



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

ENGINEERING,
ARCHITECTURE
& INFORMATION
TECHNOLOGY

STUDENT GUIDE

'09

Undergraduate
Studies

Postgraduate
Studies



CONTACT DETAILS

Faculty of Engineering, Architecture and Information Technology (EAIT)

The Faculty Office is located on the second floor (ground level) of the Hawken Engineering Building (Building 50, Room S204) and is open 8.30am to 5.00pm Monday-Friday.

Telephone: (07) 3365 4777
Fax: (07) 3365 4444
Email: admin@eait.uq.edu.au
Web: www.eait.uq.edu.au

School of Engineering

The School of Engineering is located on the second floor (ground level) of the Hawken Engineering Building (50) in Room C212 and is open 8.30am to 5.00pm Monday-Friday.

Telephone: (07) 3365 4544
Fax: (07) 3365 9770
Email: enquiries@eng.uq.edu.au
Web: www.uq.edu.au/engineering

School of Architecture

The School of Architecture is located on the third level of the Zelman Cowen Building (51) in Room 306 and is open 8:30am to 5:00pm Monday-Friday.

Telephone: (07) 3365 3537
Fax: (07) 3365 3999
Email: architecture@uq.edu.au
Web: www.architecture.uq.edu.au

School of Information Technology and Electrical Engineering

The School of Information Technology and Electrical Engineering's Office is located on the second floor (entry level) of the General Purpose South Building (Building 78, Room 217) and is open 8.30am to 4.30pm Monday-Friday during semester.

Telephone: (07) 3365 2097
Fax: (07) 3365 4999
Email: enquiries@itee.uq.edu.au
Web: www.itee.uq.edu.au

This Guide has been prepared for students enrolled in the following programs who use facilities in the Faculty and its schools (as well as for students in other programs who use these facilities from time to time).

Bachelor of –

Architectural Design
Engineering
Information Technology
Multimedia Design
Science (in the fields of Computer Science, Chemical Nanotechnology)

Master of –

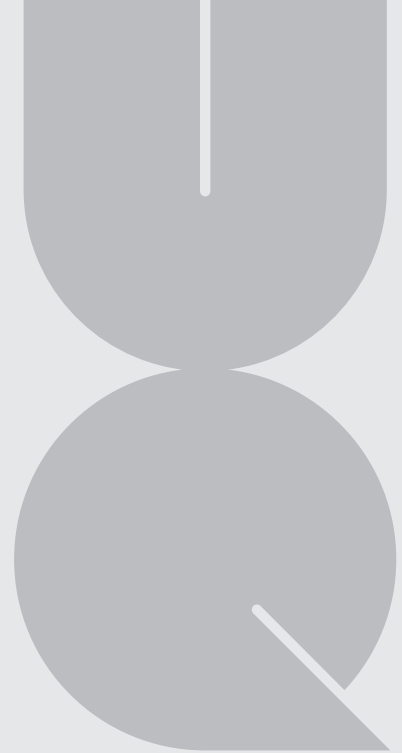
Architecture
Engineering (Management)
Information Technology (Management)

Postgraduate coursework suites of awards in –

Engineering
Information Technology
Integrated Water Management
Interaction Design
Mineral Resources (in the fields of Environment, Minerals Industry Risk Management)
Science (in the field of Computer Science)

CONTENTS

- 2 Faculty and school structure
- 3 Frequently asked questions
- 6 Libraries
 - Equipment loans
 - Special needs
 - Student newsgroups
 - Student societies
- 7 Work Experience
- 8 Site visits
 - Fire and emergency procedures and first aid
 - Workplace health and safety
 - Use of facilities
- 9 Printing



FACULTY AND SCHOOL STRUCTURE

The Faculty of Engineering, Architecture and Information Technology (EAIT), has overall responsibility for the administration of programs. However, certain responsibilities fall to the School of Engineering (SoE), School of Architecture (SoA) and School of Information Technology & Electrical Engineering (ITEE) for the fields of study under their control and administration.

If you have questions, you can ask our staff either in person or by email. However, in any written correspondence with the University please be sure to include your full name and 8 digit student number (e.g. 41234567 – note that the ‘s’ at the front of your student email account is not part of your student number).

You will be notified of the outcome of written enquiries either by return email or by a notation on your studies report (on mySI-net).

FREQUENTLY ASKED QUESTIONS: WHERE DO I FIND OUT ABOUT...?

<p>ACADEMIC ADVISERS: who do I see for academic advice?</p>	<p>Academic Advisers are academic staff members who have been given responsibility for assisting you to make progress through your program. They can advise you on choosing a specialisation, choosing courses, dual degree enrolments, progression through your studies, career advice, and problems you may be encountering in classes. Academic Advisers can also assist you with obtaining approval for certain matters relating to your enrolment (e.g. credit for previous study, overseas exchange opportunities).</p> <p>The Faculty maintains a website which lists all Academic Advisers. The list is updated each semester. (www.eait.uq.edu.au/index.html?id=7652)</p>
<p>ACADEMIC INTEGRITY: what is cheating?</p>	<p>For information on academic integrity and how to avoid plagiarism, collusion and cheating, refer to the following website:</p> <p>www.uq.edu.au/myadvisor/academic-integrity-and-plagiarism</p> <p>If you are not sure if you are doing the right thing, ask your lecturer or course coordinator well before you hand in your assignment.</p>
<p>ACADEMIC STANDING: how do I know if I am making satisfactory progress through my studies?</p>	<p>Refer to the my advisor website –</p> <p>www.uq.edu.au/myadvisor/academic-standing</p>
<p>ASSIGNMENTS: where do I hand them in?</p>	<p>School of Architecture: Assignments must be submitted to assignment bins on Level 3, Zelman Cowen Building or to the course coordinator as advised. Marked assignments will be returned in class or by arrangement with the course coordinator. All assignments must have attached to the front the Assignment Cover Sheet available at the School of Architecture Office or downloaded from School website (www.architecture.uq.edu.au)</p> <p>School of Engineering: Unless you are advised otherwise by a course coordinator, assignments submitted for assessment must be submitted to the School of Engineering Office (use the slot in the hallway) and must have attached to the front of the assignment a cover sheet which has been downloaded from the relevant course profile on the School website (www.uq.edu.au/engineering). Marked assignment will either be returned to you in class or can be collected from the School of Engineering Academic Office (Level 2, Hawken Engineering Building).</p> <p>School of Information Technology & Electrical Engineering: Unless otherwise advised by the course coordinator assignment submission boxes are located on Level 1, General Purpose South Building. Submission boxes are labelled with the course codes. Refer to the course profile for additional information.</p>
<p>ASSIGNMENTS: what if I will be late with an assignment?</p>	<p>Assessment must be submitted by the specified due date. Penalties for late submissions are listed in the course profile.</p> <p>Extensions are only granted in exceptional circumstances and students must obtain prior approval for any extension. The signed approval must be attached to late submissions when they are lodged and you need to attach documentary evidence of your circumstances (e.g. original medical certificate).</p> <p>School of Architecture: The Architecture Application for Extension form is available at the School of Architecture Office or downloaded from the School website (www.architecture.uq.edu.au)</p>
<p>BE SPECIALISATIONS: choosing the one for me.</p>	<p>Refer to the Courses and Programs website (www.uq.edu.au/study/), the BE Program Guide (www.uq.edu.au/engineering) and/or your Academic Adviser.</p>
<p>COURSE COORDINATORS: what is a course coordinator?</p>	<p>Course coordinators are responsible for the overall conduct and administration of a course (subject). The name and contact details of the course coordinators are found on the course profile.</p>
<p>COURSE PROFILES: what is a course profile?</p>	<p>A course profile is published electronically for every course offered at the University. The profile tells you about course content, textbooks, assessment, relevance to your degree program, staff availability, etc. Once you are enrolled, you can access the course profiles from mySI-net. A public version is available at www.uq.edu.au/study.</p>

FAQS: WHERE DO I FIND OUT ABOUT...?

CREDIT AND EXEMPTION: how do I apply?	You need to apply to the Faculty Office using the "Credit or exemption for previous studies" form found on the myAdvisor website. www.uq.edu.au/myadvisor/forms-online
DUAL PROGRAM (DUAL DEGREE): how do I enrol in a dual program?	www.uq.edu.au/myadvisor/dual-programs NOTE: Dual programs are not available in the Bachelor of Architectural Design or postgraduate awards.
ENGINEERING PROFESSIONAL PRACTICE REPORTS (BE STUDENTS): where do I find out about the requirements?	For information on requirements and due dates, go to the Faculty website below. www.eait.uq.edu.au/index.html?page=99970&pid=99772
ELECTIVES: what if I want to enrol in a course that isn't on the program list?	Bachelor of Engineering (BE): For permission to take courses not on any BE program list complete the form "Enrolment in Elective Courses" www.eait.uq.edu.au/index.html?page=99952&pid=0 from the Faculty website and submit it to your Academic Advisor for a recommendation. Then submit the form to the Faculty Office where your request will be considered. Bachelor of Architectural Design: There are #4 electives in this program which are offered only in Semester 2 of Year 2 and Semesters 1 and 2 in Year 3. You can choose from courses in the Bachelor of Arts list. If you wish to take other electives please email your Academic Adviser who will forward a recommendation to the Faculty.
EXCESS ENROLMENT: what do need to do to enrol in more than 8 units (#8) in a semester?	You need to apply to the Faculty Office. If your grade point average (GPA) is 4.5 or above, you will be able to enrol in up to #10 units. Refer to General Award Rule 1.11. (www.uq.edu.au/myadvisor/university-rules)
SENIOR FIRST AID (BE): where do I find out about the requirements?	For information on requirements and due dates, go to the Faculty website below. www.eait.uq.edu.au/index.html?page=100007&pid=99772
GRADES/FINAL RESULTS: what if I am not happy with my grade on a piece of assessment or my final result in a course?	Refer to the following myAdvisor website and also look at the links from the page www.uq.edu.au/myadvisor/querying-result
GRADUATION: how do I find out if I am eligible to graduate?	Email the Faculty Office (admin@eait.uq.edu.au) before your final semester (or year) of studies.
GRADUATE ATTRIBUTES: what skills will I develop from my courses and program?	Graduate attributes are the overarching qualities, skills, knowledge and abilities you should develop before you graduate. These will be set out in the course profile which you can access from mySI-net once you have enrolled or from the Courses and Programs website.
GRIEVANCES (COMPLAINTS): what if I disagree with a decision or have a complaint?	If you have a grievance, please read www.uq.edu.au/myadvisor/grievance-resolution and follow the relevant steps. Staff at the UQ Union can help you if needed.
HONOURS: what are the cut-offs for honours?	The Faculty's guidelines for honours is found at www.eait.uq.edu.au/index.html?page=99987&pid=0
LATE ENROLMENT: what do I do if I want to add a course late?	Lodge the form "Late addition of courses" with the Faculty Office. Courses cannot be added after the relevant Census Date and a late fee applies. The form is found at www.uq.edu.au/myadvisor/forms/enrolment/late-course-addition.pdf
PREREQUISITES: what do I do if I want to enrol in a course and I haven't passed the prerequisites?	Discuss this with the relevant course coordinator and your academic adviser who will make a recommendation to the Faculty.
POSTGRADUATE STUDY: how do I apply for coursework or research programs?	Domestic students: School Offices International students: UQ International (Level 2 JD Story Building) or on line at www.uq.edu.au/study

SPECIAL EXAMINATIONS: what do I do if I miss an examination?	<p>For end of semester exams, download the application form www.uq.edu.au/myadvisor/forms-online, attach required supporting documentation and lodge at a Student Centre (Level 1 JD Story Building).</p> <p>For mid-semester exams, lodge the same form with the school that offers the course for which you are applying for a special examination.</p> <p>Refer to General Award Rule 1A.14 for more information and application deadlines (www.uq.edu.au/myadvisor/university-rules)</p>
SUPPLEMENTARY ASSESSMENT: what do I do if I fail a course?	<p>In limited circumstances, if you fail a course, you may be eligible for supplementary assessment.</p> <p>Refer to General Award Rule 1A.17 for more information and application deadlines (www.uq.edu.au/myadvisor/university-rules)</p>
SCHOLARSHIPS & PRIZES: what scholarships and prizes can I get?	<p>University: www.uq.edu.au/study/scholarships/</p> <p>School of Architecture: www.architecture.uq.edu.au</p> <p>School of Engineering: www.uq.edu.au/engineering</p> <p>School of Information Technology and Electrical Engineering: www.itee.uq.edu.au</p>
SIGN-ON: where do I go to sign on for courses?	<p>For class sign on information, go to mySI-net (www.sinet.uq.edu.au/)</p>
STUDENT CONSULTATIVE MECHANISMS	<p>School of Information Technology and Electrical Engineering</p> <p>http://study.itee.uq.edu.au/current_students/consultative_mechanisms/</p>
SWIPE CARDS: how do I get access to some labs and learning centres?	<p>School of Architecture rooms (in the Zelman Cowen Building): www.architecture.uq.edu.au</p> <p>School of Engineering rooms (usually in the following buildings: Hawken Engineering, Chemical Engineering, Civil Engineering, Mansergh Shaw, Frank White): www.uq.edu.au/engineering</p> <p>School of Information Technology & Electrical Engineering (usually in the General Purpose South building): www.itee.uq.edu.au/about_ITEE/policies/build-access.html</p>
UNIVERSITY POLICIES & GUIDELINES: where do I find key University rules, policies and guidelines?	<p>The following myAdvisor website has links to key University rules: www.uq.edu.au/myadvisor/university-rules</p> <p>University policies are found here www.uq.edu.au/hupp/</p>
TIMETABLES: where do I find my class timetables?	<p>Class timetables, including access to your personal timetable are available on mySI-net (www.sinet.uq.edu.au). Consult the school that offers the course or your academic advisor if you have a timetable clash.</p>
TIMETABLES / TIMETABLE CLASHES: what do I do if I have a timetable clash?	<p>Efforts are made to minimise timetable clashes and compulsory courses should not clash. Should you have a clash with your timetable you need to contact the school that offers the course.</p> <p>School of Architecture: architecture@uq.edu.au</p> <p>School of Engineering: enquiries@eng.uq.edu.au</p> <p>School of Information Technology & Electrical Engineering: enquiries@itee.uq.edu.au</p>
TIMETABLES (EXAMINATIONS): where do I find my examination timetables?	<p>Examination timetables are available on the web at mySI-Net (www.sinet.uq.edu.au) nearer to the time of the examination periods.</p>
WITHDRAWING FROM A COURSE: how do I withdraw from a course (drop a course)?	<p>Refer to www.uq.edu.au/myadvisor/index.html?page=2970 for information about withdrawing from a course or courses. There are different procedures to follow depending on when you seek to withdraw from a course.</p>
WHAT IF I NEED OTHER INFORMATION?	<p>If your question isn't answered here and you think it should be, please email admin@eit.uq.edu.au</p>

LIBRARIES

At the St Lucia Campus, the Dorothy Hill Physical Sciences and Engineering Library holds the University's main collection of resources in the areas of engineering, information technology, mathematics and physics.

The Architecture and Music Library (ARMUS), located on the third level of the Zelman Cowen Building, is a branch of the UQ Library. ARMUS houses one of the most extensive collections of architectural material in Australia, including a collection of rare books, journals, electronic resources, and audio-visual material.

All UQ libraries provide:

- ~ information and research assistance,
- ~ loans assistance,
- ~ information skills training on how to access and use effectively the library's resources,
- ~ group and individual study rooms,
- ~ recently received books and journals,
- ~ group study and quiet reading areas,
- ~ high use collections which include textbooks,
- ~ personal computers for accessing the UQ network, Internet, email, online course materials, and software, e.g. Word, Powerpoint, Excel and Access,
- ~ printing and photocopying services,
- ~ document delivery and alerting services for staff and postgraduate students.

Further information about the University's library services is available from: www.library.uq.edu.au/

EQUIPMENT LOANS

First Year Engineering students can borrow computers and other equipment from staff located in the First Year Learning Centre. You will need to show your student ID card to borrow the equipment.

The School of Architecture has available to students enrolled in the Bachelor of Architectural Design and Master of Architecture programs digital SLR cameras, tripods, and a range of measuring instruments including light meters, humidity sensors, sound meters and velocity wind meters. In addition, the School also has a range of data projectors and laptops available for loan. Loans for equipment are strictly day loans; however, in some circumstances overnight loans may be negotiated if approved by your course coordinator. You can make a booking for equipment on Level 2, Room 208 in the Zelman Cowen building and you will be required to sign for borrowed equipment.

The School of ITEE has an assortment of equipment available for loan to students enrolled in the Bachelor of Multimedia Design program. This includes cameras (still and video) and tripods, graphics tablets, touch screens,

and other equipment. Loans are generally for overnight or weekends unless equipment is needed on a longer term basis for a particular project. Students eligible to borrow this equipment should apply via the online booking system studenthelp.itee.uq.edu.au/equipbook/. When approved, the equipment can be collected at the ITEE Office, Level 2, GP South. Students will be required to show their student ID.

SPECIAL NEEDS

Any student with a disability who may require alternative academic arrangements in their studies is encouraged to seek advice at the commencement of the semester from a Disability Advisor at Student Services. The University Health Service can arrange advice and assistance on professional accreditation/registration issues that might arise as a result of alternative arrangements. Student Services can be contacted on telephone 336-51704 or email ss@uq.edu.au or at their web page (www.uq.edu.au/student-services).

STUDENT NEWSGROUPS

The School of Information Technology & Electrical Engineering provides a range of student newsgroups accessible via UQ and ITEE news servers. Further information is available from

www.itee.uq.edu.au/about ITEE/newsgroups.html

STUDENT SOCIETIES

The UQ Union (www.uq.edu.au) sponsors a number of student clubs and societies – some are highlighted below.

On Campus Alumni (OCA) – School of Information Technology & Electrical Engineering (ITEE)

OCA is a student-led organisation that promotes professional development and networking of ITEE students with peers, staff and industry. More information on OCA is available on the OCA website (www.itee.uq.edu.au/~oca/). Contact the committee by email oca@itee.uq.edu.au

Other Engineering Student Associations

Information available at: www.uq.edu.au/engineering/clubs-and-societies

International Student Associations

Information available from: www.uqu.uq.edu.au or email uqunion@uq.edu.au

WORK EXPERIENCE

Public liability insurance cover

The University has in place a public liability policy that provides cover to students who undertake work experience that is a requirement for their program (e.g. engineering professional practice).

Students are covered for public liability if they are in work experience under the direction or control of another organisation (other than the University or an affiliated body) provided that:

- ~ You are not employed by that entity and are not being paid for your work; and
- ~ The work experience is relevant to your program of study and participation in the program and has been endorsed by the University.

Please note that PEPS, PIPS, or CEED cannot be used to satisfy engineering professional practice requirements.

Refer to the Faculty website (see Current students > Undergraduate Students > Engineering Professional Practice) for further details.

Architecture

Entry to the Master of Architecture requires 10 months of prior professional work experience. Further information can be found on School of Architecture's website at www.architecture.uq.edu.au/index.html?page=100411

Placement Programs (Engineering and Information Technology)

The Professional Engineering Placement Scholarship (PEPS) and Professional Information Technology Placement Scholarship (PIPS)

The Professional Engineering Placement Scholarship (PEPS) and Professional Information (Technology) Placement Scholarship (PIPS) are work-based learning programs which enable final-year engineering and information technology students, respectively, to spend six months in industry while still gaining full academic credit for the semester through a modified program. Our unique approach has resulted in awards for excellence from the University and the Australasian Association for Engineering Education.

Placements can be with private sector companies, with the public sector or with research organisations, in most industries that depend upon engineering. Several students have completed their placements outside Australia. The placement organisation benefits from the project work and other tasks performed by the student. Participating companies have been very impressed by the flexibility of

this placement scheme. It not only provides an authentic experience of professional practice for the student, but also gives the company the opportunity to observe the student's performance as a potential employee under authentic conditions.

It suits final year students who are looking for a real technical challenge or who prefer to learn in a hands-on environment.

If you are interested, Bachelor of Engineering students should visit the PEPS Website (www.uq.edu.au/peps/) or contact Dr Tony Howes, School of Engineering, The University of Queensland (tonyh@cheque.uq.edu.au). Note that in 2009, the contact is Dr Susan Doel (s.doel@uq.edu.au).

Information Technology students interested in PIPS should visit the PIPS website at (www.uq.edu.au/peps/index.html?page=89518) or email Professor Paul Strooper (pstrooper@itee.uq.edu.au).

The CEED Placement Program

The CEED Program integrates industry-based training with your degree by allowing you to complete your final year thesis project in industry. You typically work at the industry host site for 3-4 days/week throughout Semester 1 or 2 of your final year while continuing to participate in lectures/tutorials/exams at the University. Projects are available in all of the engineering disciplines. Some Master of Engineering, Information Technology, Computer Science are also able to participate in CEED projects.

CEED students have been finalists in the Steve Golding Awards, and winners of UQ's School of ITEE's Innovation Expo's prize for 'best industry project' in 2007 and 2008. CEED students are well regarded by industry/employers.

CEED students receive a scholarship (tax-free), and there is no minimum GPA for eligibility purposes (the sponsor company chooses a student via an application/interview process, which CEED co-ordinates). The scholarship is released in two milestone payments. The first is claimed on completion of the project plan/proposal (around week 3 or 4 of the project). The second payment is released upon satisfactory completion of the project.

Students are co-supervised by a supervisor/mentor at the sponsor company and an appropriate academic supervisor at the university. The CEED organisation monitors your progress from start to finish and provides training and guidance in project planning and management, to help you develop a comprehensive project plan/proposal in the first 2-3 weeks of your project.

CEED projects are not vacation work, work experience or employment. CEED projects are specific projects that are assessed by the university in the same way as any other final year thesis. However, some CEED projects do commence over the summer vacation time and extend throughout first semester.

More information on the CEED program can be found at www.corptech.com.au

SITE VISITS

Civil Engineering courses

Some courses, for example CIVL4520, involve visits to construction sites. **Before** the visit, you will need to purchase safety boots and a hard hat, as specified below:

- ~ Industrial safety boots (which must have steel toe-caps) to comply with AS2210 – Safety Footwear
- ~ Safety helmet to comply with AS1801 – Industrial Safety Helmets. (Bicycle helmets do not conform to this standard and are not suitable.)

In addition, you must possess a Safety Induction Card. A General Safety Induction Program (for which a fee is charged) is arranged by Civil Engineering, usually in the first week of Second Year. Students successfully completing the Site-Safe program are issued with a Safety Induction Card, which must be shown on demand. Students who miss the program should make arrangements with SITE-SAFE (ph. 3369 3055) or equivalent to take an alternative program prior to the site visits. Some students obtain a card during a period of professional practice.

School of Architecture

Students enrolled in the Bachelor of Architectural Design or Master of Architecture programs will be required to complete an induction prior to attending site visits. In most circumstances the induction process will take place during scheduled lecture time and will be run by either the lecturer or the School's Workplace Health and Safety Officer. All students will be required to sign off on the identified hazards as outlined in the induction process. If there is more than one site visit scheduled for a particular course throughout the semester, the induction process will cover all site visits. Students who do not attend the induction will not be permitted to attend any site visits. Arrangements will need to be made with your lecturer if you wish to attend later site visits.

FIRE AND EMERGENCY PROCEDURES AND FIRST AID

In case of an emergency (accident, fire or power failure), contact the University's Security Section on 336 53333 (if you are using an internal telephone, press 53333). If it is not an emergency, Security can be contacted on phone: 3365 1234 or extension: 51234.

The Faculty and its schools have developed procedures to be followed in the event of fire or other emergency. These procedures are prominently displayed in each of the buildings concerned and in class rooms and laboratories within those buildings. It is everyone's responsibility to themselves familiar with these procedures and the operation of fire fighting or emergency equipment. It is wise to note the location of fire exits; lifts must never be used in the event of a fire. At all times, the directions of the Fire Wardens who have been

appointed to act in emergencies, must be followed. It is often the case that the Fire Warden is also the First Aid Officer, to whom any accident or dangerous incident should be reported.

WORKPLACE HEALTH AND SAFETY

The University of Queensland recognises its obligations to take all reasonable precautions to safeguard the health, safety and welfare of its students and employees while they are at work. It also believes that students leaving the University must take with them an attitude that accepts good health and safety procedures as normal.

Guidelines have been developed for the various laboratories within the Faculty, based on those of the University's Workplace Health & Safety (WHS) Policy (see www.uq.edu.au/ohs/), and these should be carefully read and understood.

The contact details for the Workplace Health and Safety Officers (WHSO) for each building in the Faculty precinct is provided in the table below. Note that if you take classes in other buildings, you should ask about who to contact.

Building (Building no)	Room	Internal Phone	Name
Axon (47)	50-S309B	59160	Keith Bell
Chemical Engineering (74)	74-204	68734	Miller Zivkovic
		58592	Marion Dunstan
Civil Engineering (48A)	48A-201	69967	Paul Pezzopane
Frank White (44)	44-200B	53716	Steve Fick
General Purpose South (78)	50-S309B	59160	Keith Bell
Hawken Engineering (50)	50-C207	54151	Harry Penkeyman
Mansergh Shaw (45)	45-102	68740	Doug Malcolm
Zelman Cowen (51)	51-208	53852	Allan Duong

USE OF FACILITIES

Lecture, Seminar and Meeting Rooms

Most large general-purpose classrooms on campus are centrally controlled. However, some school-managed rooms can be booked for student use (to book, please contact staff in the school office). You will be required to show your student ID card.

When using these rooms we ask that you:

- ~ do not physically damage or disable the equipment or facilities

- ~ do not eat or drink in the rooms
- ~ do not smoke
- ~ do not stay in the room after your allotted booking
- ~ leave the room in a clean and tidy condition.

Use of Computer Laboratories

A number of general purpose personal computer laboratories are located throughout the precinct. Computer facilities are subject to electronic surveillance.

Improper use of computer facilities, including the hardware, software and network, are provided solely for the academic work you need to complete for your studies. Improper use disadvantages others and you will be subject to penalties. You can find the Conditions of Use at:

studenthelp.itee.uq.edu.au/docs/Conditions.pdf

'Locking' or otherwise reserving a computer in a laboratory for longer than the time it takes to pick up a printing job, is not permitted. You should be aware that any other student can claim a locked machine, simply by entering their own username and password. This logs the previous user off, and removes any jobs left running.

If you are leaving a lab (e.g. for a break) you should back up your work and log out of the system.

Penalties may be applied to students who misuse these facilities, for example –

- ~ eating and drinking – even water can ruin a keyboard, cause a slipping hazard or an electric shock
- ~ downloading music and video files that have nothing to do with your studies
- ~ unauthorised copying or 'hacking' of proprietary software
- ~ sharing your work with other students when you have been asked to do your own assignment, which can also lead to allegations of misconduct.

If you are having an IT related problem, help is available:

School of Architecture: **arch-support@eait.uq.edu.au**

School of Engineering: **it.support@eng.uq.edu.au**

School of Information Technology and Electrical Engineering: **studenthelp.itee.uq.edu.au/** or email: **student-help@itee.uq.edu.au**

Internet Access

Information on internet access can be obtained from the University's Information Technology Services' website (**www.its.uq.edu.au/**)

You must conform to the University's Internet Code of Practice. The Code is included in section 6 of the University's Handbook of University Policies and Procedures, accessible on the Internet (**www.uq.edu.au/hupp/**). Breaches, such as the downloading of unauthorised material, unauthorised copying of software and abusive email messages may be treated as misconduct.

Laboratory and workshop safety

Most of the requirements mentioned previously also apply to practical laboratories. In addition, in many labs you must wear approved footwear. If you don't, you cannot enter the laboratory and make-up classes may not be available. Industrial safety shoes (AS2210) must be worn if you are undertaking project or thesis work in a laboratory.

You will be given safety induction sessions before permission for access to laboratories is given and will be advised when relevant sessions are being held.

Students enrolled in the Bachelor of Architectural Design or Master of Architecture programs will have access to workshop equipment such as band and docking saws and timber lathes. Covered footwear is required in the workshop at all times and students will be required to attend and complete a safety workshop prior to using any of the equipment.

PRINTING

Some laboratories and learning centres contain a laser printer for student use. At the time of production of this Guide, the price for extra pages was expected to be 12 cents per page, including GST.

School of Engineering

Students have a printing quota of a set number of pages established for them at the start of each semester. It is possible to increase the quota by purchasing additional pages as follows:

1. Obtain from the School or Faculty Office a pre-printed Printer Credit Slip (Income Deposit Slip) or download same from **www.uq.edu.au/engineering**. Complete the slip and take it and payment to the Student Centre, Level 1, J D Story Building, where a receipt will be issued.
2. Take the receipt to Faculty Office for processing.

School of Architecture

1. Obtain from the School Office a pre-printed Printer Credit Form (Income Deposit Form) or download same from **www.architecture.uq.edu.au**. Complete the form and take it and payment to the Student Centre, Level 1, J.D. Story Building, where a receipt will be issued.
2. Take the receipt to Allan Duong Room 208, Level 2, Zelman Cowen Building

School of Information Technology and Electrical Engineering

Most PC and MAC Laboratories contain a laser printer. Printing to these devices can only be performed after logging into the ITEE network. Further information is available at: **www.studenthelp.itee.uq.edu.au/printing/**

