



ESE New Graduate Students Orientation – Fall 2022

Abraham O. Fapojuwo
Dept. of Electrical & Software Engineering (ESE)
August 30, 2022

Before we get started ...

- ▶ Acknowledgment of the traditional territories of the People of Treaty 7 region in Southern Alberta, which includes
 - The Blackfoot Confederacy (including the Siksika, Piikuni, Kainai First Nations),
 - The Tsuut'ina, and
 - The Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations).
 - The City of Calgary is also home to the Metis Nation of Alberta, Region III

Agenda

- 9:00 - 9:05 Welcome & Agenda Overview
Dr. Abraham Fapojuwo, Associate Head (Graduate Studies)
- 9:05 - 9:15 Greetings and Welcome from the Head
Dr. Andy Knight, Head of Department
- 9:15 - 9:45 Important Information to Get You Going
Dr. Abraham Fapojuwo
- 9:45 - 10:15 Expectations for ESE Graduate Students
Dr. Abraham Fapojuwo
- 10:15 - 10:30 Break
- 10:30 - 10:45 IP Ownership and Graduate Student Agreements
Mr. Christopher Chow, Manager, Research Services
- 10:45 - 11:00 Tips on Preparing Successful Scholarship Application
Dr. Kartik Murari
- 11:00 - 11:15 Introduction to the Graduate Students' Association (GSA)
Masume Akbari, VP Student Life
- 11:15 - 11:30 ESE Graduate Students' Association
Reza Jafari, ESEG President
- 11:30 Closing

Important Information to Get You Going

Abraham Fapojuwo

Outline

- ▶ Important Administrative Procedures to be Performed
- ▶ Important Dates and Deadlines for Fall 2022 Semester
- ▶ Program Requirements and Paths
- ▶ Transformative Talent Internship
- ▶ Important Information for International Students

Important Administrative Procedures to be Performed

- ▶ **Course Registration:**
 - Meet with your Supervisor to finalize Course Selection
- ▶ **Apply for an IT Account:** <http://www.ucalgary.ca/it/services/it-account>
- ▶ **Attend the International Student Orientation**
 - Date: **Wednesday, August 31, 2022**; Time: **10:00 am – 1:00 pm** (Venue: **MacHall Ballroom**)
- ▶ **Attend the FGS Orientation for New Graduate Students**
 - Date: **Wednesday, August 31, 2022**; Time: **1:00 pm – 4:00 pm** (Venue: **MacHall A/B**)
- ▶ **Meet with your Supervisor to complete the FGS Checklist of Expectations form**
 - Form available at http://grad.ucalgary.ca/files/grad/su_student-supervisor-mou-checklist.pdf
 - Submission deadline: **October 15, 2022** (submit form to Ella)
- ▶ **Meet with your Supervisor to complete the FGS Intellectual Property Awareness form**
 - Form available at https://grad.ucalgary.ca/sites/default/files/teams/3/su_ip_checklist.pdf
 - Submission deadline: **October 15, 2022** (submit form to Ella)

Important Administrative Procedures to be Performed

- ▶ Apply for Student ID Card:
 - Location: Campus Service Centre, Main Lobby, International House (<https://www.ucalgary.ca/ancillary/unicard>)
 - Info Required: Government Issued Photo ID, Admission Letter

- ▶ Apply for the Alberta Health Card:
 - Location: North Hill Registry Express: 1841-1632-13 Avenue NW
 - Info Required: Passport, Study Permit

- ▶ Apply for a Social Insurance Number:
 - Location: Harry Hays Building, Suite 150, 220-4th Avenue SE
 - Info Required: Government Issued Photo ID, Admission Letter, Study Permit
 - For more info visit:<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/prsnl-nf/sin-nas/menu-eng.html>

- ▶ Complete Graduate Student Payment Plan Application form (<https://www.ucalgary.ca/registrar/finances/tuition-and-fees/payment-plan>)
 - Students pay their tuition and general fees themselves (however, the tuition is included in the funding support)

- ▶ Update your home address, email address, phone number:
Visit. <http://my.ucalgary.ca> → Student Centre

Important Administrative Procedures to be Performed

- ▶ Self Service Direct Deposit for Students
 - Website: <http://my.ucalgary.ca> → Student Centre → Finance Aid → Submit Banking Information
- ▶ Personal Tax Credits Return
 - Website: <https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-22e.pdf>
 - Website: <https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1ab/td1ab-22e.pdf>

Important Administrative Procedures to be Performed (cont'd)

▶ Complete 2 online safety courses

- Occupational health and Safety orientation
- Hazard assessment training
 - To take the courses, do the following
 - Go to <https://my.ucalgary.ca> and sign in
 - From the top bar click **My work**
 - Under Direct access click **PS Enterprise Learning** Click **My Learning**
 - Find the course and click on the detail page
 - If the presentation does not start, check to see if it is being blocked by your browser as a pop-up
- Deadline to complete the courses: **October 15, 2022**
- Send a copy of Completion Certificate to Ella

Important Dates and Deadlines for 2022–2023

Milestone	Fall 2022	Winter 2023
Last date to drop courses without financial penalty	Sept. 15	Jan. 19
Last date to add or swap courses	Sept. 16	Jan. 20
Last date to withdraw from a course	Dec. 7	Apr. 12
Tuition/Fee payment deadline	Sept. 23	Jan. 27

Implications of course withdrawal date (Fall 2022 illustrated below):

Withdraw on or before Sep. 15

- No record of course on transcript and tuition is refunded

Withdraw any time between Sep. 16 and Dec. 7

- "W" is recorded on transcript and tuition forfeited

Cannot withdraw from a course after Dec. 7

Requirements for the MSc Program

- ▶ Course requirements: Four to seven 600–level ENEL/ENSF/SENG 3–unit Courses
- ▶ At least three of the courses must be in the area of specialization/research
- ▶ At most two 500–level courses may be taken but will not count towards MSc course requirements
- ▶ Up to two courses may be taken outside of the Department or Faculty (requires supervisor & Department approval)
- ▶ In addition to the above, pass ENGG 601 and ENGG 603
- ▶ Be under the guidance of a supervisor
- ▶ Successful completion of MSc thesis research; write and defend the MSc thesis
- ▶ Normal time to complete the MSc Program: two (2) years from the initial registration
- ▶ Maximum time limit: four (4) years from the initial registration

Normal Path for the MSc Program

Year 1			Year 2		
Fall	Winter	Spring & Summer	Fall	Winter	Spring & Summer
Tech. Courses + ENGG 601	Tech. Courses + ENGG 603	Research	Research	Research	Research
					Thesis Defense

Note: For MSc students, the maximum funding time limit is 2 years.

Requirements for the PhD Program

- ▶ Two to five 600–level Courses beyond Master’s degree
 - Six to nine 600–level courses beyond Bachelor’s degree
- ▶ At most one 500–level course may be taken but will not count towards PhD course requirements
- ▶ No more than one course may be taken outside of the Department or Faculty (requires supervisor & Department approval)
- ▶ In addition to the above, pass ENGG 601 and ENGG 603
 - ENGG 601 /603 waived for students who obtained their MSc from the Dept.
- ▶ Be under the guidance of a supervisor
- ▶ Must have a Supervisory Committee in place within 3 months of initial registration

Requirements for the PhD Program

- ▶ **Candidacy Requirements**
 - Field of Study written examination (February and June)
 - Thesis proposal – written and oral examination components
 - NOTE: Please read the Candidacy policy, available online
- ▶ Complete all Candidacy requirements within 28 months of first registration
- ▶ Successful completion of thesis research and oral thesis defense
- ▶ Normal Program Completion Time: four (4) years from the initial registration
- ▶ Maximum Time Limit: six (6) years from the initial registration

Normal Path for the PhD Program

Year 1			Year 2		
Fall	Winter	Spring & Summer	Fall	Winter	Spring & Summer
Tech. Course(s) + ENGG 601	Tech. Course(s) + ENGG 603	Research	Research	Research	Research
Research	Research				
	Field of Study Exam			Thesis Proposal Exam	

Year 3			Year 4		
Fall	Winter	Spring & Summer	Fall	Winter	Spring & Summer
Research	Research	Research	Research	Research	Research
					Thesis Defense

Note: The path shown above is for a PhD program with MSc entry. The corresponding path with BSc entry can be longer by 2 to 3 years, depending on the student.

Note: For PhD students, the maximum funding time limit is 4 years.

Criteria to Transfer from MSc to PhD

- ▶ C1: Successful completion of the MSc Course Requirements
- ▶ C2: Research Proposal
- ▶ C3: Have met both C1 and C2 above within the first 2 years of enrolling in the MSc program
- ▶ C4: High recommendation from Supervisor

- ▶ Notes:
 - All the four criteria listed above must be satisfied, to be considered for transfer
 - Students are strongly advised to complete the MSc program before enrolling in the PhD program

Program Resources – available Online

http://schulich.ucalgary.ca/education/current-students/graduate/program-resources#field_collection_accordion-block-2



Graduate Studies (under “Programs” column)



Graduate Students (near the bottom of left side bar)



Program resources (under “Graduate” column)



Department of Electrical and Software Engineering

Available resources for viewing/download:

- Program information
- Thesis and candidacy exams
- Information for newly admitted graduate students

Transformative Talent Internship

▶ Eligibility

- At least one year into program
- Internship duration: between 6 and 52 weeks
- Approval by Supervisor and Department
- International students can participate in an internship, however must adhere to the rules & regulations stipulated in their study permit

▶ Funding support from FGS (scholarship)

▶ For more information visit:

<https://www.ucalgary.ca/mygradskills/internships>

▶ Encouraged but optional – internship currently is NOT an MSc or PhD degree requirement

Important Information for International Students

- ▶ Working on Campus (outside of ESE)
 - To be eligible, your study permit must include the statement: “may accept employment on the campus of the institution at which registered in full-time studies”
 - Obtain your Supervisor’s approval

- ▶ Working off Campus
 - Now allowed for full-time students but not recommended
 - However, if you insist, you must:
 - Obtain your Supervisor’s approval

Important Information for International Students

- ▶ Eligibility of your Spouse and Children working in Canada
 - If you hold a valid study permit, your spouse and children can work in Canada, on or off Campus
 - Your spouse/children must apply for and obtain a work permit prior to commencement of employment
 - Your spouse and children do not need to have a job offer to apply for a work permit

- ▶ Other sources of Information for International Students:
 - International Student Handbook (from FGS)
 - International Student Services Team
 - Center for International Students and Study Abroad
(<https://www.ucalgary.ca/international/study-abroad>)

Expectations for ESE Graduate Students

Abraham Fapojuwo

Outline

- ▶ Principles of Conduct
- ▶ Financial Support
- ▶ Annual Progress Report and Student Evaluation
- ▶ Academic Misconduct and Intellectual Property
- ▶ Vacation and Leave of Absence

Principles of Conduct

- ▶ Graduate study is FULL-TIME work (in fact, 24/7!)
 - You are primarily responsible for the timely completion of your degree
 - Think of your graduate work as a full-time professional job
- ▶ Be the very best you can be!
 - Consistently make excellent progress in your work
- ▶ Disseminate your work
 - Have regular communication with your supervisor
 - Be productive – Publish the results of your research
- ▶ Importance of Research Productivity
 - Confidence: your work has been externally peer reviewed
 - Make extra money: the Department gives out annual productivity awards
 - Success in Scholarship Applications
 - **Action Step:** set a goal on the number of papers to publish based on your research results

Principles of Conduct

▶ Be Professional

- Be honest
- Treat others with respect (as you would like to be treated!)
- Be punctual for classes and project meetings
- Keep your workspace tidy and clean (maintain a safe & healthy environment)
- Communicate in English language at all times while in the Office, even with peers of same native language!
- Be aware of and follow Lab Safety and Ethics Procedures

▶ Be Proactive and Get Involved

- Interact with your peers and Profs within and outside of your research group
- Seek opportunities for mutual collaboration
- Do networking—within your group, Department, Faculty, University, outside of University

Financial Support

- ▶ Full time MSc and PhD students receive a monthly stipend
 - As communicated via Letter of Financial Support
 - Most of the funding come from your Supervisor's research grant

- ▶ Expectations of Students receiving funding
 - Work full time on thesis research and course work
 - Continued financial support is dependent upon your satisfactory performance in both research and course work, and availability of funds

Financial Support

- ▶ **Some students may receive Teaching Assistantships**
 - To qualify, must attend the Teaching Workshop offered by Schulich School of Engineering (and also by the Department, when applicable)
 - International students must submit TOEFL / IELTS scores
 - Each teaching assistant (TA) assigned to a regular Department course performs 3 or 4 hours of work per week
 - TAs assigned to Common Core courses perform 4 hours of work per week
 - A TA contract must be completed and signed prior to start of TA duties

- ▶ **Productivity Awards**
 - To reward students' productivity during the past academic year
 - Based on number and type of Conference and Journal Papers published

Annual Progress Report and Student Evaluation

- ▶ All MSc & PhD students are expected to complete the annual progress report
 - Online form is completed in May of each year, after receipt of notification message from Graduate Program Administrator

 - ▶ Information Requested
 - Grades from Courses taken
 - Awards received
 - What you planned to achieve this past year
 - What you actually achieved this past year in:
 - Research, Awards
 - Publications
 - Conferences attended
 - TA duties (if applicable)
 - What you plan to achieve in the next year
 - Self evaluation of your performance in:
 - Course work
 - Research
 - Teaching
- Evaluation rating options:**
- Excellent
 - Very Good
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory
 - Not Applicable

Annual Progress Report and Student Evaluation

- ▶ Completed online form is evaluated by your Supervisor in terms of course work, research and teaching
 - For each area, Supervisor rating options are:
 - Excellent
 - Very Good
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory
 - Not Applicable
- ▶ Graduate Program Director (GPD) reviews your report and your Supervisor's evaluation
 - GPD assigns either a Satisfactory or Unsatisfactory rating to your report
- ▶ Consequences of Unsatisfactory rating
 - Face to face meeting with you and/or your supervisor to formulate an action plan to resume satisfactory performance
 - Loss of funding
 - Required to withdraw from the Graduate Program

Annual Progress Report and Student Evaluation

- ▶ UofC academic grading system for Graduate Course work
 - Based on a 4.0 scale
- ▶ Graduate Course Grades:
 - A+ (4.0, Outstanding)
 - A (4.0, Excellent)
 - A- (3.7, Very Good)
 - B+ (3.3, Good) ← **Lowest Acceptable passing grade for PhD students**
 - B (3.0, Satisfactory)
 - B- (2.7, Minimum pass) ← **Lowest Acceptable passing grade for MSc & MEng students**
 - C+ (2.3)
 - C (2.0)
 - C- (1.7)
 - D+ (1.3)
 - D (1.0)
 - F (0.0)
- ▶ Courses with a C+ (or lower) grade will NOT count towards the course requirements
- ▶ MSc students receiving a C+ (or lower) grade in any course are required to withdraw from the Graduate program, regardless of overall GPA. For PhD students, it is a B (or lower) grade.
- ▶ MSc students must maintain a GPA of at least 3.0 to remain in program. For PhD students, it is a GPA of at least 3.3.

Academic Misconduct and Intellectual Property

- ▶ Academic misconduct encompasses Plagiarism or misrepresentation of data in
 - Course work
 - Presentations
 - Thesis proposal
 - Publications
 - Thesis
- ▶ Academic Integrity: act ethically, honestly and with integrity
 - Submitted academic work are yours and were determined by you alone
 - Submitted academic work are in your own words, even when sharing notes with other students or using the Instructor lecture notes
 - Do NOT submit in verbatim materials pulled from the Internet!
- ▶ Consequences of Academic Misconduct
 - Failing Grade
 - Probation
 - Suspension
 - Expulsion from the Faculty
 - Expulsion from the University

▶ Be familiar with FGS academic misconduct regulations

Website: <https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/academic-integrity>

Academic Misconduct and Intellectual Property

- ▶ Familiarize with and complete the FGS Intellectual Property (IP) Awareness form (available on FGS website)
 - FGS Website on IP: <https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/intellectual-property>
 - UofC Website on IP:
 - <https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Intellectual-Property-Policy.pdf>
- ▶ Discuss IP issues with your Supervisor
 - You and your Supervisor must complete and sign the FGS IP awareness form
- ▶ If you sign a Lab Agreement form with your Supervisor:
 - Clearly understand the full implications of the Lab Agreement
 - Keep a copy of the Lab Agreement
 - Submit a copy of the Lab Agreement to the Graduate Program Administrator, for inclusion in your file

Vacation

- ▶ Vacation
 - Entitled to two (2) weeks vacation allowed by the FGS, plus the statutory holidays when the University is closed
 - Additional vacation weeks must be discussed with and approved by your Supervisor before you take the extra vacation
- ▶ Consequences of students taking extra time off without Supervisor's approval may include
 - Unsatisfactory performance rating
 - Loss of funding

Leave of Absence

- ▶ **Leave of Absence:**
 - Discuss with your supervisor first
 - You may also want to discuss with the Graduate Program Director

- ▶ **Complete the Leave of Absence Form**
 - Signed by you and your Supervisor
 - Submit the completed form to the Graduate Program Administrator

- ▶ **Reactivate your registration upon return from the approved Leave of Absence**