Useful Information

School of Information & Electrical Engineering

Important Contact Information

School of ITEE contact information:

Office hours: 8:30 am to 4:30 pm, Monday to Friday

Location: General Purpose South (#78), Level 4, Room 425 (78-425)

Telephone: (07) 3365 2097

Email: student enquiries to studentenquiries@itee.uq.edu.au or general enquiries to enquiries@itee.uq.edu.au

Website: http://www.itee.uq.edu.au/

Correspondence to: School of Information Technology & Electrical Engineering
                          The University of Queensland
                          QLD 4072
                          AUSTRALIA

Faculty of EAIT contact information:

Office hours: 8:30am to 5:00pm Monday to Friday *(during semester)*

Location: Hawken Engineering Building (#50), Level 2, Room S204 (50-S204)

Telephone: (07) 3365 4666

Email: enquiries@eait.uq.edu.au

Website: http://www.eait.uq.edu.au/

Important Websites

- my.UQ: http://my.uq.edu.au

- mySI-net: https://www.sinet.uq.edu.au/

- ITEE courses have their own Blackboard sites and may have their own websites available. Check the Electronic Course Profiles for each subject for more information.

Student Support Services

Student Support Services is located in Building 21D (Student Support Services Building), near the Student Union.

Staff are able to provide assistance with:

- Accessibility: Assisting students from diverse backgrounds/with a disability
- Accommodation: Accommodation advice/Rentals website
- Careers: Advice/Employment skills workshops
- Counselling: Personal issues/Mental health

- Faith: Pastoral service/Meditation & spiritual counselling
- Making Connections: Develop social & academic networks
- Learning: Learning Assistance/Study skills workshops
- Settling In: Settling into Australia/Settling into UQ

Queries regarding overseas student health cover, sponsors, fees, etc are usually handled by the International Education Directorate (IED), Level 2, JD Story Building (#61) and contactable at https://my.uq.edu.au/information-and-services/student-support

Important Things to Remember

Important Dates

Refer to enrolment guide or see web for further information.

The University expects you to be aware of these dates

- **First Week -** Note that there may/may not be tutorial/lab classes in the first week! Check the course profile or get advice at the first lecture.
- **End of Week 2** - last date to add courses = End of week 2
- **31 March- Semester 1 and 31 August – Semester 2** - Census date (last day to drop course without financial liability)
- **30 April – Semester 1 and 30 September – Semester 2-** last day to withdraw from a course without academic penalty (financial liability remains).
  - International students should seek advice / approval before withdrawing as there may be visa implications.

Email

- Email is VERY important
- **ALL** official communication is sent to your student email account: for example **s1234567@student.uq.edu.au** or the email assigned by UQ
- ***Once enrolled, official UQ communication is made to your UQ email account***
- Please ……. Check it daily!
- **If you email the university, always use your UQ email address including full name, 8 digit student number and program of study or, if it is about a course, the course code.**

Seek help

Early, when you need it, and from the right people.

Queries regarding current courses contact individual Course Coordinators.

Queries regarding study plans and programs contact ITEE Coursework Studies to make an appointment to see an Academic Advisor.

For issues regarding swipe card access, graduation checks, and applications for credit transfers please speak to the Faculty in the Hawken Building.

If in doubt, see ITEE Coursework Studies Office, we will put you in contact with the appropriate person to help you.

ID Cards

Your Student Identification Card is proof of your current enrolment. It enables you to borrow books from University libraries, access to laboratories and workshops, and is compulsory identification for attendance during examinations.

ID Cards: ID Cards can be produced one day after you have enrolled via mySI-net. Please ensure you have your Student Number with you. **All students must bring photo ID** (passport or drivers licence) **and confirmation of your offer** (ie. UQ welcome letter or offer letter).

Your ID card can be collected from:
Prentice Building (#42)
Monday to Friday 8:00am – 5.00pm

Occupational Health and Safety

Occupational Health and Safety is the responsibility of **everyone** whether they are in an office, workshop, laboratory or lecture room. It's about going home in the same way that you arrived at UQ.

Supervisors' responsibilities include:

- Providing OHS information, training and supervision
- Ensuring application of appropriate risk control measures
- Implementing a scheme for hazard and accident follow-up

As a student you should follow all directions given to you by your supervisors.

If you feel that OHS is not being managed appropriately in your area, see your supervisor in the first instance; if you are uncomfortable or unwilling to do this, you should contact any of the OHS staff in the School or Faculty.

- ITEE Websites for students:
    - http://eait.uq.edu.au/information-staff-and-students
    - http://www.itee.uq.edu.au/occupational-health-and-safety
- UQ Website for OHS: http://www.uq.edu.au/ohs/

Test and Tag

Do you want to use UQ electrical supply? (eg. plug in your laptop at Uni)

All electrical devices, including laptops, must be "tested and tagged" for electrical safety **before** being connected to UQ supply.

'Walk up' test and tagging is available **weekdays** from **9:00 am to 3:00 pm** at the **EAIT Delivery Point** in the **Don Nicklin Building** (#74), Room 113B (74-113B). (No booking is required). Enquiries regarding Test and Tagging can be sent to facilities@eait.uq.edu.au.

Note: International power cables, power supplies or converters **cannot** be used at UQ. In order to plug in an international laptop at UQ, you will need to obtain an Australian power supply for the laptop prior to getting the equipment tested and tagged.

Laboratory Access

Anyone using laboratories within the School of ITEE should familiarise themselves with the Laboratory Rules and the ITEE Occupational Health & Safety Guidelines for Laboratories, http://www.itee.uq.edu.au/laboratory-oh-s

- To be able to enter laboratories the appropriate **Online OH&S Declaration Form** must be completed – one per lab.
- ALL students must complete an online Blackboard module UGRD001 - U/G Student Lab safety Induction Assessment. The Blackboard module only needs to be completed once.
- These may be accessed from the ITEE website: http://www.itee.uq.edu.au/occupational-health-and-safety or http://student.eait.uq.edu.au/ohs/declaration-form.ephp
- Some laboratories require additional, more specific, training to be completed. These can all be accessed through the Engineering & Technical Support Group (ETSG) web page :- www.itee.uq.edu.au/etsg/

More information is available on accessing laboratories is available on https://www.itee.uq.edu.au/etsg/laboratory-access

NB. Laboratories ARE NOT free access if booked.

Computer problems in laboratories should be notified by email to student-helpdesk@eait.uq.edu.au

Remember - food or drink is prohibited in the labs.

Important Information for Your Studies

Study Help

Student Services runs learning workshops (as well as offering podcasts) to assist students with particular aspects of study, for more information on the below workshops please go to the following link https://my.uq.edu.au/information-and-services/student-support :

- *Writing in Science and Engineering* - this workshop will outline the specialised writing requirements of scientific and technical courses.
- *Time and Study Management* - learn how to get better organised this semester to be on top of your studies.
- *Note-taking and Listening in Classes* - learn how to use your lectures and tutorials effectively and efficiently by making concisely structured notes, summaries and observations.
- *Academic Integrity Online Tutorial* (available through SI-net) - the Academic Integrity Online Tutorial is compulsory for all University of Queensland students. Complete the tutorial during this workshop and have the opportunity to discuss the content.
- *The Assignment Writing Process* - gain a better understanding of the assignment writing process, as well as strategies to conduct research and write assignments that are well structured and clearly organised.
- *Referencing Correctly and Avoiding Plagiarism* - it is important that you are aware not only of what constitutes plagiarism, but also of effective ways to avoid it.

For information and help designing your program, enrolment, changing or withdrawing, assessment, expectations and responsibilities, financial matters, and more please go to the **Manage my program** page on the **my.UQ** website – https://my.uq.edu.au/services/manage-my-program

Academic Integrity & Plagiarism

Plagiarism is knowingly presenting someone else's work or a part of someone else's work as your own and is a serious academic offence. Electronic tools are used for detection and penalties apply.

Assignment and project work submitted for assessment must consist of original effort to be considered to have academic merit.

You must:
- Not use the work of others without citation (ie. you must reference appropriately)
- Know when you can do group work and when you can't (refer to your course profile)
- Not let others use your work or answers

Academic integrity and plagiarism websites:
- Online tutorial available via mySI-net: https://www.uq.edu.au/integrity/

- UQ Library: www.library.uq.edu.au/research-tools-techniques/referencing-style-guides/avoiding-plagiarism

- ITEE website: http://www.itee.uq.edu.au/itee-student-misconduct-including-plagiarism

- UQ website: http://ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct

If you aren't sure, ask your lecturer/course coordinator before you undertake the assessment.

Time Management

How to set up an effective weekly schedule

1. Using the "Weekly Schedule" form provided, fill in the time slots with your classes/tutorials/laboratory/workshop and study group sessions.

2. Fill in other fixed activities: meals, work (we recommend <10 h/week), extracurricular commitments, sleep, etc.

3. Determine amount of time needed weekly to study for each class (usually 2 hours of study for each hour in class) and note on sheet.

4. List other activities (exercising, socialising, personal care, housekeeping, etc.) and the approximate amount of time (weekly) you want to devote to them.

5. Consider personal factors that may impact your studying and scheduling:
   o Time of day you are most alert
   o Need for structure vs. flexibility
   o Ability to concentrate on a task

6. Schedule study times on form considering above personal factors and the following:
   o 30-50 minutes is the maximum amount of time most people can concentrate before needing a 5-10 minute break
   o Approximately 90% of new information is forgotten within 24 hours unless it is reviewed
   o Reviewing old information immediately before new learning is to take place helps establish a connection between the two and thus significantly improves retention
   o Re-learning takes less time than initial learning and is less likely to be forgotten
   Be sure to include time for long-term assignments (eg. reports and exams) and unexpected demands.

7. Begin each day by:
   o Reviewing the time chart
   o Determining specific tasks to be accomplished that day
   o Establishing priorities for their completion

8. Schedule a weekly "long term project" review. Using a semester calendar, chart dates of papers, tests and other activities needing long term planning. Use this weekly review to look at your calendar and determine specific activities you need to accomplish for that week.

9. Complete the weekly chart by including the activities you listed in #4.

10. Follow completed chart for one week and then evaluate its effectiveness and appropriateness. Revise it as necessary; both at the end of week and periodically during the semester.

Frequently Asked Questions

- *What do I have to do to pass?*
  - Attend lectures – participate in learning activities – practise problems – revise and review your work submit assessment on time – read course profiles – ask for help early.

- *How many sessions can I miss before I jeopardise my grades?*
  - It has been found that if you attend less than 60% of the course offerings, your chances of passing the courses decreases greatly.

- *What do I do if I can't submit my assessment on time?*
  - Talk to the course coordinator **before** the due date. If it is due to medical issues, you will need a medical certificate as proof. Problems of a personal nature may require other documentation. See course profiles for information on assessment extensions.

Websites for Courses

Blackboard for individual course pages login access by clicking the eLearning link on the my.UQ page or
http://learn.uq.edu.au
myUQ for access to Blackboard and mySI-net– www.my.uq.edu.au
mySI-net for course enrolment, dropping courses, and class signon – www.sinet.uq.edu.au

Useful websites

ITEE Homepage   http://www.itee.uq.edu.au

my.UQ   www.my.uq.edu.au

my.UQ Manage my program   https://my.uq.edu.au/services/manage-my-program

EAIT Homepage   http://www.eait.uq.edu.au

Orientation week homepages   http://www.uq.edu.au/orientation/

Starting at UQ   http://www.uq.edu.au/startingatuq/

University rules   http://ppl.app.uq.edu.au

Program rules   https://my.uq.edu.au/programs-courses/

Student Charter   http://ppl.app.uq.edu.au/content/3.60.01-student-charter#Policy

Great Opportunities for Students

Study Abroad
Student Exchange Program
- An opportunity to study overseas and gain credit toward your degree
- Spending a semester overseas is strongly recommended
- No tuition fees (beyond UQ fees)
- Financial support may be available
- Universities worldwide with undergraduate and postgraduate courses - UQ has 175 exchange partner universities in 38 countries
- Application deadlines
  - 31 May for Semester 1 of the following year
  - 31 October for Semester 2 of the following year

See   https://employability.uq.edu.au/global-experiences
(Note: Grades not considered for Honours calculations)

Student Societies
Joining a club or society is a great way to meet other students from ITEE, http://www.itee.uq.edu.au/student-societies

ITEE students are active in a number of student societies including:
- IEEE Student Branch at UQ
- EBESS - Electronically Based Engineering Student Society
- EUS - Engineering Undergraduates Society
- PRESS - Postgraduate Research Engineering Student Society
- QUGS - Queensland University Games Society
- Robogals UQ
- Skirts in Engineering
- UQ Computing Society
- UQ Young Engineers Australia
- UQ Unions Student Societies Listing

UQ Union Listing of Clubs and Societies: https://www.uqu.com.au/connecting-u/clubs-societies

ITEE Student Consultative Committee – http://www.itee.uq.edu.au/SCC
- The Student Consultative Committee facilitates two-way communication between ITEE students and the School:
  - The School consults and advises students on policy developments and changes affecting them
  - Students raise concerns and make suggestions about the operation of the School as it affects them
- Membership:
  - Student representatives
  - Head of School
  - Director of Coursework Studies
  - Leaders of the Engineering, IT and Multimedia program families at undergraduate and postgraduate levels
  - School administrative staff responsible for services to students
- Students are invited to nominate to join the Committee at the start of Semesters 1 & 2 – you will receive an email in the first few weeks of semester, or if you'd like to express interest before this, please send an 'expression of interest' email to enquiries@itee.uq.edu.au
- Student members are selected to ensure that all of the School's programs are represented.

Social Media – Keeping in Contact and up to Date

Join the EAIT Faculty's social media sites to receive updates about ITEE events, job offers, internships, scholarships and more.

https://www.facebook.com/
UQEngTech
EAITstudentemployability/

https://twitter.com/UQ_EAIT
@UQ _EAIT

https://www.instagram.com/uqengineeringtech/
uqengineeringtech

https://www.youtube.com/
Faculty of Engineering, Architecture & Information Technology

EAIT Employability

The EAIT Employability team is a specialised team of employability advisors with backgrounds in human resources and recruitment. They can assist in building students' key employability skills through workshops, consultations and online resources. Find more information at: https://www.eait.uq.edu.au/employability

Scholarships

There are a wide variety of scholarships available to students studying within the disciplines of information and communications technology. Some are specific to Year 12s who are about to commence their program, while others are available to students who have completed at least one year of study or are an International student. Students must apply to be eligible for scholarships.

More information on the Agility Applications Regional QLD ICT Scholarship, the ICT Excellence Scholarship in Information Technology and Electrical Engineering, the ICT Alumni Advantage Scholarship and the Keyspace Scholarship for Women in ICT can be found at: https://scholarships.uq.edu.au/

ITEE Coursework Support Grant

Coursework students who are involved in co-curricular activities, such as conferences, research, internships, volunteering and leadership programs related to their studies are invited to apply for financial assistance up to $1,000. More information can be found at: http://www.itee.uq.edu.au/itee-coursework-support-grant

UQ App Central

Visit www.uq.edu.au/appcentral to download a number of apps to make your time a UQ easier:

- UQ Checklist is the essential app for new UQ students.
- Plan your semester timetable with UQ timetable planner
- Access learning resources with Learn.UQ Mobile.
- Find your way around UQ easily with UQnav, developed by Bachelor of Information Technology students Aaron McDowall and Kim Hunter
- Keep up-to-date with UQ News and UQ Contacts.

Weekly Schedule

Week beginning Monday _____   Name: _____

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 to 7:00							
7:00 to 8:00							
8:00 to 9:00							
9:00 to 10:00							
10:00 to 11:00							
11:00 to 12:00							
12:00 to 1:00							
1:00 to 2:00							
2:00 to 3:00							
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