Frequently Asked Questions

MEngSc(EE, Software Eng, Electricity Market, Systems)
MEngSc(Management, EE & Software Eng), PGCert (EE)

(information correct @ 22 February 2017)

Q1) What are the rules for thesis projects and in which semester are project courses offered?

Visit ITEE THESIS web page http://www.itee.uq.edu.au/thesis/ which contains practically all information you need and links to the project database and thesis course Blackboard site. Explore this Web site and familiarize yourself with all the links and documents there.

Project courses are offered every semester. A typical Project (ENGG7802, ENGG7803) takes two semesters to complete and is worth #4 credit units.

Project courses with more credit units and/or shorter durations may also be available, but require special permission to enroll.

Q2) How to enroll in a typical Project Course? Where to find information about available projects?

1. You must enroll in the project course (eg. ENGG7804). Go to mySI-net and enroll following the normal procedure. If you have difficulties with this step, please visit ITEE Coursework Studies Office (GPS78-425) or email: studentenquiries@itee.uq.edu.au

2. Read carefully your thesis course profile – links are on the thesis WEB page – it is an official document and contains important information about all requirements, deadlines and assessment. Be sure you follow that during your thesis project.

3. To find a project follow the process described in http://www.itee.uq.edu.au/thesis. Also, visit the ITEE Project database at: https://student.eait.uq.edu.au/projectdb/.

You will need to bid/apply for the project and it is not guaranteed you will get the one you prefer most. The earlier you start the better.

4. Visit your course Blackboard (www.elearning.uq.edu.au) site. All the announcements during the run of the course will be published there by the course coordinator.

Note that project courses are compulsory; but it is the student’s responsibility to find an appropriate project topic and a supervisor that suits her/his interests.

Q3) How to enroll in a project course requiring special permission?

Typical 2 Semester, #4-unit Project courses do not require special permission. We have projects with #8 credit units, and projects that can be completed in one semester. Students are only permitted to follow this path in exceptional circumstances. In order to register for such courses you should get written permission from the School. The first step in the process is to get a potential supervisor to offer you the project course and an appropriate project topic. The supervisor should then seek approval from the Director of Coursework Studies, ITEE, to enroll the student. To find a supervisor you can browse ITEE web site under research and find academics working in the fields of your interest.

Q4) Are all courses offered in both semesters?

No. In fact, most courses are available only once a year, either in Semester 1 or Semester 2. Occasionally, some courses may be offered in the Summer Semester, but they are very few in number. Some courses are offered in every other year. Read carefully the list of courses you need to take in your program, check availability in http://www.itee.uq.edu.au/courses/ and make a study plan as soon as you can.

It is extremely important that you prepare the study plan in advance for the whole duration of your program to avoid any problems.

Make sure you do not enroll in courses meant only for undergraduate students. Also make sure that with year-long courses (e.g. thesis) you enroll into Part A and Part B with the same course number.
Q5) Courses I want to study require that I complete some pre-requisite courses. I do not have the opportunity to take those pre-requisites. What should I do?

We do not enforce pre-requisites. They are there to give you general guidance on the knowledge you should have in order to take a particular course. You were admitted to our postgraduate program after an assessment of your undergraduate preparation and we believe you are ready to take our courses. If you have reasons to doubt your ability to take a particular course you should speak to the Course Coordinator of that course to find out expectations of prior knowledge or prerequisites. You may also want to meet with an Academic Advisor.

Q6) How do I choose courses?

Well, there is no simple answer to that! Academic Advisors can give you some help and guidance but ultimately you must choose courses yourself. In particular, Academic Advisors are unable to identify “easy courses” and “difficult courses” for you.

- You must be familiar with the Program Rules and the list of pre-approved courses for your particular degree. For instance, details for MEngSc (Electrical Engineering) are available at: [http://www.uq.edu.au/study/program.html?acad_prog=5529](http://www.uq.edu.au/study/program.html?acad_prog=5529). Details relating to other postgraduate programs can be found by [http://www.uq.edu.au/study/search.html?keywords=engineering&searchType=all&archived=true#postgraduate](http://www.uq.edu.au/study/search.html?keywords=engineering&searchType=all&archived=true#postgraduate) and following links relevant to you. Program Rules should guide the selection of courses. You should not take any course (undergraduate or postgraduate) violating program rules applicable to you, without prior written permission from ITEE/EAIT.

- The Faculty carefully checks to see if you have satisfied all the program rules before allowing you to graduate at the end of the program. If you take courses outside the pre-approved list without prior permission from the Faculty, you will not be allowed to graduate.

- Within the program rules, you are free to choose any course you like while still meeting the specific program requirements. Your personal interests, strengths, background preparation and expectations of a future career may guide you in this. Academic Advisors may also help in giving you some ideas about courses that may be suitable for your background and prepare you for a chosen career.

Q7) How to find information on courses?

You will find that detailed information on our courses is readily available. The Course Profile of a given course will be the best official source of information. Course profiles for our courses are available via the Course Websites (at elearning.uq.edu.au). The course website will also carry extra information. A list of all current courses is available at: [http://www.itee.uq.edu.au/courses](http://www.itee.uq.edu.au/courses).

Please note that the method and philosophy of teaching and examining students can vary widely across courses. To avoid unpleasant surprises, you must read the course profile of courses very carefully. In case of any doubt, the Course Coordinator of a particular course should be consulted. Typically, in the first class meeting, Course Coordinators will explain important details on the course. We strongly encourage you to attend the first classes for courses you are interested in and meet the Course Coordinator.

Q8) How do I get permission to enrol in a class outside the pre-approved list?

Students are permitted enrolment into courses outside the pre-approved list only in exceptional circumstances. If you have a valid, compelling reason to do it, please provide a written request to the Program Advisor (email is ok), giving your identification details (must include your 8 digit student ID) and a justification as to why you need to take this particular course outside the approved list. You may also want to meet an Academic Advisor. Please note these requests are assessed on a case-by-case basis and you must not assume in advance that approval will be given. Your request must be sent from your UQ mail account.

Q9) I have some difficulties interpreting Program Rules. Can you give me some help?

The examples below show how to interpret the program rules.
Example 1:
Program Rules for the MEngSc(EE) #16 (two semester fulltime) program below
(http://www.uq.edu.au/study/program_list.html?acad_prog=5528)

These rules tell you that you need to accumulate #16 Credit Units subject to Rule 1 to Rule 4, in order to
graduate from this program. Part A to Part E of pre-approved course lists are also available at:
(http://www.uq.edu.au/study/program_list.html?acad_prog=5528)

Points to remember:
- In Rule 1, “up to” means you CAN also take #0 Credit Units from Part B list and still satisfy Rule 1. In
  other words, it is not compulsory to take courses from Part B. However, you cannot take more than
  #4 units from the Part B list.
- In Rule 2, you MUST take exactly #2 Credit Units in this program. (It is a compulsory course for this
  Program).
- In interpreting Rule 3, you MUST pick at least #4 credit units from courses listed in Part D. You can take
  more if desired.
- To satisfy Rule 4, you MUST take at least #4 from Part E.

Example 2:
Program Rules for the MEngSc(Man)(Electrical Engineering Plan code: ELECTX5530),#32
(four semester fulltime) program below
(http://www.uq.edu.au/study/program_list.html?acad_prog=5530)

Points to remember:
- Rule 1 says you MUST take exactly #8 credits from Master of Business list
- Rule 2 says you CAN take up to #12 from A and B but not more than #6 from A. You do NOT have to take
  courses from A, neither from B but in reality you will need to take some to earn enough credits
in 4 semesters.

- Rule 3 says you MUST take exactly #2 Credit Units from part C. (It is a compulsory course for this Program).
- Rule 4 and 5 say you MUST take at least #4 from part D and #4 from part E, but you can take more from those parts if you wish.

Q10) How can I verify if I have accumulated enough credits for graduation?
The Faculty of EAIT determines if you have satisfied all graduation requirements. We strongly recommend that you request an official “graduation credit check” at the beginning of the last semester of your study. Please approach the faculty directly for this service. You must allow sufficient time for the faculty to complete this check; submit your request to them as soon as possible.

Q11) Can I get credit for the work already completed in another institution/program?
Credit and exemptions are determined by the Faculty of EAIT, NOT by the School of ITEE. When your application for admission to graduate studies was assessed, we have taken into account your academic background. If you have completed any postgraduate coursework afterwards and would like to seek credit or exemptions, you must submit a request to EAIT/ITEE using the form available at: www.uq.edu.au/myadvisor. Submit your request with complete, supporting documentation (course description(s), extended syllabi, textbooks, contact hours, examination modes, etc.) as early as possible.

NOTE that credit will not be granted for undergraduate coursework.

Q12) How do I meet with an Academic Advisor?
We strongly believe that our academic advising program is highly effective and useful for students. We encourage you to meet an Academic Advisor regarding academic issues you may wish to discuss. You can make appointments to meet them via ITEE Coursework Studies Office (GPS78-425) or email: studentenquiries@itee.uq.edu.au.

We would like to remind you that quite often writing an email to the adviser is a faster way to start the advising process. You can still meet the Academic Advisor during the appointed time if the need exists. When writing emails, please use your UQ email account so that we can verify your identity and provide our responses securely to you.

Q13) Where to get information on non-academic matters?
For queries on administrative and general issues please visit the ITEE Coursework Studies Office (GPS78-425) or email: studentenquiries@itee.uq.edu.au

Q14) I have a timetable clash. What should I do?
Timetable clashes are unavoidable in an environment like ours where students are given an opportunity to select many courses in their degree program. We certainly try to make sure that common combinations of courses do not clash and that compulsory courses do not clash with each other or with electives.

If you have a timetable clash, please try the following:

i) Try to resolve the clash by rearranging the courses you have planned to take. For instance, you may be able to take the same course in its next offering.

ii) Note that some apparent clashes may not be real clashes at all. Some classes may have multiple tutorial sessions/labs etc. per week, where the same subject matter is repeated. In cases like that you will be required to sign-on for the session you prefer via mySI-net. There is no need to attend all the sessions then. Consult the Course Coordinator for further information.

iii) In some situations, it is possible that some course Contact Hours (eg. labs) are used only occasionally throughout the semester on an as-needed basis. It may also be possible, in some cases, to accept a clash and enrol in the clashing courses anyway. You should consult with the Course Coordinators to find out the impact of missing course activities in one or both courses and the possibility of catching-up. Some Course Coordinators routinely record lectures via the standard UQ facility available in lecture theatres, and these may assist you in catching up with a
missed lecture. You must consult with Course Coordinators to find out if course lectures will be recorded in the current offering.

iv) If the student enrolment in the course you are taking is quite small, occasionally it might be possible for the Course Coordinator to move a course activity to a different time slot in consultation with all students in the class. Such a move is possible, at the discretion of the Course Coordinator, only if it is acceptable to all the other students. It is also subject to the availability of an appropriate lecture venue. Consult the Course Coordinator for information.

v) If you see unresolvable timetable clashes, especially between two compulsory courses, please follow the instructions on the sign-on screen. Please note that there is no guarantee that all timetable clashes can be resolved for all students given the large number of elective choices that are possible and the many degree programs which students are enrolled in.

Q15) Visa problems, letters for scholarship sponsors, legal help, accommodation matters, pastoral care, student counselling and support services.
For visa matters and letters for scholarship sponsors, please visit the UQ Student Centre (JD Story Bldg, Level 2). For other matters listed above please visit the Student Union building (near the Commonwealth Bank).

Q16) I am an international student. Is it possible for me to take other than #8 units of coursework in a semester?
The normal workload for a fulltime student is #8 units per semester. A student can seek permission to overload up to #10 units per semester if the cumulative GPA is 4.5 or above in the previous semester of fulltime study. The length of international student visas has been determined assuming a fulltime workload. International students are expected to complete their programs within the allocated time. You will not get an extension on your visa if you choose to take fewer courses than is required for timely graduation. If you take less than #8 units in a particular semester, you will have to overload in another semester to complete your degree within the duration of the visa. Even though UQ has a Summer Semester, ITEE rarely offers summer courses. Courses from outside the pre-approved list for your degree program need to be pre-approved on a case-by-case basis by the Faculty of EAIT.

We strongly advise that the international students follow the normal workload of #8 units (usually 4 courses) per semester. Please contact ITEE Coursework Studies Office (GPS78-425), email: studentenquiries@itee.uq.edu.au if you need further assistance.

Q17) Is it possible to change my degree program?
If you have been admitted to a postgraduate program in ITEE/EAIT and would like to transfer to a new program, we can certainly consider it. Program change applications need to be submitted through mySI-net no later than the week prior to Orientation Week. Applications submitted at other times can be processed, but the actual program transfer will only happen at the beginning of the next available semester. If you are a recently arrived student at UQ, we urge you to submit any request for program transfer as soon as possible to avoid disruptions to your studies.

Your application will be evaluated as a new application to the program you wish to transfer. This means that you will have to satisfy existing requirements for entry to the new program. If your request is denied, you can continue in the original program.

If you have already completed some courses by the time you request a transfer, please note that it is not guaranteed that you will get credit for those courses in the new program. Credits transferred, if any, will depend on the existing program rules of the program you wish to transfer to.

We recommend that you seek academic advice (email is ok to begin with) before formally requesting a program transfer.