Griffith School of Engineering
Student Guide 2015

Engineering your future at Griffith
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Foreword

“Scientists study the world as it is, engineers create the world that never has been”

(Theodore von Karman)

Welcome to Griffith University and to the Griffith School of Engineering. Starting University is exciting but it can also be quite daunting - so in this Guide we’ve tried to put together the most important things you’ll need to know. You have made an important decision in your life by choosing Engineering for your education. Engineering is great. It is full of exciting things: dreams, challenges, struggles, achievements and sometimes failures too. They say, no pain - no gain, and that is exactly right. Engineering is not easy, but the excitement is tremendous.

You are making a transition from secondary to tertiary education. You will feel the difference. The most significant thing you will experience is that you (yes, you!) will have the responsibility of looking after your own study progress. Nobody will force you to attend lectures, and generally speaking what you do with your time is your business.

It is your responsibility to find out the requirements of each course and to submit assignments and reports by the due date. There are procedures and processes that need to be followed. These will usually be given to you in your first lecture of each course. All staff members of the School will be happy to provide the assistance you need.

University life is not only about work. Your involvement in clubs and societies is an important educational component of the University life. There are a lot of student activities on each campus. After all, all work and no play makes Jack (or Jackie) a dull person! However, as with most things in life, moderation is the keyword. Successful students are usually those who do get the balance right.

Apart from providing useful information, this guide has been prepared to help you cope with the shock and confusion you may experience in your campus life. Please take time to read this guide and if you have any questions, ask your First Year Coordinators: Dr Mark Bolton (Gold Coast campus - all disciplines), Dr Andrew Busch (Electronic Engineering, Nathan campus) and Dr Qin Li (Environmental Engineering, Nathan Campus); OR Student Success Advisors Mr Simon Howell (Gold Coast campus) or Ms Jessica So (Nathan campus).

Be an Engineer. Make it Happen
Engineering at Griffith

Griffith University was established in 1971 at Nathan in Brisbane. The University was named to honour the Rt Hon Sir Samuel Walker Griffith, GCMG, MA, LLD, QC, a former Premier of Queensland, Chief Justice of Queensland, a leading figure of the 1891 Australian constitutional convention, and first Chief Justice of Australia from 1903-1919.

Since the first students enrolled in 1975 the University has undergone rapid growth to over 40,000 students in total. In addition to Nathan, the University’s original site on the south side of Brisbane, there are four other campuses, namely those at the Gold Coast, Logan, Mt. Gravatt and Southbank.

The Griffith School of Engineering spreads over two campuses - Gold Coast and the Nathan campus. The Nathan campus is located on 175 hectares of natural bushland which is a declared flora and fauna reserve adjacent to the Toohey Forest at Nathan, 10 minutes drive south-east of the Brisbane city centre. The Gold Coast campus was established in 1987, with engineering being first offered in 1989. It is Griffith’s largest campus with around 16,500 students, and is Australia's fastest growing campus.

Griffith University provides education and training that fosters intellectual growth and the pursuit of personal excellence. The University is about creating and acquiring knowledge, the excitement of learning and discovery, and above all, about preparing its students for a better future.

In the pursuit of excellence in teaching, research and community service, Griffith University is committed to

- innovation
- bringing disciplines together
- internationalisation
- equity and social justice
- lifelong learning

for the enrichment of Queensland, Australia and the international community.

Academic staff

All full-time academic staff involved in your courses are available for consultation. Outside their office doors, staff display the times that they guarantee to be in their office for consultation. They may be available at other times, but generally if their office door is open, they are available to answer your query. Please remember that staff are involved with a number of courses and have research and administrative duties as well as teaching. While they like to help students as much as possible, sometimes they will have other pressing tasks and may not be able to attend to you immediately. It should be noted that sessional staff and tutors are not full-time staff members and may only be at the University when they are actually taking classes.

To help your email enquiries reach the right people, include the following in the ‘subject’ line: Your course code, student ID number, and short description of your query (e.g. 1001ENG - s1234567 - Exam question)
Why Study Engineering at Griffith?

ENTHUSIATIC & HIGHLY QUALIFIED ACADEMICS: Their expertise and knowledge are comparable to those in any top university. Griffith's engineering academic staff are renowned not only as teachers but also as experts in their fields.

SCHOLARSHIP AND PRIZE OPPORTUNITIES: Valuable awards and prizes are available to top performers. At Griffith University we understand the time constraints and financial challenges facing students striving to achieve the highest level in their studies. That is why Griffith paves the way by offering a range of scholarships to encourage and reward students committed to excellence. Please visit the Scholarships web site at: www.griffith.edu.au/scholarships to see the range of scholarships and grants available. Check the School’s Facebook page and website too for news and discipline specific opportunities!

A PLACE FOR INNOVATIVE RESEARCH: Griffith University provides not only an ideal learning environment but also an exciting venue for research.

GREEN ENGINEERING: Students learn about the concepts of sustainability, the needs of the community and the environment.

THE SKY IS THE LIMIT: Professionally oriented studies leading to honours and post-graduate degrees give our graduates the leading edge in the competitive job market.

HANDS-ON EXPERIENCE: Industry placements and internships enable Griffith engineering students to gain extensive practical experience and develop valuable contacts.

EXCELLENT JOB PLACEMENT RECORD: The employment rate of our Engineering graduates is close to 100%.

You’ll also enjoy some of Australia’s most advanced educational facilities at Nathan and the Gold Coast:

- AUSTRALIA’S ONLY university-based microchip factory.
- HIGH QUALITY TEST FACILITIES including hydraulic, geotechnical, mechanical and structural labs.
- AUSTRALIA’S BEST airborne biohazard facility.
- SPECIALISED VISUALISATION and multimedia laboratories.

The dream comes true - Graduation!
Student Support
First Year Coordinators

**GOLD COAST CAMPUS**

Dr Mark Bolton
Lecturer in Geotechnical Engineering
Ph: (07) 5552 8377
Email: m.bolton@griffith.edu.au

**NATHAN CAMPUS**

Dr Andrew Busch
Lecturer in Electronic and Computer Engineering
Ph: (07) 3735 3868
Email: a.busch@griffith.edu.au

Dr Qin Li
Head, Environmental Engineering
Ph: (07) 3735 7514
Email: qin.li@griffith.edu.au

**Student Success Advisors**

**GOLD COAST CAMPUS**

Mr Simon Howell
Student Success Advisor
Ph: (07) 5552 8203
Email: s.howell@griffith.edu.au

**NATHAN CAMPUS**

Ms Jessica So
Student Success Advisor
Ph: (07) 3735 3601
Email: j.so@griffith.edu.au
Engineering Clubs and Societies

Griffith Engineering host clubs and societies for each discipline, run by voluntary groups of undergraduate Engineering students. If you are keen to get involved you can join as a member or contribute within the committee. If you’d like to be part of any of the societies below, just contact the School Office and we’ll point you in the right direction!

The **Griffith University Young Engineers** (GUYE), based on the Gold Coast campus, GUYE is a group of **Civil, Mechanical and Electronic Engineering** students. Throughout the year GUYE holds a number of fantastic events including free BBQs.

**Griffith University Environmental Engineering Student Society** (GUESS), which organise both academic and social events. GUESS provides a network for both staff and students of Environmental Engineering.

**Griffith University Electronics Club** (GRUE), based at Nathan Campus GRUE is an active society who host a number of academic and social events across the year. Club Email: contact@grue.org.au

**Ladies in Technology, Engineering and Science** (LiTES), supports women studying in fields such as information technology, engineering, planning, environment, science and other related fields. LiTES society aims to connect members across disciplines and year levels to facilitate open communication and networking. Club Email: LiTES.society@gmail.com

Student Consultative Committee

The Student Consultative Committee (SCC) on each campus provides a forum for students to discuss curriculum related issues, provides opportunities for student representatives to participate in the planning-implementation-review-improvement process (PIRI), raise and discuss issues in relation to services and support to students offered by the University and the School. The expressions of interest for new SCC members will be sought at the start of the semester. Please contact the School office if you would like more information.

Women in Engineering Committee ([http://www.griffith.edu.au/women-engineering)]

The Women in Engineering committee provides female engineering students and alumni with access to study and career support, relevant networks and events. Register your details to be kept up to date with our events: Women in Engineering Registration Form. Want to know more about Women in Engineering Committee? Please contact our Committee Chair, Dr Belinda Schwerin via email at: b.schwerin@griffith.edu.au

Griffith School of Engineering Student Ambassadors

Engineering student ambassadors will be involved in a variety of events and activities such as Open Day, TSXPO, information days, campus and high school interactive programs, alumni and industry functions. Students will have the opportunity to represent the university by sharing their own experiences with prospective students, parents, teachers, alumni, industry representatives, and current students. This program is open to all current students across all engineering disciplines. For more information on this program, contact the School office.
Engineering Programs

**Undergraduate programs**

Each Engineering program offered at Griffith University is designed to meet the educational requirements for graduate membership of Engineers Australia. For each of our Engineering programs we have a Program Convenor. Their role is to oversee the courses offered within that program and provide information to students where required.

Undergraduate Engineering programs for students commencing in 2015 are listed below.

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Campus of offer</th>
<th>Convenor</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Industrial Design</td>
<td>Gold Coast</td>
<td>Jennifer Loy</td>
<td>1407</td>
</tr>
<tr>
<td>Bachelor of Engineering Technology (ECE)</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>1498</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Civil Engineering</td>
<td>Gold Coast</td>
<td>Erwin Oh</td>
<td>1411</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Electrical &amp; Electronic Engineering</td>
<td>Gold Coast</td>
<td>Andrew Seagar</td>
<td>1425</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Electronic &amp; Biomedical Engineering</td>
<td>Gold Coast</td>
<td>Stephen So</td>
<td>1424</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Mechanical Engineering</td>
<td>Gold Coast</td>
<td>Andreas Oechsner</td>
<td>1412</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Mechatronic Engineering</td>
<td>Gold Coast</td>
<td>Ljubo Vlacic</td>
<td>1426</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Electronic &amp; Computer Engineering</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>1422</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Electronic &amp; Energy Engineering</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>1423</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Environmental Engineering</td>
<td>Nathan</td>
<td>Bofu Yu</td>
<td>1428</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Microelectronic Engineering</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>1427</td>
</tr>
<tr>
<td>Bachelor of Engineering with Honours in Software Engineering</td>
<td>Nathan</td>
<td>Vlad Estivill-Castro</td>
<td>1478</td>
</tr>
<tr>
<td>Bachelor of Engineering(Hons)Civil/ Bachelor of Business(Mgmt)</td>
<td>Gold Coast</td>
<td>Amir Etemad-Shahidi</td>
<td>1457</td>
</tr>
<tr>
<td>Bachelor of Engineering(Hons)Civil/ Bachelor of Information Technology</td>
<td>Gold Coast</td>
<td>Amir Etemad-Shahidi</td>
<td>1501</td>
</tr>
<tr>
<td>Bachelor of Engineering(Hons)Civil/ Bachelor of Science</td>
<td>Gold Coast</td>
<td>Amir Etemad-Shahidi</td>
<td>1515</td>
</tr>
<tr>
<td>Bachelor of Engineering(Hons)ECE/ Bachelor of Information Technology</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>1502</td>
</tr>
<tr>
<td>Bachelor of Engineering(Hons)ECE/ Bachelor of Science</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>1514</td>
</tr>
<tr>
<td>Bachelor of Engineering(Hons)Env/ Bachelor of Business(Mgmt)</td>
<td>Nathan</td>
<td>Bofu Yu</td>
<td>1499</td>
</tr>
</tbody>
</table>
**Postgraduate programs**

The research higher degree programs leading to the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) awards cover an extensive range of engineering research areas. Students thinking of undertaking a research higher degree should consult the website: [www.griffith.edu.au/postgraduate-study](http://www.griffith.edu.au/postgraduate-study).

Postgraduate Engineering programs for students commencing in 2015 are listed below.

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Campus of offer</th>
<th>Convenor</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Electronic and Sport Engineering</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>5643</td>
</tr>
<tr>
<td>Master of Civil Engineering</td>
<td>Gold Coast</td>
<td>Hong Zhang</td>
<td>5642</td>
</tr>
<tr>
<td>Master of Electronic and Energy Engineering and Pollution Control</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>5645</td>
</tr>
<tr>
<td>Master of Environmental Engineering</td>
<td>Nathan</td>
<td>Bofu Yu</td>
<td>5648</td>
</tr>
<tr>
<td>Master of Engineering Project Management</td>
<td>Gold Coast</td>
<td>Rodney Stewart</td>
<td>5660</td>
</tr>
<tr>
<td>Graduate Certificate in Engineering Project Management</td>
<td>Nathan</td>
<td>Rodney Stewart</td>
<td>3311</td>
</tr>
<tr>
<td>Master of Electronic &amp; Computer Engineering/ Master of Electronic &amp; Sport Engineering</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>5644</td>
</tr>
<tr>
<td>Master of Electronic &amp; Computer Engineering/ Master of Electronic &amp; Energy Engineering</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>5646</td>
</tr>
<tr>
<td>Master of Environmental Engineering</td>
<td>Nathan</td>
<td>Bofu Yu</td>
<td>5593</td>
</tr>
<tr>
<td>Master of Electronic and Computer Engineering</td>
<td>Nathan</td>
<td>Steve O’Keefe</td>
<td>5649</td>
</tr>
<tr>
<td>Graduate Diploma of Research Studies in Engineering</td>
<td>GC/NA</td>
<td>Dong Sheng-Jeng / Steve O’Keefe</td>
<td>4176</td>
</tr>
<tr>
<td>Graduate Certificate in Research Studies in Engineering</td>
<td>GC/NA</td>
<td>Dong Sheng-Jeng / Steve O’Keefe</td>
<td>3315</td>
</tr>
</tbody>
</table>
Professional Practice Requirements

All students enrolled in a Bachelor of Engineering program are required to aggregate at least 60 working days (12 weeks) of relevant industry experience during their degree in order to be eligible to graduate. This is a requirement for professional recognition by Engineers Australia.

It is primarily the responsibility of the student to ensure that the requirements for practical experience are met. The acceptability or otherwise of employment as relevant and what period of that type of employment will be credited toward the 60 working days will be determined by the School. Before commencing any period of industry experience students should contact the Professional Practice Convenor, Dr Graham Jenkins to check the suitability of the employment and to make themselves aware of the School’s requirements in this subject.

Students in the Bachelor of Engineering have the opportunity to participate in the School's Overseas Experience Program. Selected students spend 12 weeks in summer semester, between the end of their 3rd year and the beginning of their 4th year, overseas in a wide range of countries (such as Malaysia, Indonesia, Thailand, China, Taiwan, Korea, Japan, Vietnam, Philippines, Germany, Spain or USA). During this time they work on engineering projects under the formal supervision of staff of our partner universities in the relevant country. The School offers a pre-experience program to assist with culture and language. Financial assistance is available both from the School and the University (conditions apply).

The Industry Affiliates Program (IAP) is a Work Integrated Learning (WIL) program that has been designed to integrate the final year students into the workplace. Students complete a research or engineering project for an industry partner.

Photos of Overseas Experience Program students

Germany

Japan

Taiwan

China

Vietnam

Japan
Classroom Conduct

! Be punctual. Arrive at class no later than the designated start time

! Come to the lectures, tutorials, laboratories, workshops - they are for you

! Switch off mobile phones and iPods prior to entering the classroom

! DO NOT access social networks during lectures/tutorials

! Show respect to your lecturer, tutor and other students in attendance

! Respect the facilities - they are for you to use

! Read and adhere to all university workplace health and safety rules, regulations and policies and complete online laboratory safety inductions

! Seek permission to audio record or video record any lectures or tutorials
Guide to Writing Reports

http://www.griffith.edu.au/library/workshops-training/study-smart

You will undoubtedly learn more on how to write reports for specific courses. The following note serves as a general guide on how to prepare an experimental or technical report. However always follow any specific requirements of any course.

A report must be clear, concise and accurate. In the case of an investigation, it should allow the reader to repeat, exactly, the same experiment and the same method.

A report must generally contain the following:

1. **COVER SHEET**: The first sheet that should identify the report, i.e. title, date, name and title of author(s), list of intended recipients of report.

2. **SYNOPSIS/ABSTRACT/SUMMARY**: A short summary of the report, NOT a summary of contents. This may be optional for some laboratory reports.

3. **TABLE OF CONTENTS**: A numbered index of the sections and sub-sections of the report, including page numbers if required. This should include List of Figures, List of Tables and List of Plates.

4. **BODY OF REPORT**: This should include Introduction, Aim/Objective, Theory, Equipment, Procedure, Results, Discussions (Comments), and Conclusions.

5. **ACKNOWLEDGEMENTS**: General acknowledgments are given to those people or organisations, which have provided assistance/support. This may be placed on a separate sheet, following the Table of Contents.

6. **REFERENCES**: List of literature such as paper, book, periodical etc., specifically cited in the text of the report. DO NOT include references, which are NOT cited in the body of the report.

7. **BIBLIOGRAPHY (READING LIST)**: An alphabetical list of sources of information or general background reading NOT specifically cited in, but pertinent to your study/report.

8. **APPENDICES**: Any additional Tables, Charts, Statistics, etc., which are too bulky, complex or detailed for inclusion in the body of the report.
Managing Your Time

“ I do not have time ”. Very often we hear and say these words.

Is it true? Of course not! We all have 24 hours a day. We may not have time to do certain things because we choose to do something else instead.

To manage your time effectively, you need to:

- **BE AWARE** of how you spend your time each day.
- **SET PRIORITIES** so you know what ’s important to you – and what isn ’t.
- **ESTABLISH GOALS** for your study, work and family life.
- **PLAN A STRATEGY** to meet your goals.
- **DEVELOP HABITS** that will help you get what you want in life.

**Timetables**

**Do I have to attend all lectures (Lec), tutorials (Tute) and computer labs (Comp Lab)?**

The Course Profile, available on the Web (Current Students / Academic Programs and Courses / Course Profile) will make clear the class contact hours for the course.


For all engineering courses the lectures are only offered once, but there may be more than one hour of lectures each week in the course.

Often there will be multiple tutorial and lab sessions each week. You will only have to go to one tutorial session and one lab session. Repeats of classes are shown on the timetable as /01, /02 etc after the activity. If only /01 appears after a class type, the class is only offered once.

**How do I know where to find my classes?**

The room code commences with a three character building code starting with the campus code and then a two-digit sequence number denoting which building. Following the building code is numeric room code consisting of the building floor followed by the room number on that floor.

As an example, the Civil Engineering Laboratory is G09 1.40 (room 40 on level 1 of Building 09 [the Engineering building] on the Gold Coast campus).
University Assessment Policy

Grading
For each assessment item in a course you will be awarded a mark. The weighting for each assessment is detailed in the course profile. At the end of semester the Course Convenor will total the marks for each student and recommend a grade for the course. These recommendations are then forwarded to the Assessment Board, which reviews the Convenor’s recommendations and then awards, a grade for that course to each student. The University then informs each student as to his or her result for each course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>High Distinction - Student demonstrated an exceptionally high quality of performance or standard of learning achievement.</td>
</tr>
<tr>
<td>6</td>
<td>Distinction - Student demonstrated a high quality of performance or standard of learning achievement.</td>
</tr>
<tr>
<td>5</td>
<td>Credit - Student demonstrated a good quality of performance or standard of learning achievement.</td>
</tr>
<tr>
<td>4</td>
<td>Pass - Student demonstrated a satisfactory quality of performance or standard of learning achievement.</td>
</tr>
<tr>
<td>3</td>
<td>Fail - Student demonstrated an unsatisfactory quality of performance or standard of learning achievement. There was evidence of achievement of desired learning outcomes close to the passing standard but insufficient to pass.</td>
</tr>
<tr>
<td>2</td>
<td>Fail - Student demonstrated an unsatisfactory quality of performance or standard of learning achievement. There was evidence of achievement of desired learning outcomes below the passing standard.</td>
</tr>
<tr>
<td>1</td>
<td>Fail - Student demonstrated an unsatisfactory quality of performance or standard of learning achievement. There was evidence of achievement of desired learning outcomes significantly below the passing standard.</td>
</tr>
</tbody>
</table>

Other grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGP</td>
<td>Non-graded Pass - Successful completion of a course assessed on a pass/fail basis.</td>
</tr>
<tr>
<td>NGF</td>
<td>Non-graded Fail - Unsuccessful completion of a course assessed on a pass/fail basis.</td>
</tr>
<tr>
<td>FNS</td>
<td>Fail No Assessment Submitted - Did not present any work for assessment, to be counted as failure.</td>
</tr>
<tr>
<td>CTG</td>
<td>Continuing Assessment - A grade will not be awarded in the current semester.</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal with Failure - An assessment grade indicating that the student cancelled their enrolment in the course after the final date for withdrawal without failure (refer to Student Administration Policy, section 7).</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal - The student has withdrawn from the course. This is NOT counted as failure and appears beside the course on the academic record when the withdrawal from the course is processed administratively after the last date to drop a course without being liable for fees, up until the final date for withdrawal without failure (refer to Student Administration Policy, section 7).</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplementary Assessment - Students awarded a SUP grade will have their supplementary examination conducted in the central deferred/supplementary exam period.</td>
</tr>
<tr>
<td>SSP</td>
<td>Supplementary Assessment - Students with this grade (SSP) will not be sitting their supplementary exam in the central Deferred/Supplementary Exam Period. The School will notify students of the exam arrangements by email.</td>
</tr>
<tr>
<td>RW</td>
<td>Result Withheld - No result entered yet for this subject. Students should contact the Course Convenor if they do not know why the result is withheld.</td>
</tr>
<tr>
<td>DEF</td>
<td>Deferred Examination Approved - A deferred examination has been approved to be sat in the upcoming Deferred/Supplementary Exam Period.</td>
</tr>
<tr>
<td>UNF</td>
<td>Unfinalised Grade - No grade entered yet for this course. This grade is approved to be outstanding after the Census date of the following semester.</td>
</tr>
</tbody>
</table>

Course Profiles available on the web provide vital information about your course and assessment items. Make yourself familiar with your course profiles.
Laboratory Health and Safety Procedures

Guide for Engineering

1.0 LABORATORY POLICY

The Workplace Health and Safety Act (1995) requires by law that you have an obligation for your personal welfare and the welfare of others. All persons must follow safe working procedures at all times and take all reasonable care to prevent personal injury, injury to others and damage to equipment.

1.1 ACCESS

Unauthorised experimentation and access to the laboratories and workshops by students is not permitted.

Undergraduates needing to use the laboratory/workshops out of timetabled periods must obtain the written permission of their course convenor or their thesis supervisor, and liaise with technical services staff prior to commencing work. A risk assessment of all project and research work should be formally prepared in consultation with the student, supervisor and technical services staff.

1.2 DRESS STANDARDS

Personal Protective clothing must be worn within all laboratories where directed by your supervisor. An appropriate standard of dress is required to be worn within all laboratories.

Under no circumstances will anyone wearing open type sandals or thongs be allowed in the laboratory. Appropriate footwear, covering the toes, the upper surface of the foot and heel must be worn.

Safety shoes, safety glasses and gloves should be used where the risk assessment indicates it to be necessary. They must be worn at all times when instructed by academic or laboratory staff. Safety glasses are provided within each laboratory. Before and after use they should be cleaned and returned to their correct place.

Long hair must be contained or tied back.

Non-conformity with any of the above dress standards may result in your exclusion from the laboratories.
2.0 GENERAL LABORATORY RULES

1. Smoking, eating or consuming beverages and the application of cosmetics is not permitted. Deliberate inappropriate behaviour (e.g. horseplay) may result in the denial of further laboratory access.

2. In case of an accident, emergency or evacuation, obey staff instructions. Ensure that you are familiar with the location, and use of, the safety features of each laboratory. Ensure that you know where the protective and safety items such as fire extinguishers, first aid boxes, eyewashes and safety showers are located.

3. Keep your work area free of any non-essential materials. Each person is responsible for the state of their own work area, associated equipment, and communal areas (e.g. sinks and fume cupboards). All exits should also be clear at all times in case of an emergency evacuation. Do not sit on benches. Place all bags in racks or otherwise allocated space.

4. Never participate in any laboratory procedure unless you are absolutely sure of what you are doing. If in doubt seek advice from your supervisor. All postgraduate and 4th year project work must be formally approved via a risk assessment conducted in consultation by the student, supervisor and Office of Technical Services staff.

5. Defective glassware or equipment must be returned immediately to a member of the technical staff. Do not continue to use or try and repair it yourself.

6. Do not dispose of biological samples, soil or cement down the sinks. Use the appropriately labelled bins provided. Dispose of any chemical waste as instructed by laboratory staff.

7. Safety equipment such as fume cupboards and exhaust hoods is installed for use when necessary or when directed by the laboratory supervisor. Before using any electrical device or radiation source (e.g. UV laser, radioactive substance or arc lamp) please consults with your supervisor.

8. Don't lift heavy objects yourself. Use the handling devices that are available.

9. At the completion of the laboratory session, clean your bench and work area, return all equipment and items to the correct area as directed.

10. Accident Reporting
All accidents, however slight, must be reported to a member of the academic or laboratory staff. Do not neglect minor cuts or burns. Ensure the accident is recorded by completing the Incident/Accident form. Non injury causing incidents such as spills, electrical shorts, etc. must be reported.

! Non-conformity with any of the above requirements may result in your exclusion from the laboratories.

! Complete online Lab Safety Induction at Learning @ Griffith.
Griffith International

International students are an important part of the student community at Griffith University. On the Gold Coast campus the International Office is located in the Student Centre (G33) and International Building (G52). On the Nathan campus it is located in the Willett Centre (N53). Staff are dedicated to supporting international students from the time of their arrival in Australia to their departure after graduation. The International Office provides the following services to international students:

- pre-departure information
- reception at airport and transfer to accommodation
- orientation program designed specifically for international students
- on-going social, personal and academic support
- farewell program on completion of your study

Australian students wanting to study overseas may also contact this office to receive relevant information.

Useful Websites for Commencing Students

- New Students website: www.griffith.edu.au/new-students/
- Starting@Griffith website: www.griffith.edu.au/start
- Free workshops: www.griffith.edu.au/library/workshops-training/workshops
- Family and Friends website: www.griffith.edu.au/family-friends
- Support services: www.griffith.edu.au/students/support
- Don't forget about UniFY: www.griffith.edu.au/unify Unify is a great website that provides commencing students with important information in a 'week by week' and 'just in time' format about their university experience.

See your First Year Coordinator or Student Success Advisor if you need help!
School Executive

Professor Geoff Tansley
Room N55 0.12C (Nathan)
Room G09 1.06 (Gold Coast)
PhD, BSc(Hons), PGC (Tertiary Education), CEng, FI MechE
Head, Griffith School of Engineering
Ph: (07) 3735 7486 (NA); 5552 9296 (GC)
Email: g.tansley@griffith.edu

Dr Graham Jenkins
Room N13 1.27 (Nathan)
Room G09 1.69 (Gold Coast)
Cert Civil Engineering, BEng (Hons 1), PhD
Deputy Head of School (Learning & Teaching)
IAP Academic Convenor / Senior Lecturer in Water and Coastal Engineering
Ph: (07) 373 55021 (NA); (07) 5552 9312 (GC)
Email: graham.jenkins@griffith.edu.au

Professor David Thiel
Room N55 0.28J
BSc, MSc, PhD
Deputy Head of School (Research)
Professor in Communications Engineering
Ph: (07) 3735 7192
Email: d.thiel@griffith.edu.au
Heads of Disciplines

Professor Charles Lemckert  Room G09 1.30
BScience(Honours), MScience, PhD
Head of Discipline, Civil Engineering
Ph: (07) 5552 8574
Email: c.lemckert@griffith.edu.au

Dr Andrew Seagar  Room G39 2.34
BE, PhD
Head of Discipline, Electrical and Electronic Engineering (Gold Coast Campus)
Ph: (07) 5552 9175
Email: a.seagar@griffith.edu.au

Professor Andreas Oechsner  Room G09 1.61
MSc, PhD, Dsc
Head of Discipline, Mechanical Engineering
Ph: (07) 555 29723
Email: a.oechsner@griffith.edu.au

Associate Professor Steven O’Keefe  Room N55 0.12E
BSc (Hons), MSc, PhD
Head of Discipline, Electrical and Electronic Engineering (Nathan Campus)
Ph: (07) 3735 5380
Email: s.okeefe@griffith.edu.au

Professor Bofu Yu  Room N55 2.14
GCert Higher Education, PhD
Head of Discipline, Environmental Engineering
Ph: (07) 3735 7486
Email: b.yu@griffith.edu.au
**Academic Staff (Gold Coast Campus)**

**A/Prof Yuri Anissimov**  
*BSc, PhD,*  
Associate Professor in Mathematics  
Ph: (07) 5552 8496  
Email: y.anissimov@griffith.edu.au

**Dr Mark Bolton**  
*BEng (Hons), MIEAust*  
First Year Coordinator / Lecturer in Geotechnical Engineering  
Ph: (07) 5552 8377  
Email: m.bolton@griffith.edu.au

**Dr Nick Cartwright**  
*BSc, PhD*  
Senior Lecturer in Coastal Engineering  
Ph: (07) 5552 9214  
Email: n.cartwright@griffith.edu.au

**Dr Sanaul Chowdhury**  
*BScENG, MTech (Structures), PhD, MIEAust, CPEng*  
Senior Lecturer in Structural Engineering  
Ph: (07) 5552 8662  
Email: s.h.chowdhury@griffith.edu.au

**Dr Dzung Dao**  
*BEng, MEng, PhD*  
Senior Lecturer in Mechatronic Engineering  
Ph: (07) 5552 7515  
Email: d.dao@griffith.edu.au

**Dr Jeung-Hwan Doh**  
*BEng (Hons), MEng (Hons), PhD, MEAust*  
Senior Lecturer in Concrete Structures  
Ph: (07) 5552 9141  
Email: j.doh@griffith.edu.au
Dr Amir Etemad-Shahidi  
*BSc, MSc, PhD*  
Senior Lecturer in Water Engineering  
Ph: (07) 5552 9267  
Email: a.etemad-shahidi@griffith.edu.au

Dr Benoit Gilbert  
*MEng, MSc, PhD*  
Senior Lecturer in Structural Engineering  
Ph: (07) 5552 8577  
Email: b.gilbert@griffith.edu.au

Dr Ivan Gratchev  
*BEng, PhD*  
Lecturer in Soil and Rock Mechanics  
Ph: (07) 5552 7686  
Email: i.gratchev@griffith.edu.au

Associate Professor Hong Guan  
*BEng, MEng, PhD, MIEAust, MAIAA*  
Associate Professor in Structural Engineering and Mechanics  
Ph: (07) 5552 8708  
Email: h.guan@griffith.edu.au

Mr Charles Hacker  
*BAppSc, GDipAppSc, ADEE, MPhil, MAAEE*  
Lecturer in Electronics  
Ph: (07) 5552 8670  
Email: c.hacker@griffith.edu.au

Dr Wayne Hall  
*BEng (Hons), PhD, PGCert, CEng, MIMechE*  
Senior Lecturer in Materials  
Ph: (07) 5552 9278  
Email: w.hall@griffith.edu.au
Dr Fernanda Helfer
PhD
Lecturer in Hydrology
Ph: (07) 5552 7886
Email: f.helfer@griffith.edu.au

Dr Jahangir Hossain
PhD
Lecturer in Electrical and Electronic Engineering
Ph: (07) 5552 8459
Email: j.hossain@griffith.edu.au

Professor Dong-Sheng Jeng
BEng, MEng, PhD, MEducation
Lecturer in Geotechnical Engineering, HDR Convenor
Ph: (07) 5552 8590
Email: d.jeng@griffith.edu.au

Dr Hasan Karampour
PhD, MEng, CPEng
Lecturer in Structural Engineering
Ph: (07) 5552 8803
Email: h.karampour@griffith.edu.au

Professor Charles Lemckert
BSc (Hons), MSc, PhD, MAWA, MAAEE
Professor in Coastal Zone Management, Introduction to Marine Science & Marine and Systems 2
Ph: (07) 5552 8574
Email: c.lemckert@griffith.edu.au

Dr Huaizhong Li
PhD, MEng, BEng
Lecturer in Machine Technology and Manufacturing
Ph: (07) 5552 8252
Email: h.li@griffith.edu.au
Dr Jennifer Loy
PhD
Lecturer and Program Convenor, Industrial Design
Ph: (07) 5552 9314
Email: j.loy@griffith.edu.au

Professor Jun Wei Lu
BEng, MEng, PhD
Professor in Electronic & Computer and Communication Engineering
Ph: (07) 5552 7596
Email: j.lu@griffith.edu.au

Professor Sherif Mohamed
BSc, MSc, PhD, MIEAust, CEng
Professor in Engineering Management
Ph: (07) 5552 8575
Email: s.mohamed@griffith.edu.au

Dr Yvette O'Keefe
BSc, MSc, PhD, MIEAust, CEng
Lecturer in Electronic & Computer Engineering
Ph: (07) 5552 7513
Email: y.okeefe@griffith.edu.au

Dr Erwin Oh
BEng, MEng, PhD, MIEAust
Senior Lecturer in Geotechnical Engineering
Ph: (07) 5552 9062
Email: y.oh@griffith.edu.au

Dr Kriengsak Panuwatwanich
BEng, MEngSc, PhD
Senior Lecturer in Engineering Management
Ph: (07) 5552 7357
Email: k.panuwatwanich@griffith.edu.au
Dr Xiaobo (Bob) Qu  
*BEng, PhD*  
Lecturer in Transportation Engineering  
Ph: (07) 5552 9724  
Email: x.qu@griffith.edu.au

Dr Anisur Rahman  
*ME, MScEng (EngMgt), PhD, MIEAust*  
Senior Lecturer in Engineering Management  
Ph: (07) 5552 8255  
Email: a.rahman@griffith.edu.au

Dr Maksym Rybachuk  
*Dipl.-Eng., PhD*  
Lecturer in Materials and Manufacturing  
Ph: (07) 5552 7268  
Email: m.rybachuk@griffith.edu.au

Dr Belinda Schwerin  
Lecturer in Electronic Engineering and Signal Processing  
Ph: (07) 5552 29296  
Email: b.schwerin@griffith.edu.au

Dr Stephen So  
*BEng (Microelec) (Hons), PhD, MIEEE*  
Senior Lecturer in Electronic Engineering  
Ph: (07) 5552 8663  
Email: s.so@griffith.edu.au

Associate Professor Rodney Stewart  
*BEng (Hons), PhD, MIEAust*  
Associate Professor in Engineering Management  
Ph: (07) 5552 8778  
Email: r.stewart@griffith.edu.au
Dr Erik Streed

*BSc, PhD*
Senior Lecturer in Physics
Ph: (07) 5552 7535
Email: e.streed@griffith.edu.au

Professor Ljubo Vlacic

*Room G39 2.35 (Gold Coast )*
*Room N55 0.28D (Nathan )*

*B Electronic Eng, M PhilEE, PhD (Control), BArts Music (Violin)*
Professor in Electronic and Control Systems Engineering, Mechatronics
Ph: (07) 5552 7518 (GC); (07) 3735 5024 (NA)
Email: l.vlacic@griffith.edu.au

Dr Peter Woodfield

*Room G09 1.55*

*BEng (Mech., Hons), PhD (Mech. Eng.)*
Lecturer in Mechanical Engineering
Ph: (07) 5552 7501
Email: p.woodfield@griffith.edu.au

Associate Professor Hong Zhang

*Room G09 1.22*

*BEng, PhD, MAGU*
Associate Professor in Coastal Engineering
Ph: (07) 5552 9015
Email: hong.zhang@griffith.edu.au

Dr Yong Zhu

*Room G39 2.36*

*BEng, PhD*
Lecturer in Mechatronics
Ph: (07) 5552 8736
Email: y.zhu@griffith.edu.au
Academic Staff (Nathan Campus)

Professor Igor Agranovski
BEng, MEnvEng, PhD
Professor in Engineering Physics
Ph: (07) 3735 7923
Email: i.agranovski@griffith.edu.au

Dr Andrew Busch
BEng, BIT, PhD
First Year Coordinator / Lecturer in Electronic and Computer Engineering
Ph: (07) 3735 3868
Email: a.busch@griffith.edu.au

Professor Sima Dimitrijev
BEng, MSci, PhD
Professor in Electronic and Microelectronic Engineering
Ph: (07) 3735 5068
Email: s.dimitrijev@griffith.edu.au

Dr Ali El Hanandeh
PhD
Lecturer in Environmental Engineering
Ph: (07) 3735 6635
Email: a.elhanandeh@griffith.edu.au

Dr Hugo Espinosa
PhD, MEng, BEng
Lecturer in Electronic Engineering
Ph: (07) 3735 8432
Email: h.espinosa@griffith.edu.au
Professor Yongsheng Gao  
*BEng, MEng, PhD*  
Professor in Electronic and Control Systems Engineering  
Ph: (07) 3735 3652  
Email: yongsheng.gao@griffith.edu.au

Associate Professor Margaret Greenway  
*DipEd, BSci (Hons), PhD*  
Associate Professor in Environmental Microbiology and Ecology  
Ph: (07) 3735 5296  
Email: m.greenway@griffith.edu.au

Dr Sunil Herat  
*BSc, MEnvSci, PhD*  
Senior Lecturer in Environmental Engineering  
Ph: (07) 3735 6682  
Email: s.herat@griffith.edu.au

Dr Prasad Kaparaju  
*PhD*  
Lecturer in Environmental Engineering  
Ph: (07) 3735 7761  
Email: karapaju@griffith.edu.au

Dr Qin Li  
*PhD*  
Senior Lecturer in Environmental Engineering  
Ph: (07) 3735 7514  
Email: qin.li@griffith.edu.au

Dr Faisal Mohd Yasin  
*PhD*  
Lecturer in Electronic and Computer Engineering  
Ph: (07) 3735 8015  
Email: f.mohd-yasin@griffith.edu.au
Professor Kuldip Paliwal  Room N34 1.31
BSc, MSc, PhD
Professor in Electronic Engineering and DSP
Ph: (07) 3735 6536
Email: k.paliwal@griffith.edu.au

Dr David Rowlands  Room N55 0.28F
BSc, BSc (Hons), PhD
Senior Lecturer in Electronic and Computer Systems Engineering
Ph: (07) 3735 5383
Email: d.rowlands@griffith.edu.au

Dr Sascha Stegen  Room N55 0.28C
PhD
Lecturer in Electronic and Computer Engineering and Sustainable Energy Systems
Ph: (07) 3735 4397
Email: s.stegen@griffith.edu.au

Professor Bofu Yu  Room N55 2.14
GCert Higher Education, PhD
Professor in Hydrology
Ph: (07) 3735 7486
Email: b.yu@griffith.edu.au

Dr Jimmy Yu  Room N55 2.13
BEng, GCert Higher Education, PhD
Senior Lecturer in Chemical Engineering
Ph: (07) 3735 5289
Email: jimmy.yu@griffith.edu.au
School Administration

Mrs Mary Ping  (Gold Coast )  
School Administration Officer  
Ph: (07) 5552 8573  
Email: m.ping@griffith.edu.au

Mrs Galia Akimova (Gold Coast )  
Project Officer  
Ph: (07) 5552 7199  
Email: g.akimova@griffith.edu.au

Ms Danielle Marshall  (Gold Coast )  
School Program Officer  
Ph: (07) 5552 8156  
Email: danielle.marshall@griffith.edu.au

Ms Andrea Abbassi  (Gold Coast )  
School Secretary  
Ph: (07) 5552 8572  
Email: a.abbassi@griffith.edu.au

Ms Silja Leskinen  (Nathan )  
School Administration Officer  
Ph: (07) 3735 5071  
Email: s.leskinen@griffith.edu.au

Ms Lynda Ashworth  (Nathan )  
School Secretary  
Ph: (07) 3735 5004  
Email: l.ashworth@griffith.edu.au

Ms Kristin Corley (Nathan)  
Marketing Officer  
Ph: (07) 3735 3924  
Email: k.corley@griffith.edu.au
The Industry Affiliates Program is an opportunity to work on a project in your final year.

Students on the Industry Affiliates Program do not complete "work experience" - they are focused on a substantial project and contribute and learn within your organisation as would any employee. Students are usually not paid, and the outcomes produced for industry are assessed as part of the students' University program.

The program is managed and supervised by Griffith University, and is highly structured to ensure students meet milestones and deliver the outcome you require. The Industry Affiliates Program structure ensures that students develop 'work-ready skills', and enhance their understanding of the industry context during the experience, at the same time ensuring the anticipated project outcomes are delivered to the Industry Partner.

To find out more, visit their website: www.griffith.edu.au/iap or 'Like' them on Facebook at: facebook.com/GriffithUniversityIAP
Mr Ian Underhill                                                                         Room G09 1.39
Senior Technical Officer
Ph: ( 07 )  5552 8665
Email: i.underhill@griffith.edu.au

Mr Geoff Turner                                                                            Room G09 1.39
Technical Officer, First Year Officer
Ph: ( 07 )  5552 9134
Email: geoffrey.turner@griffith.edu.au

Mr David Bellchambers                                                                Room G09 1.39
Technical Officer
Ph: ( 07 )  5552 8687
Email: d.bellchambers@griffith.edu.au

Mr Derek Brown                                                                            Room G39 2.12
Technical Officer, (Electronics)
Ph: ( 07 )  5552 8958
Email: d.brown@griffith.edu.au

Mr Grant Pickering                                                                         Room G09 1.39
Technical Officer (Mechanical)
Ph: ( 07 )  5552 8687
Email: g.pickering@griffith.edu.au

Mr Chris Little                                                                               Room G09 1.39
Technical Officer (Industrial Design)
Ph: ( 07 )  5552 8069
Email: c.little@griffith.edu.au
Technical Staff (Nathan Campus)

Mr Sean Reynolds Massey-Reed
Senior Technical Officer
Ph: (07) 3735 5030
Email: s.reynoldsmassey-reed@griffith.edu.au

Mr Thomas Nufer
Technical Officer
Ph: (07) 3735 5030
Email: t.nufer@griffith.edu.au

Ms Nicole Barden
Technical Officer
Ph: (07) 3735 6687
Email: n.barden@griffith.edu.au
Getting Access to Labs

Throughout your studies you will need to access laboratories. Access is only provided to students who complete the following process.

No swipe card means no entry!

First you need to:

! See the School Secretary, who will then complete a Swipe Card Issue Authorisation Form for you to sign.

! Know which labs you need access to - access is usually authorised for 2 years. This can be re-continued at your request and additional labs added to your card when needed.

! Access to regular hours labs (ie, labs you have in your timetable) is usually granted within 24 hours.

! It is your responsibility to safeguard your swipe card and do not give it to others to use.

YOU WILL NOT BE ALLOWED INTO LABS IF YOU HAVE NOT COMPLETED YOUR ON-LINE INDUCTIONS.

Visit the Portal via Learning@Griffith/Announcements/Laboratory Inductions.

Outside class hours access to Engineering computer labs is only authorised for some courses where access is required to use specialised software. See the School Secretary as additional access will be required on your swipe card. (This will be at a fee of $10.00.) Your course convenor will tell you if outside class hours access is authorised and or required.

FOR ADDITIONAL LABORATORY INFORMATION AND RULES
(See page 14)
Your success starts with YOU and your SSA is here to support you to achieve YOUR goals.

Student Success Advisor

Helping you to prepare for success at university

University can be both an exciting and a daunting experience for many students. It is perfectly normal to take a while to adjust to being a university student. This does not in any way mean that completing a degree is too hard. Our research shows that students who commit time and space to studying, and who know when and where to ask for help, are the most successful in their studies.

At Griffith, we have a culture of student success and a wealth of resources and services to support you to successfully navigate your way through university. One of the most important people for you to get to know is your Student Success Advisor (SSA). SSAs are experts in the first year experience and supporting all students to achieve their goals. Your SSA will be able to assist you directly with any issue you might have, or to refer you to the best person who can assist you.

Meet your Student Success Advisor during Orientation week

Your SSA is available to help you adjust to life at university, but it is also important to know that there are a number of things you can do that will greatly increase your chances of being successful in your studies. These include:

- Attend your school orientation during orientation week
- Balance your commitments and make time to study
- Attend your lectures and tutorials/labs/workshops
- Attend PASS Sessions (Peer Assisted Study Sessions)
- Make an effort to get to know other students in your class
- Remind yourself why you came to Uni and seek advice if you aren’t sure
- Make sure you have access to a place to study
- Have a plan for success
- Ask for help when you need it

Your success starts with YOU and your SSA is here to support you to achieve YOUR goals.
International Student Advisors

You have dedicated International Student Advisors to support you during your studies here at Griffith University. As an international student you may have additional study and visa requirements to be aware of and your Advisors are here to help you throughout your degree.

An International Student Advisor will help you with:

- orientation & arrival information and support
- issues affecting your student visa
- taking a leave of absence or cancelling your enrolment
- paying your tuition fees on time or experiencing financial hardship
- appealing against an academic or administrative decision
- any issue affecting your academic progress or studies

Gold Coast: Student Centre (G33): book an appointment at the Student Reception Counter or by telephone 07 5552 8819

Nathan: Willet Centre (N53): book an appointment at Student Reception Counter or by telephoning 07 3735 7200