University of Victoria

Engineering | 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

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 **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. Your Graduate Secretary will process all record changes and paperwork in conjunction with our Graduate Admissions and Records Advisor and provide advice on calendar regulations, university policies and other information related to your program.

All forms related to your 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 - MEng and MTIS **Leng Jax**	Office: EOW 448 ecegsec2@uvic.ca 250-721-8781
Graduate Secretary - MADS **Ember Millott**	Office: EOW 448 ecegsec3@uvic.ca 250-853-3798
Graduate Secretary - MASc and PhD **Ashleigh Carlsen**	Office: EOW 448 ecegsec@uvic.ca 250-721-8675

The **Program Director** is responsible for the **MADS and MTIS** Programs. The Program Director, Dr. Kin Fun Li, who is also your Program Supervisor, is located in EOW 409 and can be contact by email at: madsdir@uvic.ca **or** mtisdir@uvic.ca or by telephone at: 250-721-8683. *Please select the appropriate email corresponding to your program.*

The **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 in regards to your program. The Graduate Advisor, Dr. Aaron Gulliver, is located in EOW 325 and may be contacted by email at ecegradv@uvic.ca or by phone at 250-721-6028.

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, email eceasst@uvic.ca.

The **Graduate Student Representative (GSR)** is a current graduate student elected by graduate students to represent the interests of the electrical and computer engineering graduate student population to the department. The Graduate Student Representative may be contacted by email at ecegradrep@uvic.ca.

The **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 on the 2nd Floor, University Centre. You may reach our assigned Records Advisor, Maria Soriano at 250-472-5224 or grad7@uvic.ca.

PROGRAM REQUIREMENTS

Students typically adhere to the program requirements in the Academic Calendar in which they began their program (catalogue term). When searching for program course requirements, please use the Academic Calendar specific to your program entry.

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.

First term	Second term	Third term
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.

First term	Second term	Third term
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 offered by other departments; Mechanical, Computer Science etc. (Graduate Registration Form)

The exceptions listed above may require you to manually register. You will need to complete either a Graduate Registration form, ProForma form. In some cases you may be required to complete a Graduate Program Update form to ensure specific courses can be included in your program. Once the form(s) is completed, it should be submitted to your Graduate Secretary, who will ensure the form(s) are complete and forward for further review and processing.

ACADEMIC SUPERVISION

Supervisor/Program Director: Your Supervisor is responsible for advising you on the academic aspects of your program. You can see further information on Graduate Studies Committees, Advisers, and Supervisors in the current Academic Calendar.

WORK TERMS (Co-op)
MADS & MTIS students must complete their course requirements before going on an optional Co-op Internship.

To receive Co-op work experience on your diploma, **MADS & MTIS** students must complete <u>one</u> Co-op work term.
To receive a Co-op designation on your diploma, **MADS & MTIS** students must complete <u>two</u> Co-op work terms.

UVIC ONECARD (PHOTO ID CARDS)
The University Photo ID card is called a ONECard. It is the official identification card and Campus Debit Card.

Your 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*
- It is your Vikes Athletics regular season game card
- Access to 24/7 fund loading/account info. & freezing funds
  *students who pay this fee in their tuition

Learn more about the ONECard and how to get your ONECard at the following link: http://www.uvic.ca/onecard/get-card/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 *requires an access key card*
>
> **MTIS Studio:** Engineering Lab Wing (ELW) Room A209

KEYS & ACCESS CARDS
Keys
- Required for MTIS Studio lockers
- Sign out from the ECE Reception in the ECE Office; EOW 448
- Refundable $20 cash deposit is required

Access cards
- Required for access to ELW afterhours, MADS Studio, MADS Studio lockers
- Purchase at the Book Store
- Nonrefundable $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 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 may download a verification of enrolment letter via your MyPage under the online request forms section of the student services tab.

MAIL POLICY

- 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 mailbox on a regular basis.**
- The Department **WILL NOT** accept personal mail unrelated to your program.
- When you complete your program, upon written request, mail related to your program may be forwarded to your home address for up to one month.

UVIC EMAIL ADDRESS

Important messages are generally passed on to graduate students via email. Please ensure you include your full name and student number (V00) when emailing office staff and faculty members.

Update your preferred email:
- Students should use their UVic email addresses to avoid disruptions in receiving/sending emails
- Students should change their preferred email to their UVic email on their MyPage
- Please notify your Graduate Secretary 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 in order to apply for a SIN number.

STUDY PERMIT (International students only)

Your Study Permit must be valid at all times. Please see the IRCC website for details. You may contact the International Student Services office at issinfo@uvic.ca if you have any questions.

TUITION FEES

As a current student, you may view your tuition fees in your MyPage. You can see the balance owing 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.

You can estimate your tuition by using the Tuition Fee Estimator.

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

Make a Payment within Canada:	Make a Payment outside of Canada:
- Online banking (bill payment) - Cheque, money order or bank draft	- 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.*

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.

Further health insurance information can be found below and at the following link:
https://www.uvic.ca/international/inbound-students/living-canada/health-insurance/index.php.

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 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.

CHEQUES
Students will be notified, by email, if a cheque arrives in the department and is ready for pick-up.

DIRECT DEPOSIT
Direct deposit is the encouraged method of payment for all monies from the University of Victoria. Students can set up direct deposit with a Canadian bank account via their MyPage under the self-services tab.

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, 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

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 recommend that you consider cost, convenience, and your lifestyle. You may find further information by visiting the Housing & Finance and Living in Canada pages

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:

Priority Group	Level
Graduate students previously appointed to bargaining unit positions as incoming students, and who will be in their 2nd year of a Master's program or the 2nd or 3rd 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 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 do 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.

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/pdfs/forms/proformaregform.pdf

Program Update Form:
https://www.uvic.ca/graduatestudies/assets/docs/pdfs/forms/program_update_form.pdf

USEFUL WEBSITES – ON CAMPUS

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

Department of Electrical and Computer Engineering Graduate Student Resources:
https://www.uvic.ca/engineering/ece/current/graduate/resources/index.php

University of Victoria Important Dates:
https://web.uvic.ca/calendar/general/dates.html

Faculty of Graduate Studies Graduate Supervision Policy:
https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf

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

CSC Graduate Courses:
https://www.uvic.ca/engineering/computerscience/graduate/courses/index.php

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

Tuition and Fees:
https://www.uvic.ca/graduate/finances/tuition-costs/index.php

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/grad/index.php#/home

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

USEFUL WEBSITES – OFF CAMPUS

Immigration, Refugees and Citizenship Canada:
http://www.cic.gc.ca/english/