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 Administrative Officer and can help you with any enrolment/course/exam/graduation/timetabling enquiries you may have. Robyn Cornwell is the Postgraduate Administrative Assistant and can assist you with any enquiries you may have regarding your project. 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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<th>Renewable Energy Electrical Power Systems</th>
<th>Telecommunications and Networking</th>
<th>Postgraduate Administrative Assistant</th>
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<tbody>
<tr>
<td>Dr Sumedha Rajakaruna</td>
<td>Dr Yee Hong Leung</td>
<td>Robyn Cornwell</td>
</tr>
<tr>
<td>Ph: 9266-7887</td>
<td>Ph: 9266-7393</td>
<td>Ph: 9266-7885</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:r.cornwell@curtin.edu.au">r.cornwell@curtin.edu.au</a></td>
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<tr>
<th>Undergraduate Administrative Officer</th>
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<tr>
<td>Michelle Cutinha</td>
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<tr>
<td>Ph: 9266-7428</td>
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<td>Office: 204:401</td>
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<td>Email: <a href="mailto:m.cutinha@curtin.edu.au">m.cutinha@curtin.edu.au</a></td>
</tr>
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March 2012
## CONTACTS

For information regards enrolment, student cards, lab and office access, IT support etc please see the relevant contacts below:

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<tr>
<th>Contact</th>
<th>Location</th>
<th>Procedure</th>
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<tbody>
<tr>
<td><strong>Student Services</strong></td>
<td>314:137</td>
<td>Enrolment</td>
</tr>
<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>
<td></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>
<td></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

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 Post Graduate Administration Assistant at:

r.cornwell@curtin.edu.au
PROJECT GUIDELINES

Requirements for Project Units

Dr Doug Myers has prepared two documents containing guidelines for projects within the Department leading to Masters by Coursework Degrees (and to some extent research degrees). They describe topics such as:

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

They can be downloaded from the ECE Postgraduate Homepage at:


Log Book

It is a requirement that all students undertaking a project complete a logbook. Logbooks will be submitted to students at the beginning of the semester and must be submitted with your thesis.

Templates

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.

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.

Documentation Sheet

This form summarises the key information about your project. It must be placed as the second page of your thesis.

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.
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.

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/

Draft Theses Submission

You are required to submit one spiral bound copy of your draft thesis to your Supervisor by the end of week 12 of the semester. Please see the current academic calendar available at:

http://students.curtin.edu.au/administration/dates/academic.cfm

Project Presentations

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

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

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:

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

**Classic Bookbinders**  
96 Belmont Ave Rivervale WA 6103  
Tel: 9474 4777  
Fax: 9479 4777  
Email: info@classicbookbinders.com.au  

**Pritchard Bookbinders**  
44 Caversham St Perth WA 6000  
Tel: 93283255  
Fax: 92289301  
Email: pritchardbookbinders@westnet.com.au

Please note that it can take up to three weeks to have your thesis bound.

**Final Theses Submission**

You are required to submit the following to the Assignments Office by the end of week 16 of the semester. Please see the current academic calendar.

- 1 assignment cover sheet
- 1 hard bound copy of your thesis
- 1 CD supplied in a cover and labelled with your name and thesis title (hand in separately, do not glue in the back of your thesis)
- 1 logbook
- 1 loose copy of your signed copyright form

You must submit your thesis with the cover sheet attached by the due date to the Assignments Office in Building 204, Level 2.

If you do not submit all of these items together on the due date your thesis will not be accepted and you may not be able to graduate until the following semester.