



THE UNIVERSITY
of ADELAIDE

SCHOOL OF ELECTRICAL AND ELECTRONIC ENGINEERING

**SUPPORT FOR INTERNATIONAL
MASTERS COURSEWORK STUDENTS**

For students commencing in February 2017

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1 Introduction

Purpose of This Handbook

This handbook contains information about the Masters support scheme. It is intended to serve as a first point of reference for any queries. It also contains information about support services provided by the School of Electrical and Electronic Engineering and the University.

2 Support Scheme

The Masters support scheme is developed for commencing students of

- M.E. (Electrical)
- M.E. (Electronic)

2.1 Objectives

The purpose of the scheme is to:

- establish a personal contact between each student and a member of academic staff (a mentor) so that the student has someone they can approach with questions and problems;
- assist School of Electrical and Electronic Engineering students with any issues;
- provide academic guidance, including assistance with the management of study and workload;
- promote in the students a sense of belonging to the School;
- give students the opportunity to provide feedback to staff.

The scheme is not intended to replace the services offered by the Faculty and/or University.

2.2 Methods

The support scheme will be carried out through a series of meetings and learning support services.

2.3 Roles

The role of the mentor is to provide guidance and assistance to the student in order to meet the objectives of the scheme.

The role of the student is to participate in all activities listed in the activity schedule.

2.4 Activity Schedule

All commencing Masters coursework students are required to attend and participate in the activities listed in the activity schedule.

Table 1 shows the activity schedule for students commencing in February 2016.

Date	Activity	Objective
Week 3	Student debrief Date and venue to be announced	Provide feedback to Head or Program Adviser
	Introduction to Matlab course Dates and venue to be announced	Develop familiarity with Faculty computing facilities and Matlab
Week 1 to Week 12	Email Program Adviser if study problems have been encountered	Seek help for any problems encountered

2.5 Changes of Dates and Announcements

The dates in the activity schedule are subject to change. You will be advised by email of any changes.

3 Directory of Key Staff

**M.E. Program
Adviser**

Role:
Contact details:

Prof. Michael Liebelt

Provide advice on academic program structure and course selection
Email: michael.liebelt@adelaide.edu.au
Phone: (+61 8) 8313 5057
Room location: 3.36, Level 3 Ingkarni Wardli Building

Head of School

Role:
Contact details:

A/Prof. Wen Soong

Provide overall responsibility of the School academic program and student support
Email: wen.soong@adelaide.edu.au
Phone: (+61 8) 8313 5893
Room location: 3.22, Level 3 Ingkarni Wardli Building

Tutor (Matlab)

Role
Contact details

Mostafa Numan

Run tutorials and answer student questions on Matlab
Email: mostafa.numan@adelaide.edu.au
Office location: 3.27, Level 3, Ingkarni Wardli Building

School Inquiry

Role:
Contact details:

Ms. Jodie Schluter

Provide advice and assistance on school matters
Email: deb.koch@adelaide.edu.au
Phone: (+61 8) 8313 4054
Room location: School Office, Level 3 Ingkarni Wardli Building

Faculty Enrolment

Role
Contact details

Faculty Office

Provide advice and assistance on enrolment
Email: ecms_office@adelaide.edu.au
Phone: (+61 8) 8313 4148
Room location: Faculty Office, Level 1, Ingkarni Wardli Building

**International Student
Centre**

Role
Contact details

Provide advice and assistance on international student affairs
Email: isc@adelaide.edu.au
Phone: (+61 8) 8313 4828
Room location: Old Classics Wing
<https://international.adelaide.edu.au/life/studying/>

4 Information on Support Services

4.1 School Support Services

The support services provided by the School of Electrical and Electronic Engineering are listed below.

The *School Office* handles enquiries about school activities. For urgent enquiries, the School Office counter is located in Level 3, Ingkarni Wardli Building, and is open 10am-4pm, Monday-Friday (except public holidays). The contact details are:

Email: enquiries@eleceng.adelaide.edu.au

Phone: (+61 8) 8313 5277

The *School Information for Current Students* webpage provides information about a range of facilities to support its teaching support activities. The URL is:

<http://eleceng.adelaide.edu.au/current-students/>

The *School Computing Facilities* webpage provides information about a range of computing facilities. The URL is:

<https://eleceng.adelaide.edu.au/intranet/computing/>

4.2 University Support Services

The support services provided by the University are listed below.

4.2.1 International Student Centre

The *International Student Centre* is located on the Ground Floor, Old Classics Wing. The contact details are:

Opening Hours: Monday 10am-5pm, Tuesday to Friday 9am-5pm

Email: isc@adelaide.edu.au

Phone: (+61 8) 8313 4828

Fax: (+61 8) 8313 4352

4.2.2 International Office

The *International Office* is located on Level 3, Rundle Mall Plaza. The contact details are:

Web: www.international.adelaide.edu.au

Email: international@adelaide.edu.au

Phone: (+61 8) 8313 5208

Fax: (+61 8) 8232 4401

4.2.3 Academic Learning Support

Writing Centre

The Writing Centre is a 'first stop, not last chance' for undergraduate, Honours and postgraduate coursework students.

Undergraduate

Undergraduate students can access individualised help in the Writing Centre which covers the entire process of writing, including question analysis, planning and research (a draft of your assignment is not necessary). There are also academic writing and skills development seminars held each semester, as well as a range of online resources available from 'Writing and Speaking at Uni' through MyUni, and printed learning and referencing guides; www.adelaide.edu.au/writingcentre/.

Honours and postgraduate coursework

Honours and Postgraduate Coursework students can attend specialised Writing Centre consultations for assistance with research design, thesis writing (especially literature reviews and discussion sections) and language development. Group workshops are also available for groups of students studying the same course, so feel free to contact us for a tailored session.

English as an Additional Language students

Weekly English language conversation classes are held for English as an Additional Language students with local volunteers. The Volunteer Program for Conversational Development also provides opportunities for international students to become better acquainted with Australian culture.

The contact details are:

Location: Level 3 East, Hub Central, North Terrace Campus

Opening Hours: 10.00 am - 4.00 pm, Monday – Friday during teaching weeks and SWOT

Phone: 8313 3021

Email: writingcentre@adelaide.edu.au

<https://www.adelaide.edu.au/writingcentre/>

4.2.4 Maths Learning Centre

The Maths Learning Centre (MLC) offers free support for all University of Adelaide students needing maths (including stats) in their studies, especially for the first time. The centre offers the following services:

Drop-in Consultations

You can drop-in to the Centre any time from 10am to 4pm during teaching weeks and swot vacs.

The friendly staff are available during these times to help all students understand the maths related to their university courses. No appointment is necessary. Check the MLC website for opening hours during the breaks.

Bridging Courses

The MLC provides self-paced bridging courses to cover prerequisite maths knowledge.

Online and Print Resources

The centre provides quick revision worksheets on various maths topics plus online refresher modules.

The website also contains links to useful maths resources specific to various University of Adelaide courses.

The contact details are:

Location: Level 3 East, Hub Central, North Terrace Campus

Phone: (+61 8) 8313 5862

Email: mathslearning@adelaide.edu.au

Web: www.adelaide.edu.au/mathlearning/

4.2.5 Other Student Services

Other student services at the University include:

- *Counselling Service*: provides counselling for students in relation to issues that are affecting study. Ground Floor, Horace Lamb Building, Phone: (+61 8) 8313 5663.
- *Education and Welfare Officers*: provide student advocacy and representation and can advise students on welfare, financial, personal and academic matters. Ground Floor, Lady Symon Building, Phone: (+61 8) 8313 5430.
- *University Health*: an on-campus medical practice. Ground Floor, Horace Lamb Building, Phone: (+61 8) 8313 5050, Fax: (+61 8) 8313 6464, Opening Hours: 9:00am-5:30pm, Monday-Friday (except public holidays).

4.2.6 Guides and Web Resources

- The University web site provides links to many student supports and services at: <http://www.adelaide.edu.au/student/current/>