WELCOME

Welcome to the Department of Electrical and Computer Engineering. This booklet is designed primarily to provide general information about the administrative processes 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 Department website which will be referred to throughout this booklet and is available at:

http://ece.curtin.edu.au/

The Department offers five Masters by Coursework programs:

- Communications Networks
- Electrical Engineering
- Electrical Utility Engineering
- Renewable Energy Electrical Power Systems
- Telecommunications and Networking

CONTACTS

Michelle Cutinha is the Undergraduate & Postgraduate Administrative Officer and can help you with any enrolment/course/exam/graduation/timetabling/project enquiries you may have.

Their contact details and those of the respective Course Co-ordinators are listed below:

<table>
<thead>
<tr>
<th>Communications Networks</th>
<th>Electrical Engineering</th>
<th>Electrical Utility Engineering</th>
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<tbody>
<tr>
<td>Dr Yee Hong Leung</td>
<td>Mr Clive Maynard</td>
<td>Prof Peter Wolfs</td>
</tr>
<tr>
<td>Ph: 9266-7393</td>
<td>Ph: 9266-7905</td>
<td>Ph: 9266-1360</td>
</tr>
<tr>
<td>Email: <a href="mailto:y.leung@curtin.edu.au">y.leung@curtin.edu.au</a></td>
<td>Email:<a href="mailto:c.maynard@curtin.edu.au">c.maynard@curtin.edu.au</a></td>
<td>Email: <a href="mailto:p.wolfs@curtin.edu.au">p.wolfs@curtin.edu.au</a></td>
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<tr>
<th>Renewable Energy Electrical Power Systems</th>
<th>Telecommunications and Networking</th>
<th>Undergraduate &amp; Postgraduate Administrative Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Sumedha Rajakaruna</td>
<td>Dr Yee Hong Leung</td>
<td>Michelle Cutinha</td>
</tr>
<tr>
<td>Ph: 9266-7887</td>
<td>Ph: 9266-7393</td>
<td>Ph: 9266-7428</td>
</tr>
<tr>
<td>Email: <a href="mailto:s.rajakaruna@curtin.edu.au">s.rajakaruna@curtin.edu.au</a></td>
<td>Email: <a href="mailto:y.leung@curtin.edu.au">y.leung@curtin.edu.au</a></td>
<td>Email: <a href="mailto:m.cutinha@curtin.edu.au">m.cutinha@curtin.edu.au</a></td>
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For information regards enrolment, student cards, lab and office access, IT support etc please see the relevant contacts below:

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<th>Contact</th>
<th>Location</th>
<th>Procedure</th>
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<tr>
<td><strong>Student Services</strong></td>
<td>314:137</td>
<td>Enrolment</td>
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<tr>
<td>Ph: 9266 4600</td>
<td></td>
<td></td>
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<tr>
<td>Email: <a href="mailto:ssse@curtin.edu.au">ssse@curtin.edu.au</a></td>
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<tr>
<td><strong>Student Central</strong></td>
<td>101:Lvl 1</td>
<td>Student Card</td>
</tr>
<tr>
<td><strong>Mr Mark Fowler-Technical Manager</strong></td>
<td>207:106A</td>
<td>Lab and Office Access</td>
</tr>
<tr>
<td>Ph: 9266 7926</td>
<td></td>
<td>Building Access</td>
</tr>
<tr>
<td>Email: <a href="mailto:m.fowler@curtin.edu.au">m.fowler@curtin.edu.au</a></td>
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<tr>
<td><strong>IT Support</strong></td>
<td>200B (next to the bookshop)</td>
<td>IT support</td>
</tr>
<tr>
<td>Ph: 9266 9000</td>
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<tr>
<td>Email: <a href="mailto:service.desk@curtin.edu.au">service.desk@curtin.edu.au</a></td>
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<tr>
<td><strong>Ms Kit Farrelly-Faculty Librarian</strong></td>
<td>314:138A</td>
<td>Library Services</td>
</tr>
<tr>
<td>Ph: 9266 2549</td>
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<tr>
<td>Email: <a href="mailto:k.farrelly@curtin.edu.au">k.farrelly@curtin.edu.au</a></td>
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<tr>
<td><strong>OASIS Website</strong></td>
<td><a href="http://oasis.curtin.edu.au/">http://oasis.curtin.edu.au/</a></td>
<td>E-mail Account</td>
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GETTING STARTED

Choosing a Project

You have three options for choosing a project:

Staff option
If you wish to choose a project in a given area, note the staff interests on the Department’s web pages and then approach the appropriate staff member to determine a suitable project.

http://ece.curtin.edu.au/people/

Industry option
The Department encourages industry projects, but be aware of the conditions that apply. See the Guide to Projects for full details, but a brief summary is as follows:

1. The Department does not seek out industry projects; you must find them yourself. The Career’s Office may be able to assist.
2. The project must be approved by the Coursework Coordinator
3. Your project must be supervised by a qualified professional engineer or equivalent at the industry site. That supervisor needs to send the Coursework Coordinator a letter indicating their willingness to supervise and stating their position.
4. You cannot use University facilities for an industry project. If you or they wish to, then a formal contract will need to be drawn up. Doing work for charitable or non-profit organisations is a grey area; speak to the Coursework Coordinator on what is proposed to gain a ruling.
5. Before you can start such a project, we must have a letter from the organisation allowing public disclosure of your thesis.
6. You need to check with the organisation on whether their insurance policy covers you working at their site. If not, then you will need to seek an extension to the University’s policy.
7. You will also need to find a Supervisor within the Department to assist you in writing the thesis.

Student Option
You can nominate your own project. You need to do two things:

1. Sketch out what you propose to do outlining what you see as the major challenges. This includes things you will need to learn and any additional skills you will have to gain.
2. Identify a staff member who might be interested in that topic and then approach them. If they are willing to accept the project – possibly subject to modification – then fine, if not you will need to find someone else. If you cannot, then you will just have to change the project.
GETTING STARTED continued

Project Registration and Patent Forms

All Masters by Coursework students, except those enrolled in Communications Networks, are required to complete and submit a Project Registration Form (695, 601 or 603) and a Patent Form at the beginning of their first semester of study. These are to be completed in consultation with your Supervisor and submitted electronically to the Postgraduate Administrative Assistant. If you are unable to submit your forms in the first week of semester you are required to email the Postgraduate Administrative Assistant with an explanation.

Please note that if there are changes to your project title and/or supervisor during your first semester of study you must complete a new registration form (696, 602 or 604) before beginning your second semester of study. This must also be done in consultation with your supervisor and the form submitted electronically to the Postgraduate Administrative Assistant.

Project Registration Forms and the Patent Form are available at:


MEngSc (Electrical Engineering) Students
First Semester of study - Electrical Engineering Project 695 Registration Form
Second Semester of study - Electrical Engineering Project 696 Registration Form

MEngSc (Electrical Utility Engineering) Students
First Semester of study - Electrical Utility Engineering Project 603 Registration Form
Second Semester of study - Electrical Utility Engineering Project 604 Registration Form

MEngSc (Renewable Energy Electrical Power Systems) Students
First Semester of study - Electrical Engineering Project 695 Registration Form
Second Semester of study - Electrical Engineering Project 696 Registration Form

MEngSc (Telecommunications and Networking) Students
First Semester of study - Research Design Project 601 Registration Form
Second Semester of study - Research Design Project 602 Registration Form

These forms must be completed in consultation with your Supervisor and a copy submitted electronically to the Postgraduate Administrative Officer (Michelle M.Cutinha@curtin.edu.au)
PROJECT GUIDELINES

Requirements for Project Units

Dr Doug Myers has prepared a document containing guidelines for projects within the Department. It is primarily for Undergraduate students but is a useful resource for Masters by Coursework students and to some extent Higher Degree by Research students. A ‘Guide to Projects’ describes topics such as:

- Planning for the Project
- Executing the Project Plan
- The Project Presentation
- Writing the Thesis
- Assessment

A ‘Guide to Projects’ can be downloaded from the ECE Postgraduate Homepage at:

Log Book

It is a requirement that all students undertaking a project complete a logbook. The logbook should be used to record the activities you carry out during project work. It also allows you and your supervisor to plan future work and for your supervisor to provide feedback on your progress. The logbook forms part of the assessment for the unit. Logbooks can be collected from the Assignments Office at the beginning of the semester and must be submitted with your thesis.

Draft Theses Submission

You are required to submit a draft copy of your thesis to your Supervisor in Week 12 of the semester/Teaching Week 11. Please see the current academic calendar available at:
http://students.curtin.edu.au/administration/dates/academic.cfm

Your supervisor will suggest amendments to your draft and return it to you so you can make any necessary changes.

Spiral Bound Theses Submission

You are required to submit the following to the Assignments Office along with an assignment cover sheet available from https://esc.curtin.edu.au/Applications/assignments/ by the end of Week 13 of the Semester/Teaching Week 12:

- 1 assignment cover sheet
- 2 spiral bound copies of your thesis
- 2 CD’s supplied in a cover and labelled with your name and thesis title (hand in separately, do not glue in the back of your thesis)
These copies are used by Academic Staff to mark your thesis.

Project Presentations

Project presentations are scheduled for Week 14 of the semester/Study Week. A timetable for the presentations is prepared by the Postgraduate Administrative Officer and posted on the Student Page at:

http://ece.curtin.edu.au/student/

Final Theses Submission

You are required to submit the following to the Assignments Office which is situated on level 2 in building 204 by the end of Week 17 of the semester/Exam Week 2

- 1 assignment cover sheet available from https://esc.curtin.edu.au/Applications/assignments/
- 1 hard bound copy of your thesis

If you do not submit all of these items together on the due date you may not be able to graduate until the following semester. The hard bound copy of your thesis is for the Department library.

Theses Binding

Before having your thesis bound you must complete a Binding Authorisation form and have it signed by your Supervisor. You will need to submit this form to your chosen binder with your thesis or they will not accept your order. The binding form is available on the ECE Postgraduate Home page at:


The format the binders should use is available at:


Note that it may take up to three weeks to have your thesis bound. Please ensure that you submit your thesis to the binders early to allow for this

Below is a list of companies with their location and phone number that provides binding facilities for these:

Guild Copy and Design Centre
Building 106B, Curtin University, WA
Tel: 9266 2925
Email: copy.design@guild.curtin.edu.au
Templates & Order in which documents should be bound within the Thesis

The following is an explanation of the templates that you will need to include as part of your thesis. They can be downloaded from the ECE Postgraduate Homepage.

Assignment Cover Sheet

This sheet must be filled out and submitted to the Assignments Office with your thesis. It is available at: https://esc.curtin.edu.au/Applications/assignments/

Order of Bound Thesis

All the following documents must be bound within your thesis in this particular order:

1 Title Page

This sheet has the Department's logo on it. It is to be used as the first page of your thesis. It must have your thesis title, your name and the degree in which you are enrolled in that order. (available from http://ece.curtin.edu.au/student/postgraduate.cfm)

2 Documentation Sheet

This form summarises the key information about your project (title, abstract etc) It be placed as the second page of your thesis. (available from http://ece.curtin.edu.au/student/postgraduate.cfm)

3 Submission Letter

This is a formal letter to the Head of Department. It must be placed as the third page of your thesis. It must be signed by you.

4 Thesis

Printed single sided

5 Copyright Form

This form must be signed by you and placed as the last page of your thesis. This allows us to place your thesis on our servers so others can look at your thesis. A loose copy of this is to be handed in with your thesis.