Department of Electrical
&
Computer Engineering

MEng, MASc, & PhD Program Handbook

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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 **MEng, MASc, or PhD** 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, 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 provides 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.

Graduate Secretary - MASc and PhD **Ashleigh Carlsen**	Office: EOW 448 ecegsec@uvic.ca 250-721-8675
Graduate Secretary - MEng and MTIS **Victoria Simpson, Leng Jax**	Office: EOW 448 ecegsec2@uvic.ca 250-721-8781
Graduate Secretary - MADS **Jessica Fox**	Office: EOW 448 ecegsec3@uvic.ca 250-853-3798

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 regarding their program. The ECE Graduate Advisor, Dr. Lin Cai, is located in EOW 317 and may be contacted by email at ecegradv@uvic.ca or by phone at 250-721-8691.

Department Chair: The Department Chair, Dr. Michael McGuire, is located in EOW 451 and may be contacted by email at ecechair@uvic.ca or by phone at 250-721-8684. To make an appointment with the Department Chair, please email the Chair's Assistant at eceasst@uvic.ca.

Graduate Student Representative (GSR): The GSR is a current graduate student elected by the 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.

Graduate Admissions and Records Office (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, Kelly Baker, may be contacted by email at kellycb@uvic.ca or by phone at 250-472-5224.

REGISTRATION

MEng students must register in ECE 509 Seminar **and** ECE 598 MEng Project in every term of their program to maintain continuity of registration.

MASc students must register in ECE 509 Seminar **and** ECE 599 Thesis in every term of their program to maintain continuity of registration.

PhD students must register for ECE 609 Seminar **and** ECE 699 Dissertation in every term of their program to maintain continuity of registration. In addition, **PhD** students must register for the ECE 693 Candidacy Examination each term until the Candidacy Examination is passed. The Candidacy Examination must be passed no later than 3 years from the first term in the **PhD** program. *ECE 693 and ECE 699 are co-requisites and students must register for these courses at the same time or they will receive a co-req error.*

Registration requirements are different for students on a **Co-op work term**. Students should check with their Graduate Secretary for clarification.

Web registration is the general method for registering in courses; courses that cannot be registered online are:

- Directed Studies (Pro Forma Form)
- Undergraduate courses (Graduate Registration Form)
- Auditing courses (Graduate Registration Form)
- Courses offered by other departments; Mechanical, Computer Science etc. (Graduate Registration Form)
- Course registration requests after the deadline for adding courses (Graduate Registration Form)

The exceptions listed above require students to manually register. A Graduate Registration Form or a ProForma form must be completed. 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.

Students should discuss selection of courses for registration with their Supervisor. Course information may be found at the links below.

Course Listing:
https://uvic.ca/calendar/grad/index.php#/courses?group=Electrical%20and%20Computer%20Engineering%20(ECE)

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

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

PROGRAM REQUIREMENTS (minimum courses, undergraduate and directed studies)

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.

The current term program requirements may be found at the following Academic Calendar link:
https://www.uvic.ca/calendar/grad/index.php#/programs.

Academic Calendar archives may be found at the following Academic Calendar link: https://www.uvic.ca/calendar/archives/index.php.

SEMINAR REQUIREMENTS

All **MEng, MASc, and PhD** graduate students are required to register in the applicable seminar course (listed below) each academic term of their program. The objective of seminars is to expose graduate students to different areas of research and to provide a forum for presenting their research findings.

Throughout the duration of their program, **MEng and MASc** students are required to attend a minimum of 16 seminars and present a minimum of 1 seminar. Please refer to the **ECE 509 syllabus** for further information: https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece509.pdf.

Throughout the duration of their program, **PhD** students are required to attend a minimum of 24 seminars and present a minimum of 2 seminars. Please refer to the **ECE 609 syllabus** for further information: https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece609.pdf.

ACADEMIC SUPERVISION

Supervisor: The Supervisor is responsible for advising students on the academic aspects of their program.

Supervisory committee: Formed through discussion with the Supervisor within the first three terms of the program.

Composition requirements for supervisory committees:

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

PhD:
- 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
- Member #3: A committee member from inside or outside the home academic unit
  One of the members must be from outside the home academic unit.

For further information: https://www.uvic.ca/calendar/future/grad/index.php#/policy/BJZ9esMOV

PROJECT/THESIS/DISSERTATION FORMATTING

The department accepts both stand-alone document and manuscript-assembly master's (MASc) thesis and doctoral (PhD) dissertation formats. The format of the master's thesis or doctoral dissertation is determined by the student and their supervisory committee. MASc and PhD students are required to comply with the Faculty of Graduate Studies formatting requirements for theses/dissertations.

The following information has been copied directly from the Graduate Calendar:
The general form and style of theses and dissertations may differ from academic unit to academic unit, but all theses or dissertations shall be presented in a form which constitutes an integrated submission. The thesis or dissertation may include materials already published by the candidate, whether alone or in conjunction with others. Previously published materials must be integrated into the thesis or dissertation while at the same time distinguishing the student's own work from the work of other researchers. For publications with multiple authors, a description of the student's contribution to the research and the student's role in each publication must be provided. Permission of the copyright holder must be obtained and documented in order for published material to be included. At the final oral examination, the candidate is responsible for the entire content of the thesis or dissertation.

MEng projects *should also follow the above formatting requirements.*

WORK TERMS (Co-op)

MEng, MASc, and PhD students may apply to participate in the Co-op program with their graduate supervisors' permission. Once approved to participate in the Co-op program, students may apply for Co-op job placements. Students are responsible for applying for positions, interviewing, and securing co-op opportunities.

To receive a Co-op work experience endorsement on their transcript, **MEng and MASc** students must complete <u>one</u> Co-op work term. To receive a Co-op designation on their transcript *and* diploma, **MEng and MASc** students must complete <u>two</u> Co-op work terms.

To receive a Co-op work experience endorsement on their transcript, **PhD** students must complete <u>one</u> Co-op work term. To receive a Co-op designation on their transcript *and* diploma, **PhD** students must complete <u>three</u> Co-op work terms.

Co-op contact and additional information may be found at the following link under the "Graduate programs" tab: https://www.uvic.ca/coopandcareer/co-op/info-by-program/engineering/index.php.

UVIC ONECARD (PHOTO ID CARDS)

The University Photo ID card is called a ONECard. It is the official 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
- Vikes Recreation facilities pass*
- Vikes Athletics regular season game card
- Access to 24/7 fund loading/account information and 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.

UVIC BUS PASS (U-PASS)

UVic students will use the new UMO mobile app **or** reloadable UMO card to show proof of payment on all BC Transit busses in the Victoria Regional Transit System. Students who have paid for a bus pass as part of their tuition will activate their U-Pass each term with that term's unique UVic benefit code.

Learn more about using UMO and activating the UVic U-Pass benefit code at the following link: https://gss.uvic.ca/about-gss/services/bus-pass/.

KEYS & ACCESS CARDS

Keys
- Required for assigned office space, research labs, and buildings
- Sign out from the ECE General Office (EOW 448) with photo ID (ONECard)
- Refundable $20 cash deposit is required per key

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

DESK SPACE

ECE graduate student offices are located in the Engineering Lab Wing (ELW) or the Engineering Office Wing (EOW). Desk space is limited and is reserved only for **MASc and PhD** students. **MEng** students may speak with their supervisor in regards to desk space in their supervisors' research labs. Please contact Mr. Dan Mai, Administrative Officer, at eceao@uvic.ca for all concerns regarding desk space.

Please ensure that keys are returned for office space you no longer occupy.

Students may book a study room or tek booth in the McPherson Library, which are open to all graduate students on campus.

MAIL POLICY

1. Mail generated by the University is sorted alphabetically and delivered to the Engineering Lab Wing student mailboxes (3rd floor). **Please be sure to check the mailboxes on a regular basis.**
2. The Department **WILL NOT** accept personal mail unrelated to students' programs (including cell phones/laptops, immigration documents and work permits, etc.).
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.

You lose access to your UVic email account when you're no longer a current student. For more information about student email and email retention please see the following link: https://www.uvic.ca/systems/support/emailcalendar/students/index.php

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 ecesec@uvic.ca in order to apply for a SIN number.

STUDY PERMIT (International students only)

Study Permit must be valid at all times. Please see the IRCC website for details. Students must contact the International Centre for Students at icsinfo@uvic.ca with any questions related to study permits. *ECE department staff cannot provide any information or assistance in relation to study permits.*

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 ecesec@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.

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 30th
- Spring term (January-April) fees are due January 31st
- Summer term (May-August) fees are due May 31st

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.

Make a Payment within Canada:	Make a Payment outside of Canada:
• Online banking (bill payment) • Cheque, money order, bank draft or debit card (Canadian institutions)	• Convera GlobalPay for Students • Wire Transfer • Cheque (US funds only)

*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/.

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: http://www.uvic.ca/direct-deposit.

UNIVERSITY OF VICTORIA FELLOWSHIPS & AWARDS

MEng students will not be nominated for UVic fellowships or awards.

If funding is available, **MASc** students may be considered for UVic fellowships or awards, if eligible.

After beginning their program, **PhD** students are automatically considered for UVic fellowships, based on qualifying GPA and availability of funds.

The Faculty of Graduate Studies will withhold fellowship and award payments if a student has outstanding fees or is not currently registered.

GRADUATE STUDENT SUPPORT PAYMENTS (GSSP)

Students registered in research-based programs (**MASc or PhD**) may be offered a GSSP by a faculty member.

GSSP are subject to the availability of each faculty member's research funds and the student's academic performance. Payments are typically released on the 18th day of each month.

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. A few examples of the awards are the Trudeau Foundation Doctoral Scholarship, Vanier Canada Graduate Scholarship, NSERC Scholarships, etc. Please refer to the funding agencies guidelines for specific criteria.

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

BURSARIES (Canadian Citizens and Permanent Residents only)

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.

HEALTH COVERAGE & INSURANCE

The cost of health care in Canada is very high for those who do not have health insurance. Without coverage, you 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 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:** Room 102, Halpern Centre
> **GSS Email:** 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 intent 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 you to access required medical services.

Visit the BC MSP website for information about benefits.

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 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 a student is considering Teaching Assistant (TA) opportunities in the Department of Electrical and Computer Engineering (ECE), their study permit must explicitly state as a condition or remark that they may accept employment on or off campus. If such explicit condition/remark is missing, please contact the Department Office and the International Centre for Students 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:

Priority Group	Level
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, they 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.

- Students should apply only for positions for their entry term. Regretfully, if recommendation for admission was late in coming, the TA application deadline may have passed. If so, students are asked to please apply again the next term.

- Because there are usually more applicants than positions available, having applied for positions does not necessarily mean that all students 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, the 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.

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

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

FORMS:
Forms and 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-up-date-form.pdf