Upcoming Events

14 June  Results Due 11am: Thesis and project courses (e.g. MECH4500, ENGG7240) - all thesis marks to the course coordinators (via the School office).

21 June  Results Due 11am: Courses without final examinations & courses with examinations on or before 15 June

1 July  Results Due 10am: Courses with examinations held on between 17-22 June.

Examiners Meeting (whole school)
When: 1pm-2pm
Where: 45-204

28 June  Academic staff appraisal – must be completed

03 June  Results are released to students

29 July - 2 August  School Review

30 August  Closing date of School Teaching Awards

School Profile

A School Profile has been created. To view the profile visit: http://www.mechmining.uq.edu.au/about-us

Library

Course coordinators are reminded to advise the Library on any reading materials to be held on reserve for Semester 2 2013.

The Library is able to assist with video streaming of material on Blackboard. Contact Miranda Mariette for assistance.

Payment Summary (PAYG)

The End of Financial Year (EOFY) is fast approaching and you will soon receive your Payment Summary (PAYG) in the mail (approximately mid-July). Please ensure that your current address is shown in MyAurion. For information on how to change your address or redirect your mail to your preferred mailing address please refer to the User Guide “Personal Details” in MyAurion or click on the following link: Quick Reference Guide - Update Contact Details in My Aurion

Graduations

The engineering July Graduations will be held on Friday 19 July at 2pm in the UQ Centre. Register your attendance by Wednesday 10 July.

For information on registering your attendance, and ordering your academic dress, please visit: http://uq.edu.au/graduations/staff-information

Cleaning

Please email any cleaning issues to facilities@eait.uq.edu.au. Issues might include not empty bins when required, not vacuuming properly, leaving rooms/buildings unlocked etc.

All of these issues are forwarded to P&F for their information.
**Research**

On Monday 24 June, the UQ Graduate School will be holding an information event aimed at undergraduate Honours students, postgraduate coursework students and others (in Queensland, interstate and overseas) who are interested in undertaking a research degree.

The event will be held (venue to be confirmed) from 2:15pm – 6pm. Its purpose is to:

- Provide information on how to apply for a research degree;
- Outline what scholarships are available;
- Deliver an opportunity for prospective students to receive advice from a Postgraduate Administrative Officer or Postgraduate Coordinator, and interact with a small selection of current RHD students (and possibly advisors) from every School and Institute; and
- Offer tours of labs, facilities and other working spaces at UQ for students to gain insight into the UQ research environment.

To support this initiative the Graduate School will provide some funding for students who reside outside South-East Queensland and are required to fly to Brisbane for the event. Further information on the distribution of this funding will be made available in due course.

If any prospective RHD candidates contact you, please promote this event to them.

**Summer Research Program**

The Summer Research Program is being offered again. As in previous years, Summer Research scholars will receive a stipend equivalent to $300 a week for up to 10 weeks to assist them with participating in the program. The scholarship will be jointly funded by participating units and the (OUE) - i.e. 50% of the costs for each student will be paid centrally, and 50% will be paid by the supporting unit. OUE will also provide travel grants to non-UQ enrolled students (international and domestic) who are required to relocate to Brisbane to participate in the program. Travel grants will be valued at up to $1000 for international students and $500 for domestic students, and are intended to assist with travel costs. Further details are on page 5.

If you would like to offer a project, please email hr@mechmining.uq.edu.au –

- a project title
- a short description of the project
- the account which 50% of the scholarship can be charged to.

**International students – late starters**

Under the new Tuition Protection Service legislation, we are now required to keep a centralised record of any new international student who is arriving on campus to start their program after the first date of classes. All late arrivals must be requested by the student in writing, and must be approved in writing, with this communication retained on the student file as well as in the central record.

Any new international student who starts their program late, and is not recorded in this way, will be considered to be in default due to non-commencement.

If approached by any student who wishes to begin late, please ask the student to email Belinda Kennedy, indicating that this a request for ‘late arrival’ in the subject line of the email.

**Vacuum Course**

On page 8 is a brochure for a 2 day vacuum technology course being hosted at UQ on July, 11-12. The course is comprehensive for anybody needing to come up to speed on understanding high vacuum systems, their operation and maintenance.

A reduced fee is possible for UQ Staff and post-grad/students. These are $300 for Staff (academic or technical) and $180 for post-grads/students

**Funding**

**2014 Fulbright Scholarship**

The 2014 Fulbright Scholarship round for Australian applicants has just opened. The Fulbright Program is the largest and one of the most prestigious educational scholarship programs in the world operating between the United States and over 155 countries worldwide. The program has supported over 300,000 scholarships worldwide, and over 4,800 scholarships between Australia and the U.S. An overview of all scholarships and a detailed list of FAQs is available on the Fulbright website: [www.fulbright.com.au](http://www.fulbright.com.au)

**Safety Topic of the Month - OH&S at performance reviews**

This is a reminder that academic staff (T&R, TF and RO) must complete the School’s OH&S information as part of their performance reviews.

Academic performance reviews are due by 30 June. Staff should present relevant certificates, including the annual fire safety training, to their supervisor as part of the review.

The School’s form is [found here](#).
Come along and network with other engineering staff, share your ideas for assessment, and get expert opinion and support.

“Great to learn from experienced (and knowledgeable) teaching academics”
(2012 participant)

This is an active and practical workshop for:

- staff seeking advice on assessment within the BE;
- anyone interested in new, innovative best practice in assessment in engineering;
- anyone new to teaching or taking a course for the first time in semester 2; or
- Graduate Teaching Assistants with an interest in good quality assessment.

Morning tea and lunch will be provided
Please RSVP: Tracey (tracey.papinczak@uq.edu.au) by Thur 11th July.
Enhanced student exposure to engineering practice is needed in order to increase engineering graduate numbers, quality, and employability. These forums are an opportunity for people in industry to engage with engineering faculties to improve formative engineering education degrees. Participants will review the focus and prospective implementation of newly drafted guidelines that include recommendations for engineering faculties and schools, engineering employers, and industry/professional bodies. After these forums, the guidelines will be finalised, and where possible, trialled and tested from August 2013.

**Who should attend?**

**Industry**
- Engineering Managers
- HR Managers
- Engineers who engage with engineering education

**Engineering faculties**
- Associate Deans (teaching and learning)
- Vacation Employment or Internship Coordinators
- Industry Liaison Managers

**Cities and Dates**

<table>
<thead>
<tr>
<th>City</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sydney</td>
<td>Monday, 3 June 2013</td>
<td>Engineers Australia Sydney Division, Level 3, 8 Thomas Street, Chatswood, New South Wales</td>
</tr>
<tr>
<td>Melbourne</td>
<td>Wednesday, 5 June 2013</td>
<td>Engineers Australia Victoria Division, Engineering House, Level 2, 21 Bedford Street, North Melbourne, Victoria</td>
</tr>
<tr>
<td>Brisbane</td>
<td>Friday, 7 June 2013</td>
<td>Engineers Australia Queensland Division, 447 Upper Edward Street, Spring Hill, Queensland</td>
</tr>
<tr>
<td>Adelaide</td>
<td>Tuesday, 11 June 2013</td>
<td>Engineers Australia South Australia Division, Level 11, 108 King William Street, Adelaide</td>
</tr>
<tr>
<td>Perth</td>
<td>Thursday, 13 June 2013</td>
<td>Engineers Australia WA Division, 712 Murray Street, West Perth, Perth</td>
</tr>
</tbody>
</table>

**Program**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 20</td>
<td>Tea and coffee</td>
</tr>
<tr>
<td>09 00</td>
<td>Welcome</td>
</tr>
<tr>
<td>09 05</td>
<td>Australia’s engineering education overview and project context - Emeritus Professor Robin King</td>
</tr>
<tr>
<td>09 25</td>
<td>Draft guidelines overview – Research Associate Professor Sally Male</td>
</tr>
<tr>
<td>09 40</td>
<td>Workshop to review draft priorities and identify any missing items</td>
</tr>
<tr>
<td>10 45</td>
<td>Morning tea</td>
</tr>
<tr>
<td>11 15</td>
<td>Workshop on implementation and necessary support from universities</td>
</tr>
<tr>
<td>13 00</td>
<td>Light lunch</td>
</tr>
</tbody>
</table>

The forums are part of a project “Enhancing Industry Exposure in Engineering Degrees” led by ACED and funded by the Australian Government Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education as a project of the National Resources Sector Workforce Strategy. Further information: Sally Male 08 6488 1242 sally.male@uwa.edu.au
UQ SUMMER RESEARCH PROGRAM

GUIDELINES FOR ADVISORS

UQ SUMMER RESEARCH PROGRAM OVERVIEW

The UQ Summer Research Program is coordinated by the Office of Undergraduate Education (OUE) in conjunction with UQ research units. By participating in undergraduate research programs, students gain valuable academic and professional skills, have an opportunity to develop links with industry and academic contacts, and are able to test drive research before embarking on further research studies or higher degree research projects.

The UQ Summer Research Program is open to undergraduate, honours, or masters by coursework students, who:

• are currently enrolled at UQ, or another Australian, or international university;
• have completed at least one year of study;
• are studying for a degree relevant to the research discipline;
• have a high level of academic achievement during their undergraduate degree;
• have the potential to and an interest in undertaking postgraduate study (masters or PhD);
• are able to demonstrate a high level of English language proficiency; and
• are eligible for a visa to visit Australia if from an international university.

WHY PARTICIPATE?

The primary aim of the Summer Research Program is to grow a pipeline of undergraduate students who will potentially convert into Honours and Research Higher Degree candidates at UQ. The program also aims to equip undergraduate students with research skills and experiences and may also provide students with career clarification and opportunities in the field of research.

In addition, this program supports the professional development of RHD scholars who may co-supervise/mentor these students, and provides academic staff with assistance in ongoing research projects.

Undergraduate research at UQ provides a range of benefits for students including:

• an opportunity to develop new skills and enhance employability;
• supervision by outstanding researchers;
• access to research networks and connections with other staff and postgraduate students;
• access to world class facilities and experiences that you may not have otherwise been exposed to; and
• the possibility of obtaining credit towards their degree.

TIME COMMITMENT AND OBLIGATIONS

Scholars are expected to actively participate in an ongoing research project or to undertake a substantial piece of supervised research work.

The period of eligibility for scholarship payments between 6-10 weeks, generally commencing in mid-November and concluding in mid-February. The research period is normally broken into two parts to allow for the Christmas break when the University is closed. Scholars are not paid for the week break over Christmas.

It is expected that students will be actively involved in the program and work a minimum of 20 hours per week for at least six weeks to receive a stipend, and for at least eight weeks to receive a travel grant.

When offers are made, the contact officers will provide students with details of the starting dates and expected workload, however the research scholar and the supervisor will negotiate the duration of the project and the workload requirements.

AMOUNT OF SCHOLARSHIP

Summer Research Scholarship

All Summer Research Scholars will receive funding equivalent to $300 per week (to a maximum of $3000), paid jointly by the Office of Undergraduate Education and the participating faculty, school, centre or institute. Please note, stipend's are based on weekly participation in the program, and no part-week payments will be made. All Summer Research scholars must receive the full funding (equivalent to $300 per week) irrespective of funding stream. OUE funding will not be provided for any projects with a duration under 6 weeks.

Summer Research Travel Grant

Non UQ enrolled (international and domestic) scholars, who are required to relocate to Brisbane to participate in the program, will automatically be considered for a Summer Research Travel Grant to assist with travel costs. Grants are valued at up to $1000 for International students, and up to $500 for domestic students, and will be fully funded by the OUE.

While confirmation of eligibility will be made by the research units, the OUE will determine whether students receive this additional grant. To be eligible for the grant scholars will need to meet the following conditions:

• are non-UQ enrolled students;
• are required to relocate to Brisbane to participate in the program;
• will participate in the program for a minimum of eight weeks between mid-November to mid-February; and
• will work a minimum of 20 hours per week.

If a scholarship recipient withdraws from the program, their scholarship and travel grant (if applicable) will need to be returned in full.

ASSESSMENT CRITERIA

Applications will be assessed by individual faculties, schools, institutes or centres, where the research is undertaken. It is recommended that scholarships be awarded on a competitive basis taking into account:

• the availability of projects and supervisors;
• the academic merit of the applicant;
• reasons provided for wanting to participate in the program;
• the quality of the project; and available funding.

Students may be eligible to receive a position and scholarship more than once, at the discretion of the offering academic unit. However if the number of applicants exceeds funding available, preference should be given to the first time recipient.

APPLICATION PROCEDURES

To apply, students need to:

1. Choose a project from the list of available projects.
2. Liaise with the contact officer and/or supervisor in the relevant research unit before submitting an application to obtain more information about project availability and suitability.
3. Submit the completed application form and supporting documentation to the participating academic unit by 5pm on Friday 30 August, 2013.
4. All applicants will be notified if they will be invited to participate in the program by Friday 28 September, 2013.
**DESIGNING AND ADVERTISING YOUR PROJECT**

To minimise enquiries, attract high quality applicants, and help manage student expectations, advisors should provide detailed information about each research project to the contact officer in each participating unit prior to the launch of the program. A *UQ Summer Research Project Description Template* has been prepared for this purpose and is available online: [www.uq.edu.au/undergraduate/summer-research-staff-resources](http://www.uq.edu.au/undergraduate/summer-research-staff-resources) and requests the following information:

- project title;
- project duration;
- description;
- expected outcomes and deliverables;
- required prior experience; and
- advisor name and contact details.

**MANAGING SCHOLAR EXPECTATIONS**

During the 2012-2013 UQ Summer Research Program, Dr Paula Myatt (Teaching and Educational Development Institute) and her Summer Research Scholar, Ms Man-Wai Tse, researched scholar’s expectations of supervision when undertaking summer research projects at UQ. The research team developed a Tips for Advisors flyer, which highlights five key factors which students have identified as important to a successful undergraduate research experience. Recommendations include:

- discuss reasonable working hours;
- set challenging but realistic goals;
- be available for consultation, feedback and assistance;
- create opportunities for social support and networking; and
- offer students a well designed project.

The flyer is available online at: [www.uq.edu.au/undergraduate/summer-research-staff-resources](http://www.uq.edu.au/undergraduate/summer-research-staff-resources)

**SUPPORT FOR SCHOLARS**

The following information has been provided to scholars to assist them to plan their visit to UQ. Further information on all topics is available at: [http://www.uq.edu.au/undergraduate/uq-summer-research-program](http://www.uq.edu.au/undergraduate/uq-summer-research-program)

**OUE Summer Research Welcome**

The OUE will host a welcome event for Summer Research scholars on Monday, 25 November 2013. This event is compulsory for all scholars, and will provide them with an opportunity to find out more about the program and meet other participants. A formal invitation will be sent to scholars in early November. While the event is of most relevance to scholars, staff and advisors are very welcome to attend.

**OUE skills training workshops**

The OUE will host a variety of workshops and networking events for scholars throughout the summer semester designed to help them get the most out of their Summer Research experience.

**Unit inductions**

It is recommended that the host unit also provides an orientation/induction session for the students on their first day of commencement. Please speak with your unit’s contact officer to find out more about activities within your unit.

**Travel and accommodation**

Scholars must arrange and pay for their own accommodation and travel.

**Visas**

The University of Queensland cannot provide personalised migration advice as it is unlawful to give immigration assistance in Australia if you are not a registered migration agent. If scholars require immigration assistance, we recommend that they contact:

- The Department of Immigration and Citizenship (DIAC): [www.immi.gov.au](http://www.immi.gov.au); or
- An Australian Registered Migration Agent: [https://www.mara.gov.au](https://www.mara.gov.au/).

Information about visas which may permit scholars to enter Australia and study or undertake research are listed on the Summer Research website.

**Free airport reception service**

International scholars who will be studying at UQ for the first time, may be eligible to arrange a free airport transfer from Brisbane Airport. Bookings need to be made in advance.

**Student cards**

Non-UQ students, non continuing/graduating UQ students who participate in the program will not be eligible to receive a UQ Student Card.

**WHAT IF THE RESEARCH PROJECT/PERIOD IS TERMINATED EARLY?**

The University reserves the right to terminate a scholarship at any time and at the University’s sole discretion if the conduct of the summer research scholar is deemed to be unsatisfactory, or if ill-health seriously interferes with the research. If a scholarship is terminated for any reason prior to commencement of the scholarship period, the University will not be liable for any costs, and if terminated during the scholarship period, the University will at its sole discretion determine if any reasonable expenses will be reimbursed.

**CONTACTS**

**Contact officers**

Each research area has a designated contact officer. Applicants are encouraged to liaise with the contact officer before applying to discuss the suitability and availability of projects and to obtain specific information about project activities and eligibility requirements. Information about participating units and contact officers are published after applications open on the program website.

**Program enquiries**

For general enquiries, please contact the Student Engagement Team in the OUE via:\n
Email: undergrad@uq.edu.au
Phone: 3365 2929

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**KEY DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 JUNE</td>
<td>Unit websites finalised</td>
</tr>
<tr>
<td>1 JULY</td>
<td>Applications open</td>
</tr>
<tr>
<td>30 AUGUST</td>
<td>Applications close</td>
</tr>
<tr>
<td>28 SEPTEMBER</td>
<td>Deadline: Offers made to scholars</td>
</tr>
<tr>
<td>18 OCTOBER</td>
<td>Units to provide OUE with final list of participants</td>
</tr>
<tr>
<td>18 NOVEMBER</td>
<td>UQ Summer Research Program officially commences</td>
</tr>
<tr>
<td>25 NOVEMBER</td>
<td>UQ Summer Research Welcome</td>
</tr>
</tbody>
</table>

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UQ Summer Research Program Advisor Guidelines. Last updated 28 May 2013. Subject to change
The Vacuum Society of Australia short courses are regularly upgraded and have been servicing the educational needs of vacuum users since 1988

Panel of Instructors: Don Swingler, ex CSIRO; Dr. Tony Simpson, VSA; Dr Jakub Szajman, VU; Kevin Lawlor, VSA; Prof John Robins, UWA; Dr Leo Cussen, Consultant.

Comprehensive set of notes with references to texts covering practical aspects of the subject.

Course

Intensive 2-day Vacuum Technology: (For further course information refer to http://www.vsacourses.com

Fundamentals – Basic concepts, gas laws, kinetic theory, conductance formulae etc.,
Pumps & Systems – Roots, Rotary, Diffusion, Turbo, Cryo, Sorb, Sublimation, Sputter-ion pumps
Gauges – Thermal conductivity gauges, Ionisation gauges, Mass Spectrometers
Leak Detection – Virtual and Real leaks, Types of detectors, Techniques, Use of MSLD.
Computer Lab Sessions – Individual inter-active operation of pumping systems & detectors.

For Whom

Researchers seeking a concise overview of the basic theory and practice of vacuum technology

Technicians maintaining equipment eg. electron microscopes, coaters, mass spectrometers, accelerators

Engineers in projects involving vacuum equipment

Industrial Staff eg. freeze drying, semi-conductors, vacuum packaging, moulding, suction processes

Workshop Staff specializing in machining and construction of vacuum equipment.

Sales Staff essentials of vacuum pumps, systems, gauges, materials and accessories, leak detectors etc.

Where and When:

<table>
<thead>
<tr>
<th>Course</th>
<th>City</th>
<th>Institution</th>
<th>Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT- Vacuum Technology</td>
<td>Melbourne</td>
<td>Victoria University, VU</td>
<td>June 25-26 (Tues-Wed)</td>
<td>$480</td>
</tr>
<tr>
<td>VT- Vacuum Technology</td>
<td>Sydney</td>
<td>University of NSW, UNSW</td>
<td>July 08-09 (Mon-Tues)</td>
<td>$480</td>
</tr>
<tr>
<td>VT- Vacuum Technology</td>
<td>Brisbane</td>
<td>University Queensland, UQ</td>
<td>July 11-12 (Thurs-Frid)</td>
<td>$480</td>
</tr>
</tbody>
</table>

Discounts for VSA Members, Special rates for groups >2, bona-fide post-grads & students.

Either (1) Send details below by email to kevin.lawlor@bigpond.com
Or (2) For online enrolment go to course site - http://www.vacuumsociety.org.au

On confirmation of enrolment, an invoice with payment options will be sent via your contact details

Enrolment

Course .............................................................. City ......................................................
Name ......................................................................................................................
Organization (if applicable) .................................................................
Department (if applicable) ...........................................................................
Address ................................................................................................................
City .................................................. State ............. Code ............... 
Phone .................................................. Fax ...........................................
Email ....................................................................................................................

Enquiries to - kevin.lawlor@bigpond.com

The VSA reserves the right to amend or cancel any course program. In the event of cancellation, all fees are fully refundable.