

The University of Sydney



Flexible First Year

Faculty of Engineering and Information Technologies

**Information
for
New Students**

2009

WELCOME

We welcome you to the University of Sydney and the Faculty of Engineering and Information Technologies and especially to our new Flexible First Year (FFY) program. This is the sixth year the FFY program is running and we are excited by the new degrees being offered under this program. The FFY program now encompasses all of the engineering degrees and Specialisations offered by the Faculty. We hope you will enjoy the opportunity this program gives you to discover what engineering is generally about, and also some of what is involved within the different disciplines before making your final degree choice.

Ideally, university life is about helping individual dreams, ambitions, and goals come true. Society is made up of individuals and modern society is certainly complex enough to make finding one's way in society a complicated process. Thus, a primary purpose for the FFY program is to assist our engineering students with choosing an appropriate degree stream. While the primary purpose of the FFY program is to assist students in finding an appropriate degree stream, there are other related benefits to this program as well. Because the program has been designed to provide a general overview of the various engineering disciplines, it gives a larger and more rounded view of engineering practice than is commonly encountered. As you delve into the various engineering disciplines, you may find surprising similarities and differences in the methods that are used.

Methods are important because they provide a picture of the day-to-day activity that is involved within a discipline. What may have first attracted you to a particular field of engineering may not necessarily be what is normally encountered in day-to-day practice. This is certainly something to look out for as you consider your choices. In addition, it helps to keep in mind that what often counts most towards making your university years a personal success is simply pursuing whatever gives you enjoyment and meaning. In other words, motivation is critical for the learning process and motivation often derives from those things that provide enjoyment and meaning.

As with all Engineering programs, we appreciate your feedback on any aspect of the program so that we can continue to improve it. We hope you enjoy your first year at the University of Sydney and savour experiences; academic, social and sporting, which are available to you.

Once again welcome!

Associate Professor Marjorie Valix
Associate Dean First Year Teaching

| | |
|---|-----------|
| TABLE OF CONTENTS | |
| GETTING HELP | 4 |
| BACKGROUND | 5 |
| FLEXIBLE FIRST YEAR AND COMBINED DEGREES | 7 |
| BEYOND SECOND YEAR | 7 |
| GETTING STARTED | 8 |
| ACCESSING COURSE TIMETABLES | 8 |
| UNIT STUDY DESCRIPTION | 8 |
| ORIENTATION WEEK | 8 |
| CHOICES OF UNITS OF STUDY | 10 |
| A NOTE ABOUT SAFETY | 11 |
| ANSWERS TO COMMONLY ASKED QUESTIONS | 12 |
| HOW DO I CHANGE MY ENROLMENT AND BY WHAT DATE? | 12 |
| TEXTBOOKS: HOW MANY, HOW MUCH AND WHERE FROM? | 12 |
| DO I HAVE TO ATTEND LECTURES AND TUTORIALS? | 12 |
| DO I HAVE TO ATTEND ALL LABORATORIES? | 12 |
| WHAT ARE MY ASSIGNMENT AND LABORATORY SCHEDULES?..... | 13 |
| HOW MANY HOURS SHOULD I STUDY? | 13 |
| HOW DO I ACCESS THE COMPUTING FACILITIES?..... | 13 |
| WHAT IS THE ADVANCED ENGINEERING PROGRAM?..... | 13 |
| WHAT IS THE TALENT STUDENT PROGRAM OF THE FACULTY OF SCIENCE? | 13 |
| HOW DO I ACCESS THE LIBRARY? | 13 |
| WHAT IF I COPY AN ASSIGNMENT OR A REPORT? | 13 |
| WHOM DO I TALK TO IF I HAVE DIFFICULTY?..... | 14 |
| HOW DO I KNOW OF UPCOMING EVENTS?..... | 14 |
| HOW DO I COMPLAIN ABOUT A UNIT OF STUDY? | 14 |
| HOW DO I DISCONTINUE A UNIT OF STUDY? | 14 |
| BY WHAT DATE SHOULD I DISCONTINUE? | 15 |
| WHAT ABOUT EXAMS?..... | 15 |
| WHAT ABOUT CALCULATORS IN EXAMS? | 15 |
| WHAT IF I AM ILL OR HAVE A MISADVENTURE DURING SEMESTER? | 16 |
| HOW DO I GET SPECIAL CONSIDERATION FOR A SUPPLEMENTARY EXAM? | 16 |
| WHEN ARE SUPPLEMENTARY EXAMINATIONS HELD?..... | 16 |
| WHAT DO I NEED TO KNOW WHEN REPEATING A UNIT OF STUDY? | 16 |
| ENGINEERING ASSOCIATIONS | 17 |
| STUDENT SERVICES | 18 |
| LIBRARY | 18 |
| ACCOMMODATION SERVICE | 18 |
| CAREERS CENTRE | 18 |
| CASUAL EMPLOYMENT SERVICE | 18 |
| CHILD CARE INFORMATION OFFICE | 19 |
| COPY CENTRE | 19 |
| COUNSELLING SERVICE..... | 19 |
| DISABILITY SERVICES | 19 |
| FINANCIAL ASSISTANCE OFFICE | 19 |
| HEALTH SERVICE | 20 |
| INFORMATION TECHNOLOGY SERVICES..... | 20 |
| INTERNATIONAL OFFICE | 20 |
| KOORI CENTRE..... | 20 |
| LEARNING CENTRE | 21 |
| MANAGER, HARASSMENT AND DISCRIMINATION RESOLUTION..... | 21 |
| MATHEMATICS LEARNING CENTRE | 21 |
| PUBLISHING SERVICE..... | 21 |
| IMPORTANT DATES | 22 |
| UNIVERSITY MAP | 23 |

GETTING HELP

The Faculty website is the best starting point for information:

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

Included on this website is a copy of the Faculty handbook with all degree programs, course requirements, units of study and staff details.

Personal assistance can be sought at the Faculty Enquiry Office in the Link Building. The office is open 10am-1pm and 2.30pm-4.30pm Monday to Friday.

General Flexible First Year questions can be answered by Faculty staff:

Email: faculty@eng.usyd.edu.au

Tel: 9351 8616/4655/2534

Please note that we will be maintaining an online helpdesk for Flexible First Year students.

First year advisors from the various schools can answer questions relating to specific courses and degree requirements. The first year advisors and their contact details are:

Associate Dean for Flexible First Year and Chemical Engineering

A./Prof. Marjorie Valix

Email: mvalix@usyd.edu.au

Tel: 9351 4995

Rm. 444, Chemical Eng. Bldg. (J01)

Civil Engineering

A./Prof. David Airey

Email: D.Airey@civil.usyd.edu.au

Tel: 9351 3342

Rm. 411, Civil Eng. Bldg. (J05)

Aerospace, Mechanical & Mechatronic Engineering

Mr Paul McHugh

Email: paulm@aeromech.usyd.edu.au

Tel: 9351 2292

Rm. S318, Mechanical Eng. Bldg. (J07)

Electrical and Information Engineering

A./Prof. Steve Simpson

Email: steves@ee.usyd.edu.au

Tel: 9351 2335

Rm. 409 Electrical Eng. Bldg. (J03)

Information Technology

Dr Kalina Yacef

Email: Kalina@it.usyd.edu.au

Tel: 9351 6098

Rm. 317 Information Technology Bldg. (J12)

Faculty of Science

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.

BACKGROUND

Within the Faculty of Engineering and Information Technologies there are five schools; the School of Aerospace, Mechanical and Mechatronic Engineering (AMME), the School of Chemical and Biomolecular Engineering, the School of Civil Engineering, the School of Electrical and Information Engineering and the School of Information Technology. Altogether twenty-two different specializations are offered, not including combined degrees with other Faculties, which is also possible within the FFY program. As the choice of degree stream can have a strong and lasting influence beyond the few years it takes to complete the degree, the FFY program provides the possibility to sample different engineering disciplines before deciding on a degree stream.

Based on the similarity of the course requirements for the first semester of Junior year (i.e., first year), the twenty-two specialisations within the Faculty of Engineering and Information Technologies can be separated into two groups: Stream A and Stream B. In other words, the degree streams within Stream A share a common first semester as do the degree streams within Stream B. **Stream A** encompasses the Civil Engineering streams, Chemical Engineering, and the Mechanical, Mechanical (Biomedical) and Aeronautical streams. **Stream B** encompasses the Electrical and Information Engineering streams, Mechatronics, Mechatronics (Space), and the Information Technology streams.

The first task facing a FFY student is to decide whether Stream A or Stream B is appropriate for them. This one decision (whether to follow Stream A or Stream B) is really the only decision a FFY student has to initially make before starting their first semester at university. If you have an inclination towards Civil, Chemical, Mechanical, Mechanical Biomedical and Aeronautical engineering, then Stream A is appropriate. On the other hand, if you have an inclination towards Electrical, Electrical (Power), Computer, Software, Telecommunications, Mechatronics, Mechatronics (Space) engineering or Information Technology, Computer Science and Technology or Computer Science and Technology (advanced) streams, then Stream B is appropriate. Switching between streams is possible up to the start of semester 1 before lectures commence, after this it is strongly discouraged as there may be catch-up and additional workload requirements.

So what happens in second semester? **Declaration of Disciplines: If you have chosen Chemical Engineering, Mechatronics, Space Streams, Electrical or Information Technology streams as your disciplines, you will be required to declare your intention to move into this degree before the end of the first semester. The remaining streams will be required to declare their disciplines at the end of the second semester.**

In the first semester, there is a unit of study entitled Introduction to Engineering Disciplines, ENGG1800 for Stream A and ENGG1805 for Stream B, which provides an introduction to the different engineering and information technology disciplines within either Stream A or Stream B, respectively. After taking this course, you should be in a good position to decide which specialization course is appropriate for second semester. Note that although on enrolment day you enroll for the entire year (both semesters), enrolment for second semester is easily modified at the appropriate time before second semester. Thus, after the first semester, you narrow down your degree choices and begin the journey toward mastering the skills and experience required for achieving a Bachelor of Engineering in a particular engineering discipline or Bachelor of Science in Information Technology.

A common question regarding the FFY program is **the relationship with the established UAI cutoff that has been set for a particular degree stream**. First of all, if your UAI is above the cutoff for the degree that you choose, then you will gain automatic entry into that degree program. Second, automatic entry is guaranteed into any of the general degree streams: Electrical, Chemical, Civil, Mechanical and Computer Science and Technology. Finally, if you choose a specialized degree stream and your UAI is lower than the established cutoff, then your performance within your first year courses will determine the outcome. Achieving a credit average (65) in the first year will allow entry into any of the specialized degree streams with a UAI cutoff less than 95. Achieving a 70% average will allow you to take Mechanical (Biomedical) and achieving a distinction average (75) will allow entry into *any* specialised degree stream. The degree streams with a UAI cutoff above 98 are: Aeronautical (Space), Mechanical (Space), Mechatronic (Space).

The course programs for the schools within the Faculty of Engineering and Information Technologies are also provided to you online via:

<http://info.eng.usyd.edu.au:8000/index.shtml>

These pages provide detailed information about how to plan a complete 4 or 5 year program.

FLEXIBLE FIRST YEAR AND COMBINED DEGREES

Various other degrees can be combined with the Bachelor of Engineering degree in a combined degree program – the Bachelor of Commerce, Bachelor of Science, Bachelor of Medical Science, Bachelor of Arts, or Bachelor of Laws and Bachelor of Information Technology and Bachelor of Commerce . The FFY program is compatible with any of these combined degrees. In the case of a combined degree, some first year courses will be modified to match the combined degree program. All of the combined degree programs require five years, except the combined degree with the Bachelor of Laws which requires six years.

Students contemplating a combined degree program should consult carefully with both the appropriate school in the Faculty of Engineering and Information Technologies and the appropriate school within the Faculty from which the other degree is sought. **Importantly, the selection of first semester courses may depend on which degrees are to be combined.** Students pursuing a combined degree need to consult carefully with appropriate advisors during enrolment.

BEYOND SECOND YEAR

By second year, the FFY student will have chosen a degree stream and joined a specific school within the Faculty of Engineering and Information Technologies. For many degrees, those following the FFY Program will take the same second year courses as those following the standard degree programs. However, for a few degree streams, there are slight variations. Please consult your specific school for further information on course and degree requirements

GETTING STARTED

Accessing Course Timetables

By now you have probably finalised your enrolment, but have not yet received a timetable. Timetables and other information will be available during orientation week just before the start of semester by accessing your “MyUni” account via the Intranet at <http://myuni.usyd.edu.au/>. “MyUni” is an online University and information service centre. You will normally be given a Unikey account at enrolment time in order to login in to the broad range of services such as WebCT, Library, student support services and student self-administration. If there are problems, information on the Unikey system can be found on the website at <http://helpdesk.usyd.edu.au/faqs.html#account>.

Study the timetable carefully and try to **locate where each lecture is held** on the university map (see page 25). One of the problems in first year is the long distances between lectures. All lectures start at 5 minutes past the hour and run for 50 minutes. The ten-minute gap between lectures is intended for transit time which tends to be "just enough" considering that in first year consecutive lectures may be located about 1km apart.

Unit Study Description

It is a good investment to buy the Faculty of Engineering and Information Technologies Handbook which is available from the Student Centre or can be accessed at the University website address <http://www.usyd.edu.au/handbooks/>. The handbook provides essential information about units of study, course structure and the list of core subjects and electives. If interested, other Faculty Handbooks including Science, Commerce or Arts are also available. Remember to visit the Faculty web page <http://www.eng.usyd.edu.au> for the latest information on your course.

Orientation Week is held just before the beginning of first semester. This is an excellent opportunity for you to get acquainted with Campus and with the many organisations and clubs that add a special flavour to university life.

It is useful to know the locations of the following offices:

- **The Engineering and IT Faculty Office** is located on level two of the Link building which is between Mechanical and Electrical Engineering. It has a shop front along the walkway just outside level 2 of the Link building. Typical transactions here include submission of variation of enrolment forms, submission of exemption forms and special consideration forms. The office is open 10am-1pm and 2.30pm-4.30pm Monday to Friday.
- **The Student Centre** is located in Jane Foss Russell Building G02, City Road (beside the Wentworth Building), Camperdown Campus, Tel. 8627 8200. Typical transactions there include reporting lost student cards, advice on transport passes. See <http://www.usyd.edu.au/studentcentre/> for more details.
- **The ITS Access Link Lab** is located just next to the Faculty Office (Room 222 of the Link Building), provided by the University to give general PC access for students. Web, email, word processing and printing facilities are available and there is an extended hours service. On enrolment, every student is automatically allocated a “MyUni” account and this can be used to obtain personalised information on timetables, exam arrangements and results and enrolment variation. For full information on the “MyUni” system and the student information services please contact the Operator in the Lab. In order to be able to print, money must be deposited on your extro account. Payment can be made over the web via the Information Technology Service website <http://helpdesk.usyd.edu.au/>.

Additional information:

- **Photocopying:** Photocopiers are available in both the SciTech Library and Fisher Library. In order to photocopy, you need to get a copy card and put money on it. See the library staff for assistance with this.
- **Mobile phones:** Mobile phones must not be activated during lectures or tutorials. As a matter of courtesy it is requested that these devices be turned off during these times.
- **Smoking:** The University prohibits smoking in all buildings and near their entrances at all times.
- **Eating and Drinking:** Eating and drinking should be confined as far as possible to the student common rooms or canteen areas. Under **NO** circumstances should food or drink be consumed in the Computer Rooms or during lectures or tutorial sessions in the Lecture rooms.

CHOICES OF UNITS OF STUDY

In the first semester, FFY students need to make only one decision regarding units of study: whether to follow Stream A or Stream B. This decision should ideally depend on your inclinations towards the possible specialisation. In second semester, you narrow down your choice of specialisation with the assistance of the Introduction to Engineering Disciplines course taken in first semester. As one way to discover more about a specialisation is to peruse the various courses that you will take during your university years, a list of course web links is available at the following web link: http://www.eng.usyd.edu.au/1st_enrol/

SPECIALISATIONS IN STREAM A AND STREAM B

In first semester, FFY students may choose to follow either Stream A or Stream B. The degrees contained within Stream A and Stream B (and their 2009 UAI cutoffs) are listed below. Please note that the UAI cutoff (2009/First Round) for the Flexible First Year Program is 85.35.

| Degrees/Streams in Stream A | in | UAI Cutoff 2008 First Round | Degrees/Streams in Stream B | UAI Cutoff 2008 First Round |
|--|-----------|------------------------------------|------------------------------------|------------------------------------|
| Civil | | 85.6 | Electrical | 85.3 |
| Civil Construction Management | | 87 | Computer | 85 |
| Civil Environmental | | 93.6 | Telecommunications | 86.3 |
| Civil Geotechnical | | 92.4 | Software | 87.2 |
| Civil Structural | | 92.1 | Electrical (Power) | 85 |
| Civil Project Engineering and Management | | 86 | Mechatronics | 91.9 |
| Chemical | | 85.2 | Mechatronics (Space) | 98.8 |
| Mechanical (Biomedical) | | 95.6 | BIT – All streams | 95.6 |
| Aeronautical | | 90.1 | BCST – All streams | 76 |
| Mechanical | | 87 | BCST (Advanced) – All streams | 95 |
| Aeronautical (Space) | | 90.65 | | |
| Mechanical (Space) | | 98.9 | | |

A NOTE ABOUT SAFETY

In the next four years or so, you will find yourself doing a range of experiments in various laboratories and under a range of conditions. Also you might be doing site visits and conducting field tests. It is important, therefore, to develop safe work practices from the start.

A professional engineer has a special responsibility in the field of industrial safety. We must all promote and encourage safe work practices. In particular, all engineering students should regard their student days as a period of education in safety procedures and safe working habits. Most accidents can be traced to careless behaviour by one or more people.

All employers in NSW, including the University, are required to comply with Occupational Health and Safety legislation based on a risk management approach to workplace safety. The School's procedures, and a lot of other information, can be seen by following the [OHS] website <http://www.usyd.edu.au/ohs/>

When using potentially dangerous equipment, the basic rules are:

- At all times, think before you act.
- Dress sensibly and use protective clothing where appropriate. Correct footwear is essential – the minimum requirement is sturdy shoes with covered toes. **Do not wear sandals or thongs as you will be refused entry to the laboratories.**
- **You may not attend a laboratory after consuming alcohol.**
- Ensure that you receive instruction from a competent person on the safe operation of equipment and instruments before operating them. If you do not understand something, ask.
- Make yourself aware of any particular hazards associated with the conduct of an experiment, and discuss with the demonstrator or laboratory staff member how the hazards are to be controlled before proceeding.
- Thoroughly inspect experimental equipment before operating or energising it. Be particularly careful with rotating machinery and with electricity.
- Never work alone on experiments.
- **All injuries must be reported at the time of occurrence** to the laboratory staff member or lecturer in charge of the experiment.

ANSWERS TO COMMONLY ASKED QUESTIONS

How do I confirm my enrolment?

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 Office. Keep a copy of the enrolment confirmation document for future reference.

Key dates for 2009 variations of enrolment are:

| <i>Deadline</i> | <i>First Semester units</i> | <i>Second Semester units</i> |
|--|-----------------------------|------------------------------|
| to add a unit | Friday, 13 March | Friday, 7 August |
| to withdraw a unit | Tuesday, 31 March | Monday, 31 August |
| to discontinue – not to count as failure (DNF) | Friday, 24 April | Friday, 11 September |
| to discontinue – to count as failure (DF) | Friday, 5 June | Friday, 30 October |

If you make further changes before the second semester deadline, a second enrolment statement will be sent. This should be checked carefully when received since **it is your responsibility to ensure that your enrolment is correct. You should also declare the discipline after the first semester, if you wish to enrol in Chemical, Mechatronics, Space, Electrical Engineering and Information Technology streams and at the end of second semester for the rest of the disciplines or at the latest February of the following year.**

How do I change my enrolment and by what date?

The majority of 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 form, have the changes approved by your Year Advisor, and then submit the form to the Faculty Office.

Textbooks: how many, how much and where from?

Do not buy any textbooks, laboratory or lecture notes before being advised to do so by the Lecturer concerned. In first year you might have to buy quite a few textbooks. These are generally available from the University Cooperative Bookshop in the Noel Martin Centre (The swimming pool building, just opposite Chemical Engineering). For a nominal fee (\$20), you can get lifetime membership of the Cooperative Bookshop and be entitled to a 10% discount on book purchases. See <http://www.coop-bookshop.com.au> for more information.

Do I have to attend lectures and tutorials?

You should make every effort to attend lectures and tutorials. The university has rules for excluding students with poor attendance records from examinations if reasons for absence are not satisfactory. Tutorials are designed to assist you with assignments and with material covered in lectures. To make the most of the tutorial, you should read the lecture notes at home and make an attempt on the assignments so that you attend the tutorials with specific questions.

Attendance at many of the workshop and group work sessions is included as part of the course assessment. By missing a session you may be penalised and lose marks.

Do I have to attend all laboratories?

For units of study given by the School which have laboratory components, attendance is compulsory and a result will not be given if the laboratory component is not complete.

Students who miss laboratory classes will have to attend another session. If no place is available and it becomes necessary to schedule additional sessions then students who do not have a valid medical certificate **may be charged the cost of the additional session.**

What are my assignment and laboratory schedules?

The lecturer concerned will give you details about when and where to hand in your assignments. There is normally a penalty for a late submission. Some schools may provide an assignment schedule covering the whole semester to ensure that the workload is spread out evenly during the semester. Please enquire at the appropriate school.

Laboratory sessions are normally held in afternoons. The schedule and location of the experiments will be announced by the lecturer concerned.

How many hours should I study?

A rule of thumb is that one hour of contact at the University should be paralleled by one hour of independent study. Remember that here you will not be reminded or pushed to study. It is your responsibility to hand in your assignments on time so that they are marked without penalty. It is strongly recommended that you do not delay starting your assignments or reports until the last minute.

How do I access the computing facilities?

The University runs a number of general access PC labs. An Access lab is located in Room 222 of the Link building. Every student is allocated a "MyUni" account that gives free email and a limited amount of free Internet access. Much of the student administration of the University is done through the "MyUni" system. Detailed information on the "MyUni" system and extended services such as modem access can be obtained from the Engineering Access Lab Operator. Visit the "MyUni" site: <http://myuni.usyd.edu.au>.

What is the Advanced Engineering Program?

If you have a UAI of 98+ with 4 units of Mathematics and 4 units Science, you may be granted exemption for some semester one units of study and may choose to undertake a special interdisciplinary engineering project in a group with other Advanced Engineering students. Please enquire at the Faculty Office about this program or consult with an appropriate first-year advisor as to how taking on the Advanced Engineering subjects could impact on your future studies, especially students doing Space Engineering and combined degree programs.

What is the Talented Student Program of the Faculty of Science?

The Talented Student Program is a special program of study intended for students of exceptional merit who are enrolled in degrees administered by the Faculty of Science.

For further information you can contact the Faculty of Science on 02 9351 3135

<http://www.science.usyd.edu.au/cstudent/ug/course/tsp/index.shtml>

How do I access the library?

The SCITECH Library, which is the closest to the Engineering faculty, is located on level 1 of the Jane Foss Russell Bldg., G02, 160 City Road Darlington your student card will entitle you to borrow books for a typical maximum duration of two weeks. You may also use the many other university libraries, e.g., see <http://www.library.usyd.edu.au/libraries/>. The main library is Fisher Library, which contains a large general collection, and is located opposite the large grassy area in front of the Main Quadrangle.

What if I copy an assignment or a report?

Avoid this at any cost since it is a very serious matter. It is defined as **plagiarism**. Acts of plagiarism carry the risk of not only getting zero on the assignment or report, but also being dealt with severely at the University level.

The *Book of the Year, English III(1986)*, produced by the Department of English at The University of Newcastle provides some straightforward guidance to defining the term: "Plagiarism may take the form of repeating another's sentence as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it

were your own. In short, to plagiarise is to give the impression that you have written or thought something which you have in fact borrowed from another. While a writer may use other persons' words or thoughts, they must be acknowledged as such."

In the preparation of any report, all material (both words and graphics) used must be acknowledged by referral to an entry in a list of references. **This includes material taken from the Internet.**

If you knowingly allow another student to copy your material then you may also become involved in a plagiarism offence. All students are required to submit a **statement of compliance** form for all work submitted for assessment. In this form, students are required to certify that no part of the work breaches the University's policy on plagiarism. For on-line submission, an electronic form would be sufficient. You will be able to obtain the University policy and a copy of the compliance form:

<http://www.usyd.edu.au/senate/policies/Plagiarism.pdf>

Whom do I talk to if I have difficulty?

If you are having difficulty with a particular unit of study, talk to your lecturer about it. Make an appointment to see him/her and discuss your problems openly. Normally he/she will give you some useful pointers which will assist you.

If the problem persists or if you have general problems coping with the course or with University life, then talk to your year advisor.

This year we are also introducing the use of **mentors/tutors** who may be able to assist you with academic difficulties. Free tutoring can be obtained in areas including first year mathematics, chemistry, physics, computing and general engineering. Please consult the A./Prof. Marjorie Valix or the faculty office for this assistance.

The University runs a student counselling service which provides assistance and counselling to students in trouble. You can also contact them for advice on 8627 8433. The year advisor can also inform you of other sources of help that may be available to you.

How do I know of upcoming events?

Visit the first and second year notice boards or the Faculty's electronic notice board and read the updates. You'll find various useful notices and announcements posted there including advertisements for jobs, scholarships and competitions. See the notice board outside the Faculty Office.

How do I complain about a unit of study?

If the complaint is about handwriting, lack of organisation, excessive work, inability to cope, etc., speak to the lecturer concerned first. If the problem persists then talk to your year advisor or raise it at the Student-Staff liaison meeting. These are special meetings held once per semester and are intended for students to air their views and complaints about lecturers and courses. These are serious meetings where all academics attend and action is taken when justified.

We have introduced the use of **year representatives** within the flexible first year programs. We will seek students within first year who may be interested in representing their disciplines; FFY, FFY + Arts; FFY +Commerce, FFY + Science, FFY + Biomedical and FFY +Law. The aim of having first year representative is to provide a forum by which views and concerns of each group are brought to the attention of the faculty. The representatives and A./Prof. Valix will meet three times a year to discuss issues and concerns.

How do I discontinue a unit of study?

If you wish to discontinue a unit of study (or all your units of study), you must lodge the appropriate form at the Engineering Faculty Office. If you fail to do so, you may be recorded as Absent Fail at the end of the year.

By what date should I discontinue?

There are three types of discontinuation results depending on the time of year you decide to discontinue. These are listed below. Please note that you should speak with an appropriate advisor **at least a week before the relevant deadline.**

Withdrawn:

Deadline: 31 March for Semester 1 units of study and 31 August for Semester 2 units of study. Your enrolment is cancelled as if you have never enrolled. This does not appear on the official transcript of your academic record.

Discontinued without Failure:

Deadline: 24 April for Semester 1 and 11 September for Semester 2. This means that you have commenced the unit(s) of study but you have been given permission to discontinue without any academic penalty. HECS fees are still liable and a 'DNF' shows on the official transcript of your academic record.

Discontinued – Fail:

Deadline: 5 June for Semester 1 and 30 October for Semester 2. This means that your discontinuation counts as a failure. HECS fees are still liable and 'DF' shows on the official transcript of your academic record implying failure.

See the Faculty of Engineering Handbook for a more complete description of discontinuation.

What about exams?

For the examinations in June and November, the room locations and seat numbers are obtained via the "MyUni" Web service and displayed outside the Student Centre Office, during the week preceding the examinations. Be sure to write down accurately your seat number and the location of each examination. Ensure that you look for the whereabouts of unfamiliar examination rooms before the day of each examination.

Draft examination timetables are published several weeks before the June and November examination periods. They are displayed on the Web and various notice boards throughout the University including the Student Centre. Please check this for problems such as time clashes and report any difficulties to the Student Centre. Check the final examination timetable personally to confirm dates, times and locations. Large classes are often split and located in different rooms for examination purposes. The final edition of the examination timetable becomes available about two weeks before the examinations start and is available on the Web at <http://www.usyd.edu.au/studentcentre/exams/students.shtml>

You must read the rules regarding examinations as stated on the Web.

It is essential to inform the Student Centre of any changes to your semester or vacation address and telephone number(s) to allow your results and correspondence to reach you.

What about calculators in exams?

Our policy is that only non-programmable calculators are permitted in closed-book examinations unless otherwise advised.

What if I am ill or have a misadventure during semester?

If you believe the illness or misadventure affected your studies or delayed the submission of your reports or assignments, then you should talk to the lecturer concerned. There are various measures that may be taken depending on the circumstances. The lecturer may ask you to provide evidence in terms of a doctor's certificate and to fill in a **special consideration form**. A special consideration application form can be obtained from the following website: <http://www.eng.usyd.edu.au/policies.shtml>

How do I get special consideration for a supplementary exam?

An application for special consideration due to illness or misadventure may be submitted if you are unable to attend an exam. Please note that both you and the doctor must complete the form, a medical certificate by itself will not do.

Special Consideration is an opportunity to show that you have reached the required standard in a unit of study, even if you are temporarily unable to sit the scheduled examination or complete a required assignment. It usually takes the form of a supplementary examination or permission to resubmit an assignment. Special consideration is not an insurance policy to avoid a scheduled exam, get an assignment deadline extended or to have a second try.

Special consideration is considered on an individual basis. In general, special consideration will not be given in the following cases:

- If there is no good record of achievement in assignments or other forms of assessment during the semester for the unit of study concerned.
- If there is no prior medical record or verifiable evidence of claimed disability; i.e., a doctor's certificate for non-verifiable one-day ailments such as dizziness, nausea, headaches, etc. is not sufficient. A Doctor must supply evidence of severity and likely duration of any medical condition.
- If the claimed misadventure is avoidable, e.g., a late train, flat tyre, wrong timetable etc.

Students who have documented disabilities, and are able to sit for examinations can always see the Student Centre prior to the examination for special assistance, e.g., separate room, extra time, etc.

When are supplementary examinations held?

You must consult the course coordinator about supplementary examinations. Supplementary examinations are held almost immediately after the normally scheduled exams. Students who have been offered a supplementary examination are given only a few days notice.

What do I need to know when repeating a unit of study?

If you are repeating a unit of study made up of separate components, you may be given exemption from these components and the mark from the previous year will be awarded for that component. This procedure is not automatic and you must consult the academic in charge of the UOS to determine how much concession, if any, you will be awarded.

ENGINEERING ASSOCIATIONS

SUEUA

SUEUA is the Sydney University Engineering Undergraduates' Association. 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, 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; and
- (3) to organise Engineering teams for inter-faculty sport.

SUEUA's office is on the ground floor of the PNR Building, close to the Link Building J13 .

SUEUA conducts a bookshop in its office, where many items of stationery, and some textbooks and codes of practice are available at competitive prices. It also runs a First Year Camp each year.

SUEUA normally holds an election for its president and other office bearers in March each year, and all financial members of the association are eligible to vote. There is provision for the president to become a member of the Faculty of Engineering by virtue of this office.

Engineers Australia

The professional Engineering body in Australia is Engineers Australia. 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 include 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 from Engineers Australia at:
Level 3, 8 Thomas Street, Chatswood NSW 2067.
website: <http://www.engineersaustralia.org.au>

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.

Library

The SciTech Library is part of the University of Sydney Library and supports the Faculty of Engineering and Information Technologies. It is located on Level 1, Jane Foss Russell Building, G02, 160 City Road Darlington. 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 will be located in the general undergraduate collection on Level 2 of Fisher Library.

Accommodation Service

The Accommodation Service assists students to find off-campus accommodation by maintaining an extensive database of suitable accommodation in various areas but primarily close to the University or within easy access via public transport.

Level 5, Jane Foss Russell Building G02, City Road, Camperdown Campus.

Tel: +61 2 9351 3312; Fax: +61 2 8627 8386

TTY: +61 2 9351 3412 (for the hearing impaired)

Email: accomm@stuserv.usyd.edu.au

website: <http://www.usyd.edu.au/stuserv/accommodation/>

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 website.

Level 5, Jane Foss Russell Building, G02

Tel: +61 2 8627 8403; Fax: +61 2 8627 8477

Email: careers.information@usyd.edu.au

website: <http://www.careers.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: +61 2 8627 8408; Fax: +61 2 8627 8478

Email: ces_Studentservices@usyd.edu.au

Website: http://www.usyd.edu.au/cas_emp

Child Care Information Office

Level 5, Jane Foss Russell Building, G02
Tel: +61 2 8627 8420, Fax: +61 2 8627 8480
Email: childc@stuserv.usyd.edu.au
Website: <http://www.usyd.edu.au/childcare>

Copy Centre

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

Ground floor, Sports and Aquatic Centre, Maze Crescent, G09
Tel: +61 2 9351 4582, Fax: +61 2 93515566
Email: copy_centre@ups.usyd.edu.au
Website: <http://www.usyd.edu.au/ucc/>

Counselling Service

The Counselling Service aims to help students fulfill their academic, individual and social goals through professional counselling which is free and confidential.

Level 5, Jane Foss Russell Building, G02
Tel: +61 2 8627 8433; Fax: +61 2 8627 8482
Website: <http://www.usyd.edu.au/stuserv/counselling/contact.shtml>

Disability Services

Disability Services is the principal point of contact and advice on assistance available for students with disabilities. The Service works closely with academic and administrative staff to ensure that students receive reasonable accommodations in all areas of their study. Assistance available includes the provision of note-taking, interpreters, and advocacy with academic staff to negotiate assessment and course requirement modifications where appropriate.

Level 5, Jane Foss Russell Building, G02
Tel: +61 2 8627 8433; Fax: +61 2 8627 8481
TTY: +61 2 9351 3412 (for the deaf)
Email: disserv@stuserv.usyd.edu.au
Website: <http://www.usyd.edu.au/stuserv/disability/>

Financial Assistance Office

The University has a number of loan funds and bursaries to assist student who experience financial difficulties. Assistance is not intended to provide the principal means of support but to help in emergencies and to supplement other income.

Level 5, Jane Foss Russell Building, G02
Tel: +61 2 8627 8419; Fax: +61 2 8627 8482
Email: fao@stuserv.usyd.edu.au
Website: http://www.usyd.edu.au/su/fin_assist/

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.

Level 3, Wentworth Building, G01 –
Tel: +61 2 9351 3484, Fax: +61 2 9351 4110
Email: i.marshall@unihealth.usyd.edu.au

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, the ITS Helpdesk provides Internet Accounts (where you can set up your own home page) and modem access at a cost, considerably lower than commercial ISPs. Contact the Helpdesk on 9351 6000 or e-mail <support@usyd.edu.au> for details on how to take advantage of these services or visit the ITS Help Desk home page at: <<http://www.usyd.edu.au/ict>>.

International Office

The International Office 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: +61 2 8627 8300, Fax: +61 2 8627 8387
Email: info@io.usyd.edu.au
reception@io.usyd.edu.au
Website: <http://www.usyd.edu.au/su/io/>

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:

Old Teachers College A22, Room U223,
Tel: 02 9351 2046; Fax: 02 9351 6923
Email: adminoff@koori.usyd.edu.au
Website: <http://www.koori.usyd.edu.au/>

Learning Centre

The Learning Centre runs a variety of programs, free of charge, to help students develop their generic skills. For further information contact the Centre or visit the web site.

Level 7, Education Building, A35

Tel: +61 2 9351 3853; Fax: +61 2 9351 4865

Email: lc@stuserv.usyd.edu.au

Website: <http://www.usyd.edu.au/lc>

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.

Email: manager@usyd.edu.au

Mathematics Learning Centre

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

Room 441, Level 4, Carlaw Building, F07

Tel: +61 2 9351 4061, Fax: +61 2 9351 5797

Email: MLC@mail.usyd.edu.au

website: <http://www.usyd.edu.au/mlc>

Publishing Service

The University Publishing 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, stationary and print-broking services.

Contact UPS Customer Service by phone 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.usyd.edu.au/ups/>

IMPORTANT DATES 2009

First semester

| | |
|---|------------------------------------|
| Lectures begin | Monday 2 March |
| AVCC Common Week/non-teaching Easter period | Friday 10 April to Friday 17 April |
| Study vacation | Monday 8 June to Friday 12 June |
| Examination period | Monday 15 June to Saturday 27 June |
| Semester ends | Saturday 27 June |
| AVCC Common Week/non-teaching period | Monday 6 July to Friday 10 July |

Second semester

| | |
|--------------------------------------|---|
| Lectures begin | Monday 27 July |
| AVCC Common Week/non-teaching period | Monday 28 September to Friday 2 October |
| Study vacation | Monday 2 November to Friday 6 November |
| Examination period | Monday 9 November to Saturday 21 November |
| Semester ends | Saturday 21 November |

Summer School (main session) dates for 2009

| | |
|------------------------------|--------------------|
| Summer School lectures begin | Monday 5 January |
| Summer School ends | Friday 27 February |

| Public holidays | Dates |
|------------------|-------------------|
| Australia Day | Monday 26 January |
| Good Friday | Friday 10 April |
| Easter Monday | Monday 13 April |
| Anzac Day | Saturday 25 April |
| Queen's Birthday | Monday 8 June |
| Labour Day | Monday 5 October |

