

Welcome to the Department of Electrical & Computer Engineering

PhD Program Handbook



INFORMATION FOR PHD GRADUATE STUDENTS IN THE DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

WELCOME to the Department of Electrical and Computer Engineering (ECE) in the Faculty of Engineering. This handbook will provide you with important information as you begin your **PhD** program.

Please keep this package for future reference.

ADMINISTRATIVE CONTACTS

Graduate Secretaries: Process all record changes and paperwork in conjunction with our Records Clerk, and provides advice on calendar regulations, university policy and other information related to your program. The Department of ECE, **PhD** Graduate Secretary, Mrs. Ashleigh Carlsen is located in the Engineering Office Wing (EOW), Room 448. The **PhD** Graduate Secretary can be contacted by email at: ecegsec@uvic.ca or by telephone at: 250-721-8675.

Graduate Advisor: Is responsible for the Department's Graduate Programs. If your Supervisor is unavailable, the Graduate Advisor is the next person to speak with regarding your program. The Graduate Advisor, Dr. Alexandra Branzan Albu may be contacted by email at ecegradv@uvic.ca.

Graduate Admissions and Records Office (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 Room A206 on the 2nd Floor of University Centre. You can reach our assigned records advisor, Scott Baker at 250-721-7976 or grad3@uvic.ca

Note: All **PhD** program update and registration forms go through the **PhD** Graduate Secretary, who will ensure the form is complete and forward for processing.

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 first registration in the **PhD** program.

Note: ECE 693 and ECE 699 are co-requisites and students must register for these courses at the same time or you will receive the co-req error.

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

- Directed Studies (ProForma)
- Undergraduate courses (Graduate Registration form)
- Courses offered by other departments; Computer Science, Mechanical Engineering etc. (Graduate Registration form)

The exceptions listed above require you to manually register. You will need to complete either a [Graduate Registration Form](#) or a [ProForma form](#). Once the form is completed it should be submitted to the **PhD** Graduate Secretary, who will advise you of any next steps and forward to GARO for processing.

Please speak to your Supervisor to discuss which elective courses you should take. Course information and courses may be found at the links below.

Course Listing:

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

Search for courses: https://www.uvic.ca/BAN1P/bwckctlg.p_disp_cat_term_date

PROGRAM REQUIREMENTS: Minimum courses, undergraduate and directed study

When searching for program course requirements, please use the academic calendar specific to your program. As you entered the program in the **January 2021 (202101)** term, your program will adhere to the **January 2021** Academic Calendar. The program requirements may be found in the Academic Calendar under applicable program links:

<https://www.uvic.ca/calendar/grad/index.php#/programs/r15jTmRzN?bc=true&bcCurrent=Electrical%20and%20Computer%20Engineering&bcltemType=programs>

ACADEMIC SUPERVISION

Supervisor: Each Graduate student must have a Supervisor. Your Supervisor is responsible for advising you on the academic aspects of your program.

Supervisory committee: Formed through discussion with your Supervisor within your first two terms of your program. The committee for a **PhD** student will comprise of the following: Supervisor, Committee Member and Outside Member.

Students may have more than the required number of committee members. For more information:

<https://www.uvic.ca/calendar//grad/index.php#/policy/BJZ9esMOV?bc=true&bcCurrent=17%20-%20Graduate%20Studies%20Committees%2C%20Advisers%2C%20and%20Supervisors&bcGroup=Faculty%20Admissions&bcltemType=policies>

WORK TERMS (Co-op)

Students are expected to complete their degree in an academic term. To receive Co-op work experience on your diploma, **PhD** students must complete one co-op work term and to receive Co-op designation on their diploma, **PhD** students must complete three co-op work terms.

<https://www.uvic.ca/coopandcareer/co-op/info-by-program/engineering/index.php> (“Graduate Student” tab)

UVIC ONECARD (PHOTO ID CARDS)

The UVic ONECard is the single official identification card for the University of Victoria community. It incorporates many systems and services throughout the university in one card. As long as you're a current student, faculty, staff, retiree or alumni, your ONECard will be an important piece of identification on campus.

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

<http://www.uvic.ca/onecard/get-card/index.php>.

DESK SPACE

ECE graduate student offices are located in the Engineering Lab Wing or the Engineering Office Wing. Desk space is very limited. As a result they are reserved for MAsc and PhD students. MEng students are expected to find desk spaces in their supervisors’ research labs.

Please contact Mr. Dan Mai, Administrative Officer (EOW 453) at eceao@uvic.ca for all concerns regarding desk space.

You may explore the open study spaces or apply for a graduate study carrel in the McPherson Library <http://www.uvic.ca/library/use/info/grads/index.php> which are open to all graduate students on campus.

KEYS

You will need a key to the office where you are assigned desk space, and for research labs related to your program. Please visit the ECE Main Office, EOW 448 for issue and return of keys. A \$20 dollar deposit fee per key applies.

If you are re-assigned office space, please ensure that you return keys for office space you no longer occupy.

MAIL

Important messages are generally passed on to graduate students via email, so it is recommended that you read your email at least once a day. When emailing ECE office staff, always include your full name and student number in the email.

MAIL POLICY	
1.	Mail generated by the University is sorted and delivered to the Engineering Lab Wing generally each day. Please be sure to check your mailbox on a regular basis.
2.	All <u>personal mail</u> should be addressed to you at your HOME ADDRESS in Victoria. If frequent moves from one residence to the next are anticipated, you should obtain a Post Office Box at the nearest postal station. <u>Personal mail is defined as all mail coming from off campus.</u>
3.	When you leave the Department, either after you have graduated or, if you get a job while finishing your degree, the department will only forward mail to you after receiving written confirmation (via email) of the forwarding address After one month, mail will be returned to the sender.

UVIC EMAIL ADDRESS

- We recommend that you use your UVic email as other email accounts may not receive our emails properly
- You can change your preferred email to your UVic email on your MyPage
- Please let the **PhD** Graduate Secretary know when you have updated this information

SOCIAL INSURANCE NUMBER (SIN)

A Social Insurance Number (SIN) is required for students appointed as Teaching Assistants (TA). If appointed, you may request an Employment Contract from the ECE Reception at ecesec@uvic.ca so that you may apply for a SIN card.

STUDY PERMIT (*International students only*)

Your Study Permit must be valid at all times. Immigration, Refugees and Citizenship Canada (IRCC) recommends that you apply for a renewal at least 2 months before the expiry date of your current permit. Please see the CIC website for details <https://www.canada.ca/en/services/immigration-citizenship.html>

LETTERS

If Immigration, Refugees and Citizenship Canada (IRCC) requires a confirmation letter please complete and submit the form found at the following link; <https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/LetterRequest.pdf> to ECE

Reception at ecesec@uvic.ca. Please allow 1 to 2 weeks for letters to be prepared.

If you require confirmation of your academic status at the University of Victoria, you can request a letter from Graduate Admissions and Records through your MyPage. *N*

TUITION FEES

Tuition Fee Deadlines:

- 1st term (September-December) fees are due September 30th.
- 2nd 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/vpfo/accounting/services/tuition/tuitionestimator/index.php>

WHERE AND HOW TO PAY TUITION FEES

The Tuition Office is located on the 1st floor of the University Centre Building, room UVC A115

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

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

Further details are found at the following link;

<http://www.uvic.ca/vpfo/accounting/services/tuition/index.php>.

FELLOWSHIPS & AWARDS

Upon arrival, PhD students are automatically considered for UVic fellowships, based on qualifying GPA and available of funds. Payments are released on the last day of each month over the period of the award.

Note: The Faculty of Graduate Studies withholds award payments if a student has outstanding fees or is not currently registered.

GRADUATE STUDENT SUPPORT PAYMENTS (GSSP)

Graduate Student Support Payments (GSSP), and renewal, are subject to the availability of each Supervisor's own research funds and to the student's academic performance. Payments are 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 Trudeau Foundation Doctoral Scholarship, Vanier Canada Graduate Scholarship, NSERC Scholarships, etc. Please refer to the funding agencies guidelines for specific criteria.

A list of external awards and fellowship can be found at the graduate studies external awards and fellowships page: <http://www.uvic.ca/graduatestudies/finances/financialaid/externalawards/index.php>

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 information on bursary applications and eligibility criteria please refer to the information available on the Faculty of Graduate Studies

website: <http://www.uvic.ca/graduatestudies/finances/financialaid/bursaries/index.php>

TEACHING ASSISTANT (TA)

Teaching Assistantship – paid by the Department to Graduate Students who are appointed as Lab Instructor, Marker, or Tutor over the period of a term. Wages are paid on the 15th and 31st of each month.

CHEQUES

Students will be notified by email when cheques are ready for pick-up from the ECE Main Office, EOW 448.

DIRECT DEPOSIT

Direct deposit is recommended to receive payment of Awards, Graduate Support Payments, TA employment income, and travel expense claim refunds. Students may submit the complete forms directly to Accounting Services or to ECE Reception for processing.

Teaching Assistants: <https://www.uvic.ca/vpfo/accounting/assets/docs/payroll/direct-deposit-form.pdf>

Graduate Scholarship, Awards, Graduate Support Payment and Fellowships:

<https://www.uvic.ca/vpfo/accounting/assets/docs/acctpayable/direct-deposit-authorization.pdf>

HEALTH COVERAGE & INSURANCE

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 can be found at the following link:

<https://www.uvic.ca/international/inbound-students/living-canada/health-insurance/index.php>

Please contact International Student Services with any questions by email issinfo@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: <https://gss.uvic.ca/health-dental/basic-information/>

Location: Room 102, Halpern Centre

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. If you intend to stay in British Columbia (BC) for fewer than six months, you 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](#). You will receive in the mail a [Non-Photo BC Services Card](#) with a personal health number (PHN) which will allow you to access required medical services.

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



TEACHING ASSISTANT POSITIONS

IMPORTANT: If you are considering Teaching Assistantship opportunities in the Department of Electrical and Computer Engineering your study permit must explicitly state permission to hold employment at this institution. Please contact Citizenship and Immigration Canada for more information.

Teaching Assistant appointments are assigned on a term-by-term basis. TA appointments are governed by the Appointment Priority Policy for Specialist Instructional positions (*Canadian Union of Public Employees 4163*) as follows:

Priority Group	Level
Graduate students previously appointed to bargaining unit positions as incoming students, and who will be in their 2 nd year of a Master's program or the 2 nd or 3 rd year of a Ph.D. program	1
Master's Year 1 and Ph.D. Year 1	2
Ph.D. Year 2, 3, 4 or 5	3
Other graduate students (in other years, or not previously appointed, or from other departments)	4
Undergraduates	5
Others/non-students	6

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 you 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: *Challenges of being an International TA*, within the first year of study.
- 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.
- When you receive your recommendation letter, positions may be available for the current term. Be sure to only apply for a position for your entry term.
- Regretfully, if you applied late or your recommendation for admission was late, the Teaching Assistant appointment deadline may have passed.
- Applying for a position does not necessarily mean that you will be appointed.
- Decisions on these appointments will not be made until two weeks before the beginning of a term and usually extend to the first week of a term.

ECE 609 Syllabus

ATTENTION – PhD STUDENTS

(Revised July 2020 to account for online learning)

Coordinator: Dr. Alexandra Branzan Albu, Graduate Advisor
Phone: 250-721-8681 Email: ecegradv@uvic.ca

Objective: To expose PhD students to different areas of research and to provide a forum for presentation of graduate student research topics.

Requirements: Throughout the duration of their program, students are required to **attend a minimum of 24 seminars/webinars**. In general, all seminars/webinars organized within the Faculties of Science and Engineering, and by professional organizations such as IEEE and ACM are acceptable. For other seminars/webinars, please contact the course coordinator before attending for approval. Normally, 8 seminars must be taken per year.

All PhD students are also required to **present a minimum of 2 seminars** during the duration of their program.

Presentations: The presentations should be 30-45 minutes with a 15-minute question period. The presentations should preferably focus on a student's research, but should be placed in a wider context to explain to fellow students and researchers, who may not work in the area, what the presenter's research is about. The two seminars should not be scheduled back to back. Typically, the first is given near the date of the oral candidacy examination (or before a conference presentation); and the second before the oral examination. It is the student's responsibility to schedule their seminar well in advance of the presentation date. For virtual presentations, the student must present via Zoom (with UVic encryption). It is also the student's responsibility to notify, via email, their supervisor, the Graduate Advisor, the Graduate Secretary, faculty and graduate students in the Department of Electrical and Computer Engineering of their presentation(s) at least 1 week in advance. This is done by sending an email to engn-announce@lists.uvic.ca. Be sure to specify the date, time Zoom link with applicable information, speaker, title and summary.

Evaluations: **After attending a virtual seminar/webinar:** The student must complete the Seminar/Webinar Attendance Form and submit it, via email, to the Graduate Advisor at ecegradv@uvic.ca and their Graduate Secretary, no later than 48 hours after the seminar has taken place. **Once approved by the Graduate Advisor, the student will record their attendance in the online Seminar Logbook; <https://www.ece.uvic.ca/logbook/>.**

After presenting a virtual seminar: The virtual presentation must be presented via Zoom (with UVic encryption). The student must record the seminar presentation and send the link to the recording via email to the Graduate Advisor at ecegradv@uvic.ca and their Graduate Secretary, no later than 48 hours after the seminar has taken place. **Once approved by the Graduate Advisor the student must record the presentation in the online Seminar Logbook; <https://www.ece.uvic.ca/logbook/>.**

Notes: **Program Completion:** 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.

Registration: After a student meets the ECE 609 seminar requirements, it is still necessary for PhD students to register for ECE 609 each term as it will not be graded until all degree requirements are completed.

ATTENTION – PhD STUDENTS
ECE 693 – Candidacy Examination

Department of Electrical and Computer Engineering
PhD Candidacy Examination Procedure

PhD students must register in ECE 693 in every term of their program until the oral examination is passed.

The PhD Candidacy Examination in the Department of Electrical and Computer Engineering consists of an Oral Examination. The Oral Examination should be taken and passed not later than three years from initial PhD registration.

Oral PhD Candidacy Examination

1. The purpose of the examination is to test the candidate's fundamental knowledge and competence to do research leading to a PhD dissertation.
2. 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.
3. Advise the Graduate Secretary of the date and time of the examination to ensure documents requiring signature are available for the examination.
4. The examination is conducted by the Supervisory Committee and is chaired by the principal supervisor. If requested by the candidate or a member of the supervisory committee, the Graduate Advisor will chair the examination; in cases where the Graduate Advisor is a member of the Supervisory Committee, the Department Chair or delegate will chair in place of the Graduate Advisor. During the oral examination, the candidate will be asked questions related to the research proposal, as well as questions on the fundamentals.
5. The student will be notified of pass or fail. A student who fails the candidacy examination may re-attempt it only once. A second failure requires withdrawal from the program.

USEFUL WEBSITES – ON CAMPUS

Department of Electrical and Computer Engineering Website: www.ece.uvic.ca

ELEC 609 Seminar Syllabus:

<https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece609.pdf>

ECE 693 Candidacy Examination Procedure:

<https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece693.pdf>

Important Dates: <https://www.uvic.ca/calendar//dates/index.php>

Faculty of Graduate Studies Graduate Supervision Policy:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

ECE Courses offered by term, course descriptions:

<https://www.uvic.ca/engineering/ece/current/graduate/courses/index.php>

Tuition and Fees: <https://www.uvic.ca/vpfo/accounting/services/tuition/>

Registration: <http://www.uvic.ca/graduatestudies/admissions/registration/index.php>

Resources for Students (Library, campus housing, groups, clubs, forms, policies, etc.):

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

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

International Student Services: <https://www.uvic.ca/international/home/contact/iss/index.php>

Maps, building and directions: <https://www.uvic.ca/search/browse/maps.php>

FORMS

Graduate Registration Form

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/coursechangeform.pdf>

Pro Forma Proposal Form (Directed Studies)

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ProFormaregform.pdf>

Program Update Form

https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Program_update_form.pdf

USEFUL WEBSITES – OFF CAMPUS

Immigration and citizenship Canada:

<https://www.canada.ca/en/services/immigration-citizenship.html>