisor will approve the application for transfer by writing to the departmental or school representative on the Research Training Committee (RTC) asking that the examination be arranged. At this time, the transfer report should also be forwarded with a list of possible examiners.

The department or school RTC representative will then arrange a time and place for the examination in any of the formats referred to above. In the role of ensuring the standards of the department or school the RTC representative may, on reading the report, request a resubmission; this will only be on the basis of a deficiency in the form of the report, not in the technical content.

After the examination process has taken place and provided the examiners are agreed that the candidate be transferred to PhD candidature, the RTC representative should arrange for the candidate to complete the PhD application form and the Faculty transfer form. Upon completion by the applicant and supervisor, the forms are forwarded to the Head of Department or School for approval. When the application and transfer form are approved they should be forwarded together with the transfer report and the examiners reports to the Manager (Graduate Student Services) for approval, or where appropriate, for forwarding to the Research Training Committee for approval. Upon approval, the application transfer report, are forwarded to the Research Graduate School Committee for approval.

You will be formally notified of the conversion outcome by MRGS in the form of an official letter which will be sent to your home address approximately one to two weeks upon submission to MRGS.

All postgraduate conversions from MEngSc to PhD candidature reports will be published as technical reports on the E&CSE Technical Report web site, the address is as follows:

<http://www.ds.eng.monash.edu.au/techrep/reports/>

B.3 Guidelines for Writing the MEngSc to PhD Conversion Report

B.3.1

Length of the report

The transfer report should be a minimum of 5,000 words (approximately 20 pages) and a maximum of 7,500 words (approximately 30 pages).

For some projects, your supervisor may require a more comprehensive literature review. In such cases, you would need to negotiate the length of the report with your supervisor, keeping the examiners of the transfer report in mind. A long literature review could possibly be included as an appendix to the report.

B.3.2

Format of the report

The report should include the following sections;

Summary	½ page
Table of contents	1 page
Introduction	1-2 pages
Research Aims	1 page
Literature Review	5-6 pages
Preliminary Research	5-6 pages
Research Methodology (general overview)	½ page
Proposed Research (including detailed method)	4-5 pages
Conclusions	½ page
References	
Appendices (only if necessary)	

B.3.3

Content of the report

The sections of the report should include the following information;

Summary: provides a concise summary of the key information provided in each section of the report.

Introduction: provides a brief justification for the proposed research.

The introduction explains why you are doing the research. It usually

- Provides some background to the research topic
- Establishes the general research problem
- Provides a brief overview of the structure of the report.

Research Aims: Presents the aims of your research. Often there is a broad general aim and a number of more specific aims.

Literature Review: Presents a critical

evaluation of previous research in the field. By establishing what is currently known in the field and also what is not known, the review justifies the need for the proposed research.

For more information about how to write your literature review, go to the Writing a Literature Review resource listed at:

http://www.eng.monash.edu.au/dean/lls/engineering_resources_list.html

Preliminary Research: Presents your progress to date. You report what research you have already completed. You outline your method and results, and you discuss your findings.

Research Methodology: Outlines the general methodology (for example, experimental research, theoretical research, modelling, etc) you will be using to achieve your research aims.

Proposed Research: Describes the planned research in as much detail as possible. It may include;

- **Research questions or hypotheses**
- **Research Plan:** A detailed plan of what you plan to do and how you will do it. You outline each stage of your research and explain the tasks you will undertake within each stage. You demonstrate that you have carefully considered the best way to achieve the aims of each stage of your work by providing as much detail in your plan as possible. For example, you discuss the reasons why you will use a particular technique, you discuss predicted outcomes and you outline your contingency plans if things do not go as expected. If possible, you identify measurable outcomes for each stage of the research.
- **Timetable**
- **Resources**

For more information about how to write your research proposal, go to the Writing a Research Proposal resource listed at:

http://www.eng.monash.edu.au/dean/lls/engineering_resources_list.html

Conclusions: Summarises the key information in the report. It may mention the possible benefits of the research when completed.

References: If Applicable

Appendices: If Applicable

Appendix C

Thesis Examination Guidelines

C.1 Master of Engineering Science by Research (MEngSc)

The degree of Master of Engineering Science (Research) is intended to provide the candidate with training and experience in research. It is awarded after examination of a thesis embodying the results of an investigation whose minimum duration is twelve months. It is carried out under the supervision of a member of staff of the University and, in certain cases, after the satisfactory completion of prescribed coursework. The proportion of the total requirement for the degree, as prescribed by the Head of the Department concerned, which the thesis represents, is stated on the title page of the thesis and in the covering letter.

The topic is selected by the candidate on the basis of suggestions made by members of staff of the department in which the research is undertaken. The candidate relies on the supervisor to assist in laying down the broad outline of the research programme since, in the early stages at least, the candidate's experience is likely to be rather limited.

The thesis must demonstrate that the candidate is able:

- a) To plan, organise and carry out an investigation under general supervision but without detailed direction.
- b) To survey and make a critical analysis of the relevant literature.
- c) To marshal information and to express it coherently in a scholarly report.
- d) To exercise critical judgement and intellectual honesty in reporting the results.

On the basis of the evidence presented in the thesis, the examiners should be convinced that the candidate has acquired training and experience in research and has the ability to undertake such work in related fields. The candidate should not however, be expected to produce any spectacular contribution to knowledge.

It is requested that you make your report on the form provided. An oral examination should be recommended only if it is necessary to elucidate matters not clearly indicated by the candidate.

Neither the identity nor the report of an examiner is made known to the candidate without permission of the examiner.

C.2. Examination of a Doctoral (PhD) Thesis Excerpt from Monash Research Graduate School – Doctoral Information Handbook, Chapter 7

Examiners are provided with notes for the examination of a doctoral thesis. They are requested to complete a form indicating whether the candidate has met certain listed criteria, to recommend a particular examination outcome and provide a report. The notes and form will vary depending on whether a candidate has undertaken a PhD, EdD, DPH, PhD (Visual Arts) or DPsych degree program.

The thesis is forwarded to an examiner in confidence. An examiner is under an obligation to maintain confidentiality and in no circumstances should he/she discuss the thesis or any part of the examination process, with a third party, without the prior approval of the PhD and Scholarships Committee. Each examiner is asked to indicate whether:

- The thesis makes a significant contribution to knowledge.
- The thesis makes a significant contribution to the understanding of the subject with which it deals.
- The thesis demonstrates the candidate's capacity to carry out independent research
- The thesis contains material worthy of publication in a form appropriate to the discipline.
- The format and literary presentation of the thesis are satisfactory.

(See the Monash Research Graduate School's website)

<http://www.monash.edu.au/phdschol/docproq/handbook/content.htm>

Appendix D

Postgraduate Research Travel

D.1.

Department Travel

For all department travel, travel grant information, advice and forms, please see the Finance office: 221/72 or 222/72.

<http://www.monash.edu.au/phdschol/forms>

Important: All overseas travel must be approved beforehand by the Dean of Engineering. You must also have obtained travel insurance and have completed a "Study Away Form", if applicable. You can obtain these forms from the departmental postgraduate administrative office: 205/72.

D.2.

MRGS Travel

Please refer to the following Monash Research Graduate School web site for travel, travel grant information, advice, forms, insurance etc:

Appendix E

Annual Progress Reporting

E.1.

Annual Progress Reporting

Each year the Monash Research Graduate School requires that all doctoral and MPhil candidates complete an Annual Progress Report. It provides an opportunity for the candidate, the supervisor, and the head of the academic unit (or nominated representative) to review the progress of the candidate. Please refer to the following link for annual

progress reporting information.

<http://www.mrgs.monash.edu.au/research/students/progress/index.html>

Masters by research candidates should provide an Annual Progress Report to the faculty. Further information is available in the following link:

<http://www.eng.monash.edu.au/monash>

Appendix F

Grievance Procedure

F.1.

Grievance Procedure

To report any grievances, candidates are advised to first discuss with their main and associate supervisors. If the problem is not solved, then they are advised to discuss with the Director of postgraduate

research studies and the Head of the Department. Further information on grievance reporting is available in the following link:

<http://www.mrgs.monash.edu.au/research/doctoral/chapter8a.html>

Appendix G

Retention of Research Data

G.1.

Retention of Research Data

After the research thesis has been accepted by MRGS and the Faculty in fulfilment of the requirements for the degree, the candidate should complete and submit the Departure Form to the department. The IT staff will back up the desktop computer and the all the research data and archives then in CDs in

conformity with the university requirements as given the following link:

<http://www.monash.edu.au/research/state/ments/opmanual/res2913.html>