

Policy on Undergraduate Admission to the Rose Street Building

The Rose Street Building (J04) hosts the Australian Centre for Field Robotics (ACFR) which incorporates teaching staff from the School of Aerospace, Mechanical and Mechatronic Engineering as well as PhD students who act as course tutors in the School. This document proposes a policy for allowing undergraduate access to the Rose Street Building.

It is not possible to allow general undergraduate access to the Rose Street Building as:

- Security is only maintained at the perimeter of the building - personal effects, expensive equipment and confidential documentation are all in open office areas.
- The Centre has other roles in terms of industrial collaboration, teaching, and research which must be undertaken in the building.

The procedure described here is one that is already encouraged and followed. This document simply formalises current practice.

Access Procedure:

- Undergraduates are encouraged to use e-mail to make appointments to see staff or tutors. Provided that staff and tutors are in residence, an appointment would normally be made within 24 hours.
- Regardless, undergraduates may come to the door of the building at any time and call the extension of the person they wish to see. If the person concerned is there, they may see the student immediately or make an appointment, in the same manner as if the student came to that person's office.
- If the student has a simple or straight-forward question, they are encouraged to use e-mail. Most problems can be resolved electronically.
- Clearly, if the staff member or tutor is not there, the undergraduate cannot be let into the building, nor is there any reason for them to be.
- Phone numbers, photographs, and e-mail addresses of all staff and post-graduate students are available www.acfr.usyd.edu.au under About Us → [People/Staff](#). This information is also distributed at the start of all courses.

Assignment Submission

Student assignments are normally handed in through the assignment boxes on the third floor of the Mechanical Engineering Building. In no circumstances are undergraduates required to hand in material to the Rose Street building.

Tutorial Hours

Tutors, if they are PhD students, are not obliged to see undergraduates outside normal tutorial hours and may reasonably refuse an appointment.

Thesis Project Students

Fourth-year project students are provided with card-key access to the Rose Street building during normal working hours. They cannot remain in the building without supervisory staff. A few 3rd year students also have building access.

This policy information is available on our web site and is also provided on the first page of all lecture notes for all courses given by ACFR staff.