Welcome to the

Department of Electrical &

Computer Engineering

Master of Engineering in Telecommunications and Information Security (MTIS) Handbook
INFORMATION FOR MTIS 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 MTIS program.

Please keep this for future reference.

ADMINISTRATIVE CONTACTS

Graduate Secretaries: 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. The Department of ECE and MTIS Graduate Secretary are located in the Engineering Office Wing (EOW), Room 448. The MTIS Graduate Secretary can be contacted by email at: ecegsec2@uvic.ca or by telephone at: 250-721-8781.

MTIS Program Director: Is responsible for the MTIS Program. The MTIS Program Director, Dr. Kin Fun Li, who is also your program supervisor, is located in EOW-409 and can be contact by email at: MTISdir@uvic.ca or by telephone at: 250-721-8683.

Graduate Advisor: Is responsible for the Department’s Graduate Programs. If Dr. Li 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 on the 2nd Floor, University Centre. You can reach our assigned records advisor, Scott Baker at 250-721-7976 or grad3@uvic.ca

NOTE: All MTIS program update and registration forms must be submitted to the MTIS Graduate Secretary, who will ensure the form is complete and forward them to GARO for processing.

REGISTRATION

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

- Directed Studies (ProForma Form)
- Undergraduate courses (Graduate Registration Form)
- Courses offered by other departments that are not on the elective lists (Graduate Registration Form)

Forms can be found in https://www.uvic.ca/graduatestudies/home/home/forms/

The courses listed above need approval from the MTIS Director. 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 MTIS Graduate Secretary, who will advise you of any next steps and forward to GARO for processing.

Please speak to the MTIS Director Dr. Li (MTISdir@uvic.ca) to discuss which courses you should take. Course information and courses may be found at the links below.

Course Listing: https://web.uvic.ca/calendar/CDs/ECE/CTs.html
Search for courses: https://www.uvic.ca/BAN1P/bwckctlg.p_disp_cat_term_date
Directed Study and Undergraduate Course Limits
MTIS students, upon approval, are allowed to take for credit a maximum of 3.0 units of senior-level undergraduate courses (400-level), and in exceptional cases a Directed Study course over the period of their program.

The actual combination of courses in each student’s program is subject to the approval of the MTIS Program Director and the Department. Please refer to the program requirements listed in the current academic calendar for more information: https://web.uvic.ca/calendar2019-09/grad/programs/ece/program-requirements.html

ACADEMIC SUPERVISION
Advisors: The MTIS Program Director and the ECE Graduate Advisor are responsible for advising you on the academic aspects of your program. The MTIS Program Director is also your degree program supervisor.

OPTIONAL INTERNSHIP WORK TERMS (Co-op)
Students must complete their MTIS course requirements before taking on a Co-op Internship. Optional Co-op Internship could be one, two or three optional terms, depending on the circumstances and availability of resources. To receive a Co-op designation on your diploma, MTIS students must complete at least one co-op work term. https://www.uvic.ca/coopandcareer/co-op/info-by-program/engineering/index.php (“Graduate Student” tab) A typical MTIS program schedule is shown below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Term 1</td>
<td>Academic Term 2</td>
<td>Academic Term 3</td>
</tr>
<tr>
<td>2</td>
<td>Optional Co-op Internship</td>
<td>Optional Co-op Internship</td>
<td>Optional Co-op Internship</td>
</tr>
</tbody>
</table>

You can find more information about Co-op at the following link: http://www.uvic.ca/coopandcareer/?page=index.

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 are 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.

MTIS STUDIO/DESK SPACE (ELW-A209)
MTIS graduate students have a designated studio space, the Engineering Lab Wing (ELW) Room A209, with desks and the use of computers and printers, as well as the option of having a personal locker assigned to you.

KEYS AND ACCESS CARDS
- Keys for studio lockers can be requested from the ECE Receptionist in the ECE Office (EOW 448). A refundable $20 deposit is required.
- To access the MTIS Studio you will need to purchase an Access Card from the Book Store Information Desk for a $10 nonrefundable fee.
- All other keys required for research labs or building entry can be signed out from the ECE Office with a refundable deposit of $20 per key.

Please note: The key policy will be explained to you when you pick up your keys.
**MAIL/MESSAGES**
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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mail generated by the University is sorted and delivered to the Engineering Lab Wing generally each day. <strong>Please be sure to check the graduate student mailbox located near the stairwell near the MTIS Studio on a regular basis.</strong></td>
</tr>
<tr>
<td>2.</td>
<td>All personal mail 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. Personal mail is defined as all mail coming from off campus.</td>
</tr>
<tr>
<td>3.</td>
<td>When you leave the Department, either after you have graduated or, if you get a co-op internship, 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.</td>
</tr>
</tbody>
</table>

**UVIC EMAIL ADDRESS**
- We recommended 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 online
- Please let the MTIS Graduate Secretary know when you have updated this information

**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 IRCC website for details: [https://www.canada.ca/en/immigration-refugees-citizenship.html](https://www.canada.ca/en/immigration-refugees-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](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. Please note there is a charge for this service.

**TUITION AND OTHER FEES**
**Fee deadlines:** Any fees owing as a result of changes in a student’s registration are due by the end of the month in which the changes are made. The Accounting Services office must receive payments by 4:00 pm on the due date (or on the preceding work day if the due date falls on a holiday or weekend). Students are responsible for making their payment by the due date whether or not they received a statement of account. Students who have not paid their full fees by October 31 in the fall term and February 28 in the spring term may have their course registrations cancelled and be denied other services.
If you require additional information regarding tuition and fees please contact the tuition office by telephone at 250-721-7032 (Toll free inquiries: 1-800-663-5260) or by email at tuition@uvic.ca.
WHERE AND HOW TO PAY FEES
The Tuition Office is located on the 1st floor of the University Centre Building, room UVC A115
- Online banking (bill payment)
- Cheque, money order, bank draft, cash, or debit card
- Interact Online
- Wire transfer (for international students only)
- Western Union GlobalPay for Students (for international students only)

Please note: UVic does not accept payment by credit card for tuition fees.

Further details are found at the following link;

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 paying 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.

Please contact International Student Services with any questions by email issinfo@uvic.ca or by phone at 250-721-6361.

Location: Room B272, University Centre
Email: issinfo@uvic.ca
Phone: 250-721-6361

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.
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.

Complete information about the costs and coverage provided by the plans is available at the following link, http://gss.uvic.ca/health-dental/.

Location: Room 102, Halpern Centre
Email: gsscomm@uvic.ca
Phone: 250-472-4543

HOUSING

You have three choices when looking for housing in Victoria: homestay, on-campus and off-campus. In deciding which option is best for you, consider cost, convenience, and your lifestyle. For example, many international students choose the homestay option when they first arrive in Canada but then choose to rent a house or an apartment with roommates later once they have familiarized themselves with Victoria. You can find further information regarding housing at the following links;

- http://www.uvic.ca/international/students/international-students/preparing-for-uvic/index.php
- https://www.uvic.ca/gustavson/international/international/student/housing/index.php
USEFUL WEBSITES – ON CAMPUS

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

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 Courses offered by term, course descriptions: 
https://www.uvic.ca/engineering/ece/current/graduate/courses/index.php

Tuition and Fees: http://web.finance.uvic.ca/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://web.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


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