RESEARCH STUDENT INFORMATION

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Welcome to the Faculty of Engineering and Information Technology (FEIT). This document will provide you with important information you will need to know to get successfully started on your Research Degree candidature, as well as information that will be useful throughout.

Please read all of the information carefully, as most frequently asked questions are answered in the document.

The Graduate Research School website also contains further important and useful information.

ACCESSING INFORMATION

Faculty Research Enquiries

Any enquiries that you may have regarding your candidature should be emailed to FEIT.Research@uts.edu.au

You will receive a response to your enquiry within 24 hours.

Student Intranet- MyFEIT

“My FEIT” is a web resource that contains detailed information regarding most aspects of your candidature, e.g. the stages of your candidature, your reporting obligations, and support available to you. Please carefully read this web page to find an answer to any queries prior to contacting FEIT.Research@uts.edu.au

Go to http://my.feit.uts.edu.au/myfeit click on “Research” and select the appropriate link at the left of the page to find the information you are looking for.
ACCESS TO UNIVERSITY FACILITIES

Your student ID is used as a swipe card to allow you access to parts of the University. In order to gain access to your workstation and Building 11 after hours you are required to complete all of the following steps:

1. Organise your Student card and ID through any of the UTS Student Centres, e.g. on Level 2 of Building 10.

2. Set up your UTS student email account [https://email.itd.uts.edu.au/webapps/myaccount/activation/](https://email.itd.uts.edu.au/webapps/myaccount/activation/)


4. Ensure that you complete the [Online Safety Induction Test](https://onestopadmin.uts.edu.au/estudent/) asap so that you can gain access to your work area. Click on “Subjects” on the left hand side of the page and you will see the link to the test.

   Please Note: access to your work areas and facilities will not be granted until this test is successfully completed.

   You must achieve an 80% result in the test. The test expires annually- students must redo the test prior to 31st March EACH YEAR.

5. Once you have completed your UTS enrolment, you will be required to attend one of our weekly Student Introduction Sessions with the Faculty Research Office Staff, who will welcome you to the Faculty and discuss a few of the most important steps required to get you set up and working.

   Meetings take place at 11am each Tuesday, on Level 11, Building 11. Please contact [FEIT.Research@uts.edu.au](mailto:FEIT.Research@uts.edu.au) to confirm your attendance.
IMPORTANT FACULTY INFORMATION

Workstation and Computer Request

Fulltime PhD students are allocated a room/workstation for their studies at the Faculty.

Your workstation and computer will be requested by a Faculty Research Officer in consultation with your supervisor. You will be placed as close as possible to your supervisor’s academic group. Where no space close to the group is available, you will be placed in an alternative location, as close as possible.

Part-time students have access to a “hot-desk” set up. This means students share computer and desk facilities.

Email

You must ensure that you receive emails sent to your UTS student email account (first.lastname@student.uts.edu.au) and check it daily, as you will receive important information pertaining to your candidature through this address.

Faculty Dropbox

From time to time you will be required to submit documents to the faculty and the Graduate Research School. Many of these documents will require the signature of the Responsible Academic Officer (RAO) prior to submission to the Graduate Research School.

You can deposit any documents in the Faculty Dropbox labelled Box 888, located at CB11.05.300, near the FEIT Learning Precinct. This will be cleared daily and any signatures required will be sought by the Faculty Research Officers and forwarded to the Graduate Research School. There is no need to follow up on submitted documents as they are processed daily.

Stationery/Office Supplies

Basic supplies such as pens, paper, files, etc are available from your Research Administration Officer. Further supplies are available from your School Administration Officer. See page 12 for the appropriate contact details.

Mail
Any mail which comes into the Faculty is date stamped and placed in the pigeon holes in the Faculty of Engineering & IT Common Rooms or mail rooms. Ask your School Administrator to allocate you a pigeon hole with your name on it.

The University will not cover postage costs of personal outgoing mail. You should pay for your own postage on any personal mail you wish to send.

Uncollected mail will be returned to sender or destroyed after approximately 6 months.

The Faculty’s postal address is:

Your Name  
Title: Research Candidate  
Faculty of Engineering and Information Technology  
Building Number, floor level and room number  
University of Technology, Sydney  
P.O. Box 123  
Broadway NSW 2007

*Understanding UTS Room Numbers*

The naming convention for UTS room numbers is as follows:

E.g. CB11.012.216

CB means City Broadway (main campus)  
CM means City Markets campus  
KG means Kuringai campus  
The first two numbers represent the building: CB11 = City Broadway Building 11  
The next two numbers represent the floor: 12 = Level 12  
The last numbers represent the room number: 216 = Room 216

*Recycling and Bin System*

You will have a small green bin at your desk for organic food waste. Waste such as Coffee grounds, Tea bags, bread, meat, cheese, rice and pasta, fruit scraps etc should be placed in here and emptied daily into the central large bin with the green lid in your area.

Please do not place any tissues, wet paper towels, plastic packaging or food containers in this bin as this contaminates the whole bin and prevents it from being composted. If you can’t eat it don’t throw it in the food waste bin!
You will also have a cardboard box for recycling at the foot of your desk. Place ONLY recyclable paper in here. **No food scraps or other types of rubbish are to be placed in here.**

*Staff Common Room*

You are welcome to use the Staff Common Room in Building 11, level 9 when you need a break during the day or to eat your lunch. For everyone’s comfort it is your responsibility to clean up after yourself. If you make a mess clean it up. If you spill something, wipe it dry.
INFORMATION REGARDING YOUR CANDIDATURE

**UTS Framework for Doctoral Education**

The UTS Framework for Doctoral Education is a structured researcher support program for PhD and Masters by Research students. It is aimed at developing well-rounded, workforce ready researchers who have a range of research and professional skills. Through the framework, you will work with your supervisor/s to develop a **doctoral study plan (DSP)** that is individually tailored to your knowledge and development needs. The DSP maps out your studies for the duration of your PhD, specifies timeframes for progression and identifies which researcher development modules you intend to undertake. At the end of each stage of candidature your progress will be assessed and you will be required to complete an **assessment report**.

**Why is the Doctoral Framework necessary?**

The researcher development modules include a range of subject areas and research skills that are relevant to your research focus. It covers disciplinary knowledge and research methods, as well as research practice. The framework puts a focus on the collaborative aspects of research. It facilitates your development as a researcher through participation in and contribution to UTS and the research community.

**How to create your Doctoral Study Plan**

New students should create their plan in consultation with their supervisor(s) at the beginning of their studies. It is a fluid document which can be added to when desired. A copy should be provided to the Faculty no later than the time of the first review of progress which is held towards the end of each semester. They can be submitted via the drop box no. 888 located at CB11.05.300 near the FEIT Learning Precinct.

**Stages of the Doctoral Framework**

- **Stage One**- focuses on “Research and Development within Structured Guidelines”- the successful completion of this stage formally confirms the candidature.
- **Stage Two**- focuses on “Research and Development within Self-determined Guidelines”- the successful completion of this stage formally confirms progression.
- **Stage Three**- focuses on “Research Informing and Enlarging the Field”- the successful completion of this stage formally confirms readiness to submit a thesis, and is clear evidence that the research is advancing knowledge in the field.

The plan introduces and formalises participation in the following areas:
1. Disciplinary Modules- both advanced and introductory disciplinary knowledge
2. Research Methods- appropriate to your research topic
3. Research Practice- including areas such as ethics, intellectual property and commercialisation, conference presentations, grant writing and publications.

**Student Workshops and Learning Modules**

The faculty holds a number of student workshops and seminars each semester (Doctoral and Masters Assessment Workshop, Writing Clinic, etc) that will form part of your research training. You will receive details of these by email and are expected to attend the sessions that are relevant to the stage of your candidature.

**Reporting Obligations**

Reports that must be submitted during the course of your candidature are as follows:

1. **Review Of Progress (RoP)**

   This report is submitted at the end of each semester (end of June and end of November) and is an opportunity for you and your supervisor to assess your progress during the semester, plan for the following semester and identify any issues that need to be addressed.

   More information is available at: [https://my.feit.uts.edu.au/pages/research/review_progress](https://my.feit.uts.edu.au/pages/research/review_progress)

2. **Doctoral Study Plan (DSP)**

   Both Doctoral and Masters by Research students are required to draft and submit a DSP. DSP submission is done online through the HDR Module at [https://rmprod.itd.uts.edu.au/RMENet/](https://rmprod.itd.uts.edu.au/RMENet/)

   The three stages of the plan are as follows:

   1. **Stage 1:** Once you have enrolled and discussed your DSP with your supervisor, you are required to complete Stage 1 of the plan online.

      In your third semester, at the completion of Stage 1, you will undergo your Candidature Assessment (CA). Your DSP will be reviewed as part of the CA. Following completion of the CA, you will be required to complete the assessment section of the DSP for Stage 1.

   2. **Stage 2:** Once you have successfully completed your Stage 1 DSP and CA, you will be required to complete the Stage 2 of the online DSP. At the end of your sixth semester, at the completion of Stage 2, you are required to complete an assessment of your progress against your goals.
3. **Stage 3:** When you have successfully completed Stage 2 of your candidature and are ready to commence writing up your thesis, you are required to complete Stage 3 of the online DSP. You will be required to review the plan with your supervisor when you submit the thesis for examination to ensure you have achieved your goals.

More information regarding the Doctoral Study Pan is available at https://my.feit.uts.edu.au/pages/research/doctoral_framework

**Alternate supervisor by First Progress Report**

You have already selected a Principal Supervisor, however it is compulsory to have an Alternate Supervisor as well. During your first semester you should discuss this with your Principal Supervisor.

**Research subjects:** *Technology Research Preparation (32144) and Technology Research Methods (32931)*

These subjects are designed to equip research students with the necessary skills to commence a research degree. They are **compulsory** for **Information Technology** Research students (the Graduate Research School will automatically enroll you) and **voluntary** for **Engineering students**- students can enroll via My Student Admin. Classes start around the end of February (for Autumn semester) and at the end of July (for Spring semester). The timetable builder can also be accessed [here](https://my.feit.uts.edu.au/pages/research/doctoral_framework)

**Graduate Research School (GRS) policies and forms**

Links to official University Rules, UGS policies and various forms you may need during your candidature.

**FORMS** http://www.gradschool.uts.edu.au/forms/index.html

**Research Student Workshop Program**

http://www.gradschool.uts.edu.au/researcher-skills/student-workshop.html The Graduate Research School runs a regular schedule of workshops covering various researching skills, in addition to the modules and workshops run by the faculty.
Research Centres

A Research Centre is a group of researchers with accompanying infrastructure that focuses on a particular area of research and which provides mechanisms which support for research collaboration within and outside of the centre.

You and your supervisor are members of a Research Centre. These groups hold regular meetings where you can meet other students and academics within your field for advice and support.

Faculty of Engineering and IT Research Strengths are:

- Advanced Analytics Institute
- Centre for Built Infrastructure Research
- Centre for Energy Policy
- Centre for Autonomous Systems
- Centre for Global Big Data Technology
- Centre for Green Energy and Vehicle Innovation
- Centre for Health Technologies
- Centre for Human Centred Technology Design
- Centre for Innovation in IT Services and Applications - iNEXT
- Centre for Quantum Computation & Intelligent Systems
- Centre for Real-Time Information Networks
- Centre for Technology in Water and Wastewater
USEFUL FACULTY CONTACTS

School of Civil and Environmental Engineering Admin Officer:
Viona Agung ext 2025 Viona.Agung@uts.edu.au

School of Computing and Communications Admin Officer:
Eryani Tjondrowalujo ext 2048 Eryani.Tjondrowalujo@uts.edu.au

School of Systems, Management and Leadership Admin Officer:
Indra Nataatmadja ext 2046 Indrawati.Nataatmadja-1@uts.edu.au

School of Software Admin Officer:
Teraesa Ashworth ext 2033 Teraesa.Ashworth@uts.edu.au

School of Electrical, Mechanical and Mechatronic Systems Admin Officer:
Enid Tu ext 2022 Enid.Tu@uts.edu.au

UTS Emergency
Dial 6

Research Enquiries
FEIT.Research@uts.edu.au

Technical Support
ext 2222
serviceconnect@uts.edu.au

Workstation & Access issues
Joshua Boxx ext 1808
Joshua.Boxx@uts.edu.au

Facilities Management Unit (FMU)
ext 2830

UTS Staff Directory:
https://email.itd.uts.edu.au/webapps/directory/burname/
SCHOOL RESEARCH COORDINATORS

School Research Coordinators are representatives of their respective Schools on the Faculty Research Degrees Committee. They are available for consultation if you have any academic issues for which you need advice.

School of Civil and Environmental Engineering:
Prof Huu Hao Ngo/ Dr Behzad Fatahi

School of Computing and Communications:
A/Prof Qiang Wu/ Dr Daniel Franklin

School of Electrical, Mechanical and Mechatronic Systems:
Dr Phuoc Huynh/ A/Prof Steven Su/ Dr Li Li

School of Software:
Dr Ling Chen/ Dr Sam Ferguson/ A/Prof Maolin Huang

School of Systems, Management and Leadership:
A/Prof Jinjun Chen

Advanced Analytics Institute:
A/Prof Jinyan Li
USEFUL INFORMATION

**Graduate Research School (GRS)**  http://www.gradschool.uts.edu.au/

**UTS Library**  http://www.lib.uts.edu.au/


**Student Services Unit**  http://www.ssu.uts.edu.au/index.html
Doctors/Medical, free counseling, financial assistance, careers and special needs.

**My Student Admin**  https://onestopadmin.uts.edu.au/estudent/
Update your personal contact information, check your enrolment details etc

**Map of Campus**  http://maps.uts.edu.au/map.cfm

**Leave of Absence (LOA)**  http://www.gradschool.uts.edu.au/current-students/candidature/leave.html
You can apply for a maximum of two semesters (for PhD) or one semester (for Masters) of leave from your studies. You must discuss the implications of taking leave with your supervisor and get their agreement. When you take LOA you must vacate your desk. You won’t necessarily return to the same desk when you resume your studies.

If after discussing your candidature with your supervisor you decide not to continue you can withdraw using this online process.