KICK START YOUR RESEARCH CAREER
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APPENDIX 1: Managing your Milestones (Faculty Milestone Policy)
Welcome to the Faculty of Engineering and Information Technologies

FACULTY MISSION STATEMENT

To make the Faculty of Engineering and Information Technologies the premier choice for postgraduate studies in Australia and to provide outstanding research training and efficient management of all aspects of postgraduate candidature from the initial inquiry to graduation.

On behalf of the Sub Dean (Research and Research Training), Associate Professor Javid Atai we warmly welcome you to the Faculty of Engineering and Information Technologies. You have now begun a most exciting time in your life, a journey that may take you in many directions. We hope that upon completion of this journey you will have initiated your research career and had the opportunity to publish, present your findings at conferences and meet colleagues in your field.

The KICK START YOUR RESEARCH booklet has been designed to guide you in this exciting journey by providing important information that you will need along the way. It will help you to think ahead and guide your way through the various milestones. Please keep this important guide within reach and refer to it as needed.

FACULTY MILESTONE POLICY

The Faculty Milestone Policy which is included at the end of this Kick Start Guide has been designed as a summary of key events in your candidature, please take time to familiarise yourself with this policy.

UNIVERSITY POLICY FOR RESEARCH STUDENTS

The Graduate Studies Handbook is a useful guide to assist you in being aware of your responsibilities as a candidate. Attached as an appendix is an excerpt from the Handbook that you will find useful. To go to the Handbook online please go to http://sydney.edu.au/handbooks/postgrad_hb/

It is imperative that as a research student you are aware of the following policies; please take the time to familiarize yourself with these policies:

RESEARCH CANDIDATURE

PROBATION AND ANNUAL PROGRESS

All MPhil and PhD candidates are under probation for one calendar year from commencement, independent of whether they are full time or part time. You will be reviewed towards the end of your first year in the Annual Progress Review, and you will either have your candidature confirmed or you will be asked to undertake additional tasks and be reviewed again in a couple of months.

For your candidature to be confirmed you will need to satisfy the following criteria:

- Attendance at both the Research Methods Induction and Research Methods Workshop;
- Preparation of a satisfactory draft literature review;
- Preparation of a draft research proposal/plan;
- Satisfactory progress.

Each year thereafter every candidate will be required to complete an Annual Progress form and interview, as it is a compulsory University requirement and forms part of your commitment for the continuation of your candidature.

RESEARCH METHODS INDUCTION AND WORKSHOP

All research students must attend the Research Methods Induction in their first semester of candidature. The second stage of the Induction is the Research Methods Workshop and is compulsory for all students except those studying in the School of IT. If for any reason you are not able to attend both of these in your first semester you will be required to attend repeat sessions in the following semester. You will need to advise the Faculty in writing if you are not able to attend and to seek permission to attend in your second period.

Thursday 9 April
Civil Engineering Drawing Office
Level 3, Civil Engineering Building

INFO 5993 RESEARCH METHODS IN IT

For students enrolled in the School of Information Technologies, it is also mandatory to satisfactorily complete INFO 5993 Research Methods in IT (6 credit points). You will complete modules such as how to do a literature survey, experimental method and statistics and an introduction in how to do research.

Monday 2 March
3 – 5 pm
SIT Lecture Theatre 123

ENROLLING IN OTHER UNITS OF STUDY

Students may be required by their supervisor to complete units of study that relate to their research. Permission and notification from the supervisor and research director must be included in the online request via Sydney Student. The Faculty of Engineering and IT will then confirm whether this request has been approved or declined.

Please note that students cannot enrol in postgraduate units of study out of general interest but only where there will be a direct impact on their research. Research candidates need to focus on their research and may be distracted if enrolled in other units of study that are not appropriate to their research.
IMPORTANT CONTACTS

The directories below are for when you need to contact appropriate staff in your School. The staff of the Faculty of Engineering & Information Technologies (the Faculty) are there to assist you in any matters relating to your candidature. Please do not hesitate to contact us.

FACULTY OFFICE CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Ms Annamaria Brancato</td>
<td>Manager</td>
<td>9351 2534</td>
<td><a href="mailto:annamaria.brancato@sydney.edu.au">annamaria.brancato@sydney.edu.au</a></td>
</tr>
<tr>
<td>Ms Christine Abou-Rzik</td>
<td>Acting Research Training Coordinator</td>
<td>9036 5170</td>
<td><a href="mailto:engineering.research@sydney.edu.au">engineering.research@sydney.edu.au</a></td>
</tr>
<tr>
<td>Ms Jo Gillott</td>
<td>Coursework Administration Coordinator</td>
<td>9351 8617</td>
<td><a href="mailto:jo.gillott@sydney.edu.au">jo.gillott@sydney.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>General Enquiries</td>
<td>9351 8719</td>
<td><a href="mailto:engineering.postgraduate@sydney.edu.au">engineering.postgraduate@sydney.edu.au</a></td>
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<tr>
<td></td>
<td>Fax</td>
<td>9351 7082</td>
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SCHOOL SUPPORT

<table>
<thead>
<tr>
<th>School of Electrical and Information Engineering</th>
<th>Director</th>
<th>Postgraduate Officer</th>
<th>Prof Abbas Jamalipour</th>
<th>Ms Ping Zhang</th>
<th>Phone</th>
<th>Email</th>
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<td></td>
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<td><a href="mailto:eie.admin@sydney.edu.au">eie.admin@sydney.edu.au</a></td>
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<tr>
<td>School of Chemical and Biomolecular Engineering</td>
<td>Director</td>
<td>Postgraduate Officer</td>
<td>A/Prof Zongwen Liu</td>
<td>Ms Annette Karydis</td>
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<tr>
<td>School of Aerospace, Mechanical &amp; Mechatronic Engineering</td>
<td>Director</td>
<td>Postgraduate Officer</td>
<td>Dr Ben Thornber</td>
<td>Ms Bronwyn Sexton</td>
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<tr>
<td>Australian Centre for Field Robotics</td>
<td>Administration Manager</td>
<td>Postgraduate Officer</td>
<td>Ms Ruth Olip</td>
<td>Ms Dannielle Williams</td>
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<tr>
<td>School of Civil Engineering</td>
<td>Director</td>
<td>Postgraduate Officer</td>
<td>Dr Michael Harre</td>
<td>Ms Daniela Entenmann</td>
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<tr>
<td>School of Information Technologies</td>
<td>Director</td>
<td>Postgraduate Officer</td>
<td>Dr Anastasios Viglas</td>
<td>Ms Evelyn Riegler</td>
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SCHOLARSHIPS OFFICE

Email: scholarships.officer@sydney.edu.au
Phone: +61 2 8627 8112
Physical location: Level 5, Jane Foss Russell Building (G02)
University of Sydney
160 City Road NSW 2006
UNIVERSITY SERVICES

There are a range of University services available to students which may be of use throughout your candidature. Listed below is a selection of relevant University services for students. A complete listing can be found at:

http://sydney.edu.au/current_students/student_services

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.

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. For further information please see:


COUNSELLING SERVICE

The Counselling Service aims to help students fulfil their academic, individual and social goals through professional counselling and workshops. The Service provides short-term, problem-focused counselling to promote psychological wellbeing and to help students develop effective and realistic coping strategies.


SUPRA

SUPRA is the postgraduate student organisation at The University of Sydney and represents all postgraduate students. Students can seek free and confidential assistance from SUPRA with any issues that may confront them - both academically and personally - during the course of their candidature. Advice for preparing for Annual Progress Reviews and appeals is also available.

http://www.supra.usyd.edu.au
FORMS FOR CHANGES TO RESEARCH CANDIDATURE

Students must manage all of their admin needs online, including, re-enrolment, candidature changes and personal details using Sydney Student. Sydney Student is accessible from anywhere in the world - all you need is your UniKey and password.

Sydney Student can be accessed [here](#).

Find out more about what you can do online through Sydney Student.

Please ensure that you have your supervisor’s approval before submitting your online application. Do NOT presume that informing your supervisor is sufficient. Your request will be considered by the Research Training Director before final approval from the Faculty. A letter will be sent to your University of Sydney email address informing you of the approved change.

The Faculty of Engineering and IT must approve all variations to candidature.

The research candidature academic year is structured as follows effective July 2014.

<table>
<thead>
<tr>
<th>Period code</th>
<th>Period name</th>
<th>Start</th>
<th>Census</th>
<th>End</th>
<th>EFTSL</th>
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</thead>
<tbody>
<tr>
<td>S1CRR1</td>
<td>Research 1</td>
<td>1 January</td>
<td>31 January</td>
<td>28 February</td>
<td>0.167</td>
</tr>
<tr>
<td>S1CCR2</td>
<td>Research 2</td>
<td>1 March</td>
<td>31 March</td>
<td>30 June</td>
<td>0.333</td>
</tr>
<tr>
<td>S2CCR3</td>
<td>Research 3</td>
<td>1 July</td>
<td>31 August</td>
<td>30 September</td>
<td>0.25</td>
</tr>
<tr>
<td>S2CRR4</td>
<td>Research 4</td>
<td>1 October</td>
<td>31 October</td>
<td>31 December</td>
<td>0.25</td>
</tr>
</tbody>
</table>

Requests must be received by the Faculty before the census date for each Research Period. If a request is received after these deadlines, the request, if approved, will take effect in the following period.

Please note that all candidature variation requests must be made online via Sydney Student. Below is a summary of the major candidature variations that you may need to make during your candidature:

**PART-TIME STUDY**

An applicant wishing to convert to part-time candidature should submit a request online through Sydney Student and include a detailed proposal including how the research will be carried out, and if relevant, its relationship to her/his employment and arrangements for attendance at a University affiliated site. The University is not willing to act simply as an examining body. Any research must be under the direction and supervision of the University.

There are certain restrictions that may apply to students on scholarships. Scholarship holders who wish to convert to part-time candidature must check with the Scholarships Office first to make sure the conditions of the scholarship will allow for part-time study.

International students are normally required to undertake full-time candidature under the terms of their entry visa.

**FULL-TIME STUDY**

An applicant wishing to convert to full-time candidature should submit a request online and include a detailed explanation about how the change would enhance progress on their research studies.

**ANNUAL LEAVE**

All research students are granted 20 days of annual leave per year. The leave entitlement is calculated on a scholarship/candidature year basis – i.e. every 12 months from the start date of the scholarship/candidature. Hence, a student who started the scholarship on 1 July 2008 is only entitled to 10 days (20 days x 6/12) of leave by 31 December 2008 and is calculated on a pro-rata basis. Students must submit an online request through Sydney Student for annual leave at least two weeks prior to leave date.
LEAVE OF ABSENCE

A Leave of Absence is a period of absence of less than one semester. Students must apply online through Sydney Student for this indicating the reason for their absence. Please note that a Leave of Absence will affect scholarship payments for the duration of the leave. Students must request this using the Sydney Student online system at least 2 weeks prior to their leave date.

SUSPENSION

Candidature is recorded in research periods. You may request a period of suspension, e.g. if you have been ill, or need to undertake full-time employment. Suspensions may be requested for one or two research periods or, in exceptional circumstances, for 4 research periods. Shorter absences will be noted on your student file.

Requests for suspension must be made in advance and not retrospectively. Scholarship holders must notify the Scholarships Office of any periods of absence.

TIME AWAY

There is provision to spend time in another university or institution during your candidature and also to complete your candidature away from the University of Sydney. Time away may also be sought for attendance at conferences outside of the University that are relevant to your research. If you wish to apply for time away or to complete your thesis away, the approval of your supervisor must be sought and the University will want to know what arrangements have been made for your continued supervision.

EXTENSION

Should it appear during your last year of candidature that you will not be able to complete the requirements by the latest date, you should apply for an extension of your candidature for one semester. Your application should explain why you do not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during the candidature. Evidence of these difficulties is expected to be noted in annual progress reports. Your application should also contain a realistic estimate of the time you require to finish and be accompanied by a statement of support from your supervisor.

You cannot assume that an extension will be granted. An aspect of the research training being undertaken is to complete a project within a deadline. Requests for extension must be made in advance and not retrospectively.

Applications for extension should be formally made in writing to A/Prof Javid Atai, Sub-Dean Research Training.

WITHDRAWAL AND FAILURE TO RE-ENROL

If your circumstances are such that you are unable to anticipate when you will be able to resume your candidature, you should seek to withdraw from your candidature. Should you be able to resume at a later date, you would have to re-apply for admission. Some credit might then be given for work that you had done up to your withdrawal, but you would be commencing a new candidature.

If in any year you fail to re-enrol, your candidature will be regarded as having lapsed, and you will be required to re-apply for admission to candidature if you wish to continue your studies.

For more information candidates can obtain a copy of the Graduate Studies Handbook at http://sydney.edu.au/handbooks/postgrad_hb/.
CONFERENCE TRAVEL

Presenting your research findings at national and international conferences is an integral part of your research training. There are a number of venues that support your travel to conferences. Discuss this with your supervisor who can give you further advice.

POSTGRADUATE RESEARCH SUPPORT SCHEME (PRSS)

Most Master of Philosophy and PhD candidates are entitled to apply for Postgraduate Research Support. Information will be available around April / May every year at which time you will have the opportunity to submit an application to apply for some funding support. Contact the Postgraduate Co-ordinator in your School for more information.
THESIS SUBMISSION AND EXAMINATION – WHAT YOU SHOULD KNOW

PRIOR TO SUBMITTING YOUR THESIS

You must lodge a Notice of Intention to Submit Thesis form three months prior to the expected date of submission. This allows the Faculty to make the necessary arrangement for the examination of your thesis, including, but not limited to, the appointment of your examiners. This form is available from the Faculty Office or from the following website:

For information on presentation and submission requirements all candidates are strongly encouraged to read the Graduate Studies Handbook which is available from the following website:
http://sydney.edu.au/handbooks/postgrad_hb/

Candidates should also consult the Thesis Guide as prepared by the Sydney University Postgraduate Representative Association (SUPRA). This is available from the following website:

PRESENTATION OF THESIS

The generally accepted practice is that unless the thesis is long enough to warrant two volumes, it should be printed single-sided with a spacing of 1.5 or 2 and a font size of 12. Gutter margins should be 3cm and regular margins (left, right, top and bottom) should be 2.5 cm.

SUBMITTING YOUR THESIS

Once you have completed the write up of your thesis you will need to have your thesis bound. The Faculty encourages candidates to submit their thesis in temporary or ‘perfect binding’ format (as it allows for changes to be made more readily and is less expensive). Please note that spiral or ring binding is not acceptable.

If you are seeking to be examined for a Doctor of Philosophy you will need to submit FOUR (4) bound copies of your thesis.

If you are seeking to be examined for Master of Philosophy you will need to submit THREE (3) bound copies of your thesis.

On the day you intend to submit your thesis you must obtain a “supervisor’s certificate” from your supervisor (or associate supervisor if your supervisor is unavailable) which confirms that the thesis is in an examinable form. This form is available from http://sydney.edu.au/engineering/forms/index.shtml

Lodge your thesis and letter with the Faculty Office. This may be done during Faculty Office hours or by prior arrangement. The Faculty Office hours are Monday to Friday, 10am – 4pm.

You will be asked to complete a Lodgement of Higher Degree Thesis/Treatise form. This will be provided for you – please retain the Candidate’s Copy for your records.
ELECTRONIC SUBMISSION

A thesis submitted electronically may be accepted where examiners are prepared to examine in this manner.

If you wish to submit electronically you are required to advise your supervisor and the Faculty Office at least three months prior to submission. Complete an Application for Electronic Submission of a Thesis form, which can be obtained from the following website, and forward to the Faculty Office: http://sydney.edu.au/engineering/forms/index.shtml

The presentation of the work should have the same structure as a printed version. The disk or pdf file must include the details required for a paper copy. You must also complete a Lodgement of Higher Degree Thesis/Treatise form in person at the Faculty and provide information relating to the length of the thesis and any special features or content.

On the day you intend to submit your thesis you must obtain a “supervisor’s certificate” from your supervisor (or associate supervisor if your supervisor is unavailable) which confirms that the thesis is in an examinable form. This form is available from http://sydney.edu.au/engineering/forms/index.shtml

Please note that examiners will be selected in the normal manner and are not to be appointed on the basis of their preference to examine electronically. Should one or more of your examiners request a hard copy of your thesis you must provide this to the Faculty. Sometimes specialised electronic formats may be used. It must be ascertained whether the examiner can accept this format and three months notice must be provided. Even if the thesis is examined electronically by all or some examiners, you are still required to submit a permanently bound copy for lodgement in the University Library at the final stage of award.

THE EXAMINATION PROCESS

Once you have lodged your thesis, your enrolment status will be updated to Under Examination. The Faculty will then distribute your thesis to examiners. Further information on the Examination process is available in the Graduate Studies Handbook. Examiners are given a timeframe of approximately two months to review the work and return their report to the Faculty. Depending on the Examiner’s recommendations, the School may also be asked to comment on the submitted work. The average time for the examination process is around 4.5 months. This timeframe may not be appropriate in all cases. PLEASE NOTE the Faculty cannot provide any information to candidates until this initial examination phase is complete.

Once the outcome of the initial examination phase is known, a letter will be emailed to your student email account advising you. This letter will provide you with details on the outcome of the examination process and, where appropriate, include a copy of the examiners reports. It may also give you further instructions on how to complete your candidature. These instructions will vary according to the outcome of the initial examination phase. Please note the Faculty applies strict response times to these instructions. It is very important to keep your contact details up to date with the Faculty and to regularly check your student email account.

EXPENSES RELATED TO THESIS PRODUCTION

If you are a scholarship holder you may be able to claim the costs associated with your thesis production. Please contact the Scholarships Office directly or download an application form from the following website:

http://sydney.edu.au/scholarships/research/psa_forms.shtml

Students that are not scholarship recipients can apply for reimbursement towards the costs of thesis binding through the PRSS scheme in their school. Please note, however, that funding is limited and not guaranteed. You should contact your school for more information.