



**University  
of Victoria**

Engineering & Computer Science | Department of Electrical and Computer Engineering  
Engineering Office Wing Room 448 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada

# Department of Electrical & Computer Engineering

## ***MADS & MTIS*** *Handbook*

INFORMATION FOR MADS & MTIS GRADUATE STUDENTS IN THE  
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING



## **TABLE OF CONTENTS**

<u>Responsibilities in the Supervisory Relationship.....</u>	<u>3</u>
<u>Contact Information.....</u>	<u>3</u>
<u>Program Requirements (minimum courses: undergraduate and directed studies).....</u>	<u>4</u>
<u>Registration.....</u>	<u>4</u>
<u>Academic Supervision.....</u>	<u>4</u>
<u>Work Terms (co-op).....</u>	<u>5</u>
<u>UVIC One Card (photo ID cards).....</u>	<u>5</u>
<u>Studio/Desk Space.....</u>	<u>5</u>
<u>Keys &amp; Access Cards.....</u>	<u>5</u>
<u>Letters.....</u>	<u>5</u>
<u>Mail Policy.....</u>	<u>6</u>
<u>UVIC Email Address.....</u>	<u>6</u>
<u>Social Insurance Number (SIN).....</u>	<u>6</u>
<u>Study Permit (international students only).....</u>	<u>6</u>
<u>Tuition Fees.....</u>	<u>6</u>
<u>Health Coverage &amp; Insurance.....</u>	<u>7</u>
<u>Cheques.....</u>	<u>7</u>
<u>Direct Deposit.....</u>	<u>7</u>
<u>External and National Awards.....</u>	<u>8</u>
<u>Bursaries.....</u>	<u>8</u>
<u>Housing.....</u>	<u>8</u>
<u>Academic Integrity.....</u>	<u>8</u>
<u>Teaching Assistant Positions .....</u>	<u>9</u>
<u>UVIC Forms.....</u>	<u>10</u>
<u>Useful Websites – On Campus.....</u>	<u>10</u>
<u>Useful Websites – Off Campus.....</u>	<u>10</u>

WELCOME to the Department of Electrical and Computer Engineering (ECE) in the Faculty of Engineering and Computer Science. This handbook will provide students with important information as they begin their **MADS or MTIS** graduate program.

## **RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP**

Graduate Students and their Supervisors are bound by policies set by the University of Victoria, Faculty of Graduate Studies, and the Department of Electrical and Computer Engineering.

The Faculty of Graduate Studies policies are outlined in the [Academic Calendar](#) and in policy documents found on the [Faculty of Graduate Studies policy webpage](#). In particular, students and Faculty Members should familiarize themselves with the [Graduate Supervision Policy](#), which defines the expectations and responsibilities in the supervisory relationship for graduate students, members of the Faculty of Graduate Studies, academic units, Graduate Advisors, supervisors, supervisory committee members, and the Dean and Associate Deans of Graduate Studies.

## **CONTACT INFORMATION**

**Graduate Secretaries** should be the first point of contact for all administrative inquiries. The Graduate Secretary will process all record changes and paperwork in conjunction with the ECE Graduate Admissions and Records Advisor, and will provide advice on calendar regulations, university policies, and other information related to programs.

All forms related to each program, including registration forms, must be submitted to the applicable Graduate Secretary, who will ensure the form(s) are complete and forward for further review and processing.

<b>Leng Jax</b> , MEng and MTIS Graduate Secretary	<a href="mailto:ecegsec2@uvic.ca">ecegsec2@uvic.ca</a> 250-721-8781 Office: EOW 448
<b>Jessica Fox</b> , MADS Graduate Secretary	<a href="mailto:ecegsec3@uvic.ca">ecegsec3@uvic.ca</a> 250-853-3798 Office: EOW 448
<b>Ashleigh Carlsen</b> , MAsc and PhD Graduate Secretary	<a href="mailto:ecegsec@uvic.ca">ecegsec@uvic.ca</a> 250-721-8675 Office: EOW 448

**Program Director:** Program Directors are responsible for the **MADS** or **MTIS** programs, and are the program supervisors.

**MADS** Program Director: [madsdir@uvic.ca](mailto:madsdir@uvic.ca)

**MTIS** Program Director: [mtisdir@uvic.ca](mailto:mtisdir@uvic.ca)

*To contact your Program Director, please select the appropriate email corresponding to your program.*

**Graduate Advisor:** The Graduate Advisor is responsible for the Department's Graduate Programs. If the student's Supervisor is unavailable, the Graduate Advisor is the next person to speak with in regards to their program. The Graduate Advisor, Dr. Lin Cai, is located in EOW 314 and may be contacted by email at [ecegradv@uvic.ca](mailto:ecegradv@uvic.ca) or by phone at 250-721-8691.

**Department Chair:** The Department Chair is located in EOW 451 and may be contacted by email at [ecechair@uvic.ca](mailto:ecechair@uvic.ca) or by phone at 250-721-8684. To make an appointment with the Department Chair, email [eceasst@uvic.ca](mailto:eceasst@uvic.ca).

**Graduate Student Representative (GSR):** The GSR is a current graduate student elected by Electrical and Computer Engineering graduate students to represent the interests of the ECE graduate student population. The GSR may be contacted by email at [ecegradrep@uvic.ca](mailto:ecegradrep@uvic.ca).

**Graduate Admissions and Records (GARO):** GARO is responsible for the maintenance of academic records including program and course registration, program and course changes, supervisory committee structures, grades, transcripts, etc. GARO is located in the Jamie Cassels Centre, room A207. The ECE Records Advisor, Kate Adams, may be contacted by email at [grad2@uvic.ca](mailto:grad2@uvic.ca) or by phone at 250-721-8755.

## **PROGRAM REQUIREMENTS**

Students typically adhere to the program requirements as cited in the Academic Calendar in which they began their program (catalogue term). When searching for program course requirements, students should refer to the [Academic Calendar](#) specific to their catalogue term.

**MADS** program [current Academic Calendar requirements](#)

**MTIS** program [current Academic Calendar requirements](#)

**MADS & MTIS** [archived Academic Calendars](#)

## **REGISTRATION**

**MADS** students are expected to follow the below schedule for course registration.

*\*All catalogue terms through 202301*

<b>First term</b>	<b>Second term</b>	<b>Third term</b>
ECE 503 CSC 501	ECE 535 CSC 502	ECE 537 CSC 503
ECE 592A	ECE 591	ECE 592B
Four technical elective courses are to be chosen by the student from the Electives list and taken during the three terms.		

**MTIS** students are expected to follow the below schedule for course registration.

<b>First term</b>	<b>Second term</b>	<b>Third term</b>
ECE514	ECE567	ECE570 ECE597
ECE592A	ECE591	ECE592B
List 1 elective	List 1 elective	List 1 elective
List 1 or 2 elective	List 1 or 2 elective	List 1 or 2 elective

Web registration is the general method for registering in courses. Courses that cannot be registered online may be:

- Directed Studies (ProForma Form)
- Undergraduate courses (Graduate Registration Form)
- Auditing courses (Graduate Registration Form)
- Courses that are not a part of your program (Graduate Registration Form)

The exceptions listed above require students to manually register. A [Graduate Registration form](#) or [ProForma form](#) must be completed. In some cases, students may be required to complete a [Graduate Program Update form](#) to ensure specific courses can be included in their program. Completed forms should be submitted to the applicable Graduate Secretary, who will ensure the form(s) are complete and forward for further review and processing.

## **ACADEMIC SUPERVISION**

**Supervisor/Program Director:** The Supervisor is responsible for advising students on the academic aspects of their program. Further information on [Graduate Studies Committees, Advisers, and Supervisors](#) may be seen in the current Academic Calendar.

## **WORK TERMS (Co-op)**

**MADS & MTIS** students must complete their course requirements before participating in an optional Co-op Internship. Students are responsible for applying for positions, interviewing, and securing co-op opportunities.

To receive a Co-op work experience endorsement on their transcript, **MADS & MTIS** students must complete one Co-op work term. To receive a Co-op designation on their transcript *and* diploma, **MADS & MTIS** students must complete two Co-op work terms.

## **UVIC ONECARD (PHOTO ID CARDS)**

The University Photo ID card is called a ONECard. It is the [official UVic identification card and campus debit card](#). Learn more about the ONECard and [how to get a ONECard](#).

### **ONECard is:**

- Official UVic Identification
- ONECard [Flex Account](#) card
- [Meal Plan Account](#) card
- Required proof of identification for exams
- Required card for door access
- UVic Library card
- Identification card for UVic Health Services
- Universal Bus Pass ([U-Pass](#)) for BC Transit\*
- Vikes Recreation facilities pass\*
- Vikes Athletics regular season game card
- Access to 24/7 fund loading/account information & freezing funds

*\*applies to students who pay this fee in their tuition*

Learn more about the ONECard and how to get a ONECard at the following link:

<https://www.uvic.ca/onecard/index.php>.

## **STUDIO/DESK SPACE**

**MADS & MTIS** graduate students have designated studio space with desks, lockers, computers, and printers.

**MADS Studio:** Engineering Lab Wing (ELW) Room A213

**MTIS Studio:** Engineering Lab Wing (ELW) Room A209 - *requires an access key card*

## **KEYS & ACCESS CARDS**

### **Keys**

- Required for MADS studio, MADS studio lockers, MTIS studio lockers
- Sign out from the ECE General Office (EOW 448)
- Refundable \$20 cash deposit is required per key

### **Access cards**

- Required for MTIS studio, after-hours access to the Engineering Lab Wing (ELW)
- Purchase at the Campus Bookstore
- Non-refundable \$10 fee is required

## **LETTERS**

Graduate Students may require letter(s) to confirm Graduate Student Support and Teaching Assistant payments. To request letters from the Department, please complete a [Letter Request form](#) and submit to ECE Reception at [ecesecc@uvic.ca](mailto:ecesecc@uvic.ca). Please allow 1 to 2 weeks for letters to be prepared.

If students require confirmation of their academic status at the University of Victoria, a Verification of Enrolment letter may be downloaded from Online Tools under the online request forms section of the Student Services tab.

## **MAIL POLICY**

1. Mail generated by the University is sorted alphabetically and delivered to the Engineering Lab Wing student mailboxes (3<sup>rd</sup> floor). **Please be sure to check the mailboxes on a regular basis.**
2. The Department **WILL NOT** accept personal mail unrelated to students' programs.
3. When students complete their program, upon written request, mail related to their program may be forwarded to their home address for up to one month.

## **UVIC EMAIL ADDRESS**

Important messages are generally passed on to graduate students via email. Students must include their full name and student number (V#) when emailing office staff and faculty members.

### **Update preferred email:**

- Students should use their UVic email address to avoid disruptions in receiving/sending emails and to protect the privacy of their non-UVic email address
- Students should change their preferred email to their UVic email in their Online Tools
- Students should notify their Graduate Secretary when this information has been updated

## **SOCIAL INSURANCE NUMBER (SIN)**

A Social Insurance Number (SIN) is required for students appointed as Teaching Assistants (TA). If appointed, students may request an Employment Contract from ECE Reception at [ecesecc@uvic.ca](mailto:ecesecc@uvic.ca) in order to apply for a SIN number.

## **STUDY PERMIT (International students only)**

**Study Permits must be valid at all times.** Please see the [IRCC website](#) for details. Students may contact the International Centre for Students at [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca) with any questions related to study permits.

## **TUITION FEES**

Registered students may view tuition fees in their Online Tools. The balance owing will be under “term balance”.

### **Tuition Fee Deadlines:**

- Fall term (September-December) fees are due September 30<sup>th</sup>
- Spring term (January-April) fees are due January 31<sup>st</sup>
- Summer term (May-August) fees are due May 31<sup>st</sup>

*A service charge will be added if the account is not paid on or by the due date.*

**Tuition Fee Estimator:** <https://www.uvic.ca/graduate/finances/tuition-costs/index.php>

**Where and how to pay tuition fees:** The Tuition Office is located in the Jamie Cassels Centre, room A115.

<b>Make a Payment within Canada:</b>	<b>Make a Payment outside of Canada:</b>
<ul style="list-style-type: none"><li>• Online banking (bill payment)</li><li>• Cheque, money order, bank draft or debit card (Canadian institutions)</li></ul>	<ul style="list-style-type: none"><li>• Convera GlobalPay for Students</li><li>• Wire Transfer</li><li>• Cheque (US funds only)</li></ul>

*UVic does **not** accept payment by cash, e-transfer, or credit card for tuition fees.*

Further details may be found at the following link: <https://www.uvic.ca/students/campus-services/tuition-fees-budgeting/>

## **HEALTH COVERAGE & INSURANCE**

The cost of health care in Canada is very high for those who do not have health insurance. Without coverage, students could be denied treatment or pay thousands of dollars each day for medical services.

As a result, in order to ensure medical issues do not cause financial difficulty or compromise academic progress, all UVic students are required to have comprehensive coverage for the entire duration of their studies.

### **The Guard.me@UVic Plan:**

The Guard.me@UVic plan provides emergency medical insurance coverage for international students who are new to UVic. This plan covers required medical services to address new and unexpected illness or injury. Most new international students are automatically enrolled in the Guard.me@UVic plan upon registration at UVic.

Further information may be found on the [International Centre for Students website](#).

Please contact the International Centre for Students with any questions by email [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca) or by phone at 250-721-6361.

### **Graduate Student's Society (GSS) - Extended Health Care and Dental Insurance Plan:**

The Graduate Students' Society (GSS) health and dental plan provides extended coverage for graduate students. Most students are automatically enrolled in the appropriate plan upon registration at UVic. All new students are encouraged to contact the GSS to ensure they have opted in or out of the Extended Health and Dental Plans.

For information on the GSS Extended Health and Dental Insurance Plan, please visit the [GSS website](#).

**GSS Location:** Halpern Centre, Room 102

**GSS Email:** [gsoc@uvic.ca](mailto:gsoc@uvic.ca)

### **The BC Medical Services Plan:**

The British Columbia (BC) Medical Services Plan (MSP) covers required medical services provided by physicians, specialists, diagnostic facilities, laboratory facilities, and hospitals. Students who intend to stay in British Columbia (BC) for fewer than six months are not eligible for the BC Medical Services Plan (MSP). All other international students must submit an application for enrolment when they arrive in BC.

The application for enrolment is available [online](#). A [Non-Photo BC Services Card](#) will be received by postal mail, including a personal health number (PHN) which will allow students to access required medical services.

Visit the [BC MSP website](#) for information about benefits.

## **CHEQUES**

Students will be notified by email if a cheque arrives and is ready for pick-up from the ECE General Office (EOW 448).

## **DIRECT DEPOSIT**

Direct deposit is the encouraged method of payment for all payments from the University of Victoria. Students should set up direct deposit with a Canadian bank account at the following link: <https://uvic.ca/directdeposit>

## **EXTERNAL AND NATIONAL AWARDS**

There are a number of national and provincial granting agencies that annually fund graduate students and their research. These are merit-based fellowships, which must be applied for individually. Most of the agencies have specific application guidelines and deadlines.

For more information on external awards and fellowships, please refer to the Faculty of Graduate Studies [external scholarships](#) page.

## **BURSARIES**

Bursaries are non-repayable awards offered based on financial need and reasonable academic standing. The Office of Student Awards and Financial Aid administer graduate bursaries. A few examples of bursaries available are University of Victoria Graduate Students' Society Child Care Bursary, Ronald Kitchener Bursary, Donald and Evelyn MacLean Fund, etc.

For more information on bursary applications and eligibility criteria please refer to the information available on the Faculty of Graduate Studies [bursaries](#) page.

## **HOUSING**

Housing in Victoria may consist of homestay, on-campus housing, or off-campus housing. In deciding which option is best for you, it is recommended that you consider cost, convenience, and your lifestyle. You may find further information by visiting the [Housing & Transportation](#) pages on the International Centre for Students website.

## **ACADEMIC INTEGRITY**

The University of Victoria's [Policy on Academic Integrity](#) may be found in the Academic Calendar. Academic integrity violations covered by this policy include the following:

- Plagiarism
- Unauthorized use of an editor
- Multiple submission
- Falsifying materials
- Collaborative work
- Cheating on work, tests, and examinations
- Aiding others to cheat

Single or multiple instances of Academic Integrity violation should result in a failing grade for the work, or a grade of F for the course. Any instance of repeat violations will be escalated to the Dean and may result in the student being placed on disciplinary probation, as well as being recorded on the student's transcript. Students have the right to appeal disciplinary decisions. Please refer to the [Policy on Academic Integrity](#) for further details.

## **TEACHING ASSISTANT POSITIONS**

**IMPORTANT:** If you are considering Teaching Assistant (TA) opportunities in the Department of Electrical and Computer Engineering (ECE), your study permit must explicitly state as a condition or remark that you may accept employment on or off campus. If such explicit condition/remark is missing, please contact the Department Office to remedy the situation.

TA appointments are assigned on a term-by-term basis. TA appointment priority are governed by the Appointment Priority Policy for Specialist Instructional positions ([Canadian Union of Public Employees 4163](#)) as follows:

<b>Priority Group</b>	<b>Level</b>
Masters Year 1 and Ph.D. Year 1. Ph.D. Years 2 and 3 (where previously appointed to a bargaining unit position)	1
Where previously appointed to a bargaining unit position, Masters Year 2 and Ph.D. Year 4 or 5	2
Other graduate students (in other years, not previously appointed, or from other departments)	3
Undergraduates	4
Others/non-students	5

A list of TA positions is posted approximately 10 weeks prior to the beginning of each term. The application deadline is approximately 5 weeks prior to the beginning of each term. Once students receive the official offer letter from Graduate Admissions and Records, you can apply for TA positions by going to the ECE Department website at: <https://www.uvic.ca/engineering/ece/current/graduate/ta-positions/index.php>

### **Please note the following:**

- All new graduate students, or those who have not been appointed as TA before in the Faculty, are required to attend the following workshops within the first year of study:
  - *Function and Responsibility of TA*
  - *Sexualized Violence Prevention*
- All new graduate students, or those who have not been appointed as TA before in the Faculty, and to whom English is a second language, are required to attend the additional workshop below within the first year of study:
  - *Challenges of being an International TA*
- Based on TA evaluation and at the discretion of the Awards Committee, a graduate student with a poor evaluation will be notified and may not be selected for TA appointment until he/she has attended all required workshops. Workshop schedules will be announced by email in the fall and spring term of each year.
- Be sure to apply only for positions for your entry term. Regretfully, if your recommendation for admission was late in coming, the TA application deadline may have passed. If so, please apply again the next term.
- Because there are usually more applicants than positions available, having applied for positions does not necessarily mean that you will be appointed as a TA.
- Students are welcome to apply for TA positions in other departments such as Computer Science, Mathematics, etc. If one is able to obtain a position from another department, your priority with ECE may be lower than outlined in the table above to allow as many students as possible to gain some financial support.
- Decisions on TA appointments will not be made until two to three weeks before the beginning of a term and may extend to the first week of a term.

## **UVIC FORMS**

Forms & Policies: <https://www.uvic.ca/graduatestudies/forms-policies/index.php>

Graduate Registration Form: <https://www.uvic.ca/graduatestudies/forms-policies/data/coursechangeform.pdf>

Pro Forma Proposal Form: <https://www.uvic.ca/graduatestudies/forms-policies/data/pro-forma-proposal-directed-studies.pdf>

Program Update Form: [https://www.uvic.ca/graduatestudies/forms-policies/data/accessible\\_graduate-program-update-form.pdf](https://www.uvic.ca/graduatestudies/forms-policies/data/accessible_graduate-program-update-form.pdf)

## **USEFUL WEBSITES – ON CAMPUS**

Dept. of ECE Website: <https://www.uvic.ca/ecs/ece/>

Dept. of ECE Graduate Resources: <https://www.uvic.ca/ecs/ece/current/graduate/resources/index.php>

University of Victoria Important Dates: <https://events.uvic.ca/dates/>

Graduate Supervision Policy: [https://www.uvic.ca/students/\\_assets/docs/graduate-supervision-policy.pdf](https://www.uvic.ca/students/_assets/docs/graduate-supervision-policy.pdf)

ECE Graduate Courses: <https://www.uvic.ca/ecs/ece/current/graduate/courses/index.php>

CSC Graduate Courses: <https://www.uvic.ca/ecs/computerscience/graduate/courses/index.php>

Search for courses: <https://banner.uvic.ca/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

Tuition and Fees: <https://www.uvic.ca/students/campus-services/tuition-fees-budgeting/>

Registration: <https://www.uvic.ca/students/graduate/registration/index.php>

Resources for Students: <http://www.uvic.ca/graduatestudies/resourcesfor/students/>

Academic Calendar: <https://www.uvic.ca/calendar/>

International Centre for Students: <https://www.uvic.ca/international-experiences/index.php>

Maps, buildings and directions: <https://www.uvic.ca/search/maps-buildings/>

## **USEFUL WEBSITES – OFF CAMPUS**

Immigration, Refugees and Citizenship Canada: <https://www.canada.ca/en/services/immigration-citizenship.html>