

WELCOME
TO THE
ELECTRICAL AND COMPUTER ENGINEERING DEPART-
MENT
OF THE
UNIVERSITY OF VICTORIA

Updated February 2001

INFORMATION FOR ALL NEW GRADUATE STUDENTS IN ELECTRICAL AND COMPUTER ENGINEERING

Welcome to our Department!

Enclosed in this package is some information which you may find useful in your first few days here and should answer most of your questions. If there is anything not covered or if you need assistance, please see the Graduate Secretary or the Graduate Advisor.

Desk Space

Most of the graduate students are located in either the Engineering Lab Wing or the Engineering Office Wing. Desk space is at a premium and there is a strong possibility there may not be a space available for you at this time. Please see Mary-Ann Teo, Admin. Officer, (EOW 453) or contact her through email, her email address is mateo@ece, as she handles desk space arrangements.

Keys

You will require a key to the office in which you have been assigned desk space as well as a key to the outside door of that building. Keys may be obtained from any of the Secretaries in the Department of Electrical and Computer Engineering, Room 448 Engineering Office Wing. The key policy will be explained to you when you pick up your keys. If you are re-assigned office space, please ensure that you return keys to any office(s) you no longer occupy and inform the Graduate Secretary.

Computer Account

Please complete the form enclosed with this package.

Registration

Please speak to your Supervisor prior to registration to discuss the courses which are available for this term. Telephone registration (TREG) is the procedure for registering for all courses, except Directed Study. If your Supervisor recommends a Directed Study course, please see the Graduate Secretary who will give you the necessary form.

Section numbers are as follows: **F01** Fall (Sept.-Dec.); **S01** Spring (Jan.-Apr.) , **Y01** Winter (Sept.-Apr.) and **K01** Summer (May.-Aug.). All Master's students **MUST** register **Seminar ELEC 509 each** term for the length of their program. All Ph.D. students **MUST** register **Seminar ELEC 609 each term** for the length of their program. A course outline is enclosed. To ensure full time status, it is recommended that all students register their thesis. All courses in Electrical and Computer Engineering are 1 1/2 units with the exception of the Seminar which is 1 unit. An M.A.Sc. thesis is 12 units, an M.Eng. project is 3 units, and a Ph.D. thesis is typically 30 units. Once you have registered you will receive a confirmation of the registration.

Student I.D. Cards

The confirmation of registration that you receive may be used when requesting your Student ID card. Please check the grad notice board on the fourth floor of the EOW for current pick-up location.

Mail/Messages

Please refer to the Mail Policy included in this package. Important messages are generally passed on to graduate students via email and it is suggested that you read email at least once a day.

Use of Departmental Telephones and FAX Machine

Electrical and Computer Engineering graduate students have access to telephones. If it is necessary to place long distance calls, **you are required to note all such calls in the telephone log provided with the telephones.** We request your cooperation in adhering to this procedure. If a telephone log is missing, please advise any of the secretaries in Room 448 of EOW. The Department's FAX machine is located in Room 448 of EOW. Personal FAXes may be sent. Information is to be recorded in log beside FAX machine and individuals are billed at the end of the month.

Work Permits and Student Visas

Citizenship and Immigration Canada does not require an employment authorization for an international student if:

1. The student has a valid and subsisting student authorization
2. The student is registered at a degree granting institution
3. The student is registered on a full-time basis
4. The student works only on the campus where they are registered

Student Visa renewals are requested through Graduate Records and Admissions. At least six weeks before your Student Visa is due for renewal you should obtain the necessary documentation from Graduate Admissions and Records. Should you require an additional letter, please see the Graduate Secretary and obtain the form mentioned in the following paragraph.

Letter Requests

If you require a letter for any purpose, please see the Graduate Secretary who will give you the necessary form to complete.

Cheques

Research Assistantship cheques are issued once a month and are received in the Department of Electrical and Computer Engineering the last day of the month. Teaching Assistantship cheques are issued twice a month, on the 15th and the last day of the month. If a Teaching Assistantship is less than \$100 per month, only one cheque is issued at the end of the month. Students are informed of the arrival of these RA or TA cheques by email and cheques can then be picked up from the Main Office, Room 448 EOW. Any of the secretaries can assist you. NSERC Scholarship/University of Victoria Fellowship holders and GREAT award holders may pick their cheques up from the office of the Dean of Graduate Studies, 2nd Floor, University Center on the 18th of the month.

Personal Data Form

The Personal Data Form is included in this package. Please complete it as soon as you have a permanent address and return it to the Graduate Secretary.

ELECTRICAL AND COMPUTER ENGINEERING

MAIL POLICY

1. Mail generated by the University will be sorted and delivered to the Engineering Lab Wing.
2. All **personal** mail should be addressed to you (or your respective partner/spouse) at your HOME ADDRESS in Victoria and not to you at the Department's address. If frequent moves from one residence to the next are anticipated, then you should obtain a Post Office Box at the nearest postal station. Personal mail is defined as all mail which is from off campus.
4. When you leave the Department, either after you have graduated or, if you assume a job while finishing your degree, the department will only forward mail to you after receiving a copy of the Change of Address Form which you submit to Canada Post to inform them of your new address. After one month mail will be returned to the sender.

N.B. THIS INFORMATION IS FOR MASTER'S STUDENTS ONLY

Course Plan ELEC 509 SEMINAR

(effective September 1, 1992)

Coordinator: Dr. Jens Bornemann, Graduate Advisor, telephone 8666, email jbornema@ece.

Objectives: To expose Master's students to different areas of research and to provide a forum for presentations of graduate student research topics.

Participation: Throughout the duration of their program, students are required to attend a minimum of **12 seminars**. This amounts to approximately **6** seminars per year. Guest speakers will give these seminars. In general, all seminars organized within Science and Engineering count.

Presentations: Students are also required to **present a minimum of 1 seminar** during the life of their program.

Furthermore, students must attend at least **6** of these student seminars in addition to the **12** seminars mentioned above.

The presentations should not be longer than 20 minutes with a ten-minute question period. The presentation should preferably focus on a student's research, but should be placed in a wider context with the goal being to explain to fellow students (who may not work in the area) what the student's research is about. It is the student's responsibility to schedule well in advance their own seminar presentation and to reserve an appropriate room. The seminar rooms in the Engineering Office Wing (EOW) are appropriate for this purpose. The reservation books for these rooms are located at the front counter in the Dean of Engineering's Office, Room 248 EOW. It is also the student's responsibility to notify via email the Graduate Advisor and all graduate students in Electrical and Computer Engineering of their presentation.

Students who present seminars are urged to encourage their supervisors to attend.

Evaluation: Attendance of seminars will be monitored through an attendance **record** by entering the details of seminars attended in the ring binder which is available with the Graduate Secretary. There is a sheet for each student, which is alphabetically arranged. It is the student's responsibility to enter this information **shortly after** attending a seminar. Students must also document the seminars they present by using the same sheets in the ring binder.

At the end of a student's program the attendance, as well as the number of seminars given, will be counted. If a student has less than the minimum number required, they will receive an **N** or **F** grade.

Even after seminar requirements are met it will still be necessary to register for ELEC 509 as it will not be graded until all degree requirements are completed.

NOTE: These regulations came into effect **September 1, 1991**. Students who entered in **May 1990** are assumed to have attended **6** of the *guest seminars*. Students who entered **before May 1990** are assumed to have attended **12** seminars and given **1** seminar. Similarly, students who entered their programs in **May 1990** are assumed to have attended **3** *student presented seminars* and students who entered their programs **before May 1990** are assumed to have attended **6** *student presented seminars*.

N.B. THIS INFORMATION IS FOR Ph.D STUDENTS ONLY

Course Plan ELEC 609 SEMINAR

(effective September 1, 1992)

(Updated May 8, 1996)

Coordinator: Dr. Jens Bornemann, Graduate Advisor, telephone 8666, email jbornema@ece.

Objectives: To expose Ph.D. students to different areas of research and to provide a forum for presentations of graduate student research topics.

Participation: Throughout the duration of their program, students are required to attend a minimum of **18 seminars**. This amounts to approximately **6 seminars** per year. Guest speakers will give these seminars. In general, all seminars organized within Science and Engineering count.

Presentations: Students are also required to **present a minimum of 2 seminars** during the life of their program.

Furthermore, students must attend at least **6** of these student seminars in addition to the **18 seminars** mentioned above.

The presentations should be about 45 minutes with a 15-minute question period. The presentation should preferably focus on a student's research, but should be placed in a wider context with the goal being to explain to fellow students (who may not work in the area) what the student's research is about. The two seminars should not be scheduled back to back. Ideally, the first one should be given around oral candidacy exam time (or before a conference presentation) and the second before the defence. It is the student's responsibility to schedule well in advance their own seminar presentation and to reserve an appropriate room. The seminar rooms in the Engineering Office Wing (EOW) are appropriate for this purpose. The reservation books for these rooms are located at the front counter in the Dean of Engineering's Office, Room 248 EOW. It is also the student's responsibility to notify via email the Graduate Advisor and all graduate students in Electrical and Computer Engineering of their presentation.

Students who present seminars are urged to encourage their supervisors to attend.

Evaluation: Attendance of seminars will be monitored through an attendance **record** by entering the details of seminars attended in the ring binder which is available with the Graduate Secretary. There is a sheet for each student, which is alphabetically arranged. It is the student's responsibility to enter this information **shortly after** attending a seminar. Students must also document the seminars they present by using the same sheets in the ring binder.

At the end of a student's program the attendance, as well as the number of seminars given, will be counted. If a student has less than the minimum number required, they will receive an **N** or **F** grade.

Even after seminar requirements are met it will still be necessary to register for ELEC 609 as it will not be graded until all degree requirements are completed.

NOTE: These regulations came into effect **September 1, 1991**. Students who entered in **May 1990** are assumed to have attended **6** of the *guest seminars*. Students who entered **before May 1990** are assumed to have attended **12** seminars and given **1** seminar. Similarly, students who entered their programs in **May 1990** are assumed to have attended **3 student presented seminars** and students who entered their programs **before May 1990** are assumed to have attended **6 student presented seminars**.

N.B. THIS INFORMATION IS FOR Ph.D. STUDENTS ONLY

**Department of Electrical and Computer Engineering
Ph.D. Candidacy Examination Procedure
(November 1994)**

A Ph.D. candidate must pass two examinations: a written comprehensive examination and an oral candidacy examination. The written comprehensive should normally be attempted within one year after the student first registers in the Ph.D. program. The oral candidacy examination should be taken not later than two years after initial registration.

Written Comprehensive Examination

1. The examination is intended to test the candidate's fundamental knowledge in a broad area of Electrical Engineering as well as the maturity of the candidate to pursue a Ph.D.
2. The examination is offered twice a year, normally, on the first Friday in May and the last Friday in September. The duration of the exam is four hours.
3. Before the examination, students must select a major and minor area of concentration among the following:
 - Communications
 - Computers and VLSI
 - Electromagnetic/Microwaves/Optics
 - Electronics
 - Power
 - Systems, Signal Processing and Control
4. The examination consists of seven questions from the student's selected major area, and seven questions from the student's selected minor area. A student should only answer five questions in the selected major area, and two questions in the selected minor area.
5. The examination is managed by the Department's Advisory Committee on Graduate Studies and is administered by the Graduate Advisor.
6. The committee may solicit relevant questions from faculty members. These questions, which should be at a senior or Master's level of difficulty, should be expected to take less than half an hour to answer satisfactorily.
7. **(New)** The exam is four hours long and candidates are allowed to bring handwritten notes and tables, as well as textbooks. The faculty member who posed the question marks each answered question in a scale of 0 to 10.
8. The Graduate Advisor compiles the results. The examination is considered passed if a total of 42 (60%) or higher mark is obtained. The student will be notified of the overall pass or fail.
9. Each area maintains a syllabus of material. Students should familiarize themselves with this information. (<http://www.grad.ece.uvic.ca/admissions/local/sylabi.html>).
10. A student who fails the comprehensive may re-attempt it only once in its next administration.

N.B.THIS INFORMATION IS FOR Ph.D. STUDENTS ONLY

Oral Candidacy Examination

- The purpose of the examination is to test the candidate's fundamental knowledge and competence to do research leading to a Ph.D. dissertation.
- One month before the proposed date of the candidate's oral examination, the candidate has to submit a written research proposal to the members of his/her supervisory committee.
- During the oral examination, the candidate will be asked questions related to the research proposal as well as questions based on the fundamentals.

Responsibilities in the Supervisory Relationship

I. Responsibilities of the Academic Supervisor

The Academic Supervisor is a mentor and advisor who develops a working/professional relationship with the student conducive to research and intellectual growth. The Academic Supervisor is directly responsible for the supervision of the student's program. In this capacity, the supervisor assists the student in planning the program, ensures that the student is aware of all program requirements, degree regulations, and general

regulations of the department, the Faculty of Graduate Studies, the University, and external granting agencies. The Academic Supervisor provides counsel for all aspects of the program, and stays informed of the student's research activities and progress. In particular the Supervisor should

- 1) assist the student in forming a supervisory committee;
- 2) chair meetings of the committee and, if necessary, arbitrate decisions of the committee;
- 3) be aware of the rules and procedures of the department and the Faculty of Graduate Studies and make the student aware of them as well;
- 4) be aware of the standards to which a major paper, thesis, or dissertation must conform and make the student aware of them as well;
- 5) maintain contact with the student through mutually agreed upon regular meetings and be reasonably available for consultation as needed;
- 6) help in selecting appropriate course work for the program and also involve the Supervisory Committee as much as is possible and appropriate in the student's program;
- 7) inform the student and provide source material on the Tri-Council Guidelines for Ethical Research in Humans;
- 8) ensure that, where appropriate, student research proposals involving human subjects have been submitted to the Human Research Ethics Committee for approval before the commencement of the research project;
- 9) ensure that, where necessary, student research proposals have received approval before the commencement of research from the appropriate committee reporting to the Vice-President Research. Examples include, but are not limited to, the Animal Care Committee, Hazardous Materials Committee, and Biosafety Committee.
- 10) advise the student on the establishment of a realistic timetable for the completion of the various requirements of the program of study;
- 11) thoroughly examine written material submitted by the student and make timely and constructive written comments for improvement. The Supervisor should also inform the student of the approximate time for the written material to be returned;
- 12) determine whether or not a draft of a major paper, thesis, or dissertation is ready for submission to the Supervisory Committee. If a draft is not to be submitted, reasons should be provided to the student in writing;

13) make satisfactory arrangements for supervision of the student during an extended absence from the campus;

14) work within the department's candidacy structure and with the department's graduate advisor and/or graduate secretary in initiating the steps required in setting up candidacy examinations. The student should be consulted regarding the scheduling of such exams;

15) when appropriate, direct the student to the office of Research Administration for advice regarding Intellectual Property;

16) encourage the student to attend conferences and meetings in their field of study.

The Academic Supervisor should conform to basic principles of academic integrity and professionalism. In particular the Supervisor should:

17) not withdraw monetary support without reason and due notice;

18) acknowledge contributions of the student in published material;

19) withdraw from supervising a student when it is felt, with reason and with due notice, that continued supervision will not lead to the satisfactory completion of degree requirements by the student; and

20) be aware of situations of potential conflict of interest and deal with them according to official University guidelines regarding conflict of interest.

II. Responsibilities of the Supervisory Committee.

Each student has a Supervisory Committee consisting of the Academic Supervisor and from one to three additional members depending on the student's program. The responsibilities of the Supervisory Committee include the following:

1) to be aware of the rules and procedures of the Faculty of Graduate Studies, the University, and external granting agencies;

2) to recommend to the Faculty of Graduate Studies a program of study for the student;

3) to ensure that the student is aware of normal expectations concerning the volume, quality, style, and standard presentation of the paper, thesis, or dissertation;

4) to evaluate the research proposal;

5) to guide the student in the conduct of research, and evaluate the progress of the student's work;

6) to provide periodic feedback to the student on the progress of the student's program;

7) to aid in the arbitration of problems which arise between the student and the supervisor;

8) to evaluate the penultimate and final drafts of the thesis or dissertation;

9) to recommend to the Faculty of Graduate Studies corrective steps or withdrawal if progress is

unsatisfactory; and

10) to serve as the core of the examining committee.

Although the Academic Supervisor serves as the student's major advisor, the entire committee should be involved in the student's program. Members of the committee should encourage and be available for consultation with the student at reasonable intervals. At either the student or supervisor's request, an annual meeting of the supervisory committee should be held. If a committee member is to be away for more than three months, and this absence is deemed detrimental to the student's progress, an interim member should be appointed and the Faculty of Graduate Studies informed in writing. If the absence is extended, a new member should be chosen.

III. Responsibilities of the Dean

In the case of alleged non-compliance with these guidelines by an Academic Supervisor or Supervisory Committee member, the responsibilities of the Dean are:

- 1) to request a written report from the person making the allegation;
- 2) to review the written report of non-compliance;
- 3) provide an opportunity for a consultative process with the parties involved;
- 4) where, in the opinion of the Dean, a report of non-compliance constitutes "misconduct" as that term is defined in the University's Policy on Scholarly Integrity, the Dean may make a complaint under paragraph 2.3 of the Policy on Scholarly Integrity and the report shall thereafter be dealt with in accordance with that Policy;
- 5) where, in the opinion of the Dean, a report of non-compliance does not constitute "misconduct" as that term is defined in the University's Policy on Scholarly Integrity or does not warrant invoking the University's Policy on Scholarly Integrity, the Dean shall forward a copy of the report to the Student's Academic supervisor and the members of the student's Supervisory Committee with an invitation to send a response to the Dean;
- 6) After reviewing any responses to the report, the Dean may
 - (a) meet with the person who made the report, the student's Academic Supervisor and the student's Supervisory committee either together or separately to discuss the report and the responses to the report for the purpose of
 - (i) seeking a resolution of any conflicts among the parties,
 - (ii) discussing methods of compliance in the future;
 - (b) where the Dean is satisfied that the matter can be satisfactorily dealt with in writing, the Dean shall send a letter to the person who made the report and all persons to whom a copy of the report was sent.

IV. Responsibilities of the Student

In entering a graduate degree program, the graduate student is making a commitment to devote the time and energy necessary to complete the program. The supervisor has the right to expect

reasonable effort, initiative, respect and receptiveness to suggestions and criticisms. The student must accept the rules, procedures and standards in place in the program at UVic and should check the University Calendar for regulations regarding academic and non-academic matters.

Some specific responsibilities of the student are as follows:

- 1) To make a commitment and show dedicated efforts to gain the background knowledge and skills needed to pursue the research project successfully;
- 2) To develop, in conjunction with the supervisor, a plan and a timetable for completion of all stages of the degree program, and to work studiously to adhere to a schedule and to meet appropriate deadlines;
- 3) Maintain contact with the supervisor through mutually agreed upon regular communication and be reasonably available for consultation as needed;
- 4) To maintain registration throughout the program and (for international students) to ensure that student visas and (where applicable) employment authorization documents are kept up to date. Inform supervisor or any temporary withdrawal from program and reason for the absence. To keep the supervisor, graduate advisor and Registrar's office informed on how the student can be contacted;
- 5) To give serious consideration to and respond to the advice and criticisms received from the supervisor and other members of the supervisory committee;
- 6) To pay due attention to the need to maintain a workplace which is tidy, safe and healthy and where each individual shows tolerance and respect for the rights of others;
- 7) To be thoughtful and reasonably frugal in using resources provided by the supervisor and by the University, and to assist in obtaining additional resources for the research or for other group members where applicable and possible;
- 8) To conform to University, Faculty and program requirements, including those related to deadlines, dissertation style, conflict of interest, etc; (See IP document)
- 9) To recognize that the supervisor and other members of the supervisory committee may have other teaching, research and service obligations which may preclude immediate responses;
- 10) To meet agreed performance standards and deadlines of the funding organization to the extent possible when financing has been provided under a contract or grant;
- 11) To conform to professional standards of honesty in order to assure academic integrity and professionalism. This includes, but is by no means limited to, acknowledging assistance, material and/or data provided by others;
- 12) To terminate the work and clean up the workspace, leaving the place to another student, when program requirements have been met;
- 13) To return borrowed materials to the supervisor, department, library or reading room etc. when the project has been concluded or when return is requested.

COMPUTER/UNIX ACCOUNT INFORMATION

Please complete the following information and return to the Graduate Secretary, in Room 448 of the Engineering Office Wing. Please note the following:

- At least five working days are required to process new accounts.
- Graduate student accounts will remain active as long as the student is duly enrolled in the program.
- Use of this facility must adhere to 'Policy 6030: Computing and Telecommunications User Responsibilities' viewable at: <http://web.uvic.ca/uvic-policies/pol-6000/6030CTUR.html>
- By signing this form you are agreeing to abide by the regulations set forth in Policy 6030 and by Faculty and Department system administrators.

Full Name: _____

Classification: _____ Graduate Student: _____ M.A.Sc. _____ M.Eng. _____ Ph.D. _____

_____ Professor

_____ Staff

_____ Visiting Researcher

_____ Other

Office location (if known): _____

Supervisor/Sponsor (if applicable): _____

Signed: _____

Dated: _____

OFFICE USE ONLY

Date received: _____

Date completed: _____

Home directory: _____

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

**GRADUATE STUDENT
PERSONAL DATA FORM**

(Please complete and return to Graduate Secretary, Room 448 Engineering Office Wing)

Date: _____

Name: _____ Student

No: _____

Address:

Telephone No: _____

S.I.N. _____

Email: _____

Office Location: _____

Lab Location: _____

×

Date Admitted to Program: _____

Degree Sought: M.A.Sc. M.Eng. Ph.D

Degrees Held and Dates Obtained:

Work Permit required: No Yes Expiry Date: _____

If Landed Immigrant, please provide date of landing:

Do you hold an NSERC AWARD, UVIC FELLOWSHIP, GREAT, COMMONWEALTH or ASI SCHOLARSHIP?

If, YES (Please indicate which and effective dates)
