



**DEPARTMENT OF
ELECTRONIC ENGINEERING**

**STUDENT HANDBOOK
2008**

www.latrobe.edu.au/ee

PREFACE

IMPORTANT NOTICE:

This Student Handbook contains important information on how the Department interacts with its students on issues such as enrolment, academic performance, exams and assessments. It also describes the services provided by the Department and the Faculty of Science, Technology and Engineering and highlights what is expected of the students by both the Department and Faculty. **You must familiarise yourself with the policies given in this Handbook as the Department will assume you have read this material before coming to your first lecture class.**

While every effort is made to provide accurate information in this Handbook, at the time of publication, it may contain inadvertent errors. The Department does not give any warranties in relation to the accuracy and completeness of the contents. No responsibility will be taken for any loss incurred as a result of reliance on information in the Handbook.

We welcome any comments on the content of this Handbook so that the information can be updated to assist you better in the future. Please email your comments to rita.anderson@latrobe.edu.au

Good luck with your studies in the Department of Electronic Engineering.



Professor John Devlin
Head of Department

STAFF

Faculty of Science, Technology and Engineering

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Deputy Dean

Sandeman, M., BSc ANU, PhD ANU

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Schneider, C. B. Bus. (Acct) VU, GradDipBus. VU

Academic Services Coordinator (Undergraduate)

Shepherd, R.

Academic Services Officer (Postgraduate)

Jones, P.

School of Engineering and Mathematical Sciences

Head of School

Robinson, I., BSc Melb., PhD Melb.

Personal Assistant to HoS

Mooney, M.

Department of Electronic Engineering

Head of Department

Devlin, J.C., BE(Elec)(Hons) Melb., PhD La Trobe

Personal Assistant to Head of Department

Anderson, R

Professors

Cahill, L.W., BE(Hons) Melb., MEngSc(Hons) Melb., PhD Melb., SMIEEE, FIEAust.

Cameron, J.D., BE(Elec)(Hons) Melb., MEngSc Melb., MB BS Melb., MD Monash, FIEAust., CPEng(Biomed)

Devlin, J.C., BE(Elec)(Hons) Melb., PhD La Trobe

Associate Professors

Tay, D.B.H., BSc(Hons) *Melb.*, BE(Hons) *Melb.*, PhD *Cambridge*, MIEEE
Usher, B.F., BSc(Hons) *UWA*, DipEd *UWA*, PhD *UWA*, MAIP

Senior Lecturers

Deng, G., BSc Sun Yat-Sen, MEng Chinese Academy of Science, PhD La Trobe
Feramez, M., BEng *RMIT*, MEngSc *Monash*, MIEAust, CPEng
Junor, P.A., BEng *RMIT*, DipEng *RMIT*, GradDipEng *RMIT*, GradDipAppSc
Swinburne UT, SMIE Aust., CPEng(Biomed), MIEEE
Rathbone, G.D., ARMIT, DipEd *SCVH*, MEngSc *Melb.*, MIEAust., CPEng(Biomed)
Whittington, J.S., BSc(Hons) *La Trobe*, MEng *La Trobe*

Lecturers

Alexander, G., BSc *Edinburgh*, MBA *Deakin*, AFAIM
Wang, S., BSc *Xi'an Jiao Tong*, PhD *Melb.*

Associate Lecturers

Elton, D.M., BSc/BE (Elect)(Hons) *La Trobe*
Royston, J.F., BEng(Hons) *Melb.*, MEng *RMIT*
Tobin, G.R., BSc(Hons) *Melb.*

Senior Research Fellow

Kirsner, R.L.G., BE *Melb.*, MSc(Hons) *Melb.*, PhD *Melb.*, CPEng(Biomed) *Melb.*,
FIEAust, FIEE, FACPSEM

Honorary Senior Research Fellow

Warminski, T.P., MSc *Warsaw*, PhD *Polish Academy of Sciences*, DSc *Polish
Academy of Sciences*, FAIP

Sessional Lecturers

Hayes, D.
Shiel, V..
Stancic, D.
Markovic, A.

Professional Officers

McDonald, G., BEng(Elec) *RMIT*
Stewart, P.M., BSc(Hons) *Southampton*
Wang, S.K., BEng(Elec)(Hons) *La Trobe Uni*, Grad Dip(IT) *Swinburne UT*

Senior Technical Officer

Gentile, M., AssocDipEng (Elec), Certificate of Tech (Elec) *Swinburne*

Administration Staff

Anderson, R.. Administrative Officer
North, M.. Administrative Officer
Lennen, A.. Administrative Assistant

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1. INTRODUCTION

1.1 The Department of Electronic Engineering

The Department of Electronic Engineering provides a dynamic learning environment with innovative and industry relevant courses. The Department is committed to providing the best and most current instruction in the areas of Biomedical, Communications, Electronic Systems and Optical Engineering to ensure that our graduates are amongst the most highly sought-after. The Department offers a number of double degree programs including Electronic Engineering and Computer Science (Honours), Electronic Engineering and Law and Electronic Engineering and Science (Honours), as well as programs which combine Electronic Engineering with a Master of Biomedical Engineering, Microelectronic Engineering or Telecommunication Engineering. All undergraduate courses offered by the Department have been accredited with Engineers Australia.

The Department offers a broad array of well developed postgraduate coursework programs for graduates who wish to expand or update their qualifications. These programs aim to provide students with up-to-date skills and knowledge in one of the following specializations: Electronic Engineering; Microelectronic Engineering; Telecommunication Engineering; Electronic Systems and Network Engineering; and Telecommunications and Network Engineering. The range and depth of these courses is a tribute to the knowledge and expertise of our friendly staff who are active within both the academic world and the broader industrial community.

The research program of the Department is centered on applied research in the core areas of Biomedical, Communication, Control Systems, Digital Signal Processing, Optical and Photonics, Semiconductor Materials and Device Research. The Department offers two research degrees - the Master of Engineering by Research and the Doctor of Philosophy - whereby students undertake research under the guidance of a member of staff. The Department of Electronic Engineering has developed into one of Australia's best teaching and research centres and continues to produce quality graduates and publish scientific papers in highly acclaimed international journals. The University has an expanding Research and Development Park adjacent to the campus and the Department maintains active links with tenants of the park as well as with industry outside the park. Much of the research program within the Department is funded by outside bodies.

The Department of Electronic Engineering is part of the Cooperative Research Centre for Advanced Automotive Technology created in December 2005 as part of a national strategy to secure Australia's position in the global automotive industry. Its participants are eight leading vehicle and component manufacturers, two state governments and ten research institutions with a total investment in research and training of \$100m over seven years. The Department is well equipped with state of the art computing and instrumentation facilities and operates from a modern Engineering complex.

The staff within the Department of Electronic Engineering has a diverse background, with many staff members having extensive industry experience with companies including NEC Australia, Ericsson Australia, Telstra Research Laboratories, Phillips TMC, Radcom Consultants Australia, Transfield Defence Systems, The Defense Research Agency (U.K.), Tektronix Inc., Andrew Corporation, NASA, public hospitals including the Austin and the Monash Medical Centre as well as research institutes including Murdoch University, University of Cambridge, University of Oxford and UCLA. The Department maintains strong links to industry and annually hosts a student project presentation day whereby industry representatives attend presentations and industry-sponsored prizes are awarded. This opportunity to network with industry is regarded highly by many Electronic Engineering students.

The Department also works closely with the La Trobe University Industry Cadetship Office to develop industry based cadetships/summer internships for our students.

One of the most noticeable aspects of the Department of Electronic Engineering is its unique diversity of staff and students. There is a strong sense of community and closeness, which cannot be found in other institutions and it is this that makes our Department such an excellent place in which to study.

1.2 Teaching Aims of the Department

The Department provides a dynamic learning environment with innovative and industry relevant courses ensuring that our graduates are amongst the most highly sought-after.

The following mission statement reflects the Department's teaching ethos:

“The Department’s teaching mission is to produce adaptable, self-directed, resourceful, multi-skilled Electronic Engineering graduates through the provision of a quality learning setting which will enable students to deal with future developments in a rapidly changing environment.”

“The Department’s research mission is to achieve and maintain a national and international reputation for excellence in research.”

Our staff members are active within both the academic world and the broader industrial community. Their involvement in research and consultancy ensures that teaching is influenced by the latest developments in all aspects of Electronic Engineering.

Our educational goal is to produce graduates with:

- a capacity to undertake lifelong learning;
 - a strong mix of fundamental and practical skills;
 - a high level of project team skills in engineering;
 - effective communication skills; and
 - an understanding of the social, ethical and business responsibilities of professional engineers.
-

2. COURSES AND COURSE ADVICE

2.1 Overview of Degrees Offered

DEGREES	DURATION
UNDERGRADUATE	
Single degrees	
Bachelor of Electronic Engineering	4 years full time
Bachelor of Electronic Technology	3 years full time
Double degrees	
Bachelor of Computer Science (Honours)/Bachelor of Electronic Engineering	5 years full time
Bachelor of Science (Honours)/Bachelor of Electronic Engineering	5 years full time
Bachelor of Laws/Bachelor of Electronic Engineering	6 years full time
Bachelor of Electronic Engineering/Master of Biomedical Engineering	5 years full time
Bachelor of Electronic Engineering/Master of Microelectronic Engineering	5 years full time
Bachelor of Electronic Engineering/Master of Telecommunication Engineering	5 years full time
POSTGRADUATE COURSEWORK	
Postgraduate Diploma in Electronic Engineering	1 year
Postgraduate Diploma in Microelectronics	1 year
Master of Electronic Engineering	1 year
Master of Telecommunication Engineering	1 year
Master of Microelectronic Engineering	2 years
Master of Electronic Systems and Network Engineering	2 years
Master of Biomedical Engineering	2 years
Master of Telecommunications and Network Engineering	2 years
RESEARCH	
Master of Engineering	2 years
Doctor of Philosophy	3 years

*Degree structures are available on the Department website.

2.2 Professional Accreditation

All undergraduate courses offered by the Department have been accredited with Engineers Australia.

2.3 Academic Coordinator

The Academic Coordinator is responsible for the teaching programs within the Department and is also able to help you structure your course program, solve progression and pre-requisite problems, and provide general help and guidance with academic or personal issues.

The Academic Coordinator is:

Associate Professor Brian Usher
Location: PS2 Room 119
Telephone: 9479 1303 or 9479 3745
Email: B.Usher@latrobe.edu.au

Appointments should be made through:
Mrs Margaret North
Location: PS2 Room 118
Telephone: 9479 1303
Email: M.North@latrobe.edu.au

2.4 Postgraduate Coursework Coordinator

The Postgraduate Coursework Coordinator is responsible for the postgraduate teaching programs within the department and may be able to help in instances which go beyond any individual study unit.

The Postgraduate Coursework Coordinator is:

Dr Dennis Deng
Location: SW4 Room 436
Telephone: 9479 1410
Email: d.deng@latrobe.edu.au

Appointments should be made directly with Dr Deng.

For enquiries which are less administrative and focus more on the technical content of your course, there are sources of advice in addition to the Undergraduate and Postgraduate Coordinators.

Below is a list of advisers you can speak to if you have questions about the structure of your course, the electives you have chosen within your course, or even about changing your course.

2.5 Course Advice

Course Advisers for the Department of Electronic Engineering are:

Undergraduate

Coordinator/Course Adviser: Associate Professor Brian Usher
Room : Physical Sciences 2, Room 119
Telephone : 9479 1303 or 9479 3745
Email : b.usher@latrobe.edu.au

Course Adviser : Dr Dennis Deng
Room : Beth Gleeson Building, Room 439
Telephone : 9479 1410
Email : d.deng@latrobe.edu.au

Course Adviser : Professor Jim Cameron
Room : Beth Gleeson Building, Room 444
Telephone : 9479 1179
Email : j.cameron@latrobe.edu.au

Course Adviser : Mr Jim Royston
Room : Physical Sciences 2 Building Room 120
Telephone : 9479 1180
Email : j.royston@latrobe.edu.au

Course Adviser : Dr Song Wang
Room : Beth Gleeson Building, Room 443
Telephone : 9479 3744
Email : song.wang@latrobe.edu.au

Postgraduate Coursework

Coursework Coordinator/Course Adviser : Dr Dennis Deng
Room : Beth Gleeson Building, Room 436
Telephone : 9479 2051
Email : j.whittington@latrobe.edu.au

Course Adviser: Mr Michael Feramez
Room: Beth Gleeson Building, Room 441
Telephone: 9479 2065
Email: m.feramez@latrobe.edu.au

Postgraduate Research

Course Adviser : Mr David Tay
Room : Beth Gleeson Building, Room 440
Telephone : 9479 2529
Email : d.tay@latrobe.edu.au

If you are thinking of revising your enrolment, then the Course Adviser for the course in which you are enrolled is the appropriate person to see in the first instance.

2.6 Year Level Coordinators

The Year Level Coordinators for 2008 are:

First Year

Associate Professor Brian Usher
Location: PS2 Room 119
Telephone: 9479 3745
Email: B.Usher@latrobe.edu.au

Second Year

Mr Darrell Elton
Location: SW4 Room 438
Telephone: 9479 2826
Email: D.Elton@latrobe.edu.au

Third Year

Associate Professor David Tay
Location: SW4 Room 440
Telephone: 9479 2529
Email: D.Tay@latrobe.edu.au

Fourth Year

Mr Paul Junor
Location: PS2 Room 128
Telephone: 9479 1677
Email: P.Junor@latrobe.edu.au

Engineering Project Coordinator

Jim Whittington
Location: SW4 Room 436
Telephone: 9479 2051
Email: j.whittington@latrobe.edu.au

Fifth Year

Dr Dennis Deng
Location: SW4 Room 439
Telephone: 9479 1410
Email: d.deng@latrobe.edu.au

Year Level Coordinators are available to see students during nominated consultation times (availability will be shown on the timetable on each Coordinator's office door).

2.7 Lectures, tutorials and lab classes

During semesters, class lists containing student numbers, may be placed on notice boards to inform students of their allocated laboratory and tutorial classes.

In your very first week, you will find yourself in large lecture rooms of varying sizes with large numbers of other students. You will need to develop good note-taking skills to enable you to take meaningful notes whilst still listening to what the lecturer is explaining. This takes a little practice, but don't panic because most students develop their own effective individual style pretty quickly.

It is important that you do not try to write down every word that the lecturer says verbatim. What is important in a lecture is that you understand what is being said and that you are recording the main points only, together with any necessary formulas, programming codes, etc. Often, there are pre-printed notes to accompany the lecture, and it can be helpful to write on these as you go through them. Many students find it particularly helpful to write in dot point style, such as:

- record the main point, then
- use sub-points for related explanations

If you find that you are not managing to take good notes at the beginning, it is sometimes possible to ask the lecturer's permission to tape the lecture and then you can use this tape to supplement your notes afterwards.

Whichever style works for you, always review your notes as soon after the lecture as possible. Remember that the lectures are usually only one of the resources for your subject topics, and that there is often additional reading which is required to supplement the knowledge passed on to you at the lecture.

Tutorials are generally small work groups that require you to work through some exercises and some are designed so that you have good access to staff to ask questions and clarify lecture topics. They are one of the most valuable learning tools offered to you and you **must** attend them whenever they are run.

Laboratory and Computer laboratory classes are an essential part of your course. It is mandatory that you attend them. They are also an enjoyable experience and give you an excellent opportunity to work with fellow students and staff on different applications. The numbers of students working in a laboratory class will vary but will generally be larger than the tutorial groups. Usually, students work individually or in pairs but under the supervision of lab demonstrators or the lecturer. The communication, negotiation and team building skills you learn there are highly valued by employers.

2.8 Academic Progress

Progress of a student enrolled in any coursework degree (undergraduate and postgraduate) at La Trobe University in a particular academic period is deemed to be unsatisfactory if:

(a) *the student either:*

- (i) *fails to pass 50% of the units in which the student is enrolled for that period of enrolment; or*
- (ii) *having previously been deemed to have made unsatisfactory academic progress, fails to pass 60% of the units in which the student is enrolled for that period of enrolment; or*

(b) *the student fails a unit in a course for a second time; or*

(c) *the student fails to meet conditions specified by the Faculty administering the course at the commencement of the year of enrolment.*

Please refer to section 1.4 of the Faculty of Science, Technology and Engineering Policy and Administration Guide for further information:

<http://www.latrobe.edu.au/scitecheng/students/AdminGuideGeneral.htm>

2.9 What to do if you are falling behind in your studies

If, at any time, you are experiencing difficulties with your studies and/or you find that it may be difficult to meet the academic progress requirements for your course, it is most important that you seek advice from the Undergraduate Course Coordinator or the Postgraduate Coursework Coordinator as appropriate, regarding your options for the remainder of the year. You might also consider approaching the Counselling Service (ph: 9479 2956) for help with study skills or assistance in dealing with problems that may be adversely affecting your studies. Alternatively, the Students' Representative Council (ph: 9479 2976) is very willing to offer assistance.

If you are receiving an allowance from Centrelink and you are thinking of making changes to your enrolment, it may be appropriate to seek advice from the Student Accommodation and Financial Services Office. Discussing problems with subject coordinators or tutors for particular units may also be helpful. Indeed, students who are falling behind in a unit may be contacted directly by the unit coordinator.

Remember: if you are experiencing difficulties with your studies and/or your first semester results are disappointing, you must act to address the situation. Please discuss with the year level coordinator (see page 11) as soon as possible and seek assistance from various services available at the University. If you are a postgraduate student please see the Postgraduate Coordinator Mr David Tay (postgraduate research) or Dr Dennis Deng (postgraduate coursework) for any advice.

2.10 Pre-requisites

- Appendix 2 lists all units which are offered within the Department. Please check the Department website or the Undergraduate Handbook for any prerequisites, co-requisites or incompatible units.

- Results are available on the StudentOnLine website progressively from mid-July for first semester and the second week in December for second semester.
- In the event that you fail a first-semester unit which is a prerequisite for a second-semester unit in which you are enrolled, your second semester unit will be changed from “enrolled” to “invalid”. You must consult the undergraduate or postgraduate coordinator to discuss the advisability of continuing with or withdrawing from the second-semester unit.

2.11 Overloads

Students who fail one or more units sometimes seek permission in the subsequent year to study the failed (or other) unit(s) in addition to a normal full-time load. While overloading up to a maximum of 15 credit points per year is permissible with authority from the Academic Coordinator or the Postgraduate Coursework Coordinator (postgraduate students), overloading beyond this level is **not** normally permitted. You need to be aware that failure in one or more units commonly results in an extension of your course by at least one semester and you should plan your studies accordingly. Overloads beyond the 15 credit points permitted require approval by the relevant Course Adviser and the Associate Dean (Academic), and are normally approved only for students with a B average (or better) across a full-time year's study in a previous year. Please note that an overload is **not** considered sufficient ground for special consideration nor as an excuse should you subsequently have to show cause.

2.12 Language and Academic Skills Unit

The Language and Academic Skills unit in the Faculty assists students at all levels to develop writing, reading, oral presentation and study skills. Students are encouraged to contact the unit in Physical Sciences 1 Building, Room 213, or telephone (03) 9479 2432 to make an appointment for individual assistance or to inquire about resources.

Students from a non-English speaking background experiencing any difficulties with their studies, should also contact the Language and Academic Skills (ESL) Unit on Level 4 of the Humanities 3 Building, or telephone (03) 9479 2788 for assistance.

2.13 International Students

For international students coming into either an undergraduate program or a postgraduate program, studying at an Australian University may be completely different to studying in your home country. Classes are different, as are everyone's expectations. You will also find that electronic engineering courses use various forms of assessment, including examinations, assignments, lab tests, tutorials, and group projects, some of which may be a new experience for many international students. In addition, settling into a new place, getting to know your way around and the relationships that you develop with staff and new friends are also different. All of this means that the pressures felt in the first semester are often new and culturally confronting. Please feel free to ask any staff member within the Department for help if you have a query.

International students are reminded that they must meet the following DIMA requirements:

- maintain a valid visa
- maintain a full-time study load (nominally 60 credit points per semester)
- not repeat a unit more than once if it is your last semester of enrolment
- undertake no more than 20 hours paid work per week during semester
- ensure that your current postal details are maintained at all times, especially if returning overseas during breaks.

It is University policy that any communication directed to the last known address is deemed to have been delivered. Incorrect address details cannot be used as a reason for failing to submit documentation by a due date.

For enrolment issues please contact:

Ms. Pamela Leaver, Academic Services Officer (Undergraduate)
Faculty of Science, Technology and Engineering
Room: Faculty Office, Physical Sciences 1
Telephone: 9479 2199
Email: p.leaver@latrobe.edu.au

Ms. Pauline Jones, Academic Services Officer (Postgraduate)
Faculty of Science, Technology and Engineering
Room: Faculty Office, Physical Sciences 1
Telephone: 9479 3588
Email: p.jones@latrobe.edu.au

International Programs Office

The University's International Programs Office (IPO), located on the Bundoora campus, provides a range of services to help international students adjust to living in Australia. The Office works in close association with other areas of the University to ensure that international students get the most from their studies. There are also a number of international student societies about which the IPO can provide information.

In addition to pre-departure and arrival services, the IPO provides the following services for students on campus:

- assistance with visa, health insurance and accommodation arrangements
- comprehensive orientation for all new students to introduce them to the University, its facilities, and to other Australian and international students
- an International Student Advisory Service to assist students in orientation and with welfare, financial or personal problems
- a Spouse Support Program

For further information you can logon to the International Programs Office homepage at www.latrobe.edu.au/international/ or telephone (03) 9479 1199.

2.14 Administrative Queries

The staff in the General Office (Ground Floor Physical Sciences 2 Building, Room 118 or 4th Level Beth Gleeson Building, Room 432) will assist with any administrative queries you may have. You may contact the Faculty of Science, Technology and Engineering Office for any queries on enrolment or to obtain forms for *Variation of Enrolment*, *Application to Transfer Course*, *Application to Intermit Studies* etc. The Faculty Office Telephone number is 9479 2220. For more information please visit the website at <http://www.latrobe.edu.au/scitecheng/>

Application forms for *Variation of Enrolment*, *Application to Transfer Course*, *Application to Intermit Studies* must be submitted to the Faculty Office. **Application for Special Consideration forms are available from the Student Centre and must be submitted to the Student Centre.**

IMPORTANT: You are encouraged to contact any staff member or the Department's General Office or the Faculty Office about any problems you may be experiencing.

ENROLMENT ISSUES

Students may have either a fixed enrolment or may have to choose electives. Students should note the prerequisites for all units, particularly elective units, can be found in the University Handbook (on web) or Unit Guides (both available online).

3.1 StudentOnLine

The University provides an enrolment facility and access to unit results through StudentOnLine <http://www.latrobe.edu.au/acadserv/current/studentonline.html>. All authorised users have been issued with a Username and Password. This is the same as the Username and Password for accessing your University email account. If you have forgotten your login details, then please contact your campus Student Administration Centre or IT Support Desk.

Enrolment and results can be viewed at any time for the current academic period via StudentOnLine. This may assist in confirming variations made to your enrolment.

Examination timetables and class timetables are published on the web (four weeks before the relevant examination period), **NOT** on StudentOnLine.

3.2 Change of Address

If you change your address, it is essential that you lodge this information at the Student Centre by completing an “*Amendment to Personal Details Form*” available from the Student Centre or Faculty Office. Alternatively you can advise the Student Centre via the World Wide Web (www.latrobe.edu.au/www/acadserv/current/studentonline.html) or in writing - remembering to include your full name, student number, previous address and new address. This information can be faxed to 9479 1994 or posted to the Student Centre, La Trobe University, Victoria, 3086.

Please note that it is University policy that any communication directed to the last known address of a student is deemed to have been delivered to the student. It is your responsibility to ensure that the University has a current address at all times including during vacation periods when you may return home to visit family and friends. International students holding a student visa are reminded that Condition 8533 requires them to notify the University of any change of address within 7 days. This is particularly important if you are awarded supplementary assessment or special examinations or if you are required to show cause. **An incorrect mailing address will not be deemed sufficient reason for the acceptance of late show cause submissions.**

3.3 Student Identity Cards

La Trobe Cards are issued to students at the time of their first enrolment and updated each year that the student re-enrols, subject to evidence that all fees have been paid. The Transact La Trobe Card is multi-purpose and is used by students for:

- identification
- library borrowing
- building access

To use your card for photocopying and printing, your student card will need to be registered with your Transact La Trobe account using your student login. This account can be replenished using Cash Reload Stations strategically placed around the campus. Refer to www.latrobe.edu.au/campusgraphics/transact for details on how to register and load your card.

Student cards are required as proof of identity at all examinations. Students are required to produce their student card as proof of identity upon request from any identified Officer of the University.

Upon withdrawal from studies, student identity cards must be returned to the relevant Student Centre.

3.4 INVALIDS

An INVALID unit can occur for any of the following reasons:

- You have failed a pre-requisite or co-requisite unit in a prior teaching period
- You have selected a unit that has a class quota limit
- You have overloaded your enrolment in a teaching period
-

You may check for invalid units on your enrolment via StudentOnLine. They will also appear on your Statement of Account. Units that did not have INVALID status at the time you lodged your current enrolment plan, may later appear as INVALID.

INVALID units MUST be corrected prior to the published Census Date for the respective units.

Failure to correct any INVALID units may result in fees being calculated incorrectly, including the General Service Fee, no seat being available for you in examinations and results for INVALID units not being recorded.

If you have any INVALID units on your enrolment, please check to see if it relates to a unit with a quota. If it does, you will be advised of the status of this unit closer to the commencement of the teaching period.

For any INVALID units on your enrolment that do not relate to quotas you will need to do one of two things:

1. Withdraw from the INVALID unit and replace it with an appropriate alternative unit via a Variation of Enrolment form
OR
2. Have the Academic Coordinator (undergraduate students) or Postgraduate Coursework Coordinator (postgraduate students) approve your enrolment in the invalid unit by signing the 'Unit Approval Advisor of Studies' box on your 'Variation of Enrolment' form.

Please note changes made to your enrolment by the checking of unit and course rules may have an effect on your study load and alter the fees you will be required to pay. Students, who are required to maintain a full time study load, or who receive any type of private or government allowances or are current recipients of a scholarship, may be adversely affected.

3.5 Variation of Enrolments

If you wish to vary your enrolment, you should do so as soon as possible, preferably before the end of the second week of semester. This will give you a realistic chance of passing any unit you add to your enrolment. You should collect a **Variation to Enrolment** form from the Faculty Office, discuss the proposed changes with your Course Advisor, and return the signed form to the Faculty Office where changes to your enrolment will be processed.

You will be issued with a copy of your variation at the time of submission. Variations will be processed by the Faculty Office within 72 hours of lodgement. **All students are required to confirm their enrolment details via StudentOnLine.** You will be contacted and advised of the appropriate follow up action should there be a problem with your variation.

The last date for withdrawing from a unit without financial penalty is the census date. If you withdraw after this date you will still have a HECS-HELP or FEE-HELP liability.

3.6 Unit Additions

Students will NOT normally be permitted to add a unit to their enrolment (i.e. start studying a new unit) after the second week of semester. Any unit additions after the second week of semester must be approved by both the unit coordinator and the Academic Coordinator (undergraduate students) or Postgraduate Coursework Coordinator (postgraduate students).

3.7 Important Unit Census Dates

Semester 1 unit census date: 27th March
Semester 2 unit census date: 21st August

This means that if you withdraw from a unit on or before this date you will not be charged for that unit. If you withdraw after this date you will still have a HECS-HELP or FEE-HELP liability.

For other census dates related to non-standard teaching periods please refer to the website http://www.latrobe.edu.au/acadserv/fees/2008/newsis_census_2008.php or ask at the Faculty of Science, Technology and Engineering office.

3.8 Transfers between Courses

If you wish to apply to transfer between courses, you should lodge an **Application to Transfer** form available from the Faculty Office.

Undergraduate students please note:

- (i) Students will not normally be permitted to transfer to another course in their first year of study.
- (ii) Transfer applications will not normally be considered until after annual results are known in December.
- (iii) All students should re-enrol in or remain enrolled in their current course until the outcome of their application is known.
- (iv) You will be notified by writing in January whether or not your application has been successful.
- (v) Transfer applications must be submitted prior to late November.

Postgraduate students please note:

- (i) Course transfers are not permitted after the 2nd week of each semester. Course transfers are permitted again once semester results are available.
- (ii) The International Programs Office must approve each course transfer by an International student.
- (iii) The International Programs Office may charge a fee for second and subsequent course transfers.

3.9 Intermission (previously known as “Deferral”)

Students who wish to intermit their studies until the succeeding year are normally permitted to do so. However, this does not necessarily apply if you have failed your first semester studies and you wish to intermit until the beginning of the next year. In these circumstances, you are subject to the normal academic progress rules (see Section 4.3). The maximum period of intermission is one year unless there are extenuating circumstances. Application for Intermission of Studies forms are available from the Faculty Office.

3.10 Re-enrolment for 2009

A new Student Information System will be introduced in mid 2008 and these procedures may change. Students should carefully read ALL information sent to them by email or post.

Detailed re-enrolment information will be emailed to students' official La Trobe email address by the Student Centre usually in September. This information will also be available from the Faculty Office and on the web at <http://www.latrobe.edu.au/scitecheng>.

- (1) All students are required to re-enrol online in October/November (dates to be finalized) for the following year. Late re-enrolments in January 2009 and beyond will be subject to availability of places. It is imperative that students follow the instructions set out in the re-enrolment email. **Continuing students who fail to submit an enrolment plan by the above due date may not be guaranteed a place in the course in 2009.**
- (2) Exceptions
 - (a) **Special Examinations/Supplementary Assessment**
If you have been awarded one or more special examinations or supplementary assessment, you must still submit a re-enrolment plan via student online then attend the re-enrolment session in February.
 - (b) **Show Cause**
If you are required to show cause, you will *not* be permitted to re-enrol via the World Wide Web or during the December re-enrolment period. You will be notified of the procedure for re-enrolment on an individual basis once your show cause submission has been assessed.
 - (c) **Honours**
If you are accepted into Honours, details of re-enrolment procedures will be included with your letter of offer.

3.11 Industry Experience

A number of courses offered by the Department have an industry experience component which must be completed prior to you qualifying for your course. The Bachelor of Electronic Technology has an 8 week requirement, while the Bachelor of Electronic Engineering and all its associated double degrees require 12 weeks of industry experience. The courses with such a requirement are:

Bachelor of Electronic Engineering
Bachelor of Technology
Bachelor of Computer Science (Honours)/Bachelor of Electronic Engineering
Bachelor of Science (Honours)/Bachelor of Electronic Engineering
Bachelor of Electronics Engineering/Master of Biomedical Engineering
Bachelor of Electronics Engineering/Master of Microelectronic Engineering
Bachelor of Electronics Engineering/Master of Telecommunication Engineering
Bachelor of Laws/Bachelor of Electronic Engineering

If you are enrolled in one of the above courses, you should visit the website http://www.latrobe.edu.au/ee/current_students/industryexp.htm for details relating to the requirements and administration of the industry experience component.

The Faculty office will advise of the deadline for submission of work experience to allow attendance at graduation.

3.12 Application for Advanced Standing (Credit)

If you have completed formal University studies which you believe may exempt you from an Electronic Engineering unit, then you should submit a completed '**Application for Advanced Standing**' form for that unit. Application Forms for Advanced Standing can be obtained from the Faculty Office. Evidence of the basis on which credit is being claimed and original or certified copies of academic transcripts must be provided. Forms must be submitted to the Faculty Office.

3.13 Cross-Institution Enrolment

Students who wish to study a subject/unit(s) at another tertiary institution, which will be credited toward their degree at La Trobe University, must complete an **Application for Cross-Institution Enrolment** form. These forms are available from your Student Administration Centre.

The request must be approved by the School/Faculty Office and the host institution, then lodged at the Student Centre. The responsibility for the enrolment at the other institution rests entirely with the student.

Cross-institutional students incur a HECS-HELP liability at the other institution for the extra unit(s) and arrangements should be made at that institution. The appropriate General Service Fee (GSF) is payable at the home institution.

4. EXAMINATION AND ASSESSMENT IN ELECTRONIC ENGINEERING UNITS

4.1 Requirements for Passing Electronic Engineering Subjects

To obtain a pass in any first, second, third or fourth year Electronic Engineering subject, you must, for that unit:

- (i) accumulate at least 50% over all forms of assessment,
- (ii) obtain at least 50% over all of the practical work; and
- (ii) obtain at least 50% for each examination.

4.2 Examination Timetables

Timetables for mid-year, end-of-year, supplementary and special examinations are posted on notice boards, together with central examination rules. Examination timetables are also published on the World Wide Web – follow the links from the university homepage.

Students should read this section for information on rules regarding deferred examinations, special consideration, supplementary examinations, etc. In the event of a student being unable to attend an examination the candidate must notify the relevant course authority of the details within 72 hours of the examination, and in the case of medical incapacity a medical certificate must be supplied. **Please note that it is your responsibility to read the exam timetable carefully. Late exams will NOT be provided for students who miss an exam (or turn up late for an exam) because you misread the timetable.**

4.3 Examination Results

Examination results will be available through StudentOnLine progressively from early July and the second week in December. An email containing your results will be sent to your La Trobe student email account as results are released.

Examination Grades

A	B	C	D
80 – 100%	70 – 79%	60 – 69%	50-59%

P: ungraded pass. May also denote satisfactory completion of a Masters preliminary course or postgraduate thesis.

X: no formal grade has yet been recorded in the case of a course taken over several years, and the student may proceed with the remainder of the course.

H1, H2, H2A, H2B, P: results for honours year work. May also be used to denote a graded pass in a Masters preliminary course.

K : Withdrawal; not counted as a failure.

KE: Examination attempt annulled. Not counted as a failure.

KF: Examination attempt annulled. Not counted as a failure.

KN: Discontinued/withdrawal. Counted as failure.

M: Merit Grade.

N: Failure.

NA: Results not yet available.

NC: Granted a conceded pass.

ND: Failure with descriptive assessment.

NP: Failure (which may be converted to a Conceded Pass when more marks are available).

- NS: Did not present any work for assessment.
NX: Excluded from examination. Counted as a failure.
PD: Upgraded pass with descriptive assessment.
PS: Pass after supplementary assessment.
SA-A: Supplementary assessment granted – internal assessment.
SA-E: Supplementary assessment granted – centrally administered examination.
SAH-A: Supplementary assessment to achieve hurdle – internal assessment.
SAH-E: Supplementary assessment to achieve hurdle – centrally administered examination.
SC: Granted compensated/conceded pass; may be given the option to upgrade to a pass by supplementary assessment.
SP-A: Internal assessment.
SP-E: Special examination granted.
W: Result withheld.
X: No formal grade has been recorded in the case of a course taken over several years (may proceed with the remainder of the course).
**: No result yet.

4.4 Special Consideration

If through ill-health, or for some other valid reason, you miss an examination or part of the semester's work, or you feel that your performance has been adversely affected by circumstances beyond your control, you should submit an *Application for Special Consideration* to the Student Centre (these forms are available from the Student Centre). All applications must be supported by documentary evidence (such as a medical certificate, copy of a death notice for a close relative and so on) and must be submitted within the approved time interval. These applications are considered by the examiners who may decide that no further action is warranted (i.e. your grade will not be changed and the code 'SCG' Special Consideration Granted will appear by your grade); or may grant a special examination or require some other form of additional work to be completed. Your grade will then appear as SP-E or SP-A. If awarded, special examinations are normally held in the second week of January. **There will be NO special consideration for special and /or supplementary exams.**

4.5 Supplementary Assessment

The University has identified two situations in which it is appropriate to provide the opportunity for supplementary assessment rather than require unnecessary elongation of the time needed for a student to complete his or her degree. These situations are covered by the following policies:

Failure to meet a hurdle requirement

Students who have obtained 50% or more in a subject, but who have failed to meet a hurdle requirement in the subject, may be offered supplementary assessment in order to meet this requirement. In these circumstances, upon successful completion of supplementary assessment, the original mark will stand. Please note that students who have failed to complete all the requirements of the unit or for whom it is impractical for further assessment to be set (for example a student who is required to sit all the practicals for the year), may be denied supplementary assessment.

In these circumstances, your grade will be recorded as "SAH-E" or "SAH-A" with no mark shown. Upon successful completion of supplementary assessment, the original mark will apply. Otherwise, the grade will be amended to "N".

You should check with the Department to find out what minimum performance level must be met in a hurdle area in order for supplementary assessment to be made available.

Marginal fail

A student may be granted a supplementary assessment in any failed unit for which a mark of 47% or more has been obtained, **provided that a single piece of work or assessment is worth more than 50%** of the assessment in the unit. Upon successful completion of supplementary assessment, the final mark for the unit will be 50%.

Supplementary assessment will be not awarded where the mark is less than 47% nor where assessment items are worth 50% or less of the total assessment for the unit.

Students who fail to complete the assessment for a unit may be denied supplementary assessment by the Faculty. Supplementary assessment may also be denied where it is impractical to provide it (eg laboratories).

Students are to be given a minimum of one weeks notice for supplementary (and special) examinations, including details of the assessment. In normal circumstances, supplementary assessment should be held at the end of the semester in which the unit is undertaken.

Students are responsible for ensuring that they are available to sit the supplementary assessment at the required time.

This new policy on supplementary assessment is to come into effect from 1 January 2008.

4.6 Conceded Passes

The University offers conceded passes to facilitate course completion in undergraduate award courses by recognising academic performance in a defined period.

The policy has been changed and the full version can be found at <http://www.latrobe.edu.au/policies/conceded-passes-policy.pdf> . This document outlines the policy and associated procedures adopted by the University for awarding conceded passes to undergraduate students. The policy and procedures apply to all undergraduate degree courses of the University. Double degree courses which include a postgraduate award will be considered undergraduate courses for the purposes of the policy and procedures.

However, this policy does not apply to:

- Students enrolled in postgraduate research courses; and
- Students enrolled in postgraduate coursework award courses; and
- Students enrolled in single unit, miscellaneous, enabling, cross-institutional, exchange-in and study abroad undergraduate studies (non award) that do not lead to an award.

A conceded pass will be awarded in a unit, in an undergraduate award course, when both of the following conditions are satisfied in a given Progression Period (as defined in the full Policy):

- (a) the mark obtained in the unit is at least 47% (but less than 50%); and*
- (b) the student's Weighted Average Mark (WAM) is at least 50%.*

The Weighted Average Mark is calculated as: The sum of (Achievable Credit Points multiplied by the weighting of a unit multiplied by the Numeric Mark value of each specific unit attempt within the Academic Period) divided by the Total Achievable Credit Points.

In addition

- *No student will be awarded conceded passes totalling more than twenty (20) credit points in an undergraduate award course, in any progression period. (A progression period runs either from 1st January to 30th June, or from 1st July to 31st December).*
- *No student will be awarded conceded passes totalling more than one-sixth (1/6) of the total number of credit points required to complete the award course.*

You should also note that a conceded pass will not be granted for a specific unit if:

- *It is a final year core unit; or*
- *It is required for professional accreditation; or*
- *It is necessary for a student to demonstrate professional or clinical competence as part of its assessment requirements; or*
- *the student has failed a hurdle requirement.*

Students should also note that:

- *Conceded passes can not be used to satisfy a prerequisite requirement.*
- *A student who has obtained a conceded pass in a unit may be permitted to re-enrol in the unit.*
- *A student offered a conceded pass in a unit will be offered supplementary assessment.*

4.7 Special Examinations

Special examinations are normally granted to students whose applications for Special Consideration have been approved. Normally, these examinations are held in the 2nd and 3rd weeks of January in the following year. Students granted special examinations must sit the examination on the appointed day and time. **It is the responsibility of students who expect to sit special examinations to make themselves available at this time, as the examinations will not be re-scheduled to suit individual needs.** Where appropriate, the special exam may be replaced by a special assignment, to be due in at the time of the special exams. Typically these examinations are timetabled centrally and take place in the 2nd and 3rd weeks of January.

4.8 Notification of Results

Final results will **not** be mailed to you unless you have been awarded supplementary assessment or special examinations or you fail to meet the academic progress requirements of your course (in which case, you will be asked to "show cause" why your enrolment should not be terminated). To find out your results, you must access StudentOnLine (<http://www.latrobe.edu.au>).

Results should be available on the web by July and December. **Dates for release of results may be obtained from the Admissions, Examinations, Graduations and Scholarships Office.**

If you have been granted a special or supplementary examination, then your grade will be shown as SP-E, SP-A, SA-E, SA-A, SAH-E or SAH-A. If you have applied for special consideration but have *not* been granted a special examination, your result will be listed in the normal way (i.e. a letter grade will be shown) and the annotation "SCG" will appear beside the result.

Remember, it is your responsibility to find out your final results. Since supplementary assessment (SA-A, or SA-E) is awarded without your applying for it, it is most important that you check the results as soon as possible after their release.

Details of special examination or supplementary assessment requirements will be mailed to your address after the release of the results, and before the University closes for Christmas.

Please take particular note: if special examinations or supplementary assessment are realistic possibilities for you, it is imperative that you ensure your availability during the assessment period. Special and supplementary examinations will be held normally in the second week of January and all other supplementary assessment must be completed before the third week of January. **Examinations will not be rescheduled to fit in with individual student requests.**

4.9 Assignments

When assignments are handed out, an outline of the objectives of the assignment and an overview of the marking scheme will be given. Corrected assignments will be returned to you (during the laboratory or tutorial classes where possible) within the three weeks following the assignment submission date. Feedback on your work will be provided to you either in the form of sample solutions, common mistakes or comments.

To submit your assignment, place it in the appropriately identified box opposite Room 118 in Physical Sciences 2 Building. Staff will **not** accept assignments handed either directly or indirectly to them by any other means. Assignments are to be submitted in a neat, compact form, with pages stapled together. Each submission must also include a signed declaration of authorship and these standard forms are available from a container on the wall near the submissions area. **Assignments without this signed declaration attached will not be accepted.**

Retaining copies of assignment submissions

It is your responsibility to retain an extra copy of your assignments and labs submitted for assessment. You must retain marked assignments after they are returned until publication of final examination results at the end of the year.

Penalties for late submission of assignments

Penalties will be applied for assignments submitted after the due date and time, as follows:

- A penalty of 5% per day will be imposed on all late assignments up to 4 days. An assignment submitted more than four working days after the due date **will not be accepted**. Weekends are not included in the late period.

This arrangement is designed to permit you some emergency leeway. You should plan to submit your assignments on time, even if incomplete, as this sliding scale disadvantages late submissions.

You must submit your LATE assignment/lab to Room 118 Physical Sciences 2 Building. Do not hand them directly to the lecturer or slide them under a door.

Application for extension of assignment deadline

Students will **ONLY** be granted an extension of the assignment deadline under exceptional circumstances. In the first instance please see Margaret North in Room 118 of the Physical Sciences 2 Building. **Students wishing to apply for an extension should note that delays caused by computer downtime cannot be accepted as a valid reason for not submitting the work on time. Students must plan their work to allow for both scheduled and unscheduled downtime.**

Return of marked assignments

Marked assignments will be returned to you in the tutorial classes (1st and 2nd years) and lab (3rd, 4th, 5th years) classes. Sometimes it is not possible for marked assignments to be returned in this way and in these circumstances the lecturer will advise how to collect them.

4.10 Plagiarism

The Department of Electronic Engineering treats plagiarism very seriously. The Department imposes severe penalties on students who cheat and plagiarise. Students who are identified as cheating or plagiarising may be awarded no marks for the particular piece of work involved, or may be awarded a non-compensatable fail grade in that subject. Further penalties may also be applied.

Plagiarism occurs when you copy or reproduce someone else's words or ideas and then present them as your own without proper acknowledgment, including when you copy the work of fellow students or others. It is a form of cheating and will be treated accordingly.

Sometimes you will find it helpful to discuss assignments with other students. Where such discussions take place, but you are required to submit your own written assignment, it is important to ensure that there is no suggestion of any cheating (**Please refer to appendix 1 for an example**). This is best accomplished by writing the assignment independently of the others with whom discussions were held. On some occasions you may be asked to work on a project as a member of a group which is to submit a joint report. In circumstances like these the collaboration occurs on the understanding that all members of the group are approximately equal contributors to the joint effort. Except where the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole assumes responsibility for it, and for proper acknowledgment of any use made of the words or ideas of people outside the group. However, it is imperative that individual assignments and lab reports are all your own work. Two separately submitted assessments that are minor variations of each other will be considered as plagiarised.

All hard-copy work submitted by a student shall be accompanied by a "Statement of Authorship", (available from the submissions area (Building PS2, Rm 118, or from the web) in which the student signifies that the work submitted is original. Submitted work without this signed declaration attached will not be accepted.

To ensure that you are not guilty of plagiarism (whether you are submitting work on your own behalf or as a member of a collaborative group) you must, in all your written assignments, declare all sources from which you have obtained material or ideas. This may be done through the use of footnotes, endnotes, textual references or any other device which is approved by the Department. It is important that you acknowledge your indebtedness to other people's work. If you are unclear about what is expected of you, you should consult the lecturer for that subject.

Any form of copying without appropriate attribution is unacceptable, including access to (or theft of) a printout or disk file, copying directly from a book or from the World Wide Web, or the joint assessment work by more than one student.

Penalties for Plagiarism

The penalties for plagiarism are severe and governed by University legislation. A student found to have plagiarised may be allocated no marks for the particular piece of work involved, may be deprived of marks where the plagiarism was discovered after marking has occurred, or may be allocated a non-compensatable fail grade in that unit.

In cases where plagiarism is established, penalties will normally be imposed on all students involved. Thus penalties not only apply to the plagiariser(s), but also to the student(s) who knowingly or negligently allow others access to their work.

The legislation also contains provision to allow the University Secretary to refer the matter to the Proctorial Board. This would encompass cases of serious plagiarism including cases where a student is found to have plagiarised on several occasions in the one unit, in a number of different units or in different semesters. This may result not only in a confirmation that no marks be allocated in respect of the particular work, but also in exclusion from the University.

A summary of the University's policy on Academic Misconduct and Plagiarism will be distributed with all unit guides and is attached to this document as Appendix 3. You are also advised to read the entire document found at:

http://www.latrobe.edu.au/policies/assets/downloads/academic_misconduct.pdf.

4.11 Re-marking of Work

A student wishing to seek a review of assessment of their work in any unit should first see the lecturer concerned. The lecturer will check mark totals and provide the student with feedback on their performance in the assessment task.

If a re-mark is required, the student should put in a formal request addressed to the Academic Coordinator (undergraduate) or Postgraduate Coursework Coordinator (postgraduate) or Head of Department, normally within four (4) weeks of the result being officially released.

If there is overwhelming evidence pointing to no potential grade improvement, the re-mark will be denied.

(The evidence might include that: the student obtained less than 25% in the assessment, left the exam at half time and/or answered only half of the required number of questions).

If the re-mark is warranted, the Academic Coordinator or Head of Department will arrange a second assessor. To assist the second assessor, the original lecturer needs to provide a sample solution and marking scheme.

The Academic Coordinator will inform the student of the outcome of the reassessment.

4.12 Mid-year Completions

If you believe you have completed the requirements for your degree following the mid-year examinations, please contact the Faculty Office so that (after a check of your results) your academic record can be annotated accordingly.

5. DEPARTMENT FACILITIES & RESOURCES

The Department is located in level 1 of the Physical Science 2 Building and levels 3 and 4 of the Beth Gleeson Building. Depending on which units you are enrolled in, you may have access to labs.

5.1 Computer Laboratories

The computing facilities are made available for use related to your study here at La Trobe and are NOT to be used for any other purposes or by unauthorized persons. Your computer account is for your own personal use and you are not permitted to allow other persons to use your account. All students are reminded of their responsibility under the University's Regulations, particularly the Computer Regulation and Internet Code of Practice (www.latrobe.edu.au/ict/policies). The locking of computers is also prohibited. Students are allowed to restart unattended computers which have been locked. The department will not be held responsible for any information loss or damage to your windows profile due to restarting the computer while it is locked.

Any student found in breach of any of the above will have their access privileges frozen and face disciplinary action under section 16 of the University's Statutes and Regulations.

Conditions of Use

1. All users of the University's computing and network facilities are subject to the University's Computer Regulations <http://www.latrobe.edu.au/ict/policies/cr> and Internet Code of Practice <http://www.latrobe.edu.au/ict/policies/icp>
 2. Students are not permitted to:
 - allow unauthorised persons to enter a lab,
 - allow unauthorised persons to remain in a lab or
 - allow unauthorised persons to use any of the facilities in a lab.

(An unauthorised person in a lab is any person who does not personally have Cardax access to that lab.)
 3. Computers may only be used for work directly related to the fulfilment of the requirements of academic studies being undertaken in the Department of Electronic Engineering.
 4. Students are permitted to use a lab only when it is not required for teaching. All students must vacate a lab promptly if asked to do so by a staff member.
 5. Students are specifically forbidden to use computing facilities to breach Copyright laws (download MPEG files, 'pirated' software etc) or to download offensive material (pornography etc). See (1) above.
 6. Students are not permitted to eat or drink in labs.
 7. Students must evacuate the building without delay in the event that the evacuation signal sounds.
 8. Students must advise security on 9479 2222 in the event of any emergency.
 9. Students who have been granted after hours access to a lab must fill out their details in the after hours log book when they enter and leave the building.
-

5.2 Access

Access to buildings and labs is controlled by electronic access control system ("Cardax")

Authorised students can gain access to a lab by placing their student card close to the proximity reader adjacent to the door.

Depending on the units that you are enrolled in, you may have access to one or more labs and your access may be restricted to business hours (9am - 5pm weekdays) or unlimited (24 hours, 7 days a week).

Access to labs outside of scheduled class time is a privilege - not a right. If you do not comply with the conditions of use your access privileges may be restricted or removed.

For more information about lab access see:

http://www.latrobe.edu.au/ee/current_students/cardax/index.htm
http://www.latrobe.edu.au/ee/current_students/cardax/index.htm

5.3 Computer Accounts

Computer accounts are created automatically as a part of the enrolment process. Your username and password are printed on your 'Statement of Account'. Your email account is username@students.latrobe.edu.au. To access your email account go to <http://www.students@latrobe.edu.au>. If you have any problems using your email account, please see the Study Hall help desk.

5.4 Printing and Photocopying

Printing and photocopying facilities are available in the Library and Café Digital. Most Computer Labs have printers.

To photocopy or print in the library or Café Digital, your student card must be registered with your new "Transact La Trobe" account using your student login. Details on how to do this can be found at the Campus Graphics website – <http://www.latrobe.edu.au/campusgraphics/transact>.

5.5 Other La Trobe Computing Facilities

Computer Study Hall

Location: Between Menzies and Glenn Colleges, Bundoora campus.

Opening Hours: Semester Monday to Friday 9am to 10pm,
Saturday-Sunday 12noon to 5pm,
Non-semester Monday to Friday 9am to 5pm.
Telephone: 9479 3694
Web: <http://www.latrobe.edu.au/studyhall>

6. DEPARTMENT SERVICES

6.1 Introduction

The Department is responsible for the teaching of a wide range of electronic engineering units at first, second, third, fourth and fifth-year levels. Students taking these units are enrolled in a variety of different degrees.

The Department is also responsible for providing the necessary academic advice to assist students with their degrees and course structures.

Advisors of Studies are available to assist students with questions about their course structure, choice of unit electives when appropriate or about changing your course (see page 10 for details).

Students should note that the Department is **NOT** responsible for admission to any of its undergraduate degrees. Admission is undertaken by Selection Officers in the Faculty of Science, Technology and Engineering.

6.2 Learning Objectives

In each unit the Lecturer-in-charge will provide a detailed syllabus for the unit.

Units have been designed so that each of the four main learning objectives complements the others: student reading, lectures, laboratory or practice classes and assignment(s).

1. Student Reading

Information regarding prescribed textbooks for each unit (where applicable) has been provided in the Unit Outline distributed by the lecturer during the first lecture. You are expected to own or have access to these books.

2. Lectures

Attendance and active participation in the lectures is imperative in order to present new material and experience its application. The Department intends for lectures to be an active learning experience.

3. Laboratory and Practical Classes

There are NO laboratory/practical classes in the first week of each semester. Lecturers will advise when the 1st class commences. The laboratory or practice class provides an opportunity for students to apply lecture material in a "hands-on" environment. These classes are vital to the "learning by doing" nature of the unit material.

The Department goes to considerable effort to ensure that the material covered in lectures is reinforced with small group teaching in laboratory and/or practice classes. The lecturer and/or tutor(s) for each unit work with small groups which provide an ideal opportunity to ask questions.

All lecturers and tutors are available for student consultation without an appointment at scheduled times. Lecturer/Tutor consultation schedules are posted on their office doors, or on their website. Alternatively it may be necessary to make a suitable time to meet with them as need be.

Laboratory class times will be placed on relevant year notice boards (located on the ground floor of Physical Sciences 2 building) and will be allocated during the first

week of semester. Information about class requirements will be clearly outlined during the first lecture.

4. Tutorials

Tutorials are scheduled for 1st, 2nd and 3rd year electronics units and commence in week 2 of each semester. These are small classes which are vital to the understanding and solving of problems, especially in 1st year.

Tutorial class lists will be placed on the relevant notice board (ground floor Physical Sciences 2 Building) during the 1st week of semester.

Tutorials are not timetabled for 4th and 5th years. However, lecturers may use lectures or laboratory times for tutorials.

5. Assignments

The assignments are designed to reinforce the course content as well as being used for assessment purposes.

6. Timetable

A copy of the timetable will be available from the Student Centre or on the web.

<http://www.latrobe.edu.au/students/timetables.html>

6.3 Quality Assurance

The Department of Electronic Engineering undertakes confidential Quality Assurance Surveys at the conclusion of every unit in order to improve the quality of the teaching and learning offered by the Department. Data is collected on an anonymous basis.

Student input is invaluable in this exercise because the responses directly contribute to the ongoing review and improvement in the quality of the teaching and deliverance of each unit in the Department.

6.4 Student Representation

Students at each year level elect two representatives who can liaise directly with Lecturers and Year Level Coordinators. Staff-Student liaison meetings are held each semester to discuss any issues raised by staff or students during the semester. For further information please contact Mr. Jim Royston (PS2, Room 120) on 9479 1180 or j.royston@latrobe.edu.au.

6.5 La Trobe University Engineering Society

The Engineering Society, generally run by students, meets regularly to organize activities such as lunchtime BBQs, the annual ball, competitions and industry contact. Further information can be obtained from Mr Jim Royston (PS2, Room 120) on 9479 1180 or j.royston@latrobe.edu.au.

7. OTHER USEFUL INFORMATION AND SERVICES FOR STUDENTS

7.1 Dates, Fees, Variations and Withdrawal

7.1.1 2008 Semester Dates

First Semester	Second Semester
25 February to 30 May	21 July to 24 October
Mid-semester vacation 21 to 28 March	Mid-semester vacation 29 September to 3 October
Study break 2 to 5 June	Study break 27 October to 30 October
Examination period 6 June to 26 June	Examination period 31 October to 20 November
Release of Results 15 July	Release of Results 9 December
Mid-Year Break 30 th June – 20 th July	

7.1.2 Public Holidays 2008

The University will be closed for the following public holidays:

- Australia Day 28th January in lieu of 26th January
- Easter – 21st, 24th, 25th March
- ANZAC Day 25th April
- Queen's Birthday 9th June
- Christmas/New Year period 24th December – 1st January

The University remains open on Labour Day 10th March, Melbourne Cup Day 4th November and the former Melbourne Show Day.

7.1.3 Higher Education Contribution Scheme (HECS)

The Australian Government has announced a package of Higher Education Reforms for implementation between 2004 and 2008. For information about these reforms please visit the 'GoingToUni' website at <http://www.goingtouni.gov.au>

7.1.4 FEE-HELP Formerly Postgraduate Education Loans Scheme (PELS)

FEE-HELP is a loan scheme that assists students who are not Commonwealth supported to pay their tuition fees. FEE-HELP replaces previous loan schemes including the Postgraduate Education Loan Scheme (PELS), Open Learning Deferred Payment Scheme (OLDPS), and Bridging for Overseas-Trained Professionals Loan Scheme (BOTPLS). FEE-HELP covers student tuition amounts up to \$50,000. To be eligible for FEE-HELP, you must not be Commonwealth supported in the unit of study for which you are applying. You must be either an Australian citizen or holder of an Australian permanent humanitarian visa, or a holder of a permanent visa undertaking a bridging course for overseas-trained professionals. For further information please contact the Faculty of Science, Technology and Engineering office.

7.1.5 HECS Liability Remains Payable for Any Unit Enrolment After:

First semester: 27 March.

Second semester: 21 August.

Non-standard semester: dates vary according to duration of study (check with Student Centre).

7.1.6 Variation of Enrolment

Last day for deletion of full-year subjects and first-semester subjects: 27 March.

Last day for deletion of second-semester subjects: 21 August.

7.1.7 Withdrawal of Enrolment

Withdrawal after two-thirds of a subject has been offered results in a KN grade being awarded (withdrawal to count as a failure).

The last day for withdrawal of enrolment with a full refund of the general service fee: 27 March.

7.1.8 Student Status

Changes have been made to the regulations covering student status. A student remains a student only until the start of the next semester for which they are not enrolled. This means a student who has a semester one enrolment only will cease to be a student on 20 July 2008. Students enrolled in both semesters will continue to be students until the commencement of first semester in 2009.

7.2 Financial Assistance

Changes occur in the conditions of assistance, scholarships and prizes. All intending applicants are advised to check current details with Counsellors on each campus who are available for assistance on all financial matters.

7.2.1 Austudy and Youth Allowance

Austudy is the Commonwealth Government Student Assistance Scheme which provides assistance to students 25 years of age and over, undertaking approved full-time secondary and tertiary studies.

For those under 25 years of age the Youth Allowance provides similar benefits. The assistance is subject to a means test and to certain conditions of eligibility.

All students are encouraged to obtain advice and, if appropriate, apply through the relevant student advisory service on their campus. Application forms can be picked up from Student Accommodation and Financial Services. For additional information visit the internet site at: <http://www.centrelink.gov.au>

7.2.2 Aboriginal Study Assistance Scheme (ABSTUDY)

Abstudy is a Commonwealth Government Scheme for Aboriginal and Torres Straits Islander students. In order to receive this, a student must be studying an approved course and not receiving any other government assistance. Further advice and application forms are available from your local Aboriginal Liaison Unit/Officer. Forms are also available at DETYA offices or Centrelink (telephone: 132 317).

7.2.3 Postgraduate Awards

La Trobe University offers a number of awards for candidates who wish to undertake a higher degree by research. Scholarships are awarded on the basis of excellence to persons of exceptional promise.

Details are available from the Research and Graduate Studies Office at the Bundoora campus.

To be eligible for most awards applicants must have completed at least four years of tertiary studies or equivalent and hold qualifications at Honours I level or equivalent.

Application kits and further details on the eligibility criteria and conditions are available directly from the School in which you wish to study, or by accessing the world wide website at <http://www.latrobe.edu.au/rgso>.

Successful research applicants will normally receive a non-taxable stipend and a HECS exemption scholarship.

7.2.4 Student Loan Fund

Loans are available for students in need of either short-term or long-term financial assistance. Maintenance of the fund is dependent upon the repayment of loans.

Application forms are available from Student Accommodation and Financial Services at Bundoora, or student counsellors at other campuses. See also the website: <http://www.latrobe.edu.au/acadserv/finaid> or email: safso@latrobe.edu.au.

7.2.5 Loans Scheme for Permanent Resident Fee-paying Postgraduates

Two schemes are available to permanent resident fee-paying postgraduate students. The Student Loan Fund, referred to above, can now be utilised for the direct payment of course fees. This loan is means tested and is available to enrolled, permanent resident students who are deemed ineligible for a commercial loan. Loans are interest-free but require a guarantor. The La Trobe University Credit Union's loan package is in the form of a direct payment made to the Faculties on behalf of the student. A competitive interest rate applies under the usual conditions of a personal loan, and no guarantor is required. For more information phone: Bundoora 9479 2112 (Student Loan Fund); Bundoora 9478 8222 (Credit Union loan).

7.2.6 Student Exchange Programs

The University has an active and expanding program of reciprocal student exchanges. The University recognises the value of international experience to its students and wishes to encourage all eligible students to consider the inclusion of a period of study abroad as part of their degree program, if appropriate. Tuition fees are waived at the host institution and the University may offer travel grants and scholarships to help defray the costs of travel and insurance.

Further information and applications

Program-specific information is available on request. All students interested in exchange programs should watch Faculty and School notice boards, and campus daily news sheets for details of information sessions, programs and application deadlines.

Further information is available from:

Student Exchange Coordinator
International Programs Office
Level 2 Peribolos East
Tel: (03) 9479 1249, fax: (03) 9479 3660
Email: exchange@latrobe.edu.au

Copies of course handbooks for all the universities and campuses in the program are held in the Borchardt Library, Bundoora campus and in the above offices. Students are advised to consult these to decide which university will best meet their needs.

Students based at campuses other than Bundoora should, in the first instance, see the student exchange program information available on your campus. Student reference material and information kits are held at each of the offices listed above.

7.3 Campus Services

Security on Campus

7.3.1 Security Unit

Location: Ground Floor, Peribolos East.

The University is committed to providing a safe and secure learning, living and working environment for the University community. There is a 24-hour, seven-day week security service on campus.

Telephone: 9479-2012
Free-call: 1800 800 613
Emergency: 9479-2222
Security Manager: 9479-1141

7.3.2 Security Escort Service

Location: Central Control, tel: (03) 9479 2012
Public phone free-call to Central Control: 1800 800 613

The University Security Bus Service is provided for the safety and well being of the University community. When the library is open in the evening, the bus departs every 30 minutes from the east side of the library, (patrons should wait in the library foyer near the loans desk), commencing at 6.00pm until 10.05pm and escorts staff and students to the academic buildings, car parks, colleges, the University Lodge, Language Centre, Barnes Way, Graduate House and the tram stop.

A security escort will leave University Lodge on an hourly basis from nightfall to 5:00am the following morning. When the library is closed and at weekends, an escort can be arranged by telephoning 9479-2012. Use only this extension so that emergency lines are kept free.

Escorts will not commence until after dark and cease at 5.30 am. This service is provided for people who are alone and who feel their safety is at risk. For personal security, individual escorts will be provided between the academic buildings, car parks, colleges, tram stop, Language Centre, Barnes Way, University Lodge and Graduate House. Security staff may request students to present their ID cards and escorts will never be provided for anyone who appears intoxicated or is consuming or carrying alcohol. The University Security Unit is committed to the University community being able to traverse the campus with confidence.

7.3.3 Courtesy Bus Service

A circular campus bus service operates every half-hour between 8am and 6:15pm Monday to Sunday. Information on this service can be found at:
<http://www.latrobe.edu.au/students/transport.html>

7.3.4 Borchardt Library

<http://www.lib.latrobe.edu.au>

Centrally located in the Agora at Bundoora is the one library on campus, the Borchardt Library.

It is the focal point for accessing knowledge, and has extensive collections with over 1.4 million volumes of books and journals, a reserve collection of material in high demand, as well as audio-visual and electronic materials to support the learning, teaching and research of the University.

A major redevelopment was completed in late 1999 giving the Library a bright, modern look and expanding the facilities for providing information skills programs. Over 100 workstations give access to information resources on the web - the catalogue, subject guides, databases and more. Although much of the Library is for quiet study, there are areas set aside for viewing a video or working together in a group.

Services include advice and help in using the Library, finding information, using databases and the catalogue, and in providing tours and information skills programs.

The Borchardt Library supports the information needs of students and staff located at the University's City campus, giving them access to the University's main teaching and research collections of print and electronic resources, and a comprehensive range of information services. Additional access to reference and information services is offered through the Information Access Centre, located on the second floor of the City campus building.

7.3.5 Computing and the Internet

Information and Computer Technology supports computing, data transmission and voice services for administration, research, library and teaching. On-campus access to computer facilities is free to staff and students for official projects. For undergraduates, dial-in access is provided for campus-based services only. All users are required by the University to abide by its Internet Code of Practice.

7.3.6 Indigenous Education and Student Services Unit

La Trobe University has an Indigenous Australian Student Service Unit for enquiries relating to Aboriginal and Torres Strait Islander academic support at all campuses. Each campus is able to provide academic assistance and tutorial services to Aboriginal and Torres Strait Islander students. This unit assists prospective Aboriginal and Torres Strait Islander students with enrolment enquiries and provide a meeting place for the Aboriginal community. The Bendigo and Bundoora campuses have Aboriginal Liaison Units, with contact details as follows:

Bundoora Campus

Indigenous Australian Student Services

Location: Agora, Ground Level, tel: (03) 9479 3817, fax: (03) 9479 1863

Bendigo Campus

Aboriginal Tertiary Support Unit (ATSU)

Phone: 03 5444 7934
Fax: 03 5444 7382

7.3.7 Counselling Service

Location: Level 2, Peribolos East
Tel: (03) 9479 2956, fax: (03) 9479 2183
E-mail: counselling@latrobe.edu.au
Website: <http://www.latrobe.edu.au/counselling>

The Counselling Service provides counselling and group programs which promote psychological and social development, thereby optimising opportunities for academic success. Students use the service to discuss study-related issues (motivation, procrastination, and anxiety about exams or class presentations, etc.), personal dilemmas, family and relationship issues, or to talk over significant life decisions. Counselling is confidential and free. The service runs a comprehensive group program, advertised widely at the commencement of each semester.

7.3.8 Careers and Employment Service

Location: (Bundoora campus) Level 1, Peribolos East, in Course and Careers Services
Tel: (03) 9479 2459, fax: (03) 9479 1989.
Email: careers@latrobe.edu.au

The Careers and Employment Service assists students to find graduate employment, offers a comprehensive workshop program aimed at enhancing students' employability (skills identification, resume writing and interview techniques, to name a few) and carries resource materials on courses, careers and employers. The Service has an on-line job vacancy service which students can access by registering with the Service through its website. Check the web site at <http://www.latrobe.edu.au/careers> for information on the services provided.

7.3.9 Health Services

La Trobe University Medical Centre
Location: Corner Plenty Road and Kingsbury Drive
Tel: (03) 9473 8885, fax (03) 9473 8887, e-mail: talktous@lumc.com.au

The Medical Centre provides a range of health care services including general practitioner consulting. The latter service is offered to the University community free of charge (Medicare). Additional services include physiotherapy, radiology, obstetrics, occupational therapy, ophthalmology, optometry, orthoptics, sports injury treatment, pathology, ambulance, blood donor and short stay in-patient facilities.

7.3.10 Chaplains

Chaplaincy
Location: Humanities Building 3, Level 4, Room 422
Telephone: 9479 2979 (Fr. Mackle, Catholic)

There are four full time Christian Chaplains at La Trobe University

Chaplains from various denominations are available to students and staff of all campuses to help with routine issues and emergencies of life on a confidential basis. The chaplains offer a variety of short courses, seminars and workshops throughout the academic year. With a few exceptions, these are free and can be completed in six one-hour weekly segments. A regular opportunity for worship is offered daily. Chaplains also help you find your local church and denominational groups on the campus.

7.3.11 Muslim Prayer Room

Location: Level 4, Humanities Building SE2

The Muslim Prayer Room and Muslim washrooms are located east of the Humanities Buildings SE2. Friday prayers are conducted at 1.25pm throughout the semester.

7.3.12 Community Children's Centre

Location: South of car park 6, with access from the Outer Ring Road, Bundoora campus (Map 19H)

Tel: (03) 9479 2122 or (03) 9478 9422

The Children's Centre provides full-time, part-time and casual care for children of students and staff. In addition to providing high-quality care for children, the Centre provides a registered kindergarten service.

7.3.13 Dental Service

La Trobe University Medical Centre

Location: Corner Plenty Road and Kingsbury Drive

Tel: (03) 9479 2990

The SRC Dental Service is open to student members of the University. It is funded and run by the Students' Representative Council, with minimal fees charged for services.

7.3.14 Disability Advisers and Disability Access

Location: Equity and Access Unit, Level 1, Peribolos East

Tel: (03) 9479 2900

Email: equity@latrobe.edu.au

www.latrobe.edu.au/equity/disas/disas.htm

Upon evaluation, support services are available to students with disabilities, mental health issues or ongoing medical conditions. A physical access map for the Bundoora campus is available. For further information regarding support, resources and facilities contact the Disability Access Service, Equity and Access Unit, at the Bundoora campus tel: (03) 9479 2900.

7.3.15 Deaf Academic Services

Deaf Academic Services can provide support to deaf and hearing impaired students. For further information contact the co-ordinator tel: (03) 9479 3603 or TTY (03) 9479 2309 or email deaf-support@latrobe.edu.au

7.3.16 Equity and Access Unit

Location: Level 1, Peribolos East, Bundoora campus

Tel: (03) 9479 2900

Email: equity@latrobe.edu.au

Website: <http://www.latrobe.edu.au/equity/contacts.htm>

The Equity and Access Unit provides a wide range of support services to staff and students. The role of the Unit is to promote full and equal participation of all students within La Trobe University and to foster an environment free of discrimination and harassment.

The Equity and Access Unit has responsibility for leading and co-ordinating policy development, and the implementation of a range of strategies in response to equal opportunity and affirmative action legislation. This is in line with La Trobe University's commitment to the principles of equity and justice and to the spirit of the Equal Opportunity Act, Disability Discrimination Act and the Racial Discrimination Act.

Some examples of the Unit's many involvements include policy and planning, disability/additional needs, complaint conciliation, affirmative action, information, referral and education.

7.3.17 Residential Colleges

There are three residential colleges at La Trobe University, Bundoora campus, offering different styles of accommodation - Chisholm College, Glenn College and Menzies College. Each college provides a wide range of academic and pastoral support, and offers the opportunity to live communally in an environment encouraging achievement, diversity and tolerance.

Chisholm College

Location: Bundoora campus
Tel: (03) 9479 2875, fax: (03) 9479 1211
E-mail: chisholm@latrobe.edu.au
Website: <http://www.latrobe.edu.au/chisholm>

Glenn College

Location: Bundoora campus
Tel: (03) 9479 5100, Fax: (03) 9479 5151
E-mail: glenn@latrobe.edu.au
Website: <http://www.latrobe.edu.au/glenn>

Menzies College

Location: Bundoora campus
Tel: (03) 9479 1071, fax: (03) 9479 3690
E-mail: menzies@latrobe.edu.au
Website: <http://www.latrobe.edu.au/menzies>

7.3.18 Student Accommodation

Location: Level 2, Peribolos East building, Bundoora campus
Tel: (03) 9479 1565, fax: (03) 9479 5478
E-mail: living@latrobe.edu.au

The University operates a housing company which provides flats and units on campus. These are available for students to share, or for married couples, including those with children. All units are fully furnished, with on-site laundry facilities and well-lit car-parking areas, situated in twelve acres of native garden. For rentals and other information please visit the website: <http://www.latrobe.edu.au/accommodation/>

The service exists to assist students (and staff) with financial and accommodation information. The service provides information about all forms of on-campus and off-campus accommodation and maintains current records of available accommodation. The Service provides information about tenancy difficulties and can supply application forms for on-campus housing.

7.3.19 Financial Services

Staff are available to assist with matters involving Youth Allowance, Austudy and other Centrelink benefits. Enrolled students can apply for financial assistance from the University's Students' Loan Fund, which is administered through the Office. Information regarding non-academic prizes is also available. Further information is available from the website: <http://www.latrobe.edu.au/acadserv/finaid> and they can be contacted at finaid@latrobe.edu.au.

7.3.20 Student Organisations

La Trobe University Postgraduate Association (LUPA)

Location: Upper level, West end, Union building, Bundoora campus
Tel: (03) 9479 2438, fax: (03) 9479 5617
E-mail: lupaoffice@latrobe.edu.au;
Web: <http://www.latrobe.edu.au/lupa>

LUPA exists to represent the interests of all postgraduate students, including those undertaking graduate and postgraduate diploma courses, coursework and research master degrees, and doctoral degrees.

LUPA is governed by a committee elected by postgraduate students annually and is supported by four staff. Its main activities include coordinating postgraduate representatives on University committees and LUPA representatives in the Schools; assisting postgraduates with academic concerns and difficulties; conducting surveys and other forms of research into postgraduate issues; initiating projects and lobbying the University on behalf of postgraduates; organising seminars on issues of relevance to postgraduate students; publishing LUPA's newsletter, *The Post* and a postgraduate handbook; organising social functions to develop a postgraduate culture and promote interdisciplinary research; and collecting reference materials relevant to postgraduate students.

An e-mail list is available for postgraduate students to join for information about events and updates on issues which affect the postgraduate experience. Joining the LUPA list is done through the LUPA website or by contacting the LUPA office.

Sports and Recreation Association (SARA)

Web: <http://www.latrobe.edu/sara>
Location: Sports Centre, near car park 6, Bundoora campus
Tel: (03) 9479 2973

The Sports and Recreation Association's (SARA) facilities include the La Trobe Sports Centre, the ovals and playing fields located south of Kingsbury Drive, (Bundoora campus), a synthetic hockey pitch located on Plenty Road in Reservoir (near Bundoora campus) and a ski lodge at Mount Buller.

All La Trobe students, staff and graduates are eligible to join SARA. Members receive discounted rates on use of all Sports Centre facilities and may join any of the Association's affiliated clubs.

Students' Representative Council Inc. (SRC)

Location: Agora (above Westpac), Bundoora campus
Tel: (03) 9479 2976

The SRC provides many services for students, including a driving school, legal service, second-hand bookshop, dental service, photocopying and fax facilities, and

cheap movie tickets. The other major function of the organisation is the provision of an advocacy role for students.

The Guild (formerly The Union)

Location: Union building, Bundoora campus

Tel: (03) 9479 1531

Union Services Centre, Agora, Bundoora campus

Tel: (03) 9479 2314; <http://www.latrobe.edu.au/guild>

The Guild (formerly known as The Union) provides services and activities which enhance the entire university community.

The Guild Board is the policy-making body of the Guild, controlling the services and facilities of the Guild, which comprise the Union Hall, the Moat Theatre and the Agora commercial and service complex. The Guild Board meetings are held monthly and all members of the Guild and students are welcome to attend. Membership is available to staff and students of the University. See website for all details.

7.3.21 Public Transport

At Bundoora, public transport is available between the campus and the city and most of the northern suburbs. Visit www.metlinkmelbourne.com.au for more information.

Details of transport at other campuses may be obtained from the relevant campus office.

7.3.22 Policies and Government Legislation

There are a number of La Trobe University policies which have been implemented as a result of Federal/State Government Legislation. Please visit the University's website at www.latrobe.edu.au for further information.

8. SCHOLARSHIPS, AWARDS AND PRIZES

The Department of Electronic Engineering and the Faculty of Science, Technology and Engineering offer a number of scholarships, awards and prizes for commencing 1st year and continuing students. These are listed below. For more information please refer to the University Undergraduate Handbook at www.latrobe.edu.au/handbook.

First Year Scholarships:

Wanda Henry Memorial Scholarship (\$2,000 per annum over 5 years)

Awarded to a student who is enrolling in the Bachelor of Electronic Engineering/Master of Engineering (Biomedical, Microelectronic or Telecommunications) double degree having completed the final year of the VCE (or equivalent) in the preceding year, and who demonstrates specified qualities.

Hooper First-Year Scholarship (\$2,000)

Awarded to a commencing student who has demonstrated high academic achievement (normally ENTER based). The student must also demonstrate the ability to work well independently, work co-operatively, communicate ideas effectively, and motivate both self and others.

Electronic Engineering Scholarship (\$1,000)

Up to five scholarships of \$1,000 each are available to students commencing a Bachelor degree or double degree program within the Electronic Engineering Department at the Melbourne (Bundoora) campus.

Third Year Prizes:

Cooper Tools Prize for Third-Year Project

Awarded to the student with the best third-year speciality project. In awarding the prize the panel assesses engineering excellence in the design and construction in the third-year project. Particular attention is given to the circuit layout and physical aspects of the project implementation. The prize is a soldering tool.

Electronic Engineering Third-Year Prize (\$100)

Awarded to the outstanding student in third-year (or fourth-year for students undertaking a double degree) electronic engineering where the result is of sufficient merit.

Soanar Plus Prize for Best Use of an Embedded Microcontroller

Awarded to the final-year electronic engineering student displaying the final-year project with the most innovative embedded system. Technical innovation, accomplishment, usefulness and novelty in the use of an embedded microcontroller or control system will be considered in awarding the prize. The prize is a home sound system.

Fourth Year Prizes:

Cooper Tools Prize for PCB Engineering & Construction

Awarded to a final-year electronic engineering student for excellence in Printed Circuit Board (PCB) engineering and construction in their final-year project. In awarding the prize the panel assesses engineering excellence in the design and construction in the final-year project. Particular attention is given to the circuit layout and physical aspects of the project implementation. The prize is a Weller soldering station.

EMCSI Pty Ltd Prize for Best Thesis (\$100)

Awarded to the final-year electronic engineering student with the best final-year thesis. The prize is awarded on the basis of an excellent thesis and presentation of that thesis at the Hooper seminars. The depth of the research and understanding and implementation of the material by the student are also prime considerations.

Hooper Memorial Prize for the Best Oral Presentation (\$200)

Donated by EMCSI Pty Ltd, this prize is awarded to the electronic engineering student who gives the best oral presentation at the Hooper Memorial Student Project Seminar. Qualities assessed are presentation skills, communication skills and technical competence.

Hooper Memorial Prize for the Best Poster (\$200)

Donated by Future Fibre Technologies Pty Ltd, this prize is awarded to the electronic engineering student who presents the best poster at the Hooper Memorial Project Seminar.

IEEE Prize for Technical Innovation and Engineering Achievement (\$100)

Donated by the Institute of Electrical & Electronics Engineers IEEE Victorian Section, this prize is awarded to the student whose project demonstrates the greatest technical innovation and engineering excellence during the Hooper Memorial Student Project Seminar. In addition, the presentation of the project must be of a high standard.

Tad Szentel Prize (\$1,000)

Awarded to the best electronic engineering graduate from one of the biomedical, communication, electronic systems or optical streams of the engineering course.

Fifth Year Prizes:

Electronic Engineering Prize for Best masters project (\$100)

Awarded to the student who completes the best electronic engineering masters research project in the fifth year of a double degree program, or any year of a coursework masters program. The project is judged on its technical merit, engineering excellence and its relevance to industry or research.

APPENDIX 1

Guide to Referencing in Reports & Assignments

In assignments and essays you must not quote verbatim from a source without giving credit for it, and quoting whole sections of a source does not demonstrate sufficient original content or thought on your part.

Short quotations from published works may be used but must be clearly shown as quotations with the source of the material cited. For example, you may quote a particular author's definition of a term as follows:

Fowler defines a use case to be "a set of scenarios tied together by a common user goal"[1].

And then you must include in your reference list, the details of the material's source:

[1] Fowler, M & Scott, K. *UML Distilled: a brief guide to the standard object modelling language*. Addison Wesley, Reading MA, 1999.

The same rule applies to diagrams. If you include a diagram that you did not create, the source of the diagram must be cited in the same way.

Also, subject matter from an original source that you summarise or paraphrase should have a reference to that original source. For example, you may explain an idea or argument that has been presented in another piece of work:

It has been argued that adaptation may be the most important step of CBR as it adds intelligence to what would otherwise be simple pattern matches [2].

In this case, you are using your own words but another person originally created the content. The source of the original material is again detailed in the reference list:

[2] Kolodner, J.L. An introduction to case-based reasoning. *Artificial Intelligence Review*, 6(1):pp 3-34, 1992.

APPENDIX 2

DEPARTMENT OF ELECTRONIC ENGINEERING UNITS 2008

1ST YEAR UNITS

Basic Electronic Circuits
Electronic Engineering Design Project
Introductory Electronics

UNIT CODE

ELE1CCT
ELE1EDP
ELE1IEL

2nd YEAR UNITS

Analog Circuits and Interfacing
Linear Circuits and Signals
Digital Design with Programmable Logic
Electrical Systems and Design
Processors and Digital Design

UNIT CODE

ELE2ANI
ELE2CIR
ELE2DDP
ELE2ELE
ELE2MDD

3rd YEAR UNITS

Biomedical Engineering A
Communication Systems
Control Systems
Design Communication Systems
Electronic Design, Automation - Tools & Techniques
Embedded Processors
Electronics Technology Project
Instrumentation Electronics and Sensors
Third Year Project
Digital Signal Processing
Transitional Unit A
Transitional Unit B

UNIT CODE

ELE3BIO
ELE3CMN
ELE3CON
ELE3DCS
ELE3DDE
ELE3EMB
ELE3ETP
ELE3IES
ELE3PRO
ELE3SIP
ELE3TRA
ELE3TRB

4th YEAR UNITS

Advanced Instrumentation Electronics
Advanced Communication Systems
Advanced Digital Systems Design
Antennas and Propagation
Advanced Signal Processing
Biomedical Engineering B
Clinical Engineering
Digital Control Theory
Directed Study
Applied Management for Engineers
Engineering Project
Communication Networks
Optical Fibre Communication Systems
RF Design

UNIT CODE

ELE4AAE
ELE4ACS
ELE4ADD
ELE4ANS
ELE4ASP
ELE4BME
ELE4CLN
ELE4DCT
ELE4DIR
ELE4EMT
ELE4EPA/ELE4EPB
ELE4NET
ELE4OFC
ELE4RFD

5th YEAR UNITS

Advanced Studies in Telecommunications A
Advanced Studies in Telecommunications B
Broadband Digital Communications
Biomedical Design Exercise
Design for Mass Production
Digital Systems Design
Electronic Engineering Design
Electronic Engineering Project A
Electronic Engineering Project B
Emerging Topics in IC Design

UNIT CODE

ELE5ASA
ELE5ASB
ELE5BDC
ELE5BDE
ELE5DES
ELE5DSD
ELE5EDE
ELE5ERA
ELE5ERB
ELE5ETD

Integrated Circuit Design	ELE5ICD
Image Processing and Coding	ELE5IPC
Microelectronic Major Project	ELE5MAP
Microelectronic Minor Project	ELE5MIP
Electronic Engineering Major Project A	ELE5MPA
Electronic Engineering Major Project B	ELE5MPB
Microelectronic Major Project A	ELE5MXA
Microelectronic Major Project B	ELE5MXB
Network Design Exercise	ELE5NDE
Optical Networks	ELE5OPN
Personal Mobile Communications	ELE5PMC
Engineering Practice	ELE5PRA
Semiconductor Materials and Devices	ELE5SDP
Secure Communications	ELE5SEC
Special Elective in Microelectronics	ELE5SEL
Test and Verification	ELE5TAV
Telecommunications Design	ELE5TDE
Telecommunication Major Project A	ELE5TPA
Telecommunication Major Project B	ELE5TPB
Telecommunication Project A	ELE5TRA
Telecommunication Project B	ELE5TRB
Telecommunication Systems Engineering	ELE5TSE
Advanced topics in Telecommunications B	ELE5TTB

APPENDIX 3

La Trobe University
Department of Electronic Engineering

Academic Misconduct

All students must read the following statement on Academic Misconduct

(Summarised for use in Electronic Engineering from: La Trobe University Academic Policies – Academic Misconduct.
Students should also read the entire University document at <http://www.latrobe.edu.au/policies/>)

Academic Honesty, Cheating and Plagiarism

Plagiarism: One form of academic misconduct is *plagiarism*, the reproducing of someone else's words, ideas or findings and presenting them as one's own without proper acknowledgment. There are many forms of plagiarism including the following:

- (a) Direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- (b) Paraphrasing someone else's words without acknowledging the source;
- (c) Using facts and information derived from a source without acknowledging it;
- (d) Using ideas directly derived from an identifiable author without acknowledging the source;
- (e) Producing assignments which should be the student's own, independent work in collaboration with and/or using the work of other people (eg a student or tutor).

Assisting another person to plagiarise material may be punished as severely as is plagiarism itself. Assisting plagiarism may involve lending work (or by posting it on the Internet for sale) which is intended for submission for assessment, or which has already been submitted, so that it can be copied and handed in by another student as that student's own work.

The University encourages students to communicate with one another in constructive ways about the learning process. You may choose to assist each other, for example in discussing the approaches that might be taken to assignment topics, or helping with the availability of materials. You should, however, write your assignments independently, except when asked to work on a project as a member of a group which is submitted as a joint report, as equal contributors. In this case, except where the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole assumes responsibility for it and the proper acknowledgment of any use made of the words or ideas of people outside the group.

The increased vigilance of the University in regard to plagiarism is in response to the perceived growing incidence of plagiarism. The recommended penalties reflect the value the University places on academic honesty and how seriously it regards plagiarism offences.

Responsibility of the University

- The University recognises its obligation to educate students in the definition, identification and avoidance of plagiarism.
- The University will ensure that all students are made aware of its policy on plagiarism.
- There will be particular emphasis in the first year of study on teaching students the skills they need to avoid plagiarism.
- Students will be taught that rigorous standards in referencing and acknowledgment of sources will be required in their academic work and that these standards and practices could differ from those they may have acquired in secondary school.

Responsibility of the Student

- Observe in all respects the ethical approaches to learning that the University fosters.
 - Declare ALL sources in their work submitted for assessment, from which they obtain material or ideas.
 - Do this in ways approved by the discipline, faculty and department.
 - Consult and use the guides and information provided by the University to instruct them in the avoidance of plagiarism.
 - Take part in the sessions on plagiarism avoidance and learning programs provided by the University.
 - Submit work for assessment with the appropriate statement of authorship, consent to copying and transmission for electronic testing, and declaration that the plagiarism avoidance advice issued for the unit or course has been read.
 - Retain copies of all assignments they submit for assessment.
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- Ensure that they do not knowingly or carelessly make their work available to other students in any form.
- Consult with staff when in doubt about any matter where plagiarism is or may be involved.

Other forms of Academic Misconduct

There are many ways in which a student might deliberately attempt to deceive an examiner into believing that a piece of work submitted for assessment is their own. Examples include, but are not limited to:

- Direct copying of an assignment from another student, past or present.
- Engaging or attempting to engage another person to do all or part of the work required for the assessment (for payment or otherwise).
- Fabricating or falsifying data.
- Bringing into an examination forbidden material or gaining access to such material during an examination.
- Copying from an adjacent student in a formal examination.
- Gaining knowledge of or revealing content of an examination in a circumstance in which a student has taken the examination earlier or later than the scheduled time and has signed a statutory declaration to not communicate with others regarding the content of the examination.
- Attempting to copy another student's work by fraudulent means (eg by falsely representing oneself via the Internet as a staff member).
- Presenting fraudulent documents for the purpose of gaining credit.

The seriousness of the deception may vary, but such attempts to deliberately gain benefit by cheating should, once proven, normally result in suspension from the University for a period of time.

Assisting with Academic Misconduct or with plagiarism or cheating, whether carelessly or deliberately is also considered a breach of University regulations. Alleged cases of neglectful assistance will be treated as minor plagiarism breaches. Deliberate assistance will be treated as for serious cases of academic misconduct.

Penalties for Academic Misconduct are severe and are governed by University legislation.

The University procedures regarding plagiarism and academic dishonesty shall be invoked where an examiner believes that a student has sought to gain credit by dishonest or fraudulent means, including such instances where a student has submitted substantially plagiarised work.

Examples of minor and serious offences and sample penalties:

First Offence, 1st year student

1. **Poor referencing** – marks deducted, academic counselling.
2. **Copying of short extract from document(s) without acknowledgment** – marks deducted, academic counselling, record kept by unit examiner.
3. **Inappropriate collaboration** – zero grade for work, academic counselling.
4. **Copying a large amount from one or more documents** – zero grade for unit and possible suspension.
5. **Copying from another student's work** - significant amount copied, zero grade for unit and possible suspension, normally for one year.

Repeat offence and/or later year students

1. **Poor referencing** – 50% reduction in mark for piece of work; academic counselling.
2. **Copying of short extract from document without acknowledgment** – reduced marks for piece of work; academic counselling; record kept by unit examiner and copy forwarded to University Secretary.
3. **Copying a number of short extracts from documents without acknowledgment** – in minor cases, or for minor pieces of work Head of Department may award zero for the piece of work; otherwise refer to Faculty Academic Misconduct Committee; zero grade for unit.
4. **Inappropriate collaboration** - refer to Faculty Academic Misconduct Committee; zero grade for unit.
5. **Copying a large amount from one or more documents** - zero for unit; suspension, normally for one year.
6. **Copying from another student's work** - zero for unit; suspension, normally for one year.

If a student is found guilty of any of the offences 2-4 above more than twice, they will be referred to the Faculty Academic Committee and should be suspended.

Formal Examination

1. **Possession of general unauthorised material** - refer to Faculty Academic Misconduct Committee (normally zero for the examination and suspension, normally for one year).
2. **Copying from adjacent student** - refer to Faculty Academic Misconduct Committee (normally zero for the examination and suspension, normally for one year).

Other Academic Misconduct

1. **Deliberate attempt to deceive an examiner into believing that a piece of work is their own when it is not and other forms of academic misconduct** - refer to Faculty Academic Misconduct Committee (normally zero for the piece of work and suspension, normally for one year).
2. **Assisting others with plagiarism or other forms of academic misconduct**
 - Carelessly – warning or zero for work.
 - Second careless offence – normally refer to Faculty Academic Misconduct Committee and zero for unit.
 - Deliberately - refer to Faculty Academic Misconduct Committee (normally zero for the unit and possible suspension, depending on the seriousness of the plagiarism or academic misconduct involved).

Certification by students of the originality of submitted work in Electronic Engineering

All work submitted by a student (excl examinations) which has a value of 10% of a units final mark shall be accompanied by a 'Statement of Authorship' in which students signify that the work is their own.

All other Electronic Engineering assignments and labs must have a signed DECLARATION form which declares originality of the work attached. (Available from outside Room PS2 118).

While the Department wishes to emphasise the importance of students sharing ideas and discussing problems amongst each other to facilitate greater understanding, it is essential that all work is original.

The full University Policy on Academic Misconduct should be read by students and can be found at:
<http://www.latrobe.edu.au/policies/>

Plagiarism and all forms of Academic Misconduct are unacceptable in this University.