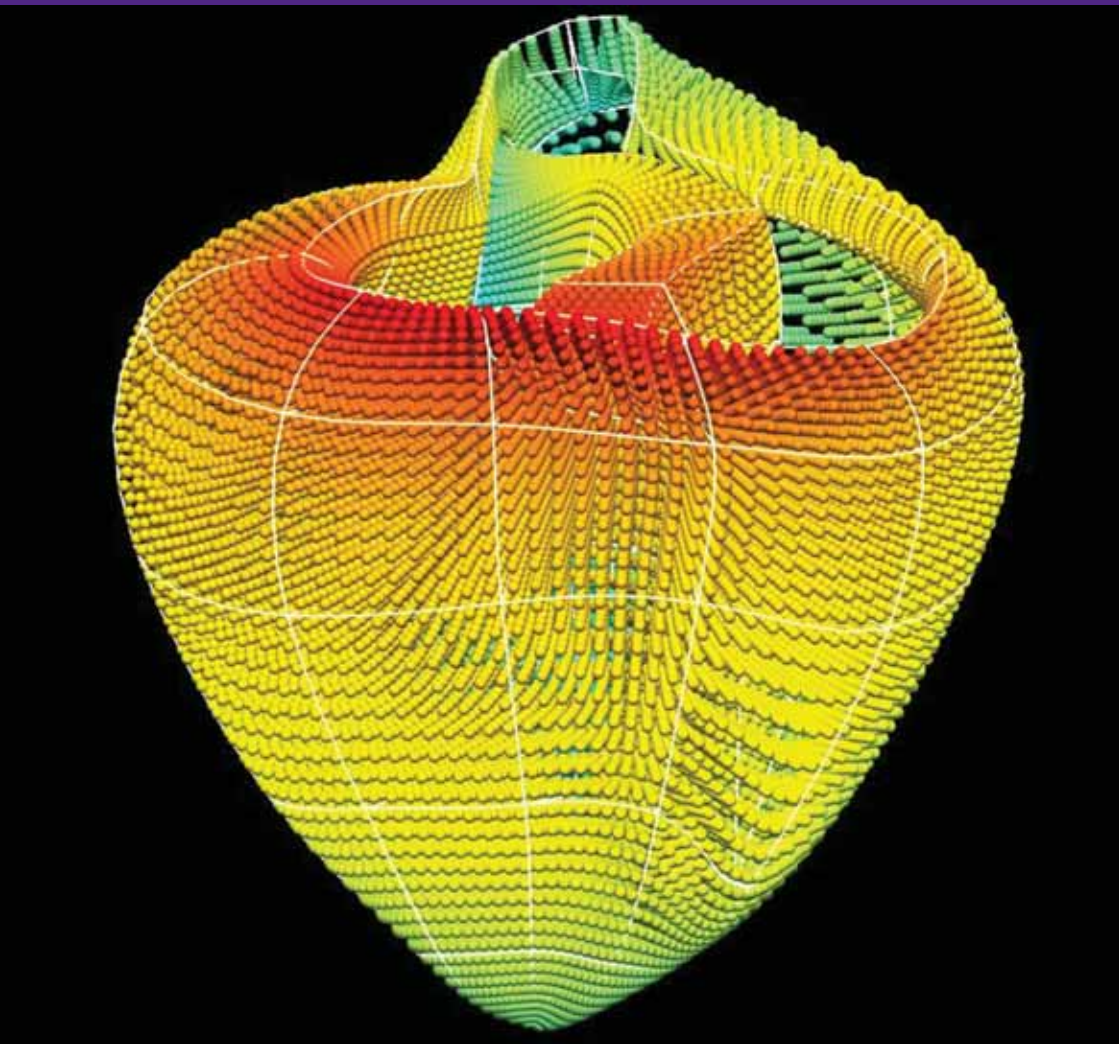
THE UNIVERSITY OF AUCKLAND
FACULTY OF ENGINEERING

2014

The University of Auckland

Faculty of Engineering

Postgraduate Handbook



Contents

Welcome to the Faculty of Engineering

Congratulations on taking the first step to furthering your studies at New Zealand's leading university.

Modern engineering is a growing and dynamic professional discipline. Postgraduate study is fundamental to the advancements being made every day in this field.

The Faculty of Engineering's suite of postgraduate programmes range from graduate certificates through to masters and doctoral degrees. This signifies our commitment to the importance of advanced research and study in engineering.

As a postgraduate student you will work with academics to solve real world problems at the cutting-edge of engineering advancement. By extending your education beyond a bachelors degree, you will significantly increase your skills base, employment prospects and will be equipped with the very latest knowledge and tools to ensure that you are at the forefront of growth and change.

The faculty welcomes you to become part of an outstanding tradition of research that has placed the University of Auckland as New Zealand's leading university.

*see ***www.auckland.ac.nz/leadinguniversity***

Key dates for 2014

Application closing dates	
Closing date for Semester One admission applications*	Saturday 8 December
Closing date for Semester Two admission applications*	Thursday 4 July

**Doctoral applications may be submitted at any time of year.*

Summer School 2014	
Lectures begin	Monday 6 January
Auckland Anniversary Day	Monday 27 January
Waitangi Day	Thursday 6 February
Lectures end	Friday 14 February
Study break	Saturday 15 February
Exams	Monday 17 - Wednesday 19 February
Summer School ends	Wednesday 19 February
Semester One 2014	
Semester One begins	Monday 3 March
Mid-semester break / Easter	Monday 14 - Saturday 26 April
ANZAC Day	Friday 25 April
Graduation	Monday 5, Wednesday 7, Friday 9 May
Queen's Birthday	Monday 2 June
Lectures end	Friday 6 June
Study break	Saturday 7 - Wednesday 11 June
Exams	Thursday 12 June - Monday 30 June
Semester One ends	Monday 30 June
Inter-semester break Tuesday 1 – Saturday 19 July	

Semester Two 2014	
Semester Two begins	Monday 21 July
Mid-semester break	Monday 1 - Saturday 13 September
Graduation	Tuesday 30 September
Lectures end	Friday 24 October
Study break	Saturday 25 - Wednesday 29 October
Labour Day	Monday 27 October
Exams	Thursday 30 October - Monday 17 November
Semester Two ends	Monday 18 November

Using this handbook

This handbook is intended as a guide for students; it is hoped that its information will be useful from before admission through to the final stages of submission for a postgraduate degree at the University of Auckland.

Please note that it is not intended to be a substitute for the *University of Auckland Calendar*. The *University of Auckland Calendar* (**www.calendar.auckland.ac.nz**), the University website (**www.auckland.ac.nz**) and the *Statute and Guidelines for the Degree of Doctor of Philosophy (PhD)* (**www.auckland.ac.nz/uoa/cs-pg-doctoral-policies-guidelines**) should be consulted for official statutes and regulations.

This handbook includes information about:

- Academic requirements for postgraduate students
- Links to general information about the University, the faculty and its departments
- Links to services and resources

Read this handbook and keep it available for easy reference.

Disclaimer: Although every reasonable effort is made to ensure accuracy, the information in this document is provided as a general guide only for students and is subject to alteration. All students enrolling at the University of Auckland must consult its current official document, the University of Auckland Calendar, *to ensure that they are aware and comply with all regulations, requirements and policies.*

The Faculty of Engineering does not undertake any responsibility for any errors or omissions in this handbook.

Overview of postgraduate degrees, certificates and diplomas

The faculty currently offers the following postgraduate programmes:

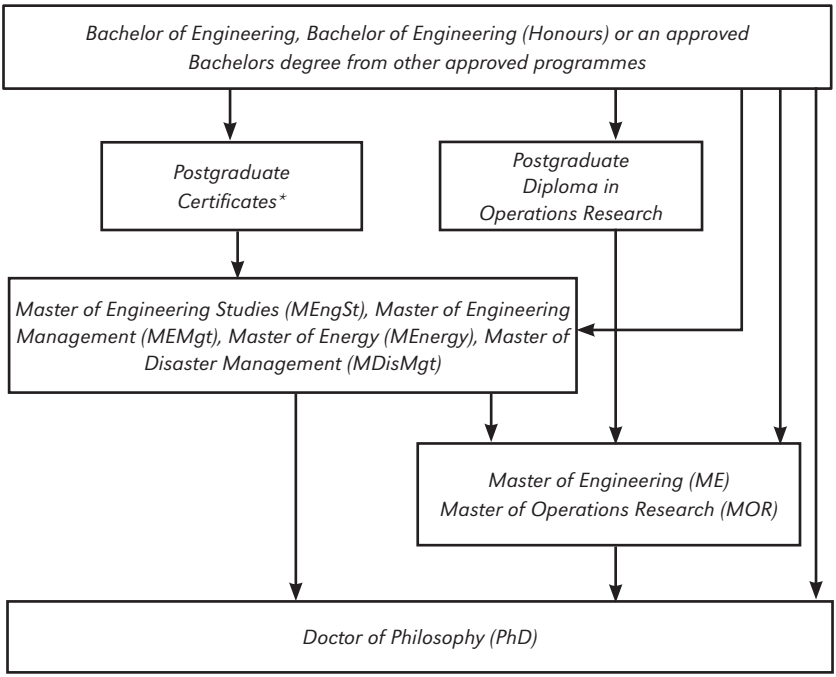
Doctoral degrees
Doctor of Philosophy (PhD)
Master degrees
Master of Engineering (ME)
Master of Operations Research (MOR)
Master of Energy (MEnergy)
Master of Disaster Management (MDisMgt)
Master of Engineering Studies (MEngSt)
Master of Engineering Management (MEMgt)
Postgraduate certificates and diplomas
Postgraduate Diploma in Operations Research (PGDipOR)
Postgraduate Certificate in Engineering (PGCertEng)
Postgraduate Certificate in Light Metals Reduction Technology (PGCertLMRTech)
Postgraduate Certificate in Geothermal Technology (PGCertGeothermTech)

For more information on each of these programmes visit our webpage **www.engineering.auckland.ac.nz/uoa/fp-study-options**

Note: Students may apply to start in either semester for all programmes except PGCertGeothermTech and PGCertLMRTech. PhD students may apply to start at any time.

The PGCertGeothemTech is only offered in Semester Two and the PGCertLMRTech is only offered in Quarter Four (October-November).

Paths through the postgraduate programmes



** It is possible to transfer from a Postgraduate Certificate to MEngSt or ME; please refer to* the University of Auckland Calendar.

Doctor of Philosophy (PhD)

The PhD is a programme of advanced research that typically takes three to four years to complete. It is available in the following subject areas:

- Bioengineering
- Chemical and Materials Engineering
- Civil Engineering
- Computer Systems Engineering
- Electrical and Electronic Engineering
- Engineering Science
- Mechanical Engineering
- Mechatronics Engineering
- Operations Research

Who should take this programme?

Those who have already completed a Bachelor of Engineering(Hons) (BE(Hons)) or relevant masters degree (or equivalent), and wish to move into advanced research or academic fields.

Master of Engineering (ME)

The ME offers both a 120 point (two semester) research based and a 180 point (three semester) research and taught option. The 120 point option is suitable for those who have completed a relevant four-year degree and the 180 point option for those with a three-year degree. Both options demonstrate a mastery of specialised knowledge and an ability to perform rigorous intellectual analysis, independent problem solving and conduct fundamental or applied research under supervision. It is available in the following disciplines:

- Bioengineering
- Chemical and Materials Engineering*
- Civil Engineering*
- Computer Systems Engineering*
- Electrical and Electronic Engineering*
- Engineering Science*
- Environmental Engineering*
- Mechanical Engineering*
- Software Engineering*

*180 point specialisation option available

Who should take this programme?

Those who have already completed a BE(Hons) or equivalent and wish to further their study through independent research in a specialist area.

Master of Operations Research (MOR)

The MOR is a two semester research-based qualification that demonstrates mastery of specialised knowledge in the field of operations research and an ability to perform rigorous intellectual analysis, independent problem solving and conduct fundamental or applied research under supervision.

Who should take this programme?

Those with an interest in operations research that wish to undertake research in this area.

Master of Energy (MEnergy)

The MEnergy is an interfaculty postgraduate degree that enables students with undergraduate backgrounds in Engineering, Science or Commerce to develop expertise in aspects of the energy industry.

Who should take this programme?

Those who wish to take an interdisciplinary view of the engineering, science and business aspects of energy supply and usage, and who have completed the equivalent of BE(Hons), BSc(Hons) or BCom(Hons).

Master of Disaster Management (MDisMgt)

This programme is designed to prepare people for careers and leadership roles in disaster management. It consists of two options: the 120 point option suitable for those who have completed a four-year degree (or a three-year degree plus significant relevant work experience), and the 180 point option suitable for those with a three-year degree.

Who should take this programme?

People currently responsible for the disaster management response of their organisation, anyone who wishes to pursue a career in the disaster management area or anyone who wants to learn more about disasters and how to manage their effects.

Master of Engineering Studies (MEngSt)

The MEngSt is a course-based programme offering a 120 and 180 point option, both with the option to include a research project. The 120 point option is suitable for those who have completed a relevant four-year degree or a three-year degree plus significant relevant work experience and the 180 point option for those with a three-year degree. It is aimed at providing an advanced technical or management foundation and industrial perspective. The following specialisations are available in the MEngSt:

- Chemical and Materials Engineering
- Civil Engineering*
- Computer Systems Engineering*
- Construction Management*
- Electrical and Electronic Engineering*
- Engineering Science*
- Environmental Engineering*
- Food Processing Engineering
- Geotechnical Engineering
- Light Metals Reduction Technology
- Mechanical Engineering*
- Medical Devices and Technologies
- Plastics
- Software Engineering*
- Transportation Engineering*
- Yacht Engineering*

*180 point specialisation option available

Who should take this programme?

Those who wish to build an advanced technical foundation, building on their undergraduate engineering qualification, and develop an industrial perspective, particularly in the areas of specialisation.

Postgraduate Certificate in Engineering (PGCertEng)

The PGCertEng is a 60 point (one semester) course-based programme, and is designed to provide an advanced technical or management foundation and industrial perspective. In the PGCertEng students may focus on the following areas:

- Chemical and Materials Engineering
- Civil Engineering
- Computer Systems Engineering
- Electrical and Electronic Engineering
- Engineering Science
- Environmental Engineering
- Mechanical Engineering
- Software Engineering

Who should take this programme?

Students with an academic engineering background who wish to continue their studies at an advanced level, to develop a technical foundation and gain an industrial perspective in an engineering-related topic.

The following specalisation is also available:

Postgraduate Certificate in Engineering (Plastics) (PGCertEng in Plastics)

The PGCertEng in Plastics is designed to provide advanced knowledge of plastics materials and processing. The programme is highly industry relevant with lectures presented by industry experts. Courses have a strong focus on the development of commercial products.

Who should take this programme?

Science and engineering graduates employed in the plastics industry, and postgraduate students in both science and engineering with an interest in polymer science and engineering.

Postgraduate Certificate in Geothermal Energy Technology (PGCertGeothermTech)

The PGCertGeothermTech is a 60 point (one semester) programme covering all aspects of geothermal geoscience and engineering.

Who should take this programme?

Engineering and Science graduates wishing to train for work in the geothermal industry. Postgraduate (ME, MSc and PhD) students undertaking research in geothermal energy.

Postgraduate Certificate in Light Metals Reduction Technology (PGCertLMRTech)

The PGCertLMRTech is a 60 point (one semester) programme, teaching advanced concepts in chemical and materials engineering specific to light metals reduction technology, especially aluminium. It is a key qualification for running smelters, and draws on recent advances in technology and leading edge research. The programme is designed to allow students from all around the world to participate and maximise learning while only requiring three weeks away from home.

Who should take this programme?

People involved in the running of smelters, the programme is aimed at experienced technical and operations staff who wish to advance their knowledge of the smelting process.

Postgraduate Diploma in Operations Research (PGDipOR)

The PGDipOR is a 120 point (two semester) programme. Topics include optimisation under uncertainty, searching techniques, financial statistics and computational algorithms, with applications in machine and resource scheduling, routing and rostering.

Who should take this programme?

Students wishing to take advanced study in operations research, to prepare them for industry or more advanced research qualifications such as the degree of Master of Operations Research.

Admission requirements

The information below briefly outlines the entry requirements to our programmes. The University of Auckland Calendar should be consulted for a full list of requirements **www.calendar.auckland.ac.nz**

Doctor of Philosophy (PhD)

- BE(Hons) or ME with a minimum of Second Class Honours (Division One)
- Approved supervisor and research proposal

Master of Engineering (ME)

- **120 point option:** Four year BE or BE(Hons) degree with a minimum Grade Point Average (GPA) of 5.0 or higher in 120 points above Stage III
- **180 point option:** Appropriate three year bachelors degree with a minimum GPA of 5.0 or higher in 120 points above Stage II
- Approved supervision and research proposal (a completed Faculty of Engineering Admission to ME/MOR approval form: FOE-PG01 should be submitted for approval) **www.engineering.auckland.ac.nz/uoa/forms**

Master of Operations Research (MOR)

- BA(Hons), BCom(Hons), BE(Hons) or BSc(Hons)
- Passed the prerequisite courses ENGSCI 760 and ENGSCI 761, or ENGSCI 460 and either ENGSCI 450 OR 451 (or equivalent)
- Approved supervision and research proposal (a completed Faculty of Engineering Admission to ME/MOR approval form: FOE-PG01 should be submitted for approval) **www.engineering.auckland.ac.nz/uoa/forms**

Master of Energy (MEnergy)

- BE(Hons), BSc(Hons), BCom(Hons), or equivalent qualifications, with a GPA of 5.0/B average or higher in at least 90 points or equivalent in the most advanced courses taken towards the entry qualification

Master of Engineering Studies (MEngSt)

- **120 point option:** Four year BE or BE(Hons) degree or equivalent qualifications with a GPA of 4.0 or higher in at least 120 points above Stage III
- **180 point option:** Appropriate three year bachelors degree with a satisfactory GPA.
- Some specialisations may require a minimum of three years' relevant work experience

Master of Engineering Management (MEMgt)

- Four year BE or BE(Hons) degree with a minimum GPA of 5.0 or higher in 120 points above Stage III
- Industry experience and competency in communication skills
- Approved host company

Master of Disaster Management (MDisMgt)

- **120 point option:** BE or BE(Hons), BA (Hons), BCom (Hons), BHSc(Hons), LLB or LLB(Hons), BPlan (Hons), BSc (Hons) with a minimum GPA of 5.00 or higher in 120 points above Stage III
- **180 point option:** BA, BCom, BHSc, BSc or equivalent qualification with a minimum GPA of 5.0 or higher in 120 points above Stage II

Postgraduate Diploma in Operations Research (PGDipOR)

- Bachelors degree with average grade of B or higher in at least 75 points at Stage III or above in approved subjects
- Average grade of B- or higher in STATS 320 and ENGSCI 391 (or equivalent)

Postgraduate Certificate in Light Metals Reduction Technology (PGCertLMRTech)

- Approved bachelors degree with a satisfactory GPA.

Postgraduate Certificate in Geothermal Energy Technology (PGCertGeothermTech)

- BE, BE(Hons), Bachelor of Science or equivalent

Postgraduate Certificate in Engineering (PGCertEng)

- BE, BE(Hons) or other appropriate bachelors degree

Note: all practical work requirements for the BE(Hons) degree must be completed before a student can be admitted to a masters degree.

English language requirements

All applicants whose first language is not English will be required to provide satisfactory evidence of their proficiency in English. The minimum required IELTS and TOEFL scores can be found at **www.auckland.ac.nz/uoa/is-english-language-requirements**

- If applying for the Master of Engineering, applicants with NZ permanent residency status who have not completed a Bachelor of Engineering (Honours) must demonstrate competency in the English language to the satisfaction of the Dean.
- All PhD candidates are required to complete DELNA screening, and undertake any subsequent remedial action, as part of their provisional year. Further details can be found at **www.delna.auckland.ac.nz**

Pathways into masters degrees

Students failing to meet the GPA or GPE entry criteria may be enrolled into the Postgraduate Certificate in Engineering (PGCertEng) programme and apply to transfer to a masters programme if their grades satisfy the requirements listed below.

Note: To determine entry into a programme, the faculty uses the GPA (Grade Point Average) for qualifications from the New Zealand university system and the GPE (Grade Point Equivalent) for qualifications from overseas universities.

Transfer from PGCertEng to Master of Engineering Studies (MEngSt)

A student can apply to transfer from PGCertEng to MEngSt if they have passed 60 points with a GPA of 5.0 or higher, and all other entry requirements are met.

Transfer from PGCertEng or MEngSt to Master of Engineering (ME)

A student can apply to transfer from PGCertEng or MEngSt to ME if they have passed 60 points with a GPA of 5.0 or higher, provided that they can find a supervisor and research topic for their thesis, and all other entry requirements are met.

Transfer from a masters degree to PhD

A student who has completed all the taught course work requirements for a masters degree of the University of Auckland at the equivalent of First Class or Second Class (Division One) Honours level and has made substantial progress towards completion of the masters research thesis may apply to transfer to PhD.

How to apply

Doctoral programmes

Candidates who wish to be considered for doctoral study must complete an online Application for Admission (AfA). Further information on the application process can be found on the website **www.engineering.auckland.ac.nz/uoa/future-phd-students**

It is recommended that you discuss your proposed research with a potential main supervisor. The faculty provides assistance on identifying a research topic and supervisor on the website **www.engineering.auckland.ac.nz/uoa/phd-find-an-area-of-interest**

Non-doctoral programmes

If you are new to the University of Auckland, submit an online Application for Admission at **www.auckland.ac.nz/applynow**

If you have previously enrolled at the University, submit your new application request on Student Services Online by requesting to 'Add/Change Programme'. Current students applying to transfer from the Postgraduate Certificate in Engineering or Master of Engineering Studies must also submit an application for the new programme online.

International applicants

If you require assistance with the application process please contact Auckland International by email at int-questions@auckland.ac.nz

Note: You will not be able to enrol in courses until you have been admitted to a postgraduate programme.

Application fees

Application fees are charged depending on the nature of the application and *only* apply to domestic applicants.

Fees are charged regardless of the outcome of your application.

Please be aware that when you tick the declaration in the Application for Admission, you are agreeing that you are liable for any application fees incurred.

Late applications

Late applications may be considered but it is unlikely they will be processed in time for the proposed intake. We strongly advise that you apply as early as possible for your intended programme.

Tuition fees

For international and domestic tuition fees refer to the University of Auckland website at **www.auckland.ac.nz/fees**

Academic information

The academic year begins in January, ends in December and is divided into two semesters and a summer school. Semester One starts in early March and finishes in early July. Semester Two starts mid-July and finishes mid-November. Most courses are taught over one semester and are examined at the end of the course.

Summer School is taught in a six-week block starting in the first week of January. Postgraduate courses in engineering are not available in Summer School.

Definition of a postgraduate programme

The term 'postgraduate' is used at the University of Auckland to mean any programme of study that follows on from an undergraduate programme (ie, a bachelors programme) for which the entry requirement is generally a completed bachelors degree or equivalent.

Definition of a full-time/part-time programme

- A student workload of 100 points or higher per year or 50 points or higher in one semester is defined as full-time.
- A student workload of fewer than 100 points per year or fewer than 50 points in one semester is defined as part-time.

Note:

- *Courses are measured in points.*
- *Postgraduate courses in engineering are typically worth 15 points; most programmes will consist of courses and/or research projects to a total of either 60, 120 or 180 points.*
- *A doctoral thesis does not have a specific points value but doctoral candidates enrol in the equivalent of 120 points per year for the duration of the programme.*

The research environment

Students enrolled for the degree of Master of Engineering (ME) and the degree of Master of Operations Research (MOR) complete a thesis based on their research.

Students enrolled in the Master of Energy (MEnergy), Master of Engineering Management (MEMgt), Master of Engineering Studies (MEngSt) and the Postgraduate Certificates (PGCert) undertake coursework. Such study includes lectures in chosen courses and is usually assessed via examinations.

Students enrolled in the MEngSt, MEMgt or the MEnergy programme may be permitted to undertake projects that are assessed via written reports and, in some cases, seminars, or a 90 point thesis based on individual research. The Doctor of Philosophy (PhD) degree depends entirely on research, although there is a requirement in some cases for students to complete some coursework.

Each research student is supervised by a staff member as their main supervisor; PhD students also have a co-supervisor. Their function is to be available to offer advice to students. PhD students are required to make annual oral submissions to their advisory committee.

For a number of years, research activities in the faculty have been organised into a number of research groups, which are frequently inter-departmental and sometimes interfaculty. This reflects the complex, multifaceted nature of modern engineering research.

The Auckland Bioengineering Institute (ABI) is a large-scale research institute closely associated with the faculty. It offers both ME and PhD postgraduate programmes administered by the faculty. The director of the ABI is responsible for academic and administrative matters within the Institute.

For further information on our research please refer to the website
www.engineering.auckland.ac.nz/uoa/our-research

Programme requirements and enrolment

Programme requirements

Please consult the *University of Auckland Calendar* for the requirements specific to your postgraduate programme at **www.calendar.auckland.ac.nz**

The Engineering Student Centre can help you make sense of your programme structure and department advisers can provide advice on specific courses or areas of study. *Please note that advisers will not choose your courses for you.*

Course information

Course prescriptions for engineering courses are available in the *University of Auckland Calendar* and on the faculty website. Please note that some courses may not be available every semester.

Enrolment

Students must enrol in courses via Student Services Online. It is your responsibility to ensure you enrol in your courses by the start of semester and that you are enrolled in the appropriate courses for your programme. The 'Apply for a concession' page lets you ask the faculty for permission to enrol in a course that you are unable to finish enrolling in online — usually because of a timetable clash or some enrolment requirements not being met.

For further information and assistance with enrolment refer to
www.studentservices.auckland.ac.nz/uoa/sso-enrol-in-course

Note: You will not be able to enrol until you have accepted a firm offer of place in a programme. Students applying to change programmes should not enrol in courses until they have accepted a firm offer of place in the new programme.

Enrolment deadlines

The last day to add or drop a course with refund of fees and without academic penalty is the second Friday of the semester of study. If you are enrolled in a double semester course the deadline is the fourth Friday of the semester of study. On-time changes to enrolment before the deadlines must be made by logging into Student Services Online and updating your record.

Dropping a course after the deadline is considered a withdrawal. Any withdrawn courses will remain on your academic record, receive a "Withdrew" ("W") grade, and fees will not be reimbursed. Students should complete an **AS-70 Course Alteration Form** and submit this to the Engineering Student Centre if they wish to withdraw from a course.

Please note:

- *"W" grades count as a fail for most Grade Point Average (GPA) calculation purposes.*
- *The total enrolment for a masters degree or postgraduate diploma may not exceed the minimum points requirement (120 or 180 point option) by 40 points, and any courses with a failed grade (including a Withdrawn, Did Not Complete or Did Not Sit grade) will be included in the total number of points taken towards the degree or diploma.*

The total enrolment for a postgraduate certificate may not exceed the minimum points requirement (60 points) by 30 points.

Late enrolment is subject to approval by the course coordinator and Associate Dean (Postgraduate) and an administrative fee will be charged. For further information please refer to the **AS-70 Course Alteration Form**.

If you cannot continue your course due to serious circumstances beyond your control, you may be able to apply for a late deletion. If your application is successful, the course will not appear on your transcript.

To find out more, email: records@auckland.ac.nz.

Academic Integrity Course

The University of Auckland introduced an online academic integrity course in 2013 for undergraduate and postgraduate students admitted for the first time to a programme at the University. All new students are expected to complete the course and will receive further information early in 2014.

Doctor of Philosophy (PhD)

New students

Upon arrival at the University of Auckland you should visit the School of Graduate Studies in person. They will enrol you as appropriate.

Returning students

The School of Graduate Studies will re-enrol you, provided you have met the requirements of your registration in the previous year. You should contact them if you need to discuss this further.

Master of Engineering (ME)/Master of Operations Research (MOR)

It is your responsibility to enrol yourself in the appropriate thesis for each semester of study prior to the enrolment deadline.

Part-time ME students should enrol in the 799 course code rather than the 796 course code. If this is your second year of enrolment please contact the Engineering Student Centre to be enrolled for the year.

Time limits

Enrolment in a postgraduate programme must be continuous and completed within the time limit for each individual programme. You must formally apply for a suspension or extension if you wish to put your enrolment 'on hold', or if you have exceeded the time limit. Please refer to the *University of Auckland Calendar* for further details.

Extensions

PhD

PhD students should apply for an extension by completing a **DOC 6 Change to Doctoral Candidate's Registration**. Extensions exceeding six months will not normally be approved.

Masters theses

Students enrolled in a masters thesis apply for an extension by completing an **AS-503 Extension of Time for Masters, Bachelors (Honours) and Postgraduate Diplomas Form**.

Extensions are not normally permitted unless you have exceptional circumstances; eligibility for honours may be lost and tuition fees are charged.

Exceptional circumstances include:

- Delays relating to research (equipment failure, inaccessibility to labs, delays by industry)
- Illness
- Pregnancy
- Domestic circumstances
- Bereavement
- Delays obtaining ethics approval

Taught postgraduate programmes

Students enrolled in a taught postgraduate programmes apply for an extension by completing an **AS-503 Extension of Time for Masters, Bachelors (Honours) and Postgraduate Diplomas Form**.

Suspensions

PhD

PhD students should apply for a suspension by completing a **DOC 6 Change to Doctoral Candidate's Registration**. By requesting a suspension you confirm that you will not undertake work on your thesis during the requested period.

Other postgraduate programmes

Students enrolled in a postgraduate programme (excluding PhD) should apply for a suspension by completing an **AS-502 Application for Senate Approval of Suspension from Enrolment**.

Reassignment of courses

Students who have transferred from the Postgraduate Certificate in Engineering to the Master of Engineering (180 point option), Master of Engineering Studies or Master of Energy may apply to have some of their courses reassigned. These courses must meet the regulations for the new programme if they are to be reassigned.

It is strongly recommended that you discuss your course selection for the Postgraduate Certificate in Engineering with your postgraduate adviser prior to enrolment if you intend to later apply to transfer to the Master of Engineering Studies.

Applications to reassign courses should be made on the **AS-34 Application to Reassign Courses**.

Theses

PhD thesis, submission and examination

Presentation of theses

Before beginning to write their thesis, students should refer to the **Guide to Theses and Dissertations www.auckland.ac.nz/uoa/cs-pg-doc-theses-dissertations**

Soft-bound copies of the thesis will be submitted for examination and hard-bound copies are not submitted until any subsequent required corrections or revisions have been made and approved.

Submission deadlines

The thesis should be submitted no earlier than the minimum submission date and no later than the maximum submission date, as stipulated on the registration summary.

Submission of theses

Submission of the thesis is the student's responsibility; however, it is critical that the student seeks guidance from their supervisor on the thesis quality prior to submission. **PhD theses must be submitted to the School of Graduate Studies**.

Examiners

The thesis will be examined by two examiners who are not staff members of the University of Auckland. At least one of these will be from overseas. After the thesis has been examined, an oral exam will take place with one of the examiners in attendance as the oral examiner.

Final submission

To meet graduation deadlines students must have their thesis officially submitted (in final form) before the end of February to attend the Autumn ceremony and before the end of July to attend the Spring ceremony. It is also possible to graduate *in absentia* at one of the meetings of the University's Council held throughout the year.

Masters thesis, submission and examination

A thesis or research portfolio is worth between 90 and 120 points.

Presentation of theses

Before beginning to write their thesis, students should refer to the **Guide to Theses and Dissertations** and the **Guidelines on Formatting a Digital Thesis at the University of Auckland** at **www.library.auckland.ac.nz/docs/thesis/guidelines.pdf**

Submission deadlines

Students unsure of their thesis submission deadline should ask the Postgraduate Advisers at the Engineering Student Centre or consult the *University of Auckland Calendar* masters degree regulations **www.calendar.auckland.ac.nz/regulations/academic/general/masters.html**

Submission of theses

Three softbound copies and a digital copy of the thesis should be submitted to the Engineering Student Centre, Level 4, 20 Symonds Street, by the due date.

Note:

** It is your responsibility to submit your thesis by the due date*

** A thesis is not considered officially submitted for examination until it is submitted to the Student Centre*

Within one month of being advised of the outcome of the examination any minor corrections must be completed to the satisfaction of the supervisor. One hardbound copy of the thesis must be submitted to the Engineering Student Centre and one digital copy must be submitted in ResearchSpace.

Examiners and assessors

Two examiners are appointed on the recommendation of the Head of Department and approved by the Dean of the relevant faculty. At least one of the examiners will be external to the University, and neither examiner would normally have been a supervisor or a member of the supervisor team.

Projects

The following projects are offered by the Faculty of Engineering:

Master of Engineering Studies

Most specalisations include the following project options:

Project X (15 points), Project Y (30 points), Project Z (30 points), Research Project (45 points)

Other specialist projects are included below:

Food Process Engineering

CHEMMAT 774 (60 points), CHEMMAT 775 (60 points)

Medical Devices and Technologies

ENGGEN 791 (60 points)

Transportation Engineering

CIVIL 779 (45 points)

Yacht Engineering

MECHENG 775 (45 points), MECHENG 776 (45 points)

Master of Engineering Management

ENGGEN 766 – Project in Engineering Management (Project M) (45 points)

Master of Energy

ENERGY 785 (45 points), ENERGY 786 (45 points)

Project deadlines

All projects listed above must be submitted to the Engineering Student Centre no later than the final day of semester. Students enrolled in a project over two semesters submit their reports no later than the final day of the second semester of the project.

Presentation of projects

Students are advised to discuss specific requirements with their supervisor and/or department.

Project M (45 points)

Project guidelines and examples are provided online
www.engineering.auckland.ac.nz/uoa/enggen766

Scholarships

The Faculty of Engineering offers a range of scholarships for masters/PhD students.

For information about scholarships, visit the webpage and select 'Postgraduate Scholarships' or contact the Engineering Scholarships advisers

Denise Salvador and Sarah Dixon
Email: d.salvador@auckland.ac.nz and s.dixon@auckland.ac.nz
www.engineering.auckland.ac.nz/scholarships

Examinations

Students can access their examination timetable on Student Services Online. There are two examination periods each year: June and October/November. After the examinations, results will be available on Student Services Online by mid-July or before Christmas.
www.auckland.ac.nz/uoa/cs-examination-information

Aegrotat or compassionate pass

You can apply for aegrotat and compassionate consideration if you feel that personal circumstances affected your exam performance or preparation.

For further details see the University website
www.auckland.ac.nz/uoa/cs-aegrotat-and-compassionate-consideration

Tests

Tests that contribute to your final grade and are held under examination conditions are subject to the same rules for aegrotat and compassionate consideration as examinations.

Missed examinations

Students who have missed an examination need to report, in person, to the Examination Centre as soon as possible. For more information contact the Examinations Office urgently by email on: exams@auckland.ac.nz or report in person to the Old Commerce A Building, Bldg 114, City Campus.

Illness or misfortune relating to on-course assessment

For consideration of illness or misfortune as part of an on-course assessment other than a test, you should first attempt to obtain an extension of the due date from the course convenor.

The award of honours to ME, MEngSt, MOR, MDisMgt, MEnergy or MEMgt

Students who complete within the specified time limits may be eligible for honours. The GPAs required for honours are as follows:

Level of honours	GPA requirement
First Class	7.0 or above
Second Class (Division One)	5.5 - 6.9
Second Class (Division Two)	4.0 - 5.4

For GPA calculation purposes the following scale is used to give each grade a numerical value, ie. A+=9, A=8,..., C=1, Fail=0.

Help and advice

You can access a range of information and Frequently Asked Questions online at AskAuckland at **www.askauckland.ac.nz**

Engineering Student Centre

Postgraduate advice is available at the Engineering Student Centre, Level 4, Faculty of Engineering Building. Enquiries should be directed to the Student Centre in the first instance by either emailing: foe-postgrad-admin@auckland.ac.nz or visiting the Centre.

Department postgraduate advisers

Auckland Bioengineering Institute	**Email:** bioeng-postgrad-advisor@auckland.ac.nz
Chemical and Materials Engineering	**Email:** postgrad-chemmats@auckland.ac.nz
Civil and Environmental Engineering	**Email:** postgrad-cee@auckland.ac.nz
Electrical and Computer Engineering	**Email:** postgrad@ece.auckland.ac.nz
Engineering Science	**Email:** postgrad@esc.auckland.ac.nz
Mechanical Engineering	**Email:** mech-postgrad-advisor@auckland.ac.nz

The Associate Deans Postgraduate are responsible for the development and oversight of policies and procedures for postgraduate research and taught programmes in the Faculty of Engineering.

Associate Deans Postgraduate	**Email:** foe-postgrad-dean@auckland.ac.nz

Women in Engineering Equity Adviser

The University of Auckland aims to improve the participation, retention and success rates of women where they are under-represented in Engineering. To help achieve this, the faculty has a Women in Engineering Equity Adviser who provides advice and support, both academic and personal, for all women students in the Faculty of Engineering. The adviser facilitates support networks for women students on campus and provides prospective women students, parents and educators with advice and encouragement on engineering courses at the University of Auckland.

Robyn Macleod

Women in Engineering Equity Adviser
Location: Room 402.414, Engineering Student Centre
Phone: +64 9 923 8606
Email: r.macleod@auckland.ac.nz
www.engineering.auckland.ac.nz/wie

Tuākana Engineering Programme: Academic and Mentoring support for Māori and Pacific students

Tuākana Engineering Programme is an academic and mentoring support programme for Māori and Pasifika students in the Faculty of Engineering.

For more information or to contact a mentor see
Email: tuakanaengineering@auckland.ac.nz
www.engineering.auckland.ac.nz/uoa/tuakana-engineering-programme

Student Learning Centre (Tā te Ākonga)

Tā te Ākonga caters for the learning needs of all students. The Student Learning Centre facilitates successful transitions to university, and to postgraduate studies and research. Through research-informed teaching and a commitment to equity the Student Learning Centre enhances academic capabilities and potential, and foster autonomous learning.

Information on workshops and other support services offered by the Student Learning Centre can be found on their website at **www.library.auckland.ac.nz/student-learning**

Doctoral Skills Programme

The Doctoral Skills Programme offers a variety of courses and consultations to help students complete their doctorates successfully and in a timely manner. Advice on career planning and professional development is also available for students to better achieve their goals upon completion of the doctorate.

Email: doctoralskills@auckland.ac.nz
www.library.auckland.ac.nz/student-learning/index.php?p=doctoral

The ClockTower

The ClockTower Building is the location for the University's central student administrative centres and academic services on the City Campus such as:

- Admission and enrolment careers centre
- Disability services
- Examinations
- Scholarships and financial support
- Student financials
- Student information centre
- Student records and graduation
- Tuition fees.

You should visit the Student Information Centre or Student Central if you have a general inquiry or need a University form. The ClockTower is also the location of the ID Card Centre, Cashiers and the Student Services Online Help lab.

Student Information Centre

22 Princes Street, Building 105, Room 112, street level, the ClockTower
Opening hours: Monday-Friday 8am–6pm, Saturday 9am–12 noon
Phone: 0800 61 62 65
Fax: 0800 61 62 64 or +64 9 367 7104
Email: studentinfo@auckland.ac.nz

Student Central

Main Quad, 32 Princes St
Opening hours: Monday-Friday, 9am-5pm
Phone: 0800 61 62 63
Fax: 0800 61 62 64 or +64 9 367 7104
Email: studentinfo@auckland.ac.nz www.auckland.ac.nz

Health Services

The University Health Centre offers primary health care services and counselling services for students. For further information please see **www.auckland.ac.nz/uoa/cs-health-services**

University Careers Service

The University Careers Services are here to assist you with career planning and job hunting throughout the course of your study and also after you graduate (for up to three years).

We provide information as well as friendly guidance and advice to help you to identify and achieve your career and employment goals. Our website and careers library include a wide range of career planning, occupational, labour market and company information, as well as computer based tools.

The University Careers Services

City Campus office - Room 001 (Basement), The ClockTower, 22 Princes Street
Phone: +64 9 923 8727

Tāmaki Innovation Campus office - Room 109, Student Centre
Email: careers@auckland.ac.nz

www.auckland.ac.nz/careers

Disputes and Grievances

The University is committed to maintaining an open, fair and respectful environment in which all staff and students can pursue their individual and shared teaching, learning, research and administrative activities. In such a large and complex organisation, with a very diverse body of students and staff, disputes and disagreements will sometimes arise.

The University encourages resolution of disputes initially through informal processes, but there are also formal procedures if an informal approach is not appropriate or is unsuccessful.

Student Learning and Research Grievances

If a problem or dispute arises within a learning or a research supervision situation, this should be addressed as soon as possible. It is particularly important that research students and their supervisors discuss and agree on the nature and expectations of the supervision relationship early in the process of supervision. Suggestions to help with this can be found under 'Supervision' at **www.auckland.ac.nz/postgrad-policies**

Difficulties in academic matters can often be resolved informally through such measures as: raising the matter directly with the other person, or approaching a Course or Programme Coordinator, approaching the Postgraduate Advisers or the Associate Dean Postgraduate. These people can also advise about more formal processes available if the matter cannot be satisfactorily resolved informally. Advice and/or support with raising problems can be obtained from a number of sources. For further information, visit **www.auckland.ac.nz/uoa/dispute-resolution**

The University statute on Resolution of Student Academic Complaints and Disputes explains the procedures to be followed where informal resolution is not successful or appropriate (see **www.auckland.ac.nz/uoa/academic-disputes-and-complaints**). The Proctor can also advise about the procedures available for resolving academic problems or disputes.

Personal disputes and conflicts

Sometimes conflicts arise between individuals, or people have difficulties with another person's behaviour or attitudes.

The University encourages individuals to work together to resolve such disputes. The Proctor is available to assist with cases of conflicts between students or problems to do with student behaviour and can refer students to independent external mediation services if this is required. Where disputes or conflicts involve staff members, the Academic Head or Manager of the staff member may need to be involved.

Harassment

The University is committed to providing an environment which is free from harassment, bullying and discrimination, as explained in the Prevention of Bullying and Harassment Policy. Where you consider someone's behaviour is inappropriate, unwanted or offensive, it is best to explain this to them clearly and politely and request that they stop. The assistance of supporters may be of help in doing this.

Harassment is unwelcome conduct that is 'offensive, humiliating or intimidating to any other person and is either repeated or of such significant nature that it has a detrimental impact on the person, their performance or their work and study environment'. Any student who feels they are being harassed should approach the Proctor, or if a member of staff is involved, the Academic Head or Manager of the staff member. The Proctor can provide advice in such matters and support is available from a variety of support and advocacy services.

The Proctor
Email: proctor@auckland.ac.nz
www.auckland.ac.nz/proctor

AUSA Advocacy - Student Support Service

AUSA Advocacy provides free, confidential and quality advice to students who encounter problems both within and outside the university setting.

The issues AUSA Advocacy can help with include, but are not limited to:

- undergraduate and postgraduate academic grievances
- enrolment issues
- coursework, exams (compassionate consideration etc) and assessments
- employment disputes
- financial issues including problems with StudyLink and Work and Income
- allegations of plagiarism and misconduct (including providing a support person to attend disciplinary meetings)
- tenancy agreements or other renting issues
- harassment and bullying.

Email: senioradvocate@ausa.org.nz
Phone: +64 9 309 0789 ext 87299
Location: Old Choral Hall, rooms G08, G09, G15. Use Alfred Street entrance.
www.ausa.org.nz/support/advocacy-services

Associations and clubs

There are a variety of clubs and societies on campus especially for Faculty of Engineering students. Joining a club is a great way to meet like-minded people and develop your social and professional network.

Auckland University Engineers Association (AUEA)

The AUEA was established in 1957 and registered in 1968 under the Incorporated Societies Act. Its members comprise the graduates, staff and friends of the Faculty of Engineering.

For further information please see **www.engineering.auckland.ac.nz/uoa/auea**

Auckland University Engineering Students' Society (AUES)

AUES is an independent student body representing engineering students of the Faculty of Engineering.

AUES provides an important link between engineering students and our professional body, the Institution of Professional Engineers New Zealand (IPENZ).

AUES is largely a social body, organising events throughout the year to build student networks and friendships that exist far beyond university. They also act as the student voice within the faculty, liaising with staff on issues brought up by students.

Facebook: www.facebook.com/groups/auessociety
Email: aues@auckland.ac.nz

Auckland University Robotics Association (AURA)

AURA is a student-run club that seeks to foster robotics at the University of Auckland. AURA competes in competitions overseas and in New Zealand. AURA also mentors a number of high school robotics teams and volunteers at local competitions. Community involvement, building public relations, and educating the public on robotics are also objectives. Members come from a wide variety of faculties and departments at all levels of study.

Email: info@aura.org.nz
www.aura.org.nz

Auckland University Students' Association (AUSA)

AUSA offers you a central focal point for all student activities, puts out the weekly *Craccum* newspaper, is the central lost property area, and acts as the student voice within the University and in the wider community. The Auckland University Students' Association was formed in 1891. Since then AUSA has endeavoured to represent and to advocate for students at the University of Auckland as well as providing an extensive range of services for the wider student community. AUSA is run by students, for students.

www.ausa.org.nz

Engineering Postgraduate Society (EPS)

The Engineering Postgraduate Society is dedicated to supporting postgraduate Engineering students by providing guidance, support and advocacy for matters related to the postgraduate experience within the Faculty of Engineering. The EPS also organizes social and academic events for postgraduate students throughout the year (see website for more details).

Facebook: www.facebook.com/EPS.UoA
Email: eps@auckland.ac.nz
www.eps.auckland.ac.nz

Engineering Revue

The Engineering Revue is a comedic show put on by engineering students every year. The show is made up of sketches, songs, dances and various other talents. The Revue is entirely student led, while being performed and executed to a professional level.

Facebook: www.facebook.com/EngineeringRevue
Email: engrevue@gmail.com

Engineers Without Borders New Zealand (EWB)

Engineers Without Borders is a group of professional and student engineers throughout New Zealand who use their technical skills and expertise to assist developing communities in improving their quality of life. Their mission is to "empower those in need through the provision of engineering assistance".

The Auckland Students Chapter offers students a chance to work alongside community partners on projects to enhance their quality of life. EWB also runs regular evenings and other events to educate and inspire students, along with a series of design challenges, and an annual conference.

Email: auckland.students@ewb.org.nz
www.ewb.org.nz

The University of Auckland Formula SAE Team Inc. (FSAE)

The University of Auckland Formula SAE team is a group of 30 students, from the Engineering Faculty and Business School, who set out each year to build a formula style race car.

The team has competed in the FSAE-Australasian competition since 2004 and in 2011 they achieved their best finish of 4th overall, against 30 of the best universities from Australia, Japan and India.

Being a part of the University of Auckland Formula SAE Team is a life changing experience for many students, with the lessons they learn proving to be invaluable as they enter the workforce. The success of our alumni is evident as many of them now work in Formula 1, IndyCar and Le Mans.

Facebook: www.facebook.com/UoAfsae
Email: contact@fsae.co.nz
www.fsae.co.nz

Hong Kong Engineering Students' Association (HKESA)

HKESA represents Asian students in the Faculty of Engineering. The association is an incorporated society and a member of the Faculty Student Issues Committee, a brother society of the Auckland University Engineering Society (AUES), and has close relationships with Asian Students in Auckland (ASIA), the Institute of Professional Engineers New Zealand (IPENZ) and the Hong Kong Economic and Trade Office (HKETO).

Email: enquiries@hkesa.org.nz
www.hkesa.org.nz

Institute of Electrical and Electronics Engineers (IEEE)

IEEE is the world's largest technical association, with more than 400,000 members in over 160 countries. The University of Auckland IEEE Student Branch (UoAIEEESB) is the professional home for students from a wide variety of disciplines such as the Department of Electrical and Computer Engineering (ECE), the Auckland Bioengineering Institute (ABI), the Department of Computer Science, and more.

Annually IEEE hosts field trips, events and seminars to provide students with skills and knowledge and enable them to develop and enhance their professional skills.

Facebook: www.facebook.com/UOAIEEESB
Email: sb.auckland@ieee.org
www.ieeesb.auckland.ac.nz

Institution of Professional Engineers New Zealand (IPENZ)

IPENZ is the professional body representing engineers in New Zealand. All University of Auckland postgraduate engineering students are invited to join IPENZ as a Graduate Member.

You can apply for IPENZ Graduate Membership when you have completed your first qualification in engineering. Postgraduate students may qualify to have their Graduate Membership subscription rebated.

Membership entitles you to:

- Network with engineers in industry
- Regularly engage with the engineering profession through IPENZ Branch meetings and special events
- Access the Members' area of the IPENZ website.

To become a Member, visit the IPENZ website at **www.ipenz.org.nz**

Note: all requested details must be completed on the application form to enable your application to be processed.

Postgraduate Students' Association (PGSA)

The PGSA is an incorporated society dedicated to strengthening the postgraduate community at the University of Auckland. It is run by a volunteer board.

Email: pgsaadmin@auckland.ac.nz
www.pgsa.org.nz

South Pacific Indigenous Engineering Students (SPIES)

SPIES is the support group for Māori and Pacific students in engineering. Run by a student executive, SPIES provides social, cultural and sporting activities for fellow students. SPIES has a study and recreation space in the Faculty of Engineering.

www.engineering.auckland.ac.nz/uoa/spies-network

Women in Engineering Network (WEN)

WEN (Women in Engineering Network) is a forum for female students in the Faculty of Engineering to meet informally, support each other and make friends.

Facebook: www.facebook.com/groups/WENUoA
www.engineering.auckland.ac.nz/uoa/women-in-engineering

Services and resources

Campus map

Campus and Faculty of Engineering maps can be collected from the Engineering Student Centre or located at **www.engineering.auckland.ac.nz/uoa/home/for/themedia/maps-1**

A number of lecture theatres are located in the Faculty of Engineering building. These include:

- 401.401 and 401.439 are located on Level 4 of Building 401
- 403.401, 403.402 etc are located on Level 4 of Building 403
- 404.501 etc are located on Level 5 of Building 404

ID cards

The ID Card Centre is located in the ClockTower Student Information Centre, 22 Princes St, for new and replacement cards. Unisafe staff are specifically authorised to request any student to produce an identity card. At any time a person unable to produce satisfactory identification may be required to leave the building.

Engineering building access and access cards

Most postgraduate engineering students are allowed into the Engineering Building between 7am and midnight on all days. Access to specific labs is based on the specialisation and the year of study of the student and also subject to individual Department approval and safety policies.

For further information please see **www.engineering.auckland.ac.nz/uoa/cs-building-access**

Lockers

Lockers are available for use by students in the Engineering Building. Please contact the Auckland University Engineering Society (AUES) office on Level 3 (Room 2.306) for information on hiring a locker.

Notice boards

The postgraduate notice board is on Level 3 of the Faculty of Engineering building right outside the lifts. There is also a notice board to announce job vacancies. The other notice boards on Level 3 are for AUES (Auckland University Engineering Society), WEN (Women in Engineering), SPIES (South Pacific Indigenous Engineering Students), HKESA (Hong Kong Engineering Students Association), Engineers Without Borders (EWB) and EPICS (Engineering Projects In Community Service). Each department also has a notice board near the departmental office and there are others in various places around the faculty. These are to display notices such as results of tests, worked solutions to problems and job opportunities.

Postgraduate student conference

New Zealand Postgraduate Student Engineering Conferences have been held successfully annually since 1994. Please check the faculty website and postgraduate noticeboards for announcements.

Second-hand textbooks

If you are interested in buying or selling second-hand books check the notice boards. There are several outlets including the University Bookshop selling second-hand textbooks.

Engineering Library

The Engineering Library is the largest university engineering library in New Zealand. It was upgraded and expanded in 2005 and is an excellent facility for study, with a computer training room, group study rooms, and audio-visual room and creativity centre.

The four subject librarians offer the following special services to postgraduates: library tours, individual and group tutorials on using the Library catalogue, information databases and reference management databases, plus help with online searches.

Visit **www.library.auckland.ac.nz/subject-guides/eng/resources/librarians.htm** to find out more.

Block 402, Level 4, Faculty of Engineering Building, 20 Symonds Street
Lending Desk phone: +64 9 923 7368
General enquiries phone: +64 9 923 8130
Fax: +64 9 373 7044 (internal ext 84044)
www.library.auckland.ac.nz/subject-guides/eng/enghome.htm

Faculty of Engineering IT essentials

Find out everything you'll need to know about IT services and support from the Faculty of Engineering, including information on facilities for students

www.engineering.auckland.ac.nz/uoa/it-essentials

Forms, policies and guidelines for postgraduate students

Forms

Forms for PhD students are available on the University of Auckland website at
www.auckland.ac.nz/uoa/cs-pg-doctoral-forms

Forms for non-doctoral students are available on the University of Auckland website at
www.auckland.ac.nz/uoa/cs-pg-non-doctoral-forms

The Faculty of Engineering Admission to ME/MOR approval form (FOE-PG01) must be completed by any engineering student enrolled in a masters thesis as part of their admission to the programme.

The approval form is available at **www.engineering.auckland.ac.nz/uoa/forms**

All other forms are available at **www.auckland.ac.nz/uoa/cs-forms-for-students**

Policies and Guidelines

General policies and guidelines
www.auckland.ac.nz/postgrad-policies
www.auckland.ac.nz/postgrad-enrolment

Masters policies and guidelines
www.auckland.ac.nz/uoa/cs-pg-masters-policies-guidelines

Doctoral policies and guidelines
www.auckland.ac.nz/uoa/cs-pg-doctoral-policies-guidelines

Faculty of Engineering guidelines for research proposals, PhD provisional reviews and Postgraduate Research Student Support (PReSS) accounts
www.engineering.auckland.ac.nz/uoa/forms

Academic honesty and plagiarism
www.engineering.auckland.ac.nz/uoa/home/for/currentstudents/acadinta01

Health and safety
www.engineering.auckland.ac.nz/uoa/safety

Student IT rules and regulations
www.engineering.auckland.ac.nz/uoa/rulesandregulations

Terminology

Admission - The process by which a student applies, is approved for entry to the University and to a university qualification.

Class - A component of a course, ie, a particular lecture stream.

Course - Courses are the specific topics you study. Most courses are taught and assessed over one semester and can consist of lectures and tutorials, lab workshops, assignments, tests and an examination. Each course has its own alphanumeric code by which it is identified, ie, CIVIL 710 - Structural Dynamics.

Matriculation - This is a Student Services Online term for when you accept your offer. This will enable you to enrol in your courses.

Enrolment - The process by which a student, having gained admission to the University and to a programme, selects and gains entry to courses and classes.

Programme - This is the degree or diploma in which you are enrolled, ie, Master of Engineering (ME).

Specialisation - This is used to describe your specific area of study within an academic programme, ie. Yacht Engineering. Please note that most students in the MEngSt are enrolled in the General specialisation but then choose to focus on courses from one department or field in engineering.

Department - The academic unit within the Faculty where your course(s) or programme of study is based, ie. Civil Engineering.

Health and Safety

Please read the following health and safety information carefully. The information is intended for all staff and students working within the Faculty of Engineering. This information is not intended to be a complete guide on safety matters but is meant to detail safety themes and practices that should be adopted to ensure the health and safety of all staff, students and visitors in the Faculty of Engineering. It outlines your responsibilities regarding health and safety, provides useful hints and tips to help you work safely and details some of the more common procedures used to manage health and safety in the faculty.

The University of Auckland and Faculty of Engineering policies and guidelines with regard to health and safety are available through the Faculty of Engineering website at
www.engineering.auckland.ac.nz/safety

Alternatively, the University of Auckland and Faculty of Engineering Policies and Guidelines on Safety may also be viewed by contacting the Director of Faculty Operations (Ext 89261) or any Departmental Manager within the faculty.

Responsibility and accountability

- The Vice-Chancellor has overall responsibility for health and safety at the University of Auckland.
- The Dean of Engineering is responsible for health and safety in the Faculty of Engineering.
- The Head of Department is responsible for health and safety in each Department.
- You are responsible for your own health and safety, and the health and safety of those around you.

The Faculty of Engineering has a Safety Committee. The chair of the committee reports to the Dean of Engineering on matters of policy, and the committee also discusses matters of safety that arise within the faculty.

The staff within each department elect representatives on the committee. Representatives are listed on the website. You can contact your Departmental Office, or the Engineering Student Centre to obtain an up-to-date list of representatives on the committee.

Each Department operates an Injury/Illness Prevention Programme (IIPP) – a University wide initiative to manage health and safety risks. The IIPP folder contains a complete list of hazards within the department, and is reviewed at least annually. Statistics generated by this programme are used to detect trends across the University, and may be useful in reducing the number of accidents or incidents within the faculty.

Health and safety in the Faculty of Engineering

Facts

All policies and guidelines for health and safety are based on the following facts. By acknowledging these facts, you will be more aware of your surroundings, and you will be less likely to be injured as you work within the Faculty of Engineering:

1. You are responsible for your own health and safety.

2. You are responsible for the health and safety of those around you.

3. You are responsible for the security and the safe use of equipment and facilities that you have been authorised to use.

Rules

In order to manage risks, we need to limit access to equipment, labs and workshops. Prior to authorising you to use equipment, labs or workshops, the person responsible will provide information about possible hazards and associated controls you may encounter when using equipment, labs or workshops.

Note: Having swipecard or key access does NOT mean you are authorised to access a facility. To be authorised, you MUST have hazards and control measures explained by the person responsible.

- You must not enter a laboratory, workshop or storeroom unless you have been specifically authorised, or you are in the presence of an authorised person. In either case, you should seek advice about any hazards you may encounter.
- You should not attempt to operate equipment or apparatus unless you are specifically authorised to use that equipment, and you have been advised of any hazards you may encounter.
- Do not attempt to modify or repair any equipment or apparatus unless you have been authorised to do so. Any repairs or modifications must comply with the University of Auckland policy for equipment modification and repair, and any relevant legislation.
- Keep your work area clean and tidy. When you have finished for the day, make sure all tools and equipment are returned to their proper storage, and equipment is shut down.
- If you create a hazard, you must also control it. It is important to involve your supervisor and the person responsible for the area where the hazard is located.
- Where access to a facility is restricted, such as by swipecard or lock, you are NOT authorised to allow entry to people who do not have access to that facility. This means that you are NOT allowed to unlock the facility for someone else. See the responsible person for advice.
- Consumption of food and drink in teaching areas and laboratories is prohibited.
- Suitable clothing and enclosed footwear must be worn in laboratories and workshops. Staff will not allow access for those people who do not have suitable clothing and footwear. As this may affect the completion of papers, it is your responsibility to ensure that you meet any requirements.
- The University of Auckland is smokefree, with smoking banned on all campuses, outdoor spaces and buildings.

Before starting work

Before starting work in any area you should ask (and answer) the following questions:

- How do I get out in the event of an evacuation?

- Where are the nearest telephone / first aid box / fire alarm?
- Where are the isolation controls for the equipment I am going to use?
- What protective or safety equipment do I need to work safely?
- What if something goes wrong? Do I know what to do?
- Who is responsible for the area I am going to be working in?
- What other work is being performed nearby? Will it interfere with my work?

What to do if you suspect that something is unsafe

- If it looks unsafe it is likely to be unsafe
- Make sure that you are safe
- **Rule 1** - You are responsible for your own health and safety
- Make it known that you think something is unsafe
- **Rule 2** - You are responsible for the health and safety of those around you
- If you can safely do so, eliminate / isolate / minimise the hazard. (eg, switching off the power supply or fuel, cleaning up a spill, moving people out of the area)
- **Rule 3** - You are responsible for the security and the safe use of equipment and facilities that you have been authorised to use
- Advise your supervisor or the person responsible for the area where the hazard is located. They are required to take all practicable steps to ensure the hazard is eliminated, isolated or minimized. They can also undertake or arrange for formal hazard identification and risk assessments to be undertaken
- **Rule 4** - If you are not satisfied with the outcome, contact a representative on the Safety Committee for your Department, or the Head of Department
- **Rule 5** - If you are not satisfied with the response from the Department, then contact the Chair of the Faculty of Engineering Safety Committee, the Director of Faculty Operations or the Dean
- **Rule 6** - If you are still not satisfied, then you should contact the University of Auckland Health and Safety Adviser, who is part of the Human Resources Registry.

What to do if an accident / incident *almost* happened

- A near-miss incident is something that, under slightly different circumstances, could have caused an accident
- Near-miss incidents need to be reported as though an accident occurred, using the accident / incident reporting form. Make sure that it is marked "near-miss incident"

- Near-miss incidents are the best kind of incident to report, as no one has been injured (yet), and it may give us the chance to fix the problem before anyone gets hurt

Hazard control options

The following list details the three options for controlling hazards.

Eliminate the hazard

- Eliminating the hazard means the hazard no longer exists
- Control procedures may need to be developed to ensure the hazard does not return

Isolate the hazard

- Isolated hazards are still hazards, but you are a lot safer because you cannot come into contact with the hazard
- Control procedures must be developed to ensure that the hazard remains isolated

Minimise the hazard

- An identified hazard that cannot be eliminated or isolated must be minimised
- Reduce the level of harm that can be caused by the hazard
- Reduce the probability that harm will be caused by the hazard

Note: Ignoring the hazard is NOT AN OPTION, and may be treated as a disciplinary matter by the University. Please report instances to representatives on the Faculty of Engineering Safety Committee or to your Head of Department for corrective action.

Faculty of Engineering key links on safety

Go to safety under quick links on the Engineering homepage
www.engineering.auckland.ac.nz/safety

This will show you the following information:

- Personal safety and emergency contacts
- Reporting accidents, incidents or injuries
- First aid officers
- Registered electrical licence holders
- Evacuation wardens register
- Faculty Safety Committee
- Faculty Safety Committee minutes
- The University of Auckland policies.

If you wish to obtain further information on any of the above policies you should contact the Engineering Student Centre located on Level 4 of 20 Symonds Street.

Students and staff are expected to read and understand the University's policy on personal safety and emergency contacts. To view this, go to safety under quick Links on the Engineering homepage **www.engineering.auckland.ac.nz** and follow the link Personal safety and emergency contacts.

Key staff within the faculty in the area of safety are			
Name	**Ext**	**Position**	**Email**
Nic Smith	87924	Dean of Engineering	np.smith@auckland.ac.nz
Hayley Schnell	89261	Director of Faculty Operations	h.schnell@auckland.ac.nz
Malcolm McCarthy	88713	First Aid Officer	ma.mccarthy@auckland.ac.nz
John St George	88195	Chair of Safety Committee	j.stgeorge@auckland.ac.nz
John Neal	85822	Building Warden	j.neal@auckland.ac.nz

List of people responsible for labs		
Department	**Ext**	**Email**
Chemical and Materials	88135	chemmat-enquiries@auckland.ac.nz
Civil and Environmental	85715	cee-enquiries@auckland.ac.nz
Electrical and Computer	88247	ece-info@auckland.ac.nz
Engineering Science	87911	info-engsci@auckland.ac.nz
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The names of staff responsible for specific laboratories within the Faculty of Engineering may be obtained from the Departmental Manager of the department concerned.

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