

Department of Electrical and Computer Engineering

MEng Program Degree Completion Steps

BEFORE STARTING THE DEFENCE PROCESS:

REGISTRATION: MEng students must be registered in ECE 509 & ECE 598 for the term in which you defend.

*Co-op: Graduate Students can defend in the same term they are on Co-op. You must be registered in a Co-op work term, ECE 509 & ECE 598; being registered in all three of these courses will require you to pay more tuition. A Graduate Student may go on a Co-op work term after their defence only if it is the **final Co-op work term** required to obtain the Co-op Designation.*

Supervisory Committees: MAsC students require one additional member on their Supervisory Committee, which should be formed within the first three terms of the program.

- Member #1: The primary supervisor must be from the home academic unit
- Member #2: May be a co-supervisor or a committee member from inside or outside the home academic unit

STEPS FOR THE STUDENT:

1. **Meet with your supervisor:**

Begin your program completion steps by meeting with your supervisor to see if you are ready to defend.

2. **Meet with your graduate secretary:**

It is highly recommended you meet with your graduate secretary to go over the program completion steps and ask any applicable questions. More information can be found in the Degree Completion Steps email, sent at the beginning of the term.

3. **Review the ECE 509 Seminar Requirements:**

Throughout the duration of their program, students are required to **attend** a minimum of **16** seminars/webinars and **present** a minimum of **1** seminar/webinar. At the end of a student's program, the attendance, as well as the number of seminars presented, will be counted. If a student has less than the minimum number required, they will receive an **N** grade.

For a link to the ECE 509 Syllabus including further details about presenting seminars, and to the Seminar Logbook, please [click here](#).

4. **Email project to your supervisor and supervisory committee:**
Email your project to your supervisor for review. Once your Project has been approved by your supervisor(s), please email the document to your supervisory committee (excluding the chair of the defence – supervisor will email) for review.

5. **Schedule defence & complete the first page of the Checklist for Non-Thesis Oral Examinations form (second page for chair to complete):**
Meet with your supervisor to set a day, time and location (supervisor will book a room) of your oral examination. The Department recommends having at least 5 business days after the day of your oral examination and before the end of term to complete any “after defence” completion steps.

Please collect the signatures of your supervisory committee on the Checklist for Non-Thesis oral examinations form, found [here](#).

6. **Submit Checklist for Non-Thesis Oral Examinations form to graduate secretary:**
The first page of the Checklist for Non-Thesis oral examinations and Withholding Form (if applicable) must be submitted to your graduate secretary a minimum of 10 business days before the defence (excluding weekends and statutory holidays).

7. **Email title of project and time:**
Please email your graduate secretary with the title of your project and the date and time of your oral examination.

8. **Apply to graduate:**
Complete the Application to Graduate online through your MyPage. Please note, a credit card is required. For more information on graduation requirements and deadlines, please [click here](#).

Application to graduate dates and deadlines to avoid late fee:

Final Term Registration	Application for Graduation Deadline	Convocation Ceremony
Fall (September – December)	15 November	Spring (June)
Winter (January – April)	15 February	Spring (June)
Summer (May – August)	15 July	Fall (November)

9. Register to attend convocation:

If you will be attending the Convocation Ceremony, registration is required. Registration information can be found [here](#).

10. Apply for a Degree Completion Letter (optional):

A Degree Completion Letter confirms the status of your Application to Graduate. International students may use this letter to apply for a post-graduation work permit. Students who will be using this letter to confirm their degree requirements have been met prior to receiving their parchment/diploma should select the option to issue the letter once all degree requirements have been met. Graduate Admissions and Records will issue the letter once your degree completion paperwork has been processed.

Additional details can be found [here](#).

STEPS FOR YOUR SUPERVISOR:

1. **Nominate chair** - Your supervisor will nominate a chair for your oral examination.
2. **Email project to chair** – Student is not to have correspondence with the chair.
3. **Book room** – Book the room for the oral examination
4. **Notify committee members** – Notify the supervisory committee members of the date and time of the oral examination

AFTER YOUR DEFENCE

1. **Revisions** – Make any necessary revisions to your project, receive approval from your supervisor
2. **Upload** – contact your graduate secretary for instructions
3. **Keys** – Return signed out keys to EOW-448

CONGRATULATIONS, you are done!



Helpful Links

[Regulations concerning tuition fees for graduate programs](#): This page of the Academic Calendar contains information regarding standard tuition fees, including the minimum tuition fee installments, re-registration or program extension fees, the completion postponement fee adjustment, and a tuition fee breakdown.

[Degree completion and graduation](#)