

This FAQ is based on an internal document written by Mr. Jim Whittington.

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## **1 Who should I contact**

- The coordinator is Dr Dennis Deng and the study adviser is Mr Michael Framez.
- If you have a question, please read this FAQ first.
- If your question is not answered, then you can either email the coordinator/adviser or make an appointment to see them.
- They will be available only for the scheduled time.

## **2 Applications for admission**

Many applications are now processed solely by IPO and offers made directly where the prospective student clearly meets the entry requirements advised by us.

## **3 For newly arrived students**

- In the first week of the semester, we have an adviser available each afternoon. You need to refer to the consultation timetable.
- Another very important and helpful place that you should visit is the Faculty office.

## **4 I failed a unit...**

- To qualify for a supplementary assessment, you need to have an “overall pass” (overall mark  $\geq 50$ )
- If you qualify for supplementary assessment, then you will normally do it in January.
- If you do not qualify, then there will be no supplementary.

## **5 But my visa expires in ...**

We will do our best to arrange supplementary assessment for you if you qualify for the supplementary exam.

## **6 I do not qualify for the supplementary...**

You may take our 15cp summer unit ELE5TTA in January/February as a way of catching up. However, this unit will run subject to sufficient enrolments ( $\sim 20$ ) and is available to all our students, not just those who have failed. While there is no strict prerequisite, ELE4NET is strongly recommended and any student without ELE4NET, or equivalent, may need to cover some networking

theory in their own time. The content next year will be on Internet Protocol Voice Telephony and Applications. This unit is also available to students from CS&CE, but their case we do require some networking background.

## **7 The importance of SMTNE and SMESNE taking CSE1CES in 1st sem 2008**

Students entering the degrees with network engineering (SMTNE and SMESNE) are required to have some C/C++ programming experience. This is very important because the advanced units offered by CS&CE (i.e. the Computer Networks part of these degrees) will assume programming competence plus some knowledge of Unix/Linux. Many students entering these courses from an engineering background have only done one or two units early in their course using Microsoft C and haven't practiced C programming to any great extent since. Also, these students have little or no practical experience with Unix/Linux. So we insist that all students who don't come with a clear Computer Science type programming background enroll in CSE1CES note this unit is only offered in 1st semester. Students who are not clear cut either way should be enrolled in CSE1CES, but also be advised to discuss their experience with the lecturer and PG coordination staff in CS&CE (i.e Wenny Rahayu and/or Mary Witten) with a view to applying for preclusion (see below) from CSE1CES. You should also check with CS&CE if Geoff Holts C & Unix workshops are going to be run. These usually run on Wednesday evenings starting in the 2nd or 3rd week of semester and are highly recommended for all students in SMTNE and SMESNE, but especially for those who's C and Unix skills are limited. Geoff's workshops complement the material covered in CSE1CES well.

## **8 What is advanced standing?**

- Advanced standing: a credit transfer from previous study at this or another university (including overseas). When we grant an advanced standing we are effectively shortening, and thus reducing the cost, of the students degree program.
- Advanced standing is not available in one year degree programs, that is, Master of Telecommunication Engineering (SMTE); Master of Electronic Engineering (SMEE); the Postgraduate Diploma in Electronic Engineering (SPEE) ); and the Postgraduate Diploma and Microelectronic Engineering (SPME).
- The university has determined that the minimum length of a degree program is one year (120cp) and any advanced standing granted in these programs would reduce the degree below this minimum value. This still applies in the case of a student taking back to back one year degrees (e.g. SPEE + SMEE or SMTE + SMEE) because the student is enrolled in two separate degrees. Although, preclusions for core units (e.g. PRA) are acceptable in these degrees.

- For two year (240cp) degrees we will allow up to 60cp of advanced standing where appropriate. However, in Electronic Engineering our policy is to only allow advanced standing for 4th and 5th year units (except PRA) where the student can convince the appropriate lecturer that they have comprehensively covered the material in the unit. A signature or note from the appropriate lecturer is required to confirm this.

## 9 What is preclusion?

- Preclusion: a recognition that a student has covered equivalent studies in a previous course (at this or another university), but without any credit transfer. Therefore, a student must take an approved elective in the place of the precluded unit, and thus the length of their degree program remains the same. For example, Engineering Practice ELE5PRA is a compulsory unit in most of our masters courses. For students who believe that they have previously covered this material Jim Royston runs a test in the first few weeks of the semester. If the student is to be granted preclusion from PRA, then Jim Royston will write a note to that effect. When the coordinator receives Jim's note, he/she will need to fill out and sign the preclusion form (note same form as for advanced standing). At the same time the student will need to pick an approved elective to replace ELE5PRA. So if you feel you are in a good position to be granted preclusion for PRA, you need to attend classes in another unit of interest.

## 10 Enrolling in Major Projects 45cp & 60cp

- Students can not enroll in major project units online.
- Before a student can enroll in a major project (45 or 60cp) they must first seek approval from a member of staff to supervise them, we have a form for this purpose.
- The student must then return the signed form the Postgraduate coursework coordinator, who, following check of the form and the students proposed enrolment plan to ensure that the proposed work and enrolment is feasible, can then authorize the enrolment on a Variation of Enrolment form.
- Two copies of the major project proposal form should be made. One for the student, one for the postgraduate coursework coordination file, with the original sent to Margaret North.

## 11 Problems with online Enrolments

- How does it work? At around mid October and again in December, the student system is opened up for students to re-enroll online.
- Why is your enrolment Invalids? As most PG coursework students have studied their UG degree at another university, they don't have most specified prerequisites listed on their LTU

academic record. Thus, when a student attempts to enroll online in a unit with a prerequisite not listed on their LTU record, the student system will record that enrolment as Invalid.

- How to get around this problem? The only way around this is to complete the enrolment in such units on a Variation of Enrolment Form. To complicate matters the university tells students that they must have an enrolment recorded by around the end of the 3rd week in December or they will face a late enrolment fee (fine). The bottom line is as long as a student has enrolled in at least one unit, any unit it can be changed later, they will not be fined. Even if they demonstrate that they have attempted to enroll, by having a printout showing the enrolment listed as invalid, they will be ok.

## 12 Course Transfers

- If you request a transfer as soon as you arrive (i.e. before enrolment), then you must seek approval from the coordinator. The faculty office will organize a new/amended enrolment form.
- If you have already enrolled, then a course transfer can only be actioned via a Course Transfer Form which the postgraduate coursework coordination must approve, for courses they coordinate. For international students IPO must also approve the transfer.
- IPO allows each international student one free transfer, after that they charge a processing fee. Also, IPO (and hence us) will not approve course transfer after the end of the second week of semester. Transfers open again once the semesters results have been released.

## 13 Variation of Enrolments (Changing Units)

- When students wish to change their enrolment, while still remaining in the same course, this must be done using a Variation of Enrolment Form. Variation of enrolments can be authorized by the postgraduate coursework coordinator or approved course adviser.
- To minimize the constant changing of units, the department now has a policy where we will not accept enrolments into a unit after the end of the second week of semester, without explicit approval of the unit coordinator. In practice from the third week on any student wishing to add an EE unit to their enrolment must have the signature of the unit coordinator next to the unit listing on the Variation of Enrolment Form. Even though the university census dates are the 31st of March and the 31 of August, the faculty fully supports our policy.

## 14 What happens when you fail a unit...

- All students who have failed one unit or more are sent a letter shortly after the results are released requiring them to meet with their course coordinator (in the first few weeks of the

semester) to discuss their situation. Each interview typically takes 20-30 minutes.

- This is not a disciplinary session, its about reviewing where problems occurred and together looking for ways in which the University's support services may be able to help and/or strategies and techniques the student could employ to improve their performance.
- There is a form to fill out during the interview, please make two copies, one for the student, one for our files original to the faculty office.

## **15 We have new courses...**

We currently have three new courses currently going through the university approval process.

- a. MBA/Master of Telecommunication Engineering
  - b. MBA/Master of Electronic Engineering
  - c. Master of Information and Communication Technology
- Details of these courses can be found on the CD. We anticipate these courses being available for first enrolments in February 2008 (i.e. 1st sem 2008).

## **16 Postgraduate Coursework Scholarship**

- Each semester we offer a fee waver scholarship to a student enrolled in their second year of study in a two year PG degree (i.e. Master of Biomedical Engineering, Master of Electronic Systems Engineering, Master of Microelectronic Engineering, and Master of Telecommunication and Network Engineering).

## **17 Feedback Session with Students**

A feedback session with PG coursework students will be held once a semester.