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ENROLMENT AND ORIENTATION

### ENROLMENT

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<th>DATES</th>
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<tr>
<td>Project Management</td>
<td>Wednesday 18 July</td>
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<tr>
<td>Engineering</td>
<td>Thursday 19 July</td>
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<td>Information Technologies</td>
<td>Friday 20 July</td>
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<tr>
<td>Project Management</td>
<td>Monday 23 July</td>
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<tr>
<td>Engineering</td>
<td>Tuesday 24 July</td>
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<td>Information Technologies</td>
<td>Wednesday 25 July</td>
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### ORIENTATION

<table>
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<tr>
<th>ORIENTATION</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Faculty Postgraduate Orientation Welcome</td>
<td>Thursday 26 July</td>
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</tbody>
</table>

See the GSEs Information for Current Students Page for helpful information during your candidature sydney.edu.au/engineering/gse/current

HOW TO COMPLETE YOUR ENROLMENT

#### STAGE ONE

**Location:** Level 3, PNR Building, Darlington Campus  
**Time:** Please arrive by 9:15am at the latest

#### STEP 1

Read this guide before you attend the in-person enrolment session.

#### STEP 2

Collect your enrolment form from Level 3, PNR Building. Please bring your letter of offer as your authority to enrol and any documents requested in your letter.

#### STEP 3

Attend the Program Presentation which will commence at 9.30am sharp in PNR Lecture Theatre.

#### STEP 4

Consult an adviser and complete the enrolment form. Academic advisers are available to talk about your subject choices, electives, or if you wish, to discuss more general plans for the years ahead.

If you are enrolling in an IT program or the Master of Professional Engineering you must consult an academic staff member who will sign your enrolment form.

- Consult a timetable to ensure that lectures do not clash.
- Finalise your program and write your unit of study choices in section 1 of enrolment form.
- Check that your personal details are correct in section 2. Make any corrections in the right hand column. Please ensure you include your mobile number. Complete the statistical information on the following pages of the enrolment form. Don’t forget to sign your enrolment form!

You should always ensure that the University has your correct contact details. If your details change you should update them via MyUni immediately.

#### STEP 5

**COMPUTER ENROLMENT AND LIABILITY ASSESSMENT**

You will be directed to the counter of the Graduate School where your unit of study selection will be entered into the University’s student management system and your liability will be assessed.

#### STAGE TWO

**LOCATION:** STUDENT CENTRE

Your enrolment will be audited and finalised. You will also receive a flyer with information on how to obtain a student card. You will be required to upload a standard passport photo to complete this process online. Please see the Campus Card Centre website for further information: sydney.edu.au/card_centre/student/how

See the GSEs Information for Current Students Page for helpful information during your candidature sydney.edu.au/engineering/gse/current
CONFIRMATION OF ENROLMENT
Within 14 days of enrolling the Student Centre will send a Confirmation of Enrolment to your preferred correspondence address – it is important to check this carefully to ensure it is correct. Any required changes can be made via MyUni. Refer to the University Student Guide 2012 sydney.edu.au/current_students/student_guide

Any changes to your enrolment must be made before the census date of 31 August 2012. Changes made after the census date will incur penalties.

- If you are a domestic student we will assess your eligibility for Fee-HELP, SA-HELP and collect your application(s) for assistance, provided you are an Australian citizen. Remember to bring your tax file number with you if you wish to use Fee-HELP.
- If you are an international student you should consult the International Office with any queries regarding payment of fees.
- If you are a full fee paying domestic student you will be sent an invoice the following week and will have 14 days to pay from the date of the invoice.

Remember to bring your tax file number with you if you wish to use Fee-HELP.

PLEASE JOIN US
FACULTY POSTGRADUATE ORIENTATION WELCOME
Thursday 26 July 2012
PNR Lecture Theatre
Level 3, PNR Building

Postgraduate Orientation will be held from 5.15pm onwards.
We hope that you will join us at Orientation. There will be a Welcome from the Associate Dean, Education and you will have the opportunity to meet and network with other new students and find out about the various resources available to you.

Light refreshments will be provided from 4.50pm onward.

WHAT IS THE STUDENT SERVICES AND AMENITIES FEE?
The Student Services and Amenities Fee will be introduced in 2012. It is an initiative of the Australian Government to improve student support and services available at the University. The fee is charged per semester and is based on study load – full time or part time. In 2012 all students except newly commencing international students will be liable for the fee. More information is available at sydney.edu.au/current_students/student_administration/hecs_fees.shtml

WHAT IS SA-HELP? AM I ELIGIBLE?
SA-HELP is available to Australian citizens and those on a Humanitarian Visa to defer the payment of the new Student Services and Amenities Fee to the taxation system. If you are eligible a Request for SA-HELP assistance form will be available at enrolment. Please bring your TFN if you wish to request SA-HELP.

AM I A DOMESTIC OR AN INTERNATIONAL STUDENT?
You are considered a domestic student if you are:
- a citizen of Australia
- a citizen of New Zealand
- a dual citizen of Australia and any other country, or
- a permanent resident of Australia
- on a Humanitarian Visa

You are considered an international student if you are:
- a citizen of any country except Australia or New Zealand
- a temporary resident of Australia
- a permanent resident of New Zealand

WHAT IS FULL TIME? DO I HAVE TO BE FULL TIME? HOW MANY CREDIT POINTS SHOULD I TAKE EACH SEMESTER?

International students
If you are an international student you must enrol in the normal full time load of 24 credit points per semester as required by ESOS (Education Services for Overseas Act 2000). This will allow a full time international student to complete the program in the standard time.

Domestic students
A full time enrolment for local students is defined as at least 18 credit points in each semester. You do not necessarily have to be full time.

Public Transport Concessions are only available to full time domestic students.
Some government benefits may require full time study. Check the provisions of your support scheme.
There is no standard part time enrolment except that you have to take at least one unit of study per semester.

HOW DO I CHOOSE MY UNITS OF STUDY?
For degree requirements and unit of study information please consult the Courses and Unit of Study portal on the faculty website.
If you require academic advice please consult the Director of Postgraduate Studies for your school or the Graduate School of Engineering & IT (GSE) administrative staff. Details for School Directors and GSE administrative staff appear later in this guide.
WHAT IS THE MAXIMUM NUMBER OF CREDIT POINTS I CAN TAKE EACH SEMESTER?
You may not take more than 30 credit points in one semester. A load of 30 credit points for a semester requires academic permission. However it is recommended that you take no more than 24 credit points per semester.

HOW LONG DO I HAVE TO COMPLETE THE DEGREE?
If you are an international student you must complete your degree as indicated in your letter of offer. However, if you have any difficulties completing your degree in the required time please discuss this with the GSE administrative staff or the International Office.

Domestic students are required to complete the degree in no more than 10 semesters of candidature. All students must complete the degree within 8 years of first enrolling, including any periods of suspension of candidature.

DO I HAVE TO CHOOSE UNITS OF STUDY FOR THE WHOLE YEAR NOW?
You will only enrol in units of study for semester two 2012. In October you will receive a University email advising you to pre-enrol in units of study for 2013, if continuing your study.

It is advised that you choose your subjects carefully now, however changes can be made by certain dates. Please check the section on Important Dates for 2012.

If you choose to use FEE-HELP it is important to realise that your enrolment represents a contract with the Commonwealth Government and you are charged fees according to your enrolment at the Census Date. Please ensure you read the FEE-HELP information booklet as it is your responsibility to be informed if you are using this facility.

You are responsible for making sure your enrolment for the semester is correct by the census date. No changes can be made after that date without penalties.

WHAT IS FEE-HELP? AM I ELIGIBLE?
FEE-HELP allows Australian citizens to borrow the money for tuition fees from the Australian Commonwealth Government, to be repaid through the taxation system. FEE-HELP is not available to permanent residents (unless you are on a Humanitarian Visa) or New Zealand citizens (See the FEE-HELP guide or www.goingtouni.gov.au).

WHAT IS SPECIAL CONSIDERATION?
If you believe that your studies or academic performance has, or will, suffer because of a serious illness or misadventure, you may ask your faculty to give you Special Consideration in assessment, including examinations. Serious illness generally refers to one which prohibits you from working at your normal level. Misadventure refers to situations beyond your control, such as injury to yourself or the serious illness of a family member.

Special Consideration is used in one-off...
situations or for short-term illness only. If you are subject to a long-term disability, illness or injury which affects your ability to complete your studies or attend classes, you will need to seek advice from the Disability Services Office
sydney.edu.au/stuserv/disability

A detailed description of Special Consideration, the procedures for applying and the responsibilities of both yourself and the faculty can be found on the Student Administration website sydney.edu.au/current_students/student_administration/examinations/special_consideration

You can download a standard Special Consideration application pack from the GSE website sydney.edu.au/engineering/gse/current/forms

WHAT DO I DO IF I WAS ILL AND COULD NOT ATTEND MY EXAM?
If you have missed your exam due to illness or misadventure then you should apply for Special Consideration. An application form must be completed and lodged at the GSE within one week (five business days) of the original date of the examination. Applications may not be accepted after one week unless serious illness or misadventure prevented you from submitting the form within this period.

HOW DO I ACCESS DISABILITY SERVICES?
To access services provided by the Disability Services, you will need to register. Please advise Ms Jo Gillot, Disability Liaison Officer, GSE if you are seeking such assistance. To register you must make an appointment with a Disability Services Officer and bring along the required supporting documentation and any other relevant information. During the appointment (which usually goes for 45 minutes), the Disability Services Officer will review the documentation and assess your eligibility for services.
For further information about registration, please visit sydney.edu.au/stuserv/disability

WHAT IS PLAGIARISM?
Plagiarism means presenting another person’s work as your own work by presenting, copying, or reproducing it without acknowledgement of the source. Plagiarism includes presenting work for assessment that includes:
– sentences, paragraphs, or longer extracts from published or unpublished work (including from the Internet) without acknowledgement of the source; or
– the work of another person, without acknowledgement of the source and presented in a way that exceeds the boundaries of legitimate cooperation.

ACKNOWLEDGING THE WORK OF OTHERS
All ideas and phrases that are not your own, whether they derive from printed sources, resources on the internet, or lectures, must be acknowledged. This is done by ‘referencing’. You will be advised by the unit of study coordinator which referencing style to use, e.g. Harvard style, MLA style. Style manuals and guides are also available from University of Sydney Library, and the Learning Centre runs workshops on quoting, summarising and paraphrasing information from sources to avoid plagiarism.

Failure to acknowledge your sources may result in partial or total loss of marks for that piece of work. In more serious cases it may result in failure in the unit of study or exclusion from the University. Students who allow their work to be copied and passed off as the work of another student will be regarded as complicit in an act of plagiarism.

UNIVERSITY POLICY ON ACADEMIC DISHONESTY AND PLAGIARISM
All students are advised to familiarise themselves with the following University Policies:
– Code of Conduct for Students
– Academic Dishonesty and Plagiarism
– ICT Resources

These are available on the GSE website sydney.edu.au/engineering/gse/current

WHAT ARE “SPECIAL ARRANGEMENTS”? Special arrangements may be made available to any student enrolled at the University of Sydney who is unable to meet assessment requirements or attend examinations because of one or more of the following situations:
– essential religious commitments or essential beliefs (including cultural and ceremonial commitments);
– compulsory legal absence (e.g. jury duty, court summons, etc);
– sporting or cultural commitments, including political/union commitments, where the student is representing the University, state or nation;
– birth or adoption of a child, and
– Australian defense force or emergency service commitments (including Army Reserve).

Students should provide sufficient and relevant supporting documentation with any application for special arrangements. Students must also provide contact details to enable the Faculty to seek further advice from the person or body which issued the supporting documentation used in the application.

The student will be advised of this decision by email within seven days of lodgement of the application.
IMPORTANT DATES
FOR 2012

SEMMESTER TWO

<table>
<thead>
<tr>
<th>DATES</th>
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<tbody>
<tr>
<td>Lectures commence</td>
</tr>
<tr>
<td>Monday 30 July</td>
</tr>
<tr>
<td>Last day to add a unit of study</td>
</tr>
<tr>
<td>Friday 10 August</td>
</tr>
<tr>
<td>CENSUS DATE LAST DAY TO WITHDRAW FROM A UNIT</td>
</tr>
<tr>
<td>FRIDAY 31 AUGUST</td>
</tr>
<tr>
<td>Last day to DNF: Discontinue Not Fail</td>
</tr>
<tr>
<td>Friday 14 September</td>
</tr>
<tr>
<td>Mid semester recess</td>
</tr>
<tr>
<td>Monday 24 to Friday 28 September</td>
</tr>
<tr>
<td>Public Holiday (Labour Day)</td>
</tr>
<tr>
<td>Monday 1 October</td>
</tr>
<tr>
<td>Last day to Discontinue Fail (DF)</td>
</tr>
<tr>
<td>Friday 2 November</td>
</tr>
<tr>
<td>Last day of lectures</td>
</tr>
<tr>
<td>Friday 2 November</td>
</tr>
<tr>
<td>Study vacation</td>
</tr>
<tr>
<td>Monday 5 to Friday 9 November</td>
</tr>
<tr>
<td>Examination period</td>
</tr>
<tr>
<td>Monday 12 to Saturday 24 November</td>
</tr>
<tr>
<td>Semester ends</td>
</tr>
<tr>
<td>Saturday 24 November</td>
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– The **Census Date** is the last day to withdraw without financial or academic penalty.
– **Discontinue Not Fail (DNF):** There is no academic penalty for discontinuing the unit but you will be financially liable.
– **Discontinue Fail (DF):** There is an academic penalty – DF will appear on your official academic transcript. You will be financially liable for the unit of study.
– International Students are subject to different cancellation fees. Please contact your admissions officer at the International Office if you are in doubt.

**REMEMBER – YOUR ENROLMENT IS YOUR RESPONSIBILITY**

Please make sure your enrolment for the semester is correct by the census date. Please check your enrolment via MyUni.

No changes can be made after that date without penalties.
Level 3, PNR Building
Monday to Friday, 10am to 4pm
E engineering.postgraduate@sydney.edu.au
sydney.edu.au/engineering/gse

MANAGER
Ms Lesley Vanderkwast
E lesley.vanderkwast@sydney.edu.au

STUDENT SERVICES OFFICER, PRACTICAL EXPERIENCE
Ms Emily Major
T +61 2 9351 8155
E engineering.practical.experience@sydney.edu.au

STUDENT SERVICES OFFICER, SCHOLARSHIPS
Ms Misa Tran
T +61 2 9351 8155
E engineering.scholarships@sydney.edu.au

COURSEWORK ADMINISTRATION COORDINATOR
DISABILITY LIASON OFFICER
Ms Jo Gillott
T +61 2 9351 8705
E jo.gillott@sydney.edu.au

RESEARCH TRAINING COORDINATOR (ACTING)
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E ujawala.autade@sydney.edu.au

School of Electrical & Information Engineering
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Admin Officer
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E rita.wong@sydney.edu.au

School of Chemical & Biomolecular Engineering
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Associate Professor Fariba Dehghani
Admin Officer
Glenys Eddy
T +61 2 9351 2455
E glenys.eddy@sydney.edu.au

School of Aerospace, Mechanical & Mechatronic Engineering
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Admin Officer
Bronwyn Sexton
T +61 2 9351 2338
E bronwyn.sexton@sydney.edu.au

School of Civil Engineering
Director
Associate Professor Chengwang Lei
Admin Officer
Christine Lacey
T +61 2 9114 0678
E christine.lacey@sydney.edu.au

Project Management
Director (Acting)
Associate Professor Simon Reay Atkinson
Admin Officer
Jessica Mullins
T +61 2 9351 5560
E jessica.mullins@sydney.edu.au

School of Information Technologies
Director
Dr Simon Poon
Admin Officer
Cecillia Faraizi
T +61 2 9351 6060
E cecille.faraizi@sydney.edu.au
You should log on to MyUni after you enrol. This is important because official University correspondence is sent to your University email address such as confirming enrolment for the whole year. You can also access a range of services as listed below.

Using student self administration in MyUni you are able to do the following:

**USING THE OPTIONS AT THE TOP OF THE SCREEN (IN THE BLUE LINE):**
1. Access Unit of Study handbooks
2. Download software
   - Students can download software such as the different supported browsers and Adobe so they can open PDFs (Explorer, Mozilla, Netscape, Adobe Reader)
3. Access Help through email support directed to IT, Faculty, or Flexsis Support
   - Changes made through MyUni to their student records change in real time on University’s student management system.

**USING THE OPTIONS AT THE MIDDLE OF THE SCREEN**
1. Enrolment Variation / Pre-enrolment Variation
   - Add Units of Study; Re-enrol in a Unit of Study; Withdraw from a Unit of Study
   - View and print enrolment details
   - Email enrolment details to university email or personal email
   - Select majors for your course (where available)
   - Find out key dates relating to each session
2. Obtain timetables
   - Customise timetables
3. Update DEWR information
4. Access Unit of Study Handbooks
5. Financial information
   - View Financial information
   - Print Statement of fees
   - Get contact details for the finance team, phone and address
   - Get an invoice for bank payment and BPaying payment details
6. Access to Unit of Study Results
   - View results from the current and previous calendar year so as to be able to see summer school results.
7. Access Examinations seat details
   - Room and seat numbers and locations
8. Update phone and address information
   - Including nominating a correspondence address for official University correspondence such as examination results
9. Access Commonwealth assistance notice
   - Retrieve a copy of the latest Commonwealth assistance notice

E-LEARNING
sydney.edu.au/elearning/
Many units of study have e-learning web sites. This is where you can access your learning materials and communicate with your lecturer and fellow students. Please, however, don't forget to check your University email as detailed above. User guides are available at sydney.edu.au/elearning/student/guides
You will need a username and password. This is called your UniKey. Your UniKey information is detailed on your enrolment confirmation which you will receive by post once your enrolment is complete. You will not be able to access any University resource without this UniKey.
The Library is located on the 1st Floor of the Jane Foss Russell Building and was designed by John Wardle Architects, winners of an international design competition in consultation with staff of the Library and Faculties and students. In the last decade, the digital revolution has radically changed the information environment and the library design reflects the requirements of researchers, teachers and learners in this new era.

The Scitech Library is the amalgamation of the Architecture, Engineering, Madsen and Mathematics libraries

Address
The Scitech Library
Level 1, Jane Foss Russell Building, G02, 160 City Road, Darlington, NSW 2006
T +61 2 862 78711
F +61 2 862 78730
E library.scitech@sydney.edu.au
sydney.edu.au/library

USING THE CATALOGUE
Find library books by title, author or keyword. Request items held at other campuses. Reserve books borrowed by other users:
opac.library.usyd.edu.au

FINDING JOURNAL ARTICLES – CATALOGUE, DATABASES AND GOOGLE SCHOLAR
Locate journals using the OPAC. Conduct searches on databases. Using Google Scholar via the catalogue and adding Endnote via the preferences.
– opac.library.usyd.edu.au/search/1
– www.library.usyd.edu.au/databases/
  projectmanagement
– scholar.google.com.au.ezproxy2.library.usyd.edu.au

ACCESSING MATERIAL NOT HELD BY THE LIBRARY – DOCUMENT DELIVERY
Obtain items not held by the library via interlibrary loan:
www.library.usyd.edu.au/borrowing/docdel

OBTAINING ENDNOTE
Download the EndNote bibliographical software:
libguides.library.usyd.edu.au/EndNote

WHERE TO FIND HELP
Know your Faculty Liaison Librarian:
sydney.edu.au/library/contacts/
subjectcontacts.html