1. **INTRODUCTION**

This document is a supplement to any induction documentation you may receive from the University or Faculty as part of your formal postgraduate research induction process. We have prepared it so that you have a clearer idea of what you can expect, and what is expected of you, during your time in the School as a research student.

The academic and research staff of the School, and indeed many other people you will meet at the University, have completed research degrees themselves, and understand the variety of emotions you will experience – from exhilaration to despair. If you apply yourself diligently to your studies, taking the advice contained within this document, it is likely you will achieve things you will be proud of for many years to come – and we hope also have fun!

Firstly, please recognise that you are privileged, having joined a world class research group. The School is the premier research group in Australia in the areas of geopositioning technology and applications, and radar remote sensing. These areas are recently re-named as “Navigation and Earth Observation”. We also have a strong international reputation. You will benefit greatly from pursuing your research diligently in this School, and we expect your contributions to help maintain this leadership position. Similarly, many of you are on scholarships, where you are paid an allowance that enables you to concentrate on your studies. In return for this expenditure, there are also certain expectations that we have of you. In other words, you are in some ways fortunate but with any privilege come responsibilities and some of your responsibilities are described below.

2. **RESEARCH TRAINING**

The University considers your time as a research student to be research training. In other words, when you complete the course of study, you should be able to conduct research independently, whether as an academic, a fulltime researcher in a government institute or in a commercial setting. The activities in which you should participate that contribute to your training include:

**Courses:** The University requires that you undertake 18 units of credit worth of graduate courses. Your supervisor will advise you on the courses that may be most appropriate for your research topic. Where other non-accredited courses are useful to your research, if possible you should attend these as well. Sometimes it may be possible to exempt this course requirement.
All the students should enrol in the Faculty of Engineering research student induction course: **GSOE9400: Engineering Postgraduate Research Essentials**, in the first session of their candidature.

**SSDS:** The School runs Staff-Student Development Seminars (SSDS), which are a lunch-time venue for presentations and discussion of (mostly) research-related topics. Presentations are made by students and staff of the School, and by visitors. A research student is expected to attend as many of these as possible, and to make presentations once or twice a year. Often the presentation will be a “practice run” of a pending conference paper. SSDS is part of the student’s communications training.

**Publications:** A good measure of the quality of a student’s research is whether it is considered publishable in journals and conference proceedings. An indication of the publication “rate” that a typical student should be able to maintain is:

- Year 1: One conference paper
- Years 2, 3 (each year): One journal paper, and two conference papers

In total, each PhD student is expected to publish 2 journal papers and 5 conference papers during his/her three years of full-time PhD studies.

_Our excellent students have always published well above such number of publications during their candidature. You should discuss the publication matters with your supervisor and pay attention to the quality of the journals and conferences._

Conference papers are particularly useful as training experiences, as the student must present work that may then be challenged by peers. The School encourages conference attendance and although firm guidelines are still to be developed, in general funding is often available for transport to an Australian conference and a “prize” (transport and accommodation) for an international conference each year. One of the roles of your supervisor is to advise you when work is ready to publish, and where you should publish it. Students are also expected to keep their supervisors informed when, for instance, they submit an abstract to a conference. This is important because badly written abstracts and papers reflect poorly on the School. Where research has been funded through a funding body, it must be acknowledged in the paper. (There are separate guidelines on Research Publications/Authorship.)

**Review Process:** At regular intervals throughout your research degree you will participate in a formal review process. The aim of the review is to ensure that any issues that are likely to prevent you finishing your degree in a timely manner (e.g. 3 years for PhD; 2 years for ME) are highlighted and resolved as soon as possible. At that time you will be able to reflect on what you have done and a Review Committee (that does not include your supervisor) will evaluate your progress. Sometimes this will involve a meeting with you, and sometimes this review is done “on paper”. (See the separate document on the SSIS Progress Review Procedure.)

**Thesis Proposal:** Typically a research proposal will be required to be submitted at your first review meeting. Guidelines on how to prepare a thesis proposal can be found at the following website: http://www.lc.unsw.edu.au/onlib/thesis.html
3. **OTHER OBLIGATIONS**

**University and Faculty Scholars:** Some scholarships (APA/UPS, EIPRS/UIPRS) are “topped up” by the Faculty. The student is required to perform 180 hours of work (such as teaching support) per year. This averages out to 6 hours per teaching week, which is typically assigned to students by the Director of Undergraduate Studies.

**Being an Ambassador:** Whenever you are visiting another institution, perhaps in another country, either conducting research or attending a conference, you will be representing the School. As such you are expected to behave in a professional manner, and if possible, present some of the School’s work to a new audience (e.g. your undergraduate university).

**Professional Behaviour:** Plagiarism is a serious offence, especially in a research environment. The university has a published policy which the School will enforce (http://www.lc.unsw.edu.au/plagiarism/). This means, among other things, that you must only publish your own work unless you reference the original author. You should also make yourself aware of the University’s Intellectual Property (IP) policy (http://www.gs.unsw.edu.au/policy/documents/ippolicy.pdf).

Basically, this says that if the university, a grant body, or private company pays for the work (e.g. via a scholarship), it owns the IP. The School has many resources (hardware, software, books, CDs) which should not be abused – if borrowed, they should be returned in good condition.

**Security:** Although researching outside of normal working hours is usual for a research student, it is important that during those times, other people are not admitted to the building.

**Occupational Health & Safety (OHS) Issues:** All students should be aware of the OHS procedures and guidelines for the research activities, see the details at the website below: http://www.hr.unsw.edu.au/ohswc/ohs/ohscomm.html.

4. **ADMINISTRATION PROCESS**

At the University level, the Graduate Research School (GRS) deals with all administrative matters relating to postgraduate research students from admission through to scholarships and graduation. The relevant UNSW procedures and policies for the research students are listed at the GRS website: http://ww.grs.unsw.edu.au.

For your enrolment, candidature, thesis examination and other university-related matters, speak to the Director of Postgraduate Studies (Jinling Wang, EE405, Tel: 93854203, email: Jinling.Wang@unsw.edu.au). For more serious problems, you can contact the Head of School (Chris Rizos) and/or the Dean of the Graduate Research School, or even the Associate Dean (Research Training) of the Faculty of Engineering.

The annual progress reviews will be coordinated by the Director of Postgraduate Studies (Jinling Wang). The continuation of the enrolments will be conditional on satisfactory progress having been made in the previous 6-12 months of studies. The SSIS procedures for progress reviews are documented separately for you.
The School has set up a dedicated website (http://www.gmat.unsw.edu.au/wang/PGAdmin/), which has links to relevant resources for postgraduate research student administration, including instructions on thesis submission.

5. SUPPORT FOR RESEARCH STUDENTS

Your supervisor is the first contact point for any research and academic matters. You are also supported by other staff in the School.

SSIS Computing resources:
http://www.gmat.unsw.edu.au/currentstudents/general/computing.htm

SSIS Computing Code of Conduct:
http://www.gmat.unsw.edu.au/currentstudents/general/code_conduct.htm

UNSW IT Policies and Guidelines:
http://www.its.unsw.edu.au/policies/policies_home.html

The UNSW and the Faculty of Engineering may provide travel support for research students to attend conferences, check more details at the website:
http://www.grs.unsw.edu.au/scholarships/travel.html

The School also has a Postgraduate Student Society, which runs social events and acts as a point of contact between the school and PG students:
http://www.gmat.unsw.edu.au/postgradsoc/home.htm

The School has established an OHS committee to review and implement OHS-related procedures. Peter Mumford is the current Chairperson of the School’s OHS committee. His office in EE413C, his email address is p.mumford@unsw.edu.au, his office telephone number is: 938 54189.