Expectations of Research Students

- **Log Book**: Researchers are expected to maintain an up to date, accurate and detailed log book containing all of the research related activities performed on a day to day basis throughout the candidature. One of the most important things you will get out of research training will be an appreciation of the importance of effective time management.

- **Time**: Full-time students are expected to spend at least 36 hours/week on research related activities so as to complete within time limit. You should not have another job unless approved by your supervisor. It is expected that you put in a minimum hours during the academic year.

- **Meetings**: Research students are expected to meet once a week with the supervisor for a maximum of 30 minutes. The meeting will be well structured as described below:
  - Before the meeting, you should send an email containing the following agenda: date and time of meeting, items to be discussed in the meeting, work done during the last week, papers read, progress with modelling/simulation/experimental work, seminars attended and information gathered, discussion/emails/articles related to research, upcoming seminars/conferences, outstanding items from previous meetings, challenges, health and safety issues, etc.
  - After the meeting, you should send an email containing minutes of the meeting with supervisor.

- **Reading**: Researchers are expected to read at least 2 papers/chapters on a weekly basis and submit a one A4 page summary containing an analysis of each paper containing the following: title, authors, affiliation, source, major contribution of papers, assumptions, relevance to your research project, simulation, limitations/weaknesses of work, etc.

- **Bibliography**: Throughout the candidature, students are expected to maintain alphabetically ordered lists of each of the following:
  - references (by author name and by subject) [http://services.eng.uts.edu.au/~kumbes/sample/Research/References.zip](http://services.eng.uts.edu.au/~kumbes/sample/Research/References.zip)
  - acronyms
  - mathematical symbols (if applicable)
  - and other researchers/groups working in the area of research.
  - The above lists should be submitted as an appendix to the progress report at the end of each semester.

- **Progress Reports**: Students are expected to submit progress reports at the end of each semester in the format specified by the Faculty/Supervisor. These reports should be submitted one week before due date.

- **Publications**: Students are expected to submit at least 1 academic (conference/journal) paper per semester after the 1st semester and give at least one presentation to the ICT institute per semester. Authorship of papers should be discussed with the supervisor and will contain the student, supervisor and others (who have directly contributed to the paper) in that order.

- **Guidelines for technical writing** provided by the supervisor and available in other resources have to be followed carefully. Grammar and spelling has to be checked very carefully before submission of all work to supervisor. [http://services.eng.uts.edu.au/~kumbes/sample/Research/Papers.zip](http://services.eng.uts.edu.au/~kumbes/sample/Research/Papers.zip)

- **Plagiarism**: is considered a serious offence at UTS and may result in termination of studies. Honesty and the highest level of integrity are expected at all times. [http://www.iml.uts.edu.au/assessment/plagiarism/index.html](http://www.iml.uts.edu.au/assessment/plagiarism/index.html)

- **Confidentiality**: research students working on industry sponsored research project have to maintain confidentiality of all project activities. Project documents should not be distributed to anyone. Discussions at internal and external meetings should be considered confidential and not disclosed to others.

- **Research Groups**: students may be placed in research groups when working on related projects. Group meetings will be held on a regular basis, usually once per week. During these meetings you will present the progress you have made and learn what others in the group are working on.

- **Teaching assistantship**: it is recommended that students, after consultation with the supervisor, work as TAs and tutors during the course of study provided it does not interfere with your research. This work should be done in your own time.
• **Personal problems**: students are expected to alert personal problems to supervisor as soon as they arise so that they can be dealt with ASAP by appropriate persons.

• **Discrimination**: You should treat your fellow researchers and co-workers with respect. If you feel that you have discriminated against or have been treated in a disrespectful manner, please feel free to talk with me about it in confidence or you can utilize one of the many resources on campus.

• **1st Semester**: At the end of the 1st semester, the student is expected to have completed the following tasks
  - Read at least 30 papers related to the research topic and written 1 page summaries for each one.
  - Clarification of thesis topic.
  - Written the draft introductory chapter of the thesis.
  - Prepared a time line of activities to be performed from start to end of candidature.
  - Become an expert user of End Note for references.
  - Built confidence in the usage of appropriate simulation tools: Matlab/ns-2.
  - Delivered a literature review presentation on the research topic to an internal audience within the ICT Institute.
  - Submitted the first progress report to the supervisor one week before due date.
  - Fixed the date for the Doctoral/Masters Assessment.
  - Written a draft of the thesis structure.

• **2nd Semester**: At the end of the 2nd semester, the student is expected to have completed the following tasks
  - Read at least 50 papers related to the research topic and written 1 page summaries for each one.
  - Be ready to deliver the Doctoral/Masters Assessment.
  - Updated the introductory chapter of the thesis.
  - Written the draft methodology/ 2nd chapter of the thesis.
  - Modified timeline of activities to be performed from now to end of candidature.
  - Created some simulation scenarios using simulation tools.
  - Deliver a (methodology) presentation on the research topic to an internal audience within the ICT Institute.
  - Submitted the second progress report to the supervisor one week before due date.
  - Submitted the first conference paper.
  - Updated the draft of the thesis structure.
  - Applied for VC Travel Fund to travel to the conference.