WELCOME

Welcome to the Department of Electrical and Computer Engineering (ECE). The Department of ECE offers two postgraduate research courses:

- Master of Philosophy (Electrical and Computer Engineering)
- Doctor of Philosophy (Electrical and Computer Engineering)

This booklet is primarily designed to provide general information about the administrative processes behind these programs within the Department of Electrical and Computer Engineering. It is accurate at the time of printing. It should be read in conjunction with the information contained on the University and Department websites which will be referred to throughout this booklet.

University website:
http://research.curtin.edu.au/

ECE Department website:
http://ece.curtin.edu.au/

Dr Yee-Hong Leung is the Postgraduate Co-ordinator and is the primary contact person for each of these programs. Robyn Cornwell is the Postgraduate Administrative Assistant and can assist you with any administrative enquiries you may have. Their details and those of relevant administrative contacts can be found below:

| Contact                                                        | Location | Procedure                  |
|                                                               |          |                           |
| Dr Yee-Hong Leung-Postgraduate Co-ordinator                   | 314:157  | Research                  |
| Ph: 9266 7393                                                  |          |                           |
| Email: y.leung@curtin.edu.au                                   |          |                           |
| Ms Robyn Cornwell                                              | 204:227  | ECE Administration        |
| Ph: 9266 7885                                                  |          |                           |
| Email: r.cornwell@curtin.edu.au                               |          |                           |
| Faculty Graduate Studies- Graduate Programs Officers          | 314:137  | Faculty Administration   |
| Ph: 9266 7303                                                  |          |                           |
| Email: sciengresearch@curtin.edu.au                           |          |                           |
| Mr Mark Fowler-Technical Manager                               | 207:106B | Lab and Office            |
| Ph: 9266 7926                                                  |          | Access                    |
| Email: m.fowler@curtin.edu.au                                  |          | Building Access           |
| IT Support                                                     | 200      | IT Support                |
| Ph: 9266 9000                                                  |          |                           |
| Email: service.desk@curtin.edu.au                             |          |                           |
| Ms Kit Farrelly-Faculty Librarian                             | 314:138A | Library Services          |
| Ph: 9266 2549                                                  |          |                           |
| Email: c.new@curtin.edu.au                                    |          |                           |
| OASIS Website                                                  | http://oasis.curtin.edu.au/ | E-mail account             |
GETTING STARTED

Forms for Postgraduate Studies

As you progress through your studies you will require many forms throughout the various stages of your program. These are available on the University website at:

http://research.curtin.edu.au/guides/forms/forms.cfm

The forms can be downloaded to a PC or Mac for completion. Forms are often updated and you should download the most recent ones rather than rely on ones that may have been printed off some time ago.

Forms that you may need include:

- Application for Candidacy/Extension of Candidacy
- Request for Extension of Time to Submit Candidacy Application
- Variation to Candidacy Details/Nomination of Examiners
- Application for Conference Support
- Application for Leave of Absence
- Thesis Examination Report of Chairperson

All of these forms will require signatures, from you and depending on the form may also require signatures from your Supervisor, the Chair of your Thesis Committee and the Head of Department or the Postgraduate Coordinator.

After you have completed a form affix to it your signature and where necessary your Supervisor’s signature and submit the form to the Postgraduate Administrative Assistant. The Postgraduate Administrative Assistant will then review the details on the form before presenting it to the Head of Department and/or Postgraduate Coordinator for further signatures (if necessary) and thereafter to the Faculty Graduate Studies Committee (FGSC) for consideration. The FGSC meets once per month. Please see the Postgraduate Administrative Assistant for meeting dates. Students are informed of the status of their application following the meeting of the FGSC via the Official Communication Channel (OCC).
CANDIDACY

Following admission to a HDR program, a student is deemed to have provisional candidature. To have their status converted to confirmed candidature a student must fulfil the requirements set by both the Department and the Faculty.

Application for Candidacy must be made:

- MPhil – within three months of initial enrolment for full-time students and six months for part-time students
- PhD – within six months of initial enrolment for full-time students and twelve months for part-time students.

For general information on Candidacy refer to the University guidelines at:
http://research.curtin.edu.au/guides/hdrguidelines/appcand.cfm

An Application for Candidacy/Conversion of Candidacy form can be downloaded from:
http://research.curtin.edu.au/forms/forms.cfm#candidacy

Parts 1, 2 and 3 of this form should be completed by the student and submitted to their Supervisor.

Requirements for Candidacy at the Department Level

The Department of Electrical and Computer Engineering requires HDR students to make a Candidacy Presentation before members of their Thesis Committee and invited members of the academic staff and HDR student body. The student must first consult with their Thesis Committee to determine a mutually convenient date/time for their presentation. They are then required to liaise with the Postgraduate Administrative Assistant so a venue can be booked and flyer produced.

Candidacy at the Department level needs to be approved before an Application for Candidacy can be submitted to the Faculty.

Requirements for Candidacy at the Faculty Level

Following a student’s Candidacy Presentation his/her Thesis Committee will have a brief meeting to decide if their Application is worthy of progression to the Faculty level. The Committee will also provide some feedback to the student regarding their Research Proposal. If approval is given the student is required to complete the relevant parts of the Application Form and submit it to the Postgraduate Administrative Assistant for review.

The Application is then passed to the Head of Department for signature before being submitted to the FGSC for approval. The FGSC informs the student of their decision via the Official Communication Channel (OCC).

If the student is unable to submit their Application by the due date because of extenuating circumstances they are required to apply for an extension of time using the Request for Extension of Time to Submit Candidacy Application form available at the address above.
RESEARCH FUNDING

Doctoral students are able to apply for funding from both the Department and Faculty. Masters students are able to apply for funding from the Department only.

Department Supported Funding - Consumables Allowance

Under the terms of your enrolment as a full time HDR student you are allocated an allowance of $2,000 per year for fieldwork and consumables. This applies for the first 2 years of an MPhil and the first 4 years of a PhD. This is intended to cover costs such as photocopying, fieldwork, telephones, consumables, short course attendance, etc. If several students wish to purchase a particular software package that is not available through the University then you can each contribute to the total cost. The funds may also be used for conference attendance but only up to the amount that is in your credit. You can ‘roll over’ the allowance to the next year but you cannot draw on any future payments.

Given that it is extremely difficult to track every expense for every student the Department recovers the following expenses on a lump sum basis per student: for the PC, software and peripherals provided at the beginning of studies, office space, photocopying, internet usage, attendance at PEECS, thesis examination fees, printing, inter-library loans, ergonomic furniture on recommendation by the OHSC and other similar costs incurred by the Department including costs associated with postgraduate technical and administrative support.

On deduction of this lump sum cost the following funds are available to you once you have attained Candidacy. The amount is calculated from your thesis commencement date:

- Full-Time PhD Student - Year 1:$500; Year 2:$1,000; Year 3:$1,500; Year 4:$1,500.
- Full-Time Masters Students – Year 1:$500; Year 2:$1000

Before applying please read the following:

At the beginning of each year you should discuss with your Supervisor how you think you might best use this allowance. The Postgraduate Administrative Assistant will be able to confirm what funds are available to you at any one time.

Non Travelling Expenses

If you wish to access monies from your HDR Consumables Allowance on any item other than travel simply complete a Consumables and Fieldwork Expense Application form (including the Creditors Details form) available at:


and have signed by your Supervisor before submitting to the Postgraduate Administrative Assistant.
**Travelling Expenses**

**Prior to Travel**

If you wish to access monies from your HDR Consumables Allowance for travel both within Australia or overseas you will need to fill out a **Campus Travel Profile** form available from the Postgraduate Administrative Assistant and an **Approval/Reconciliation of University Expenses** form available at: [http://riskmanagement.curtin.edu.au/local/docs/docs_forms/2011_Travel_Approval_Form.doc](http://riskmanagement.curtin.edu.au/local/docs/docs_forms/2011_Travel_Approval_Form.doc)

- Refer to Curtin’s Travel Policy and Procedures Guidance Notes attached to the Approval/Reconciliation for University Expenses form
- Obtain quotations for airfares (Campus Travel), accommodation, conference fees etc.
- Complete a Campus Travel Profile Form
- Complete the Approval/Reconciliation of University Expenses form and attach all quotes and a copy of the paper you will be presenting
- Submit everything to the Postgraduate Administrative Assistant. Incomplete applications will not be accepted

Your form will be presented to the Head of Department for approval. If approved, the form will then be forwarded to the Head of School for further approval. You will be notified of their approval or otherwise via email. At this point you can make an appointment with the Department Secretary who will arrange payment of your airfare and conference registration. All other costs must be paid by you and claimed from the Department upon your return.

**On Return from Travel**

- Complete the Reconciliation of Actual Expenditure section of the Approval/Reconciliation of University Expenses Form
- Submit the form to the Postgraduate Administrative Assistant with original receipts. This is required for auditing purposes

Your paperwork will then be presented to the Head of Department for approval and thence to the Faculty Financial Services Unit for processing. Financial Services will arrange to have the approved funds credited to your nominated bank account.
Faculty Supported Funding - Conference Support

For Doctoral students there is a separate allowance of $2,000 that is offered only once during your enrolment for travel to a conference. You will only receive this if you are presenting a paper or can make a case that it is vital for you to attend. Clearly $2,000 is insufficient for most conferences but you can top it up with funds from the consumables allowance.

Note, you do not get this allowance if you are on a Leave of Absence or if you are absent without leave. If you are a part-time student, then the allowance is on a pro-rate basis.

Prior to Travel

For travel both within Australia and overseas you will need to fill out a Campus Travel Profile form available from the Postgraduate Administrative Assistant and an Approval/Reconciliation of University Expenses form and available at the address above.

- Refer to Curtin’s Travel Policy and Procedures Guidance Notes attached to the Approval/Reconciliation for University Expenses form.
- Gain quotations for airfares (Campus Travel), accommodation, conference fees etc.
- Complete a Campus Travel Profile Form.
- Complete the Approval/Reconciliation of University Expenses form, and attach all quotes, a copy of the paper you will be presenting, and proof of your paper’s acceptance.
- Submit everything to the Postgraduate Administrative Assistant. Incomplete applications will not be accepted.

Your form will be presented to the Head of Department for approval. If approved, the form will then be forwarded to the Head of School for further approval. You will be notified of their approval or otherwise via email. At this point you can make an appointment with the Department Secretary who will arrange payment of your airfare and conference registration. All other costs must be paid by yourself and claimed from the Faculty upon your return.

On Return from Travel

- Complete the Reconciliation of Actual Expenditure section of the Approval/Reconciliation of University Expenses Form. This is required for auditing purposes
- Complete an Application for Conference Support (including the Creditors Details Form) available at:
  

  and have it signed by your Supervisor before submitting to the Postgraduate Administrative Assistant with original receipts

Your paperwork will then be submitted to the HoD for approval and then the Faculty for consideration. The Faculty will arrange to have the approved funds credited to your nominated bank account.
SUBMITTING YOUR THESIS
For a more detailed explanation of the process please see the link below:
http://research.curtin.edu.au/guides/hdrguidelines/thesissub.cfm

If you have any further questions please contact the Thesis Examinations Officer on 9266 2111.

Thesis Format
HDR students in the Department generally present their thesis in the “traditional form”. Guidelines relating to
the format of this form can be found at the following link:
http://research.curtin.edu.au/guides/hdrguidelines/thesisprep.cfm#typescript
In general, HDR theses produced from the Department follow the IEEE referencing style.

Forms Required for Submission

1. Nomination of Examiners
It is the responsibility of the student’s Supervisor to nominate examiners using the Variation to Candidacy/
Nomination of Examiners form available at:
http://research.curtin.edu.au/local/docs/graduate/TE-VarCand_NoE.pdf

Parts 1, 2 and 3 are to be completed by the Supervisor and submitted to the Postgraduate Administrative
Assistant. The Application is then reviewed by the Head of Department before being submitted to the FGSC for
approval. Once approval is granted by the FGSC, the Approval is forwarded to the Thesis Examination Officer
in the Office of Research and Development (ORD). The FGSC informs the student of their decision via the
Official Communication Channel (OCC).

2. Title Page
Once the student has received notification from the FGSC that their Variation to Candidacy/Nomination of
Examiners form has been approved the student is required to submit a copy of their Title Page to the Thesis
Examination Officer for approval.

3. Copyright and Release of Thesis for Examination
Once the Title Page has been approved the student can then prepare the following items:

- 3 copies of their thesis in temporary binding
- Receipt/s for the cost of temporary and permanent binding
- An abstract of your thesis of not more than 75 words approved by your Supervisor
- A completed Copyright and Release of Thesis for Examination form available at:
http://research.curtin.edu.au/forms/gradstudiesforms.cfm#thesisexam

These items should be presented to the Thesis Examination Officer in the Department of Research and
Development, Building 100, Level 1. Once received the thesis can be sent out for examination.
4. **Thesis Examination Report of Chairperson**

Once the examiners’ reports have been completed the Supervisor is required to inform the student of any amendments or revisions that need to be made. Once complete, the Chair is responsible for making a recommendation on the classification of the thesis to the University Graduate Studies Committee using the Thesis Examination Report of Chairperson form available at:


The Chair then submits to the Postgraduate Administrative Assistant the completed Thesis Examination Report of Chairperson form, together with the originals of the examiners’ reports, and a report from the student detailing the changes made to the thesis, as required by the examiners.

**Thesis Declaration**

Once your thesis has been PASSED you must submit a letter to the Thesis Examination Officer confirming that to the best of your knowledge and belief your thesis contains no material previously published by any other person except where due acknowledgment has been made and no material which has been accepted for the award of any other degree or diploma in any university. You can download a sample letter from:

http://research.curtin.edu.au/local/docs/graduate/TE-Declaration-26-10-05.doc

**Digital Thesis Submission**

Once your thesis has been PASSED, you are also required to submit a digital copy of the FINAL VERSION of the thesis. This electronic version of your thesis will be held in Curtin’s institutional repository espace@Curtin, which allows world-wide access to your work. Please see the following link for further information, such as format and forms, on the submission of digital theses:

http://library.curtin.edu.au/help/faq/curtin_theses.cfm#submitting