

UNIVERSITY OF BIRMINGHAM

College of Engineering and Physical Sciences

**SCHOOL OF ELECTRONIC, ELECTRICAL and
SYSTEMS ENGINEERING**

**HANDBOOK
FOR
RESEARCH STUDENTS
2014-2015**

Electronic distribution of documents

In line with the University of Birmingham Environmental Policy and Paper Policy, the School of Electronic, Electrical and Systems Engineering is committed to reducing the amount of paper consumed by staff and students.

Students are strongly encouraged not print out documents that they receive electronically unless absolutely necessary.

www.environment.bham.ac.uk

EESE Green Impact Group

Green Impact is a scheme run by the National Union of Students to encourage staff and students to "green" their institutions from the bottom up.

The EESE Green Impact Group is a team of students and academic, technical and administrative staff who are working together to make environmental and energy-saving improvements to the school.

During 2013-14 we were active in promoting environmental sustainability, by reducing the temperature in the building to promote awareness of energy use, arranging workshops on Calculating Your Carbon Footprint and Energy Storage, and organising displays and newsletters on environmental issues.

We were awarded a **GOLD award** for environmental work across the School, and a **GOLD PLUS award** (highest in category) for the work in our laboratories.

If you have suggestions for how the school/university can further reduce its carbon footprint (20% reduction achieved since 2005/6 across campus) then please contact one of the team. New members always welcome, please consider joining to help make the campus even greener!

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INTRODUCTION

Welcome to research in Electronic, Electrical and Systems Engineering.

As a research worker, you will play a vital role in the life of the School of Engineering. In pushing a research programme forward day by day and by interacting with other researchers in the School, you will have a direct effect on our research quality and reputation. You may well also contribute to undergraduate teaching, by assisting with tutorials or laboratory sessions. Perhaps most important of all, you will play an important part in keeping up the School's spirit and making this a good place to work. We hope, particularly, that you will join in the social activities, which get us together informally.

Your supervisor will be able to deal with most problems and when necessary will pass on your comments on the way things run, but we also have a Students Consultative Committee, which meets six times a year. We hope you will consider representing your research group on the committee at some time during your stay here.

I wish you a happy, busy and productive time at Birmingham.

Dr P Gardner

Head of School of Electronic, Electrical & Systems Engineering

Key Contacts for Postgraduate Students

Head of School	Head of Research and Knowledge Transfer	Head of Postgraduate Research Studies	Deputy Head of School and Senior Tutor
			
<i>Prof. Peter Gardner</i> Room 135 0121 414 4343 P.Gardner@bham.ac.uk	<i>Dr. Costas Constantinou</i> Room 209 0121 414 4303 C.Constantinou@bham.ac.uk	<i>Dr. H Ghafouri-Shiraz</i> Room 208 0121 414 4331 H.Ghafouri-Shiraz@bham.ac.uk	<i>Prof Chris Baber</i> Room 305 0121 414 3965 C.Baber@bham.ac.uk

Postgraduate Secretary MSc/MEng Secretary	Mrs. Mary Winkles Sam McCauley	Rm 105A	0121 414 4292 0121 414 4319	M.M.Winkles@bham.ac.uk S.O.McCauley@bham.ac.uk
Academic Administration Officer	Mr. Ben Clarke	Rm 126	0121 414 7394	B.J.Clarke@bham.ac.uk
Industrial Liaison	Ms. Carolyn Toney	Rm 111A	0121 414 4347	C.Toney@bham.ac.uk
Safety Co-ordinator/Bldg. Manager	Mr. Andy Dunn	Rm 205	0121 414 4353	A.P.Dunn@bham.ac.uk

All rooms and offices are in the Gisbert Kapp Building

Internet Addresses

Student portal	www.my.bham.ac.uk
Canvas – module resources	www.weblearn.bham.ac.uk
Registry	www.as.bham.ac.uk
International Students Advisory Service	www.as.bham.ac.uk/international
Guild of Students	www.guildofstudents.com

Academic Staff in the School - Contact Details

Initials	Name	Room	Telephone	E-Mail Address
MA	Dr. Matt Angling	429	0121 414 4288	M.Angling@bham.ac.uk
MA	Dr. Mike Antoniou	213	0121 414 7119	M.Antoniou@bham.ac.uk
PRA	Mr. Phil Atkins	412	0121 414 4329	P.R.Atkins@bham.ac.uk
CB	Prof. Chris Baber	305	0121 414 3965	C.Baber@bham.ac.uk
MAB	Dr. Mietek Brdys	NG19	0121 414 4354	M.Brdys@bham.ac.uk
SB	Dr. Susan Bull	312	0121 414 4345	S.Bull@bham.ac.uk
PC	Prof. Paul Cannon	507	0121 414 4323	P.Cannon@bham.ac.uk
GC	Dr. Ginevra Castellano		0121 414 7118	G.Castellano@bham.ac.uk
MC	Prof. Mike Cherniakov	407	0121 414 4286	M.Cherniakov@bham.ac.uk
PAC	Dr. Tony Childs	513	0121 414 4344	P.A.Childs@bham.ac.uk
TC	Dr. Tim Collins	512	0121 414 4417	T.Collins@bham.ac.uk
CCC	Dr. Costas Constantinou	209	0121 414 4303	C.Constantinou@bham.ac.uk
NJC	Dr. Neil Cooke	313	0121 414 3495	N.J.Cooke@bham.ac.uk
AF	Dr. Alex Feresidis	417	0121 414 2209	A.Feresidis@bham.ac.uk
PG	Dr. Peter Gardner	135	0121 414 4343	P.Gardner@bham.ac.uk
MG	Dr. Marina Gashinova	416	0121 414 7599	M.S.Gashinova@bham.ac.uk
HGS	Dr. Hooshang Ghafouri-Shiraz	208	0121 414 4331	H.Ghafouri-Shiraz@bham.ac.uk
SH	Dr. Stuart Hillmansen	105	0121 414 4289	S.Hillmansen@bham.ac.uk
FH	Dr. Fred Huang	215	0121 414 4299	F.Huang@bham.ac.uk
TJJ	Dr. Tim Jackson	517	0121 414 7506	T.J.Jackson@bham.ac.uk
PJ	Dr. Peter Jancovic	518	0121 414 4316	P.Jancovic@bham.ac.uk
DJ	Dr Dilan Jayaweera	318	0121 414 4294	D.Hataweera@bham.ac.uk
MJL	Prof. Mike Lancaster	129	0121 414 4317	M.J.Lancaster@bham.ac.uk
MO	Dr. Mourad Oussalah	214	0121 414 3128	M.Oussalah@bham.ac.uk
DP	Mr. David Pycock	411	0121 414 4330	D.Pycock@bham.ac.uk
SFQ	Dr. Steven Quigley	115	0121 414 4336	S.F.Quigley@bham.ac.uk
CR	Prof. Clive Roberts	133	0121 414 4306	C.Roberts.20@bham.ac.uk
MJR	Prof. Martin Russell	132	0121 414 3093	M.J.Russell@bham.ac.uk
PAS	Dr. Paul Smith	519	0121 414 4335	P.Smith@bham.ac.uk
MS	Dr. Mike Spann	415	0121 414 4328	M.Spann@bham.ac.uk
EJS	Dr. Edd Stewart	120	0121 414 7522	E.J.C.Stewart@bham.ac.uk
RJS	Prof. Bob Stone	131	0121 414 7395	R.J.Stone@bham.ac.uk
ET	Dr. Ed Tarte	120	0121 414 4301	E.Tarte@bham.ac.uk
PT	Dr. Pietro Tricoli	118	0121 414 3518	P.Tricoli@bham.ac.uk
SIW	Dr. Sandra Woolley	430	0121 414 47521	S.I.Woolley@bham.ac.uk
XPZ	Prof. Xiao-Ping Zhang	130	0121 414 4166	X.P.Zhang@bham.ac.uk

From an internal telephone you only need to dial the last 5 digits of the telephone number.

INFORMATION FOR RESEARCH STUDENTS

People You Should Know

		Room	Phone
Head of School	Dr P Gardner	134	44343
Secretary to Dr Peter Gardner	Mrs D Vasiljevic	134	44297
Senior Tutor and Deputy Head of School	Prof C Baber	305	43965
Head of Research and Knowledge Transfer	Dr C Constantinou	209	44303
Head of Postgraduate Research Programme Studies	Dr H Ghafouri-Shiraz	208	44331
Representative on Graduate College Committee	Dr N Cooke	313	43495
Director of Masters Programmes	Dr S Hillmansen	105	44289
Director of MRes in Electronic and Computer Eng	Prof M J Lancaster	129	44317
Director of Masters in Electrical Power Systems	Dr X P Zhang	130	44298
Postgraduate Admissions Tutor	Dr X-P Zhang	118	43518
Postgraduate Welfare Tutor	Prof M J Russell	429	44288
Postgraduate Office Secretary	Mrs M Winkles	105A	44292
MSc/MEng Secretary	Mrs S McCauley	105A	44319
Undergraduate Office Administrator & PGTA Co-ordinator	Mr B Clarke	126	47394
Undergraduate Office Secretary	Mrs J Hewitt	126	45155
School Safety Co-ordinator/Technicians co-ordinator	Mr A Dunn	205	43305
General Office	Mrs D Savasci	111	44285
Reception Desk	Mrs M Dunn		45630

Computing

Schools C&IT Manager	Dr D Checketts	319	44322
Computer Officers (Engineering)	Dr S Pammu	321	44312
	Mr C Beaton	321	44327
	Mr A P Roche	321	43130
IT Support Technician	Mr C Smith	320	44346

Research Centres/ Leaders

Emerging Device Technologies (EDT)	Prof M J Lancaster	129	44317
Wireless Communications and Remote Sensing (WC&RS)	Prof Mike Cherniakov	407	44286
Interactive Systems Engineering (ISE)	Prof C J Baber	305	43965
Railway Systems Engineering (RSE)	Prof C Roberts	133	44306
Railway Systems Engineering (RSE)	Prof C Roberts	120	44306
Electrical Power & Control Systems (EP&CS)	Dr X-P Zhang	118	43518
Space Environment and Radio Engineering (SERENE)	Prof M Angling	429	44288



Student Representatives

Student reps work in partnership with university staff to improve the academic experience of all students during their time at the University of Birmingham. They represent the views, questions and experiences of all the students in their year, seeking answers and actions from staff.

Who are my student reps?

It could be you! Student reps are appointed through an election during the autumn term. You will have the opportunity to put yourself forward as a candidate (look out for email in the first few weeks of term), and then all students will be invited to vote for their preferred candidates. After the election you can find out who your reps are on posters within the school, and on Canvas.

How do I contact them?

The chair of the student rep swill be happy to help you and you can always contact him email via SXP239@student.bham.ac.uk

The names, photos & contact details of the individual reps will also be available within the school after the election, so you can contact them directly.

What do they do?

In EESE, all student reps are part of the school's **Staff-Student Consultative Committee** (SSCC). Meetings are held **twice a term** with members of staff at which they can discuss any issues that they or their fellow students would like to raise. These regular meetings ensure that issues of concern are raised directly with university staff, and any problems can be dealt with as they occur during the year. These meetings are chaired or co-chaired by student reps. The Chairman will not normally accept for discussion matters involving specific members of the academic staff. Such matters should usually be dealt with by discussion with your supervisor or the Head of Postgraduate Research Studies. Notes of all the issues dealt with at the meetings and action taken as a result, are available on Canvas and will be emailed to all PGR students in the school.

EESE SOC

EESE SOC is the departmental society for the School of Electronic, Electrical & Systems Engineering, created to bring together the students of the school. As a departmental society they aim to bring a social side to the school by organising events, trips and sports events.

If you would like to get in touch and ask questions about the society or the school in general, please contact the Society by email (eece@guild.bham.ac.uk), Twitter ([@EECESoc](https://twitter.com/EECESoc)) or Facebook ([EECE SOC](https://www.facebook.com/EECE.SOC)).

EECE on Twitter



Keep up to date with the school by following [@EESE_unibham](https://twitter.com/EESE_unibham) on Twitter, or visiting twitter.com/EESE_unibham

This is the official Twitter feed for the school and it includes updates on timetable changes & reminders about deadlines for current students, as well as general news about our research, staff and building.

Mentors

You Mentor is a member of academic staff who will take an interest in your personal and academic development. It is expected that you will meet with them twice a year or more frequently if necessary.

If you are worried about your academic progress, or have any personal problem which is interfering with your work, it is important you talk to someone about it; see your supervisor, your mentor, Prof Russell, the Welfare Tutor or Dr Ghafouri-Shiraz, Head of Postgraduate Research Studies. When a difficulty is made clear in this way, we can often help you to deal with it. Information of a personal nature is kept strictly confidential and you need not hesitate to raise any problem. We rely on you taking the initiative and approaching your mentors if you need help.

You can find contact details for all of the school's academic staff on the next page.

Welfare Support

It is likely that some students will experience health or personal problems during their time at University. We aim to provide help and advice to ensure that these difficulties do not interfere with your ability to successfully complete your degree programme. Who should you approach for Help?

You would normally be expected to talk to your supervisor, mentor and/or the Welfare Tutor, Prof Martin Russell but you should feel free to approach any member of academic staff within the School.

The Welfare Tutor has an open door policy and when he is not teaching will always find time to talk to you. If he is not in his office send an email and he will see you as soon as possible.

Student Services run various workshops and groups throughout term time to support students during their studies. Details of these courses can be found on the welfare notice board outside the lecture theatres on the second floor. Various forms of student support including Counselling, Disability Support, Learning Support, the Mental Health Advisory Service, the Wellbeing Service and the Chaplaincy are provided by Student Services.

Welfare support can also be obtained from the **Advice & Representation Centre (ARC)** within the Guild of students. The aim of the ARC is to offer free, impartial and confidential information, advice and representation on a wide range of issues: www.guildofstudents.com/thearc.

School and University Senior Tutors

If you are experiencing academic difficulties, you should consult your mentor first. If the matter has not been resolved soon after speaking to your mentor or other staff in the school, then the Senior Tutor may be able to help.

Prof Chris Baber is the Schools Senior Tutor and **Dr Regina Santos** is the University Senior Tutor. They are the senior academics whom you can consult (in strictest confidence) in relation to any serious academic matters and difficulties you are experiencing with your studies or with the University and its staff.

Phone numbers Prof Baber on 0121 414 3965 and Dr Santos on 0121 414 7452

Email address c.baber@bham.ac.uk ust@contacts.bham.ac.uk

Website intranet.birmingham.ac.uk/as/studentservices/projects/support/university-senior-tutor.aspx

Remember that you should only consult the senior tutors if your attempts to resolve matters through your mentor and through EESE have been unsuccessful.

People

Welfare Tutor



Prof Martin Russell

Room 132

0121 414 3093

M.J.Russell@bham.ac.uk

Supervision and mentoring

There are three main members of academic staff who will be involved with you during your PhD: the supervisor, the academic advisor and the mentor:

The supervisor defines the direction of the project, and meets regularly with you. Much of the contact may be informal and ad hoc. However, there should also be more formal meetings that produce a written record of progress and a summary of discussions. The frequency of these more formal meetings would typically be every two weeks, and they should not normally be less frequent than every four weeks. These meetings may be conducted by email *if* progress is good and you indicate a preference for email contact. In these cases, a written record should be generated and agreed by you and your supervisor in exactly the same way as would occur in a face-to-face meeting.

The academic advisor has an awareness of the general direction of your project, and reads and comments on your progress reports. The academic advisor will meet with you occasionally for the purpose of discussing progress. You should also regard the academic advisor as an additional source of support and guidance on general research approach and skills.

The mentor has a role similar to that of the personal tutor for an undergraduate student, and is concerned mainly with pastoral and welfare issues of a non-serious nature. The details of discussions between you and your mentor will be treated as confidential unless you indicate otherwise. For serious pastoral and welfare issues, you should see the postgraduate welfare tutor.

The Institution of Engineering and Technology (IET)

The IET is a multidisciplinary professional organisation for engineers, including those in Electrical Engineering and related sectors. The IET accredits degrees offered by the school. An accredited degree will provide an individual with the underpinning knowledge and understanding required for professional registration, such as Chartered Engineer (CEng) and Incorporated Engineer (IEng). Registered status demonstrates to employers that an engineer has achieved a nationally recognised standard of education and competence.

Accreditation is awarded to higher education programmes that meet the educational requirements of the UK Standard for Professional Engineering Competence (UK-SPEC). It centres on a review of a programme's content and delivery and includes areas such as relevance, coherence, challenge, assessment, staffing, quality assurance and resources. Individuals with awards from accredited programmes will be able to clearly demonstrate that they have the educational requirements necessary for IEng or CEng registration, making the registration process more straightforward. Engineers are admitted to full membership (MIET) when they have achieved a qualification of the appropriate standard (such as a BEng or higher) or can demonstrate appropriate professional experience.

IET and IEEE Representatives

We recommend that you consider joining the Institution of Engineering and Technology (IET) in this country and/or the Institution of Electrical and Electronic Engineers (IEEE) in the USA. The local representatives are Mr P R Atkins, Room N412 and Dr H Ghafouri-Shiraz, Room 208.

University Information

Outside the school of EESE, the University of Birmingham offers a host of central services to support you during your time here – full details will be found in the University Handbook.

Registry

Registry (previously known as Academic and Student Administration) is the department that deals with University-wide activities such as registration, record keeping, examinations, appeals and degree congregations. Go to www.as.bham.ac.uk for further information and contact details.

Student Services

The Student Services department deals with University-wide non-academic, non-administrative student issues. It includes the following services:

- **Counselling and Guidance Service**
- **Disability and Learning Support Service**
- **Enquiry Service** – enquiries can be made online at www.studenthelp.bham.ac.uk or in person at the Enquiries Counter in the Main Library
- **Student Funding Office**
- **International Student Advisory Service (ISAS)**

The Finance Office

The university finance office deals with the collection of your fees and arranging all finance administration. Please go to www.payments.bham.ac.uk for further information and contact details.

Student Funding Office

The University of Birmingham offers a wide range of scholarships and bursaries, with new award opportunities appearing throughout the year. The Student Funding Office provides details of funding opportunities available to support your studies at the university.

Phone: 0121 41 47391

Website: intranet.birmingham.ac.uk/as/studentservices/funding

Twitter: [@UBsavyvysquirrel](https://twitter.com/UBsavyvysquirrel)

IT Services and Library Services

These departments are responsible for providing library and computing facilities to support learning, teaching and research at the University of Birmingham. Students have access to a wide range of printed and electronic information resources, as well as computing facilities, via the university's libraries and learning centres.

Services include:

- Access to a book stock of more than 2.5 million printed volumes, and 13,000 electronic periodicals.
- Free access to email and the Internet.
- Access to PC clusters in various campus locations including Main Library and the Learning Centre (www.clusters.bham.ac.uk)
- Wireless networks in key locations across campus (www.wireless.bham.ac.uk)
- IT Service Desk for help and enquiries (www.itservicedesk.bham.ac.uk)
- Specialist subject support and training for locating and retrieving appropriate information for essays, projects and dissertations. (www.library.bham.ac.uk/searching/guides/)

Careers Network



Careers Network works across the University to support students in their career and skills development. We aim to provide you with a professional service and access to people and resources, targeted to your individual needs to facilitate your development as an enterprising and employable graduate.

The College of Engineering & Physical Sciences has a dedicated careers team who will provide advice, information and leads on employment opportunities throughout your programme.

Find out more: intranet.birmingham.ac.uk/as/employability/careers/college/eps.aspx

Follow the Careers Network on Twitter: [@EPScareers](https://twitter.com/EPScareers)

Academic Skills Support



Our helpful **Subject Advisors**. We are not just about books! In addition to our extensive collections we offer library inductions, tours and one to one or Skype appointments which will help you to get the most from your time in the library and identify, use & reference the most appropriate resources for your discipline.

Our supportive **Learning/Writing Skills Advisors**. The Academic Skills Centre in the Library is the place where you can develop your academic writing, mathematical and general academic skills, and sharpen up the way you approach your studies. We can support you through workshops, drop-in sessions, 1-1 appointments, email, telephone or Skype.

We also have many electronic resources to help you with all aspects of academic study. Why not visit the Academic Skills Centre, and our support websites

Find out more: www.intranet.birmingham.ac.uk/asc.

Follow the ASC on Twitter: [@UoBASC](https://twitter.com/UoBASC)

Follow the Library on Twitter: [@UoBLibServices](https://twitter.com/UoBLibServices)

Mathematics Support Centre



Do you need help with the mathematics and statistics content of your course?

We have a dedicated Mathematics Support Centre where all students can receive additional help with the mathematical and statistical content of their courses.

You can drop-in to the Mathematics Support Centre anytime during its hours of opening (please check the website for details). You will receive confidential one-to-one help with any mathematics or statistics based problem, and you do not need to make an appointment. The Support Centre provides a relaxed and friendly environment where experienced mathematicians will advise you and help develop your mathematical confidence.

Additionally, there are a range of mathematics and statistics resources freely available online that you might find helpful if you need to revise or revisit a particular topic: www.mathcentre.ac.uk, www.mathtutor.ac.uk and www.statstutor.ac.uk.

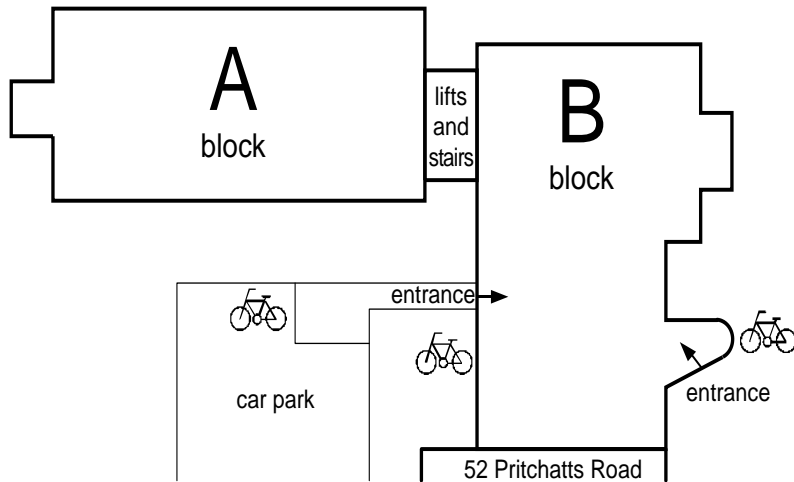
Find out more: intranet.birmingham.ac.uk/maths-centre.

Follow the MSC on Twitter: [@UoBMSC](https://twitter.com/UoBMSC)

Gisbert Kapp Building

The School of Electronic, Electrical & Systems Engineering is based in the Gisbert Kapp building on Pritchatts Road.

The building consists of 2 blocks joined by a central staircase and lift shafts.




Emergency exits: Located at the far end of each block (accessed only in an emergency).

Tutors' offices: Mostly located at the far end of A block.

Toilets: Mostly located at the lifts/stairs end of A block, and opposite the 2nd floor lecture theatres, and ground floor reception area.

On timetables the prefix "GK" or "GKAP-" before room numbers indicates "Gisbert Kapp".

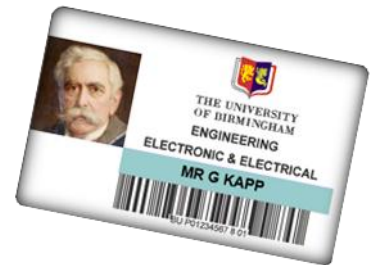
Cycle Parking

The school is keen to encourage staff and students to use bicycles or other sustainable methods of transport. There are about 30 Sheffield stands for bikes immediately outside Gisbert Kapp building (indicated by  on the diagram above), and many more across the university campus.

Remember to always lock your bike securely to the stands. There is a police surgery at the University Centre which sells bicycle 'D-locks' at a discounted rate to current students.

Building Access

Access to all of the labs in the building, and many of the rooms and corridors is controlled electronically. The magnetic stripe on your student ID card opens the locks so it is important that you keep the card with you at all times in the building.



Out of Hours Access

Normal working hours are 8am to 6pm, Monday to Friday during term time, although access to labs and corridors ceases at 5pm.

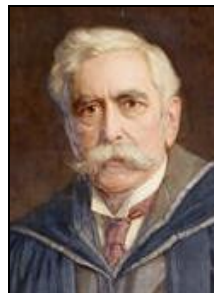
Undergraduate students associated with the school are granted access to the building outside of these times at **8am to 12 midnight, 7 days a week**, to make use of the computing labs NG22 & N337 as well as The Link, as part of their studies. Postgraduate students are allowed access **24 hours a day, 7 days a week**.

You must sign the Out of Hours Register on the reception desk on entering and leaving the building out of hours. This information is vital in the event of an emergency. You must carry your swipe card with you and you must obey any instructions given by security or fire officers.

Remember that out of hours access is a privilege, not a right, and is subject to compliance with the School Health and Safety Policy. Breaches may result in withdrawal of that privilege. Out of hours there will be no school-based first aiders or safety officers on duty. Out of hours assistance is provided by University Security: **Control Room 0121 414 3000, Lost Property 0121 414 3114, Emergencies 0121 414 4444**. From an internal phone dial the last 5 digits only.

People

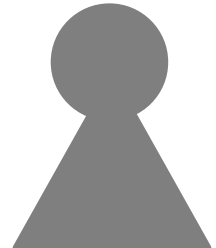
Gisbert Kapp



*Prof. Gisbert Kapp
(1852-1922)*

was the first professor of electrical engineering at Birmingham, from 1905 to 1919. The building which now houses the school is named in his honour.

Technical Manager

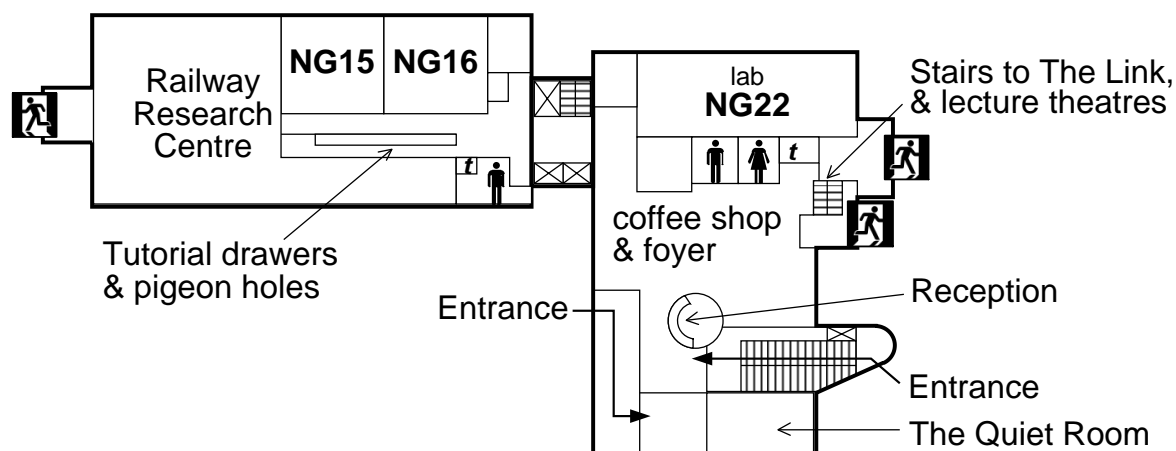


*Mr. Andy Dunn
Room 205
0121 414 4353
A.P.Dunn@bham.ac.uk*

Floor plans of Gisbert Kapp Building

Key to symbols: ☒ lift ☐ stairs 🚪 emergency exit 🚻 men's toilets 🚻 women's toilets ♿ accessible toilets

Ground Floor



NG15 & NG16 are 100-seater lecture rooms

NG22 is the undergraduate computing suite, with 60 positions.

pigeon holes: this is where you will find your post.

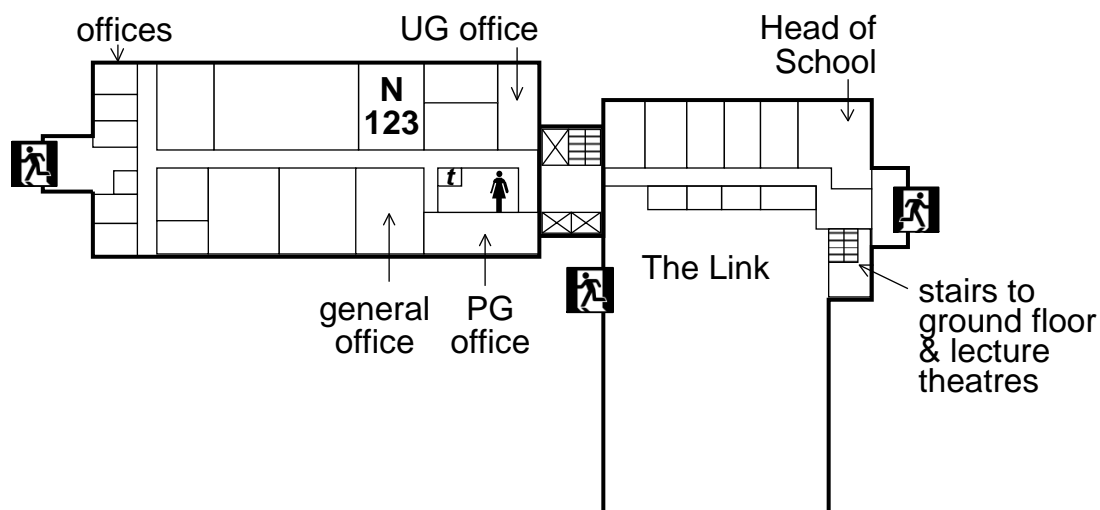
The Quiet Room is a space set aside for individual, quiet study

Reception is staffed from 8:30am to 3pm every day. Outside of staffed hours a telephone is provided for visitors to use. All **lost property** from the building is handed in to reception.

OUT OF HOURS ACCESS

- Once Fire Induction completed, access is 24 hours a day, 7 days a week.
- Sign the Out of Hours Register on reception.
- The Link is open to all university students until 6pm.

First Floor



N123 is a 40-seater lecture & seminar room

The Link is a Learning Space for study and socialising. It includes 32 computers & a networked printer, as well as comfortable seating and study pods. Eating & drinking allowed.

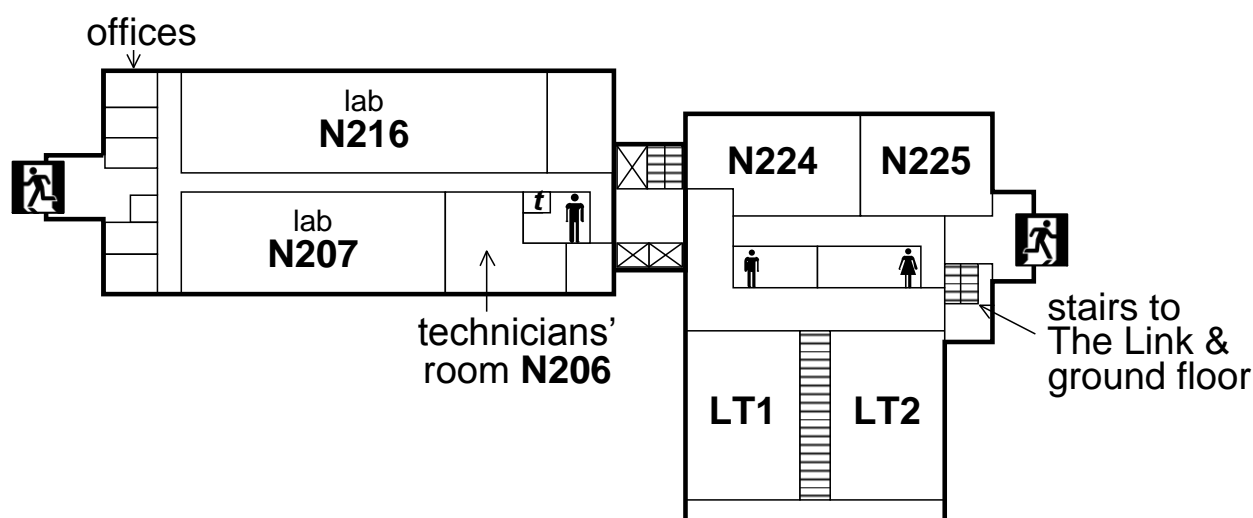
The postgraduate office (PG) office is your main point of call for all postgraduate matters

The general office includes photocopying and binding facilities.

OUT OF HOURS ACCESS

- Authorised students can access **The Link** via the stairs at the far end of B block.
- 8am-midnight, 7 days a week
- Sign the Out of Hours Register on reception
- The Link is open to all university students until 6pm. After 6pm it is only accessible by students based in Gisbert Kapp & 52 Pritchatts Road

Second Floor

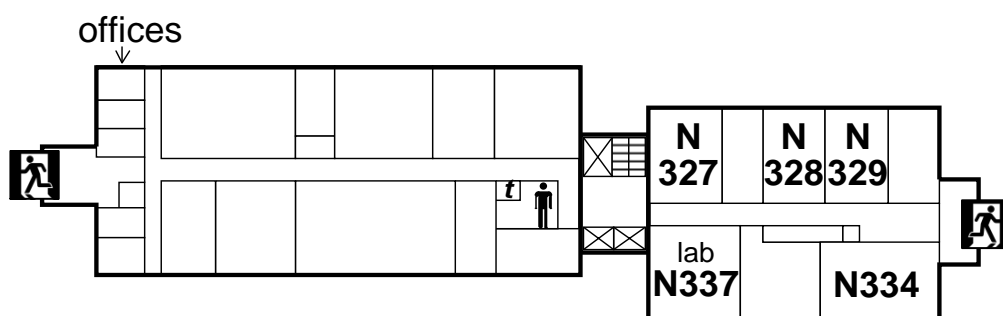


N224 & N225 are 100-seater lecture rooms
LT1 & LT2 are 200-seater large lecture theatres
N207 is the undergraduate electronics lab, accessed only for taught classes
N216 is the undergraduate project lab, used by 3 rd & 4 th year students and for taught classes
N206 is the technicians' room. This includes a library and a small stores which may be used by final year project students.

OUT OF HOURS ACCESS

- There is no out of hours access to this floor for any taught students, but you may use the stairs & lifts to reach the third floor.

Third Floor



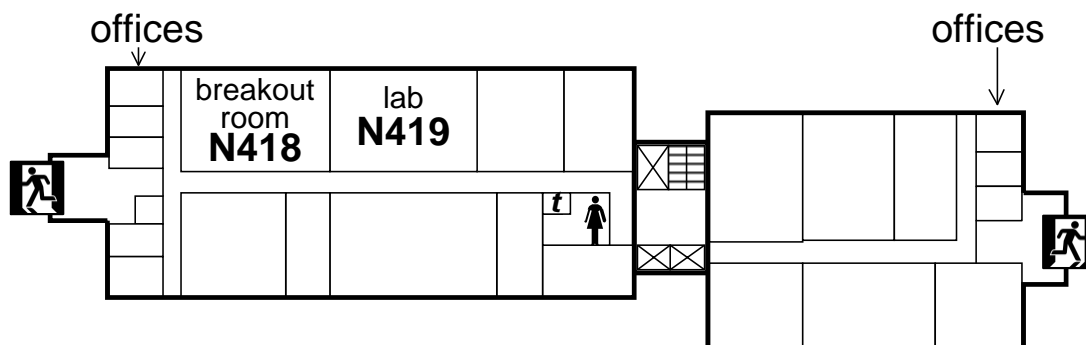
N337 is a computing suite with 20 positions
N327, N328, N329 are 25-seater seminar rooms
N334 is a small lecture & seminar room

OUT OF HOURS ACCESS

- Authorised first year UG students can access **N337**
- 8am-midnight, 7 days a week
- Sign the Out of Hours Register on reception

Most of the space on the fourth and fifth floors is devoted to research work, including the Multimodal Interaction Laboratory, the Poynting Research Institute, the Emerging Device Technology group and the Communications Engineering group.

Fourth Floor



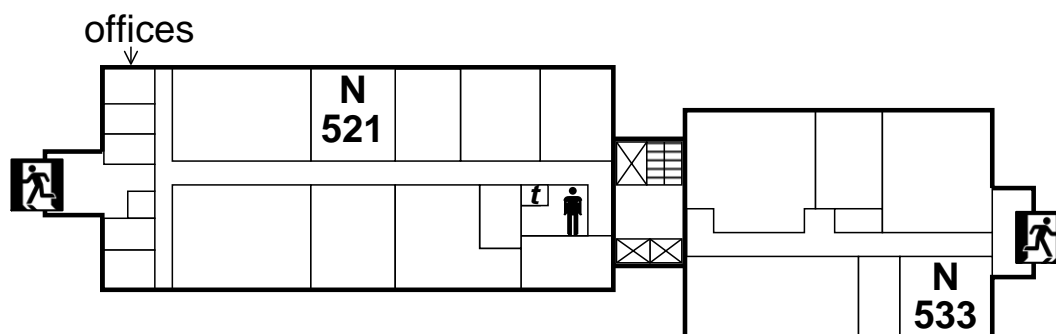
N419 is a computing suite for 4th years & MSc students

N418 is the 'breakout room', a space for socialising and group study. Eating & drinking allowed.

OUT OF HOURS ACCESS

- There is no out of hours access to this floor for first year students

Fifth Floor



N521 & N533 are small lecture, seminar & meeting rooms.

OUT OF HOURS ACCESS

- There is no out of hours access to this floor for any taught students

Postal Arrangements

All mail addressed to postgraduate students is placed in the pigeonholes marked 'POSTGRADUATE', located in Reception on the ground floor. The pigeonholes are marked according to the initial letter of surnames. If you have any questions about sending mail or parcels please see **Mrs M Dunn** on reception.

Health and Safety in Gisbert Kapp Building

You are required to comply with the safety provisions applicable to the University and to undertake such safety Development as your programme of study may necessitate. You must follow the safety instructions issued by the Head of School and other authorised persons and observe the safety rules appropriate to any particular part of the University premises.

All students shall conduct themselves and work in a safe manner so as not to endanger themselves or others and shall not misuse or interfere with any item provided for safety purposes.

Schools Health and Safety Policy Document (to be read in conjunction with the following notes)

<https://intranet.birmingham.ac.uk/eps/documents/staff/eece/health-safety/eece-health-and-safety-policy-document.pdf>

<https://intranet.birmingham.ac.uk/eps/eps-school-intranets/EECE/index.aspx> or on CANVAS

Work after normal hours

School regulations are: Study not involving work with laboratory equipment. Research personnel are permitted to work in the building at any time between 08.00 and 22.00 on weekdays. The Gisbert Kapp Building is locked at 17.00. Postgraduate workers wishing to work after 17.00 should have their Identity Card validated by the School Safety Co-ordinator, Mr Andy Dunn. The Identity Card must be produced when requested by a security officer.

Laboratory work. This is permitted after 17.30 on weekdays only until 20.00. Work in any of the three categories may be done only providing that there is a second person present in each laboratory. The second person present must be capable of taking appropriate action in the event of an accident or emergency. Anyone wishing to work late in this way should obtain the permission of his or her supervisor. All workers without special passes should be out of the building by 22.00 each night; disciplinary action will be taken against anyone found on the premises after that time.

Work outside normal hours. Those whose work requires attendance outside normal hours may, with their supervisor's written authority, obtain a Special Pass from the School Safety Co-ordinator. However, laboratory work is restricted to the hours stated above.

(d) Work at Outstations. You must notify your supervisor before undertaking work at an outstation. Safety in fieldwork requires great care and should not be undertaken without a full risk assessment.

Workshop facilities: rules for mechanical workshop

The Mechanical workshop is a shared facility situated in the Metallurgy and Materials Building. If you consult the map giving directions to the School Stores http://www.eee.bham.ac.uk/techsupp/stores_location.htm and instead of going up the stairs, pass alongside them and follow the signs to the mechanical workshop. The Workshop has technical staff from Electronic, Electrical & Systems Engineering available to assist you during the hours shown below.

Further information can be obtained at www.eee.bham.ac.uk/techsupp/workshop.htm

The workshop contains a range of tools and equipment for wood and metalworking

- Lathes
- Millers
- C.NC. Millers
- Drilling machines
- Sheet metal guillotine
- Brazing and Soldering
- Band saw and Powered Hacksaw
- General hand tools

The workshop is a walk in facility between 09:30-13:00 and 14:00-16:45 p.m. Monday to Friday, staff and students are asked to report to Mr Warren Hay (Workshop Manager) or another member of the workshop team, before using the Workshop.

Because of the nature of the work carried out, extra vigilance and adherence to safety regulations must be observed. See Page 19 of the Health and Safety document relating to the Mechanical Workshop **this must be read before using the workshop tools and machinery.**

Staff and students are encouraged to do as much of their own practical work as possible; however the workshop staffs are able to carry out more complex tasks on behalf of staff and students.

Staff and postgraduate students should firstly approach the technician allocated to their research group.

- Wireless Communications and Remote Sensing – Mr Alan Yates
- Emerging Device Technology - Ms Donna Johnson
- Railway Systems Engineering – Mr Adnan Zentani
- Other research groups- contact Mr Andy Dunn

Jobs are normally carried out in date order. Priorities may be adjusted after consulting with Mr A Dunn

There is generally no labour charge for work carried out but materials and tooling will be charged to a project charge fund.

Stores

The School Stores are in the Metallurgy & Materials building. Information on how to find and use these facilities can be found at www.eee.bham.ac.uk/techsupp

There is a small stores room for the School of Electronic, Electrical & Systems Engineering in room N206 in the Gisbert Kapp Building. This contains several simple types of components such as Resistors, Capacitors etc but does not stock any Integrated Circuits or Transistors.

The latter components must be obtained from the main Engineering Stores in the Metallurgy & Materials building.

Borrowing of Equipment

Much difficulty has been caused in the past by borrowing of apparatus without permission. No apparatus may be removed from any laboratory without the express permission of the

person using it, or the supervisor of the laboratory. The loan must be recorded in the book provided in each laboratory. If you are in any doubt who should be consulted about an item of equipment, ask Mr Andy Dunn (Room 205).

Where teaching is concerned, the loan must be implemented through the Equipment-Loan Scheme.

The person whose name appears on the loan record is responsible for the equipment until it is returned.

Anyone whose equipment has been removed without permission should inform Mr Dunn at once, so that a proper search may be instituted. If necessary, the Maintenance Department and Police will be informed.

- Gisbert Kapp is a NO SMOKING building. No smoking within 10 metres of doorways and windows.
- No eating or drinking in teaching or seminar rooms, computer suites or laboratories. *(Eating & drinking are allowed in the foyer, The Link on the first floor, and the breakout room on the fourth floor. Organised functions may also be arranged in seminar rooms with prior consultation.)*
- All electrical equipment must have a valid test certificate sticker.
- All practical work must have a valid Risk Assessment, reviewed every 12 months.
- Toasters are NOT allowed in the building.
- Bikes should be secured in provided locations only.
- Under 18s should only be in the building with permission of Head of School.

Instructions in Case of Fire

- (a) To call the Fire Service **dial 44444 on the Internal Telephone**. State details to the Control Office (see notices posted at fire alarm points).
- (b) The person discovering an outbreak of fire will:
FIRST operate the nearest fire alarm (use heel of shoe or covered elbow).
SECOND dial 0121 414 4444 (or just 44444 on the Internal Telephone).
THIRD attempt to extinguish the fire with appliances available, BUT ONLY if you can do so without endangering yourself or others and you are trained to do so. Obtain assistance if possible.
- (c) **Assembly points:** When the fire alarm is in operation, all occupants will leave the building by the shortest safe route, and assemble in the signposted assembly areas appropriate to the exit route used. Do not stop to collect personal belongings and do not return to any other room. Do not return to the building until told to do so by the Safety Co-ordinator, even if the alarm bells stop ringing.
- The Service Roads must be kept clear for emergency vehicle access.
Do not use the lifts, proceed by marked emergency routes.
- (d) **Safety Co-ordinator:** The Safety Co-ordinator (Mr. Andy Dunn, room N205) or the person deputising in his absence will supervise the evacuation of the building, arrange for the fire alarm indicator in the link block to be manned and report details to the Fire Service Officer upon arrival.

- (e) **Tests:** The Fire alarms will be tested weekly by a series of short rings on the bells of around 10 seconds by the Maintenance Department Electricians. A genuine fire alarm is clearly distinguishable by continuous ringing of the bells.
- (f) **Fire Drills:** These will be arranged by the School with the Fire Prevention Officer.

First Aid

The School has several qualified first aiders. In case of injury, they are the first point of contact.

Their names, telephone numbers and locations are listed in the Health and Safety handbook available online, and on notices on the landing area of every floor.

Miss Donna Johnson	Room N535, Gisbert Kapp	0121 414 7965
Mrs Samantha McCauley	Room N105A, Gisbert Kapp	0121 414 4319
Mrs Mary Winkles	Room N105A, Gisbert Kapp	0121 414 4292
Mrs Dana Vasiljevic	Room 134, Gisbert Kapp	0121 414 4297
Mr Farzad Hayati	Room 410, Gisbert Kapp	0121 414 4326

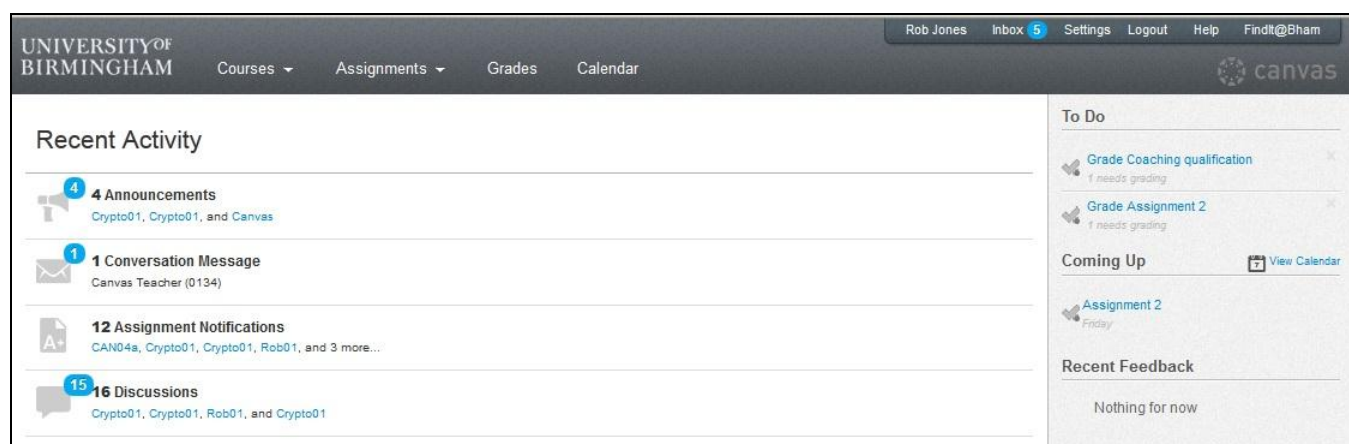
Canvas –Virtual Learning

Canvas is a state-of-the-art virtual learning environment which was introduced at the University of Birmingham for the first time in 2013-14.

A large amount of course content is available online in Canvas. Different lecturers will use the system in different ways, but the contents are likely to include handouts, lecture notes or study guides, online discussion boards, videos and quizzes. This may be useful to you as a postgraduate student if you are trying to build your knowledge in a particular area.

In order to access Canvas you will need to know your university username and password, which were provided in your registration pack. If you don't have your username or password, contact the IT Service Desk. Canvas does not work well with Internet Explorer, but it is compatible with almost all other web browsers including Firefox and Chrome. There are also apps available to use Canvas on iOS and Android mobile devices – you can submit coursework right from your phone!

How to Use Canvas



Access Canvas through www.my.bham.ac.uk, in the my.learning tab.

You can also login directly at intranet.birmingham.ac.uk/weblearn/

The page that you see when you first log in to Canvas (known as “the dashboard”) provides updates on activity in all of the courses in the School. You can see the latest announcements, discussion topics, notifications of

new feedback and reminders about submission deadlines on this page.

You can use the “**Courses**” menu at the top of the page to navigate into individual Canvas courses. Almost every module will have its own Canvas course, and you will gain access to these courses during the first few weeks of term. If you find that you do not have access to all relevant sections please contact the Undergraduate Office or Postgraduate office for help.

Use of Computing Facilities

Installation and use of unauthorised software or hardware on any of the computing facilities will be treated as a **serious disciplinary offence**. You must not copy any software provided to support your study for your chosen degree programme. If you own some software that you wish to install you must apply to do this through the Computer Officer. You will be asked to sign a form and to provide evidence that the software licence agreements will be maintained.

Since August 1988 the introduction of the Copyright, Designs and Patents Act has reinforced the power of law courts to prosecute companies where there has been illegal copying of software or the licence agreements have been infringed. The FAST organisation (Federation Against Software Theft) can get the power to enter premises and check all the software. Hence any student found infringing these regulations will be seriously dealt with.

We are subject to occasional interruptions in the mains power supply. The server machines are protected against this but individual workstations are not. **Save your work frequently.**

If you have any queries consult the IT Service Desk:

www.itservicedesk.bham.ac.uk

Twitter: @uobservicedesk

Logging on/off

- Your computer account is for your **personal use only**.
- Do not allow anyone else to use your username or password. **This is a serious breach of regulations.**
- Change your password regularly - press Ctrl+Alt+Del and click on "Change a Password". Your password must be **long** and **complex**, containing capital & small letters, numbers and other characters.
- Always logout of your computer when leaving your desk, even for very short periods.
- If the computer is misused during your absence, then **you are liable to be investigated.**
- If you repeatedly enter your password wrongly, then you have to wait 30 minutes before trying again.
- Do not attempt to install any software onto any computer.
- Do not attempt to alter, or interfere with, the configuration of any computer (or other equipment).
- Do not disconnect any University computer or device from its network cable or wall socket.
- All software on the computers is licensed to the Engineering Schools. Always comply with the licensing conditions. Software cannot be loaned out to students under any circumstances.
- Do not attempt to connect any unauthorised network device to a wall.

Files and printing

- Only use your Y: drive for saving files. Keep copies of your files on CD/USB sticks. Do not use C: drive under any circumstances, as maintenance activities will remove any items left on the C: drive.
- Files on Y: are backed up to tape every night. You can make a request to attempt restoration from tape if you delete any files, but this will take a **minimum** of 48 hours (and up to a week in some cases).

Internet/network usage/email

The internet should only be used for academic purposes.

- All internet usage is monitored **at all times**, and any non-academic use is liable to be investigated. Excessive, inappropriate or serious misuse will result in disciplinary action being taken.
- Do not download, save or transfer any files which are not for academic use. Checks are made. Downloads of any copyrighted material (not owned by you) are investigated very seriously.
- Do not interfere with normal network operation, nor attempt any form of unauthorised access.
- Use email responsibly and do not attempt to cause any offence or harassment by email. Do not use your email for any form of "bulk" or commercial purposes.
- Official announcements will only be sent to your University (.bham.ac.uk) email account.

The above are only a summary of rules and transgressions.

If there is an incident then students will be interviewed by senior staff. Cases are referred to the Academic Office if necessary. Serious cases can be referred to the police. Possible penalties can include:

- Being banned from using Computer facilities for a specified period
- Certain facilities can be withdrawn permanently
- A record of the incident may be kept on your Academic student record
- Exclusion from the University and/or withholding the award of a degree
- Prosecution by police

Using the University Computer Centre Facilities

<https://intranet.birmingham.ac.uk/it/services/index.aspx>

Arrangements on leaving the School or submitting a thesis

Students who have left the School will lose their computer registration on October 1st.

Before submitting a thesis, a student must discuss with the School's Computer Officer and his/her Supervisor arrangements for saving or disposing of computer programs or data. The usual arrangement is that the Supervisor supplies a statement of the material to be saved, which the student then transfers to the Supervisor's user name.

Degrees

These notes are only an informal guide.

What's the difference between an MSc by Research and PhD?

The short answer is about a year and a half (see below), but it's useful to know the differences in what an examiner will expect of an MSc by Research and PhD. For an MSc by Research, the guidance notes issued to examiners say that the work "should show that the candidate has an aptitude for research, powers of observation and the ability to collate the results of his/her work and present them in a clear and practical manner, showing a knowledge of the literature of the subject. It need not be considered worthy of publication [*in a learned journal*], but should not include work which has already entitled the candidate to a degree".

For a PhD, the examiners' guidance is that the thesis "must embody a distinct contribution to knowledge and must offer some evidence of originality, of the power of dealing with facts, and of knowledge of the literature of the subject. The thesis must contain original work [*of the candidate!*], which has been published previously or be judged worthy of publication. It must be presented in satisfactory literary form and should provide evidence that the candidate has achieved a balance between a practical investigation and theoretical study that is appropriate to the nature of the task".

You see that the requirements for PhD work are quite a bit more stringent than those for MSc by Research work.

An oral examination is mandatory for PhD examination and optional (at the discretion of the examiners) for an MSc by Research; an oral examination at the MSc by Research stage is very likely if the thesis does not immediately indicate that all the criteria for awarding the degree have been met, but may also be held in cases where the thesis is of a high standard and the examiners want to give the candidate the benefit of a detailed face-to-face exploration of the work and its context. Oral examinations vary considerably in duration but might typically take between 2 and 3 hours. They are attended by both examiners (internal and external). The supervisor may be invited by the examiners to attend but does not take part in the examination process; the supervisor is not normally present. A chairperson will be appointed to oversee the examination but will not take part.

We expect you to complete the work for your MSc by Research within 15 months and for PhD within 3 years.

The reason for the rather harsh regulations about maximum time to submission is that grants authorities are becoming increasingly worried at the low rate of submission of theses. Failure to submit a PhD thesis within 4 years is seen by the UK Research Councils and by the University as unacceptably bad progress. Similar or more severe views are taken by most overseas grant authorities. Note that funding from Research Council, the School or most other sponsors ends 3 years after initial registration.

The University continues to require registration and to charge full fees so long as a research student is working on a higher degree and being supervised, even when the normal three-year period has ended. This should be kept in mind when you plan your work. Once the supervised work is complete and the minimum registration period has elapsed, a student may choose to write a thesis away from the University and unsupervised. In that case the University levies a relatively small continuation fee. However, you are strongly advised to aim to complete your thesis within the period of your funding, as experience shows that it is much more difficult to complete a thesis away from the School. There is a significant risk of never completing it satisfactorily in such circumstances.

If it seems likely that you cannot submit a thesis by the end of your maximum period of registration then you must complete an extension request form, which can be found at <https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/extensions.aspx> and see your supervisor and get a note of support to accompany your request for an extension, which goes via the Postgraduate Research Programme Manager (PGRPM) to the Academic Office (which puts the request to the Board of Postgraduate Studies for approval or rejection). The School will not automatically support such a request, nor does the Board automatically grant an extension. The PGRPM may decide that a presentation to the Schools Review Panel is necessary before he signs the extension form. The format for this will be a short 20 minute presentation followed by 10 minutes of question from the Review Panel. The Panel will be made up of 3 to 4 members plus your supervisor.

MILESTONES IN A TYPICAL RESEARCH DEGREE

Reporting and Monitoring

Programme Length

The PhD programme is 3 years in length based on our expectations of what an average student can be expected to achieve and on the period of time provided for by funding bodies.

An MSc by Research programme (formerly known as MPhil) is 12-15 months long.

Work Plan

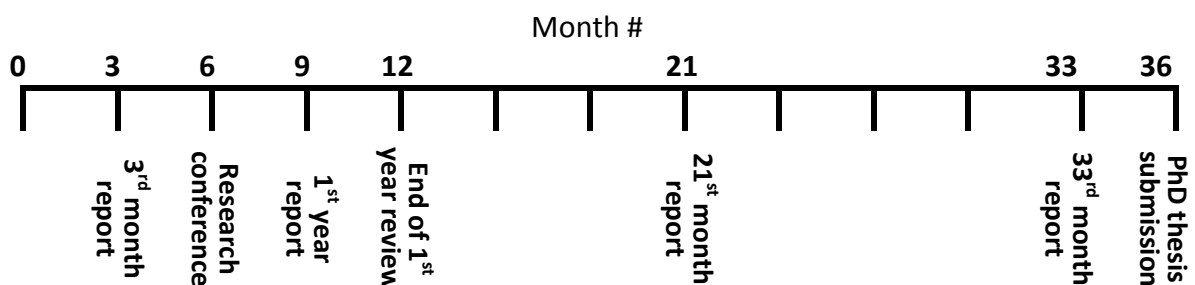
The initial work plan will be provided by the supervisor but by the end of the first year you should be able to plan your own work.

If the programme of work has parts that depend on external inputs such as field trials or data from industrial sources then fallback work plans should be arranged to allow completion within the above time scales.

PhD Programme

- Short 3rd month progress report
- A 15 minute long EECE research conference presentation in 6th month (approx.)
- Comprehensive 1st year progress review; Substantial; report submitted at 9th month
- Short 21st month progress report
- Short 33rd month report
- PhD thesis submission at 36th month
- Further reports at 36 month and beyond if the PhD overruns

Timeline:



Three Month Report

- It must demonstrate that the student has started working on their PhD meaningfully. It must therefore at least address the following questions:
 - What is the PhD topic about?
 - What is the state-of-the-art in the literature and how is the PhD likely to advance this?
 - What are the research methods to be adopted?
 - What is the plan of work until the 9th month stage?

- The report should be no more than 5 pages long (A4, at least 11pt font), including figures, plus appendices covering:
 - Diagrammatic workplan
- Ethics review
- Risk assessment - forms can be found at http://www.eee.bham.ac.uk/techsupp/risk_declaration.doc
- Development needs analysis - information about completion can be found at <https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/dna.aspx>
- A short web page - a copy to be included with your report and launched on your research group website. Instructions for producing a web can be found at the following address:- <http://postgrad.eee.bham.ac.uk/info/>
- Presentation slides for 3 month progress review meeting

Internal research conference presentation

- An EECE PhD research conference will be held over a two-day period in weeks 9-10 of the Spring term in each year. All 1st year PhD students will present a 15 minute talk that:
 - Introduces the PhD
 - Presents the work done to date
 - Summarises the plan of work
- The supervisor(s), independent assessor and a panel consisting of at least one academic from each of the EECE School research groups will field questions in order to satisfy themselves that progress is satisfactory in all respects. The panel will provide critical constructive feedback to the students, which shall serve as early warning on issues that would result in progression problems at the 1st year review and will raise any concerns with the EECE School Postgraduate Progress Panel
- The supervisor(s) of students whose start date does not fall during the preceding Autumn term should organise a stand-alone seminar towards the end of their 6th month of study and invite the independent assessor(s) and at least one independent members of their respective research group to attend. Any concerns should be similarly raised with the EECE School Postgraduate Progress Panel.

Nine Month Report for 1st year review

- It must define a clear direction for the PhD research (e.g. research question, aims and objectives, methodology, work carried out, future workplan, publication plan, etc.) and demonstrate tangible progress towards producing original contributions
- The style and format to be used is that of an IEEE Transactions paper¹ (up to a maximum of 8 double column pages), plus an updated version of the appendices in the 3rd month report
- Presentation slides for 12 month progress review meeting
- Updated Risk assessment: http://www.eee.bham.ac.uk/techsupp/risk_declaration.doc
- Updated Web Page: <http://postgrad.eee.bham.ac.uk/info/>
- Revised Development Needs document: <https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/dna.aspx>

¹ http://www.ieee.org/publications_standards/publications/authors/author_templates.html

Twenty One Month Report

- The length of this report should be no more than 5 pages (A4, at least 11pt font), including figures, plus appendices
- The report should include:
 - A clear statement of the originality of the research
 - An update on progress since the 9th month report
 - A revised workplan
 - A review of publications submitted and future plans to publish
 - Updated appendices from 9th month report
 - A new appendix on future career plans
- Presentation slides for progress review meeting

Thirty Three Month Report

- The length of the report should be no more than 3 pages (A4, at least 11pt font), plus appendix and must include:
 - A clear statement of final original contributions
 - A detailed workplan up to and including submission date
 - Final publication plans
 - Thesis plan, including a list of chapters and sections
 - Viva preparation plans
- Intention to submit form as an appendix

Reports from 36 month onwards

- A single side of A4 (at least 11 pt font) must be submitted every six months starting at the end of the 36th month to:
 - Summarise technical progress since the previous report
 - Provide an update on the thesis submission plan
 - Provide an update on planned or actual publications

After the submission of each report, the following review process will be undertaken.

A. 3rd, 21st and 33rd month reports:

- The report will be assessed by the supervisor(s) and independent assessor within 2 weeks of the date of submission, unless otherwise agreed with the Head of Postgraduate Research Studies
- A meeting will be held between the PhD student, supervisor(s) and independent assessor within 4 weeks of the date of submission, unless otherwise agreed with the Head of Postgraduate Research Studies
- If the rate of progress is deemed to be satisfactory and the quality of the work is up to the expected standard, then the PhD student proceeds to the next milestone
- If not, the PhD student is referred to the EECE School Postgraduate Progress Panel to agree on a remedial action plan before deciding whether to recommend that either the student proceeds or withdraws. The panel shall include the primary supervisor and independent assessor as well as at least three other independent academic staff as members

B. 9th month report:

- The report will be assessed by the supervisor(s) and independent assessor within 4 weeks of the date of submission, unless otherwise agreed with the Head of Postgraduate Research Studies.
- A meeting will be held between the PhD student, supervisor(s) and independent assessor as soon as possible thereafter, unless otherwise agreed with the Head of Postgraduate Research Studies.
- If the rate of progress is deemed to be satisfactory and the quality of the work is up to the expected standard, then the PhD student proceeds to the next milestone; this decision will be reached before the end of the first year of full-time registration
- If not, the student is referred to the EECE School Postgraduate Progress Panel no later than 6 weeks after the date of submission (see separate guidelines for the preparation expected for the panel hearing); the panel will arrive at one of three recommendations:
 - Withdraw
 - Transfer to MSc by research and produce a revised workplan to submission
 - The student will perform an additional set of agreed tasks, report back to the panel, which will review this submission and reach a decision to recommend that the PhD student, proceeds to PhD, transfers to MSc by research, or withdraws; this decision will be reached before the end of the first year of full-time registration

C. Reports at the 36th month and beyond:

- The reports will be assessed by the supervisor(s), independent assessor and the EECE School Postgraduate Progress Panel, assessor within 4 weeks of the date of submission, unless otherwise agreed with the Head of Postgraduate Research Studies
- Feedback will be given to the PhD student on whether progress is satisfactory or not
- If progress is deemed to be unsatisfactory, the EECE School Postgraduate Progress Panel will convene a meeting with the PhD student, their supervisor(s) and their independent assessor to arrive at one of three recommendations:
 - Withdraw
 - Proceed to completion

Progress Report Timetable

The reports must be submitted on time to the Postgraduate Office. Comments on them by your supervisor and at least one other staff member will be discussed with you by your supervisor. These reports are taken seriously and are mandatory. The reports should be in a style comprehensible to a well-informed engineer, which is not a specialist in the topic of your work. Poor English (with reasonable allowances made if it is not your first language), lack of clarity, verbosity and imprecision are a nuisance and regarded as serious failings. Regard the reports as valuable practice in clear technical writing for non-experts: they are, and they are also good occasions for collecting your thoughts and reflecting on how your work is going and what comes next.

Failure to submit on time will be regarded as evidence of poor progress

Progress Monitoring and Reports

The following notes are very important. Read them carefully and if you are in any doubt about the implications, ask your supervisor, your mentor, your research group leader, the Postgraduate Office or the Postgraduate Programme Manager, Dr H Ghafouri-Shiraz for clarification.

We shall be monitoring your progress carefully throughout your time here. It's vital that you see your supervisor frequently: at least weekly at first, perhaps a little less frequently as you develop experience and confidence, more frequently at crucial stages such as beginning to get experimental results or writing up a thesis.

Postgraduate Review Panel

If you are not progressing as well as expected or we feel that you would benefit from further help and advice we will instruct the Review Panel to meet with you. The panel consists of up to three members of academic staff, plus the Postgraduate Research Programme Manager, your supervisor, academic advisor and mentor may also be present at the meeting. You will be asked to prepare a presentation of your work and be expected to answer questions. The panel will then decide how best to proceed.

The Panel may also be convened if extensions are requested beyond the normal 4 year registration period (ie 3 years fully registered and 1 year writing up) at the discretion of the Postgraduate Programme Manager and advice from the supervisor.

Purpose of panel meeting – to review the progress and workplan for the future
Extension requests into the 5th year - to discuss reasons for the delay in submission and to identify a way forward

Potential outcomes –

- to continue with the PhD,
- to transfer to MSc by Research,
- or to withdraw from the programme.

Panel members –

- Dr H Ghafouri-Shiraz (Postgraduate Research Manager)
- Dr Costas Constantinou (panel member)
- Dr N Cooke (panel member)
- Prof C Baber (panel member)
- Prof M J Russell (Postgraduate Welfare Tutor), or Mentor
- Supervisor
- Academic Advisor

Facilities available for presentation - Computer/Screen for Power Point presentation

Approximate time allowed for the presentation - 1 hour (up to 30 minutes for presentation and up to 30 minutes for questions). The presentation should give brief overview restating the main research question and objectives of the PhD,

A summary of progress to date supported by evidence distinguishing between past progress and recent progress

Future workplan for PhD

Appeals

Progress decisions are made on the basis of the above reports. Any student is entitled to appeal against an adverse decision and, in addition, whenever a progress decision is made requiring a student to withdraw or transfer registration from PhD to MSc by Research, the student concerned will be asked by the Academic office whether they wish to submit an appeal.

If you wish to lodge an appeal, you should speak to your supervisor as soon as possible. Appeals against School decisions will initially be dealt with by your supervisor and academic advisor, and then if necessary the Postgraduate Research Programme Manager. If appropriate, the Postgraduate Welfare Tutor and your mentor may also be involved. Appeals at a University level will always involve a written submission, and you will be sent details of what to submit and where to get advice within the University.

Please note that, at a University level, concerns about supervision will not normally be considered as suitable grounds for appeal, as such concerns should have been addressed as soon as possible as set out under “Changes of supervision arrangements” (see section 1.5).

Help with Difficulties

It's important that you keep your supervisor well informed of how you are getting on, both technically and personally, to ensure that any difficulties are dealt with. If any difficulties crop up, you can discuss them with:

- Your Supervisor, normally the best person to deal with day-by-day problems;
- Your Mentor, who will discuss, in confidence, anything worrying you and who is not directly involved with your research;
- The Postgraduate Admissions Secretary (room 105A), who can often sort out small problems about form-filling, who to see about what and so on;
- Your Research Group Leader, who is the person immediately responsible for creating a good environment for research and is well placed to deal with most resource problems;
- The Head of Postgraduate Research Studies, Dr H Ghafouri-Shiraz who is happy to discuss, in confidence, anything worrying you and who is not directly involved in the management of the research group or the School and so can comment in an independent way;
- The Heads of Disciplines, Prof M J Lancaster, Prof C Baber, Prof M Cherniakov, Prof C Roberts, Prof Xiao-Ping Zhang and Prof M Angling. They are the people ultimately responsible for making sure you can get on with your work and for monitoring progress;

Occasionally you may also need to talk to the School Computer Manager, Dr D Checketts or the School Safety Co-ordinator, Mr Andy Dunn, who is responsible for technical backup, the workshops, issue of keys and passes, furniture and building maintenance.

If progress seems slow, the Postgraduate Research Programme Manager may want a chat with you and your supervisor to establish why. If it seems likely that you will have difficulty in reaching your MSc by Research or PhD standard in an acceptable time, you will be told so and a message will be passed on to your financial sponsors (Research Council, overseas government, or, if you are on School funding, Head of School). Our main concern apart from maintaining research standards is your academic and personal welfare and you will find that we do our best to make your time here successful and happy. We can't help you if we don't hear of any problem so don't let a problem go unheard.

Bear in mind that the Guild of Students, the Health Centre, the University Chaplaincy or Counselling Services may also be able to help, particularly with personal rather than academic problems.

Change of supervision arrangements

If problems arise in connection with your supervision arrangements, you should raise your concerns with your supervisor in the first instance. If you are not able to resolve the difficulties with your supervisor or if, for whatever reason, you are unable to approach your supervisor directly, you should in the first instance contact your mentor or the Postgraduate Welfare Tutor, Prof M J Russell.

If the situation cannot be resolved, the Head of Postgraduate Research Studies, Dr H Ghafouri-Shiraz, will investigate and discuss with you the possibility of a change of supervisor. This should be a last resort but in the event of a change in supervision arrangements, every effort will be made to minimize the consequences of research time lost.

Withdrawals

A letter from the student should initiate all applications for temporary or permanent withdrawal from studies. This should be addressed to the Postgraduate Research Programme Manager, Dr H Ghafouri-Shiraz. If you wish to withdraw, temporarily or permanently, for any reason, you should first consult your supervisor, and then the Postgraduate Research Programme Manager.

Temporary Withdrawal (Leave of Absence)

If you are considering temporarily withdrawing from the University you should discuss the matter with your supervisor and the Student Records enquiry service. It is well worth talking through the options, as there may be financial implications to your decision. If you are an overseas student you must also consult the International Students Advisory Service about any visa implications.

Your application for temporary withdrawal will need the approval of the School, and should be submitted to the Postgraduate Office. You can access the form and more information at

<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/leavesofabsence.aspx>

Illness

A medical certificate should be submitted to the Postgraduate Secretary and placed in your records. It is important that certificates are provided when you are ill, not afterwards. Lengthy absences due to illness need to be dealt with as authorised 'Leave of Absence' and the form is available at

<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/leavesofabsence.aspx>

Holidays

If you are holding a student visa this means that it was granted for the primary purpose of study in the UK. For postgraduate researchers, supervision is expected to be carried out throughout the whole academic year including July and August. Postgraduate researchers may, with the prior agreement of their School, take up to eight weeks holiday in each academic year, including public holidays. The timing of holidays should be agreed in **advance** (not retrospectively) with your Research Supervisor and School. **You should then submit a request for authorised absence.** When approval has been sought and obtained, **you should inform the Postgraduate Office of your period of absence from the School and a record will be kept of your holiday periods.** For overseas students travelling home or abroad on holiday please read the instructions at the following link.

<https://intranet.birmingham.ac.uk/as/studentservices/enquiries/authorised-absence-international-students.aspx>

Part-time Employment

Any research student who proposes to take up part-time paid employment (excluding demonstrating or tutorial duties in the School) while registered full time for a higher degree must notify such intentions in writing to the Head of Postgraduate Research Studies before accepting any appointment.

The Head of Postgraduate Research Studies will advise such students whether he approves or disapproves of the employment in question. He will record such action in the School's files, with a notification being sent to the Academic Office in cases where it is known that a student takes up the employment.

<http://www.birmingham.ac.uk/Documents/university/legal/students-outside-employment.pdf>

Contact with other members of the School

As a research student working mainly on your own, it's very easy to feel a little isolated. It's worth making an effort to talk to other research students, research staff and academic staff; you'll almost certainly benefit technically from that sort of contact, as well as feeling more integrated into the School's life. Contact is easy in the Coffee/Refreshment Area (ground floor) or Break-Out Room (418 on the fourth floor), attending seminars, indulging in violent activities run by our research students (e.g. 5-a-side football) or taking part in the social activities arranged from time to time. Anyone likes talking about their own work, so don't

feel inhibited about asking another research student or staff member what their research is about. Conversely, take the time to explain what you're doing (even if you aren't too sure about the details at first) to other people.

Seminars

Seminars on engineering topics are given in the school and details are sent to all research students via email. Many of the seminars are given by prominent speakers from industry or other research establishments. Most of them are not highly technical but describe cutting-edge research or recent industrial developments in an entertaining way; attendance is strongly advised. Most of the research groups also hold informal seminars from time to time, on more specialist topics. Seminars are an excellent chance to meet and talk to research students and staff from other research groups.

Development Needs Analysis and Training Courses

At the beginning of your studies, and at each report stage, your Development needs will be discussed with the supervisor. A record of these discussions will be kept by student, and supervisor. The Development is likely to include subject specific Development (e.g. attendance at advanced taught courses in the School in earlier years and attendance at relevant conferences in later years). It will also include attendance at Graduate School courses that aim to develop a basic competence in more generic skills, notably in the areas of

- Advanced study skills.
- Computing skills.
- Presentation skills.
- Legal/Ethical Issues.
- Personal Skills.
- Career Development.

Course information on important topics such as library and information technology facilities, research methodology, report writing, presentation skills and time management can be found at the following web sites <http://www.birmingham.ac.uk/students/support/dr/learning.aspx> and <http://www.birmingham.ac.uk/students/support/dr/graduate-school.aspx> and www.weblearn.bham.ac.uk These courses provide invaluable information and will save you a great deal of time and wasted effort later.

Although we do not offer technical courses specific to MSc by Research and PhD students, we expect that you will find some of our BEng, MEng, and MSc courses useful. Again, discuss with your supervisor which courses would be useful for you. To attend these courses, all you have to do is contact the course lecturer. If you are in any doubt about BEng, MEng or MSc course content, timetable or the name or location of the lecturer, the Undergraduate Office (room 126) is the place to enquire for BEng/ 3rd Year MEng. The Postgraduate Secretary (Room 105A) can give you details of 4th year MEng/MSc courses.

What is the DNA?

Postgraduate Researchers are required to annually assess their current and future skills development needs. The Development Needs Analysis (DNA) process helps you to do this. The DNA is an important part of the Skills Development Programme.

[Development Needs Analysis Form \(Word - 216KB\)](#)

Successful and timely completion of your research degree will depend on developing a mixture of subject-specific skills, intellectual skills, such as critical thinking, and more generic skills, like communication and enterprise. Many of these skills will also be important in your future life, whatever career or life choices you make.

The (DNA) form uses Vitae's Researcher Development Framework (RDF) to help you think about your current skills, pinpoint gaps in your knowledge, and identify areas for future development. The RDF articulates the knowledge, behaviours and attitudes of researchers, from postgraduates to established academic leaders and is endorsed by Research Councils UK.

There are four sections to the form, based on the RDF domains. Use the sections to outline your goals for this year in each area. At the end of the form is a summary sheet to outline your specific plans. The form is most useful if you discuss it with your supervisor as they will also be able to advise on appropriate skills development activities.

The DNA is not just for new researchers!

It is important to repeat the process of discussing your skills with your supervisor each year that you are at Birmingham so that you can get a fresh picture of your skills development needs.

DNA support

We've prepared a frequently asked questions document on the DNA which you can download below. The University Graduate School also holds a workshop on DNA process to help you reflect on your skills and learn more about the different training and development opportunities available.

<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/dna.aspx>

Thesis Submission

The Engineering regulations relating to thesis presentation can be found at the following web address

<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/presentingyourthesis.aspx>

Approval for Submission of Theses

Although the ultimate responsibility for deciding when to submit a thesis lies with the candidate, we require, as a standard practice, that the content and presentation of all theses be approved before submission to the Academic Office. Your supervisor must give this preliminary approval. The main aim is to check that presentation, layout and English are of an acceptable standard.

A plagiarism check using Turnitin must be undertaken and this can be done using CANVAS **two weeks before the submission**. The report will be assessed by the Schools Plagiarism Officer. The School Plagiarism Officer is responsible for signing off that a thesis has gone through Turnitin, as well as ensuring that a record of this check is kept by the School and the Research Student Administration team is informed of the outcome as soon as possible.

The University requirement is that two copies of each thesis must be submitted, soft bound, to the Academic Office for the examiners. After examination and if the degree is awarded, then **one hardbound copy of the thesis** (bound by the University Bindery) **and an electronic copy of your final thesis** must be submitted to the Research Team in the Academic and Student Administration.

Thesis Examination - Entry Form.

An 'Intention to submit Form' must be completed and returned to the Academic Office **at least three months** before the date when you intend to submit a thesis. It triggers a request to your supervisor to nominate examiners.

<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/thesissubmission.aspx> If you give notice that you intend to present a final thesis at the end of a particular session, but do not do so, you must re-register if you intend to remain in the University for the whole or part of the following session. The examination entry remains effective until such time as you present your thesis.

Degree Conferment - Intention Form.

When entering for the examination or handing in a thesis, you are required to complete a form showing whether the degree awarded is to be conferred in person or in your absence. Note that:

- (i) Conferment of a degree is allowed only when the original accepted theses is permanently bound and in the hands of the Academic Office, or written evidence is received that such copies have been handed into the University Bindery for binding;

(ii) If you subsequently wish to alter your intention to have the degree conferred in person or in absentia you must contact the Postgraduate Section of the Academic Office, as soon as possible;

(iii) You should keep your personal records up-to-date on <http://www.my.bham.ac.uk/>. Failure to do so may result in you not receiving your result letters and/or communications regarding degree congregations.

Regulations and notes about presentation and binding of theses.

Theses should be submitted in temporary binding for examination. After examination is complete and corrections have been made to the thesis and approved, one copy has to be bound by the University Bindery and deposited with the Academic Office before the Degree can be conferred.

The Bindery has now moved location to Kings Norton; the web link below shows directions for reaching the Bindery. The Bindery's new web site is:

<https://intranet.birmingham.ac.uk/external/creative-media/bindery/The-Bindery.aspx>

Note: Candidates who have satisfied the examiners and who leave the University before one official copy of the thesis has been bound are required to deposit with the Academic Office sufficient money to meet the cost of the eventual binding. Cheques should be made payable to "The University of Birmingham".

Publications

In a research programme, work should be of publishable standard. Dissemination of results is an integral part of understanding research. The publication cycle may take the following form.

- Early announcement of significant results in a Letters Journal (e.g. Electronics Letters).
- Presentation of progress in one or two conferences during the 3 years.

Publication of the project description results and conclusion in a full and rounded journal paper (e.g. IEE Proceedings, IEEE Transactions or equivalent). The long publication times for some journals means that the paper may not be in print within 3 years but should be submitted in the final year.



Registration, Attendance and Reasonable Diligence

Registration Status

Registration for PhD is normally for 3 years

- EPSRC, School and most industrial funding will be for a 3 year period
- If students need to remain fully registered beyond this to complete their studies they must take on financial responsibility for full fees and maintenance
- Transfer to writing-up status is possible after 3 years if all experimental work is completed and supervision is only needed for guidance with writing the thesis.
- Transfer to writing-up status is not automatic.
- Beyond 4 years, students either fully registered or in writing-up, must apply for special permission for an extension of the submission deadline (You may be required to make a presentation to the Schools Progress Review Panel before the extension request is sanctioned by the School).

Attendance and Reasonable Diligence

You are expected to attend for your chosen programme. 'Reasonable Diligence' is understood as being demonstrated by:

- attendance and engagement with your research
- completion of all required reports on time; and
- attendance at meetings etc. as arranged with your supervisor
- **attendance in the school for core hours each day (in agreement with your supervisor). Continued non attendance for core hours may result in you not having your own desk and you will use 'hot desk' space**

If the School feels that you have not reasonably observed these points then you will be notified in writing and an interview will be arranged with the Head of Postgraduate Research Studies. If diligence does not improve in accordance with the advice given at that interview, you will be sent a formal written warning, clearly setting out requirements and timescales for improved performance. If these requirements are not met the case will be referred to the Postgraduate Review Panel which can recommend to the University Progress Board that a student to withdraw from the university.

The School will also be required to monitor and report to the University Registry on student attendance. Registry will pass on to the UK Border Agency information about poor attendance by students from outside the European Economic Area (see below).

Further information concerning attendance and reasonable diligence can be found at www.as.bham.ac.uk/code/rd.pdf

For full information concerning University regulations please go to www.as.bham.ac.uk/legislation

Points Based System and Attendance Monitoring

The UK Border Agency stipulates that all educational institutions who are licensed to sponsor visa national students must monitor their students' engagement with their programmes of study. As such, the University of Birmingham has a legal duty to report visa national students who do not fully engage with their programme of study.

Examples of the way in which the University will monitor student engagement include:

- arrival and attendance at induction and/or meetings
- attendance at meetings throughout the year
- submission of assessed reports by the stated deadlines

Being reported to the UK Border Agency would have serious implications for a student's immigration status and their ability to remain in the UK. It is therefore essential that regular attendance and active engagement is maintained throughout your programme of study.

International students are strongly advised to contact the International Students Advisory Service (ISAS) in the Aston Webb Building if you have any concerns about your visa or your immigration status. ISAS can be contacted at +44 (0)121 414 8464, or by email to

isas@contacts.bham.ac.uk

PHOTOCOPYING

The photocopying machines in the General Office (N111) are primarily for use by clerical, administrative and teaching staff.

Postgraduate students may use the machine in the General Office subject to authorisation

Your Research Group Head will authorise you to make a specific number of photocopies. Each research worker is allocated an authorisation number, which must be entered into the machine before use, this records the number of copies made.

If a research worker is able to charge photocopying to a contract number, the senior investigator on the contract will make the allocation and give the authorisation code.

Copying of journal papers held in the Library; the person requiring the copies must pay for these personally.

Copying of private work, e.g. thesis drawings, may be undertaken, but must be paid for personally, and is charged to the user at the rate of 5p per black and white copy, colour 25p per sheet. The amount due must be paid to the secretarial staff in the General Office immediately on completion of work.

CLA Photocopying licence overview

The University has a Licence from the Copyright Licensing Agency to make multiple photocopies of an extensive range of source material without having to seek permission from individual rights-holders.

The current licence that the University has signed with the CLA runs from 1 August 2013 - 31 July 2014

The Copyright Licensing Agency (CLA) acts on behalf of a large number of UK and overseas publishers. For further details please see the web pages listing what is covered and what is not covered by the Licence.

Photocopying

This licence covers photocopying (or other forms of copying) from paper to paper. The licence also covers scanning from paper to digital formats, but different terms and conditions apply (see the page on the CLA Scanning Licence). Information in this section covers the photocopying aspects only. In the licence, the following is given as a definition:

"Paper Copies - photocopies on to paper from paper of Material Licensed for Photocopying, paper printouts of Digital Copies and paper printouts of Material supplied by an Intermediary but, in all cases, excluding any copy in electronic form.

The CLA Licence permits staff (or students working under the direction of a member of staff) to make multiple photocopies of most material published by UK publishers, by many (but not all) publishers in the USA and all publications from a range of countries. (See links given above for details.)

Limits to photocopying

The amount that you can copy must not exceed certain limits. You can make copies of up to:

- five (5) per cent of any published edition

OR

- in the case of a book: one complete chapter;
- in the case of an article in an issue of a serial publication or in a set of conference proceedings: one whole article;
- in the case of an anthology of short stories or poems: one short story or poem not exceeding ten (10) pages in length;
- in the case of a published report of judicial proceedings: the entire report of a single case.

For full details, please see Licence Limits.

Course book substitution

Since its introduction, the CLA have raised concerns that tutors are using the licence to create 'course packs' made up of many photocopies rather than advising students to buy a 'course book' which would cover the material needed for the course.

They have produced a Good Practice Guide in the creation of course packs and tutors who are preparing material for a course are advised to read this before doing so.

Photocopying for Visually Impaired staff or students

Photocopying that is carried out for visually impaired staff or a student of the University is also covered by the licence with special terms and conditions for such matters as enlargement. See the web page for Visually Impaired Persons and Copyright.

Licence and Guidelines

A copy of the licence can be accessed at:

The CLA Basic HE Photocopying and Scanning Licence (2012/13) (PDF - 170KB)

The CLA has also published a set of Guidelines:

The CLA HE Licence User Guidelines

Note that the University of Birmingham's Licence is the Basic Licence and does not cover Section D - Digital Use, which is permitted under the Comprehensive Licence.

The CLA's website also gives advice on copying specifically under its section on Higher Education Licences.

English- Online Test and free English Classes

All students whose native language is not English are required by University regulations to take a test in English. In the academic year 2014-15, the English for International Students Unit (EISU) will provide CANVAS based English language assessment for all international students (Erasmus, undergraduate and postgraduate) whose first language is not English. See <https://intranet.birmingham.ac.uk/as/eisu/inseasonal/english-assessment.aspx>

Online academic English assessment

The assessment is designed to evaluate your academic English via a series of multiple-choice questions. You can access it if you are an undergraduate, postgraduate or Erasmus student whose first language is not English.

You can take the assessment, estimated to take about an hour, via EISU/CANVAS in your own time and from any computer. After the last answer, you will receive personalised feedback about your academic English. If you want to discuss the results, contact us to talk to a member of staff.

Do I have to take the assessment?

All international students are required to take the assessment. The results tell you which areas of academic English are your strengths and weaknesses.

We work with departments and provide them with their students' results. If you obtain less than 65% on the assessment, you will be asked to attend English classes.

Taking the assessment

To access the assessment you need to enrol on EISU CANVAS:

- Go to our self-enrolment page
- Enter your University username and password - you are now enrolled
- Now log on to WebCTCANVAS
- Click on English Assessment on the first page of EISU CANVAS.

After entering your details, you will be asked 75 multiple-choice questions which cover the following topics:

- academic grammar
- vocabulary and study skills for academic communication
- reading and writing in academic contexts

The feedback will highlight areas of strength and weakness and will advise you of specific classes that would be useful for you to attend.

Improving your English

If you want to improve your English, you can attend an open access class and/or use downloadable resources. Just log on to EISU CANVAS (see above), where you can find hand-outs, self-study materials, web links, etc

References and Plagiarism

Plagiarise means "to take and use as one's own (the thoughts, writings, or inventions of another person); to copy (literary work or ideas) improperly or without acknowledgement; [...] to pass off as one's own the thoughts or work of (another)."²

General Guidelines on Plagiarism

Students must ensure that they *always* acknowledge their sources of information appropriately.

Plagiarism refers to any part of work submitted for assessment that has been copied from another student or from a source or sources that are not acknowledged; or where work has paraphrased or otherwise used a source or sources without adequate acknowledgement. **The attention of all students is drawn to the fact that the production of reports or other work by these processes is a form of cheating which, although different in kind, is not different in principle from copying from other candidates. Such malpractices will be dealt with as the University deals with other forms of cheating.**

A report that has been written as a result of the study of several sources, and which has involved the writer in pulling together a diversity of facts and ideas and making judgements upon them, is entirely acceptable *as long as these sources are referenced in the text*. Where a report incorporates sentences or phrases taken directly from the sources used, these sentences or phrases should be *placed in quotation marks and referenced in the text*. In each case the author surname(s) should be given at the relevant point in the text, together with the date of publication. This may be done in the following ways:

- Hall and Gardner (2011) suggest that "[quoted text]".
- Hall and Gardner (2011) suggest that [paraphrased text/idea].
- It has been suggested that "[quoted text]" (Hall and Gardner, 2011).
- It has been suggested that [paraphrased text/idea] (Hall and Gardner, 2011).

Where there are three or more authors, the name of the first author should be followed by 'et al' (e.g. Bull et al, 2006). It must be clear exactly which parts of the text are based on the other sources. This applies equally to quotations, paraphrasing and use of the ideas of others. **Note that referencing relevant material is a good thing in an report. It demonstrates that the student knows the field, and that they understand the context of their own work within it. However, in judging the value of a report, an examiner will have to consider the amount of material that is quoted, and would not think highly of work devoid of original thought.**

The reference list at the end of the report should include *only* the papers, books, etc., that were cited in the text. (All relevant sources should be cited in the text.) The reference list

Further information and guidance can be found at

www.as.bham.ac.uk/plagiarism

People

Plagiarism Officer



Mr. Phil Atkins
Room 412
0121 414 4329

P.R.Atkins@bham.ac.uk

Mr. Atkins co-ordinates the school's response to plagiarism cases, and will attend meetings with students suspected of plagiarism.

² "plagiarize, v." **Oxford English Dictionary** [online]. Third edition, June 2006. Oxford University Press. <http://www.oed.com/view/Entry/144941> [accessed 16th September 2013]

should be alphabetical by author, and give the full details of all works cited. The University and Electronic, Electrical and Systems Engineering follow the Harvard referencing system. Full details of how to use the Harvard style can be found on the University web pages at: www.i-cite.bham.ac.uk/Harvard.shtml

The following examples can be used as guidance:

Bull, S., Quigley, S. and Mabbott, A. (2006). Computer-Based Formative Assessment to Promote Reflection and Learner Autonomy. *Engineering Education: Journal of the Higher Education Academy Engineering Subject Centre* 1(1), pp. 8-18.

Electronic, Electrical and Computer Engineering (not dated). Undergraduate Study Degrees (BEng/MEng), University of Birmingham, [online], www.eece.bham.ac.uk/StudyHere/UndergraduateBEngMEng/tabid/81/Default.aspx (accessed 3rd August 2009).

Hall, P.S. and Gardner, P. (2001). Active Integrated Antennas. In *Proceedings of 31st European Microwave Conference* vol. 3, London, pp. 63-66.

Note that for information found on the web, a URL is not sufficient as a reference. The point of a reference list is to allow the reader to easily identify who the author of the work is, what it is about, how recently it was written, and to allow them to easily find the source if they wish to consult it. All information is therefore required for all sources cited: author name(s), paper or website title, book/journal/conference proceedings title, publisher (for books), page numbers, date of publication. It is sometimes difficult to get all this information for some websites. In this case, as much information as possible should be provided. (Often it is not possible to find a publication date for a website. Where this is the case, 'not dated' should be written in place of the date.)

To cite work referenced in a paper, where it is not possible to get hold of the original paper, the original paper should *not* be cited as the primary source. Only papers that have actually been read, should be directly referenced. An example of how to cite a paper seen referenced elsewhere is: "Russell (2007) refers to Huang's (2005) explanation of..." In the reference list, both sources can be given in their appropriate alphabetical position; or the original reference (Huang), followed by "*cited in*", and then the source used (Russell). (If this seems odd, consider it this way - if someone has not read the paper by Huang, but references that as their source, they are plagiarising Russell's discussion!)

Plagiarism also applies to diagrams and illustrations, which are additionally subject to consideration under the terms of the Copyright Designs and Patents Act, 1988.

Plagiarism in Programming

In programming work, direct copying of code from any third party (e.g. fellow students, lecturers or websites) also constitutes plagiarism. There may be cases where using third party code is a valid and sensible engineering approach, but you must make sure that you annotate your reports clearly to differentiate your own original code from the third party code. If you copy someone else's code and do not clearly indicate that it is not your own work, it will be treated as an incident of plagiarism.

The code of practice on plagiarism and further information can be found the following links below

Guidance on plagiarism for students

<https://intranet.birmingham.ac.uk/as/studentservices/conduct/plagiarism/guidance-students.aspx>

Codes of practice on plagiarism

<https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx>

University Library Regulations

Up-to date information can be found at

<http://www.is.bham.ac.uk/is/libraries/main/>

The University of Birmingham Code of Ethics

Ethics at Birmingham

The University of Birmingham is committed to the highest standards of ethical conduct in all our activities. Each member of the University community — staff (including honorary, emeritus and visiting staff), students, members of Council and other University committees — has a responsibility to act ethically and in accordance with the Nolan Committee's principles for public life: *Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership*.

The University has recognised and acted upon the importance of ethical values since our establishment in 1900. The values, which guide our approach to ethics, are embedded within the University's Charter, Statutes, Ordinances, Regulations, Codes of Practice and Policies ("University Legislation").

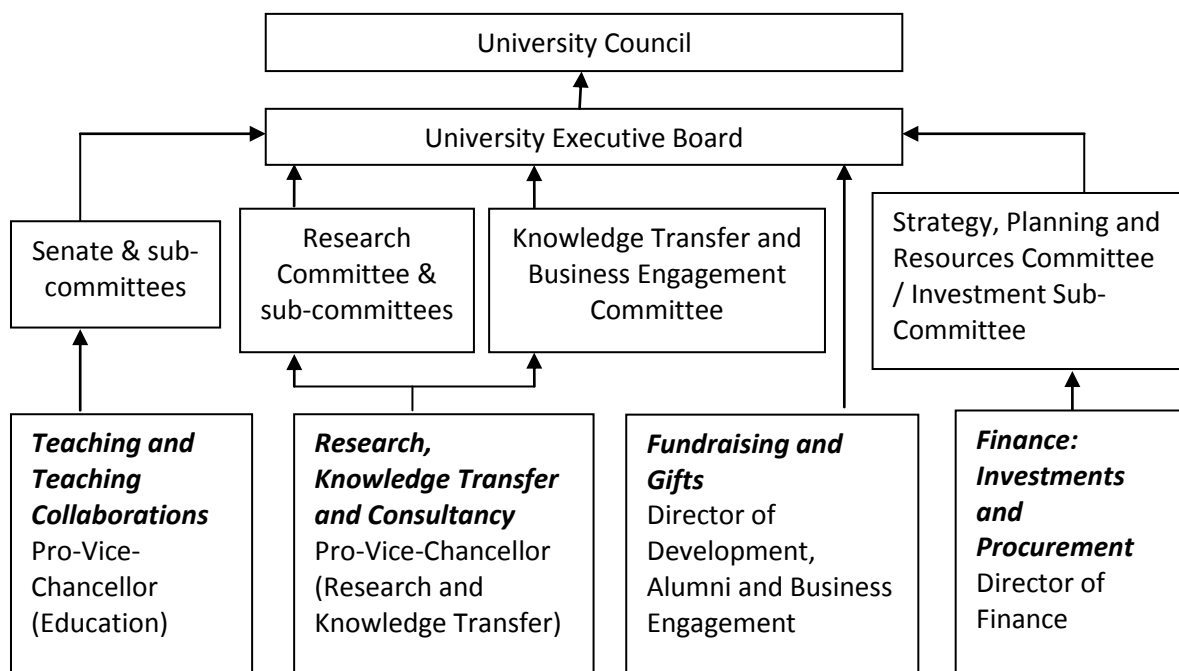
The University Legislation encompasses well-established ethical policies and procedures relating to our core activities of teaching, research, knowledge transfer, fundraising, investments and procurement. These are kept under regular review. In light of the Woolf Report regarding events at the London School of Economics, a review of our overall approach to ethics was undertaken. This review concluded that a Code of Ethics should be produced to draw together the University's existing ethical policies in these core areas of activity in a single overarching document. This document is that Code.

The Code of Ethics structure

This Code of Practice is designed to provide an accessible, overarching guide to ethical conduct which is grounded in four core activities: teaching, research and knowledge transfer, fundraising and gifts, and finance (investments and procurement). This Code outlines the approach for each of these areas and gives links to more detailed information, including: related policies, procedures, guidance documents, and point of contact for initial enquiries.

The University's Executive Board ("UEB") has an over-arching responsibility to Council to keep this Code under review. However, for each of the four areas, detailed ethical matters and processes, including the detailed consideration of ethical cases, rest with the University committees and sub-committees listed over:

Figure 1: Governance structure within this Code of Ethics



A member of the University's senior leadership is responsible for ethical issues in each of the four areas (as per Fig.1). Their responsibilities include:

- Management, implementation and communication of ethical policies and procedures;
- Ensuring due diligence is undertaken on ethical issues;
- Escalating ethical issues within the University through to the relevant committees (including UEB on particularly difficult issues);
- Ensuring appropriate training is undertaken on ethical issues; and
- Keeping the ethical policy and procedures in their area under review and bringing forward any changes for approval.

The University recognises that ethical queries can arise in a variety of circumstances. In most instances, ethical matters can be dealt with through one of the four areas. A contact is given later in the Code for each area, who can be approached for advice on how to deal with a particular issue.

It is the responsibility of all members of the University to act ethically. If in doubt about how to resolve an ethical dilemma, the following guidance for individuals on decision-making will help form the basis for good ethical behaviour.

What's in the student portal?

Some University staff regularly respond to enquiries from students about how and where they can access online services.

Many student-facing services and information are easy to find in the University intranet or in other online places that don't require authentication. The exception is the my.bham portal, which delivers different targeted content to student than to staff. In other words, as a member of staff, you cannot see what a student sees when they log into my.bham

Some portal content is common across staff and student portals and some are exclusive to the student portal. Similar to the staff portal, student portal content is organised in channels (boxed content areas) beneath a set of tabs.

These pages describe the content and services available in the student portal - to inform staff so they can offer better support to student enquirers.

Student portal tabs <ul style="list-style-type: none"> student.home my.programme my.learning my.exams my.progress my.library my.computing my.support my.campus 	
Student portal channels A-Z <ul style="list-style-type: none"> Apply for a postgraduate course BBC weather for Birmingham Campus announcements Campus facilities Campus maps Careers Network Class of 2012 keep in touch Cluster availability Computing support Degree Congregations E-learning (student) Exam marks and progress decisions Exam past papers (student) Exams timetable Examinations support FindIt@Bham Find your way around Going Global Health and fitness Help from the Student Enquiries Counter Inter library loans IT systems status Just Ask! Get instant library help Library news Library opening hours 	<ul style="list-style-type: none"> Main contacts My assessment feedback My library account My records student registration Networking now and after graduation Online Library Resources look-up Personal announcements Personal Skills Award PGR management Progress skills4study Student reps Student support Study support Subject support Transcripts Travel links twitter mybham University Graduate School UoB Student mobile app WebCT login Welcome to academic year 2012-13 Wellbeing programme Worklink on-campus casual work

