



# ECE New Graduate Students Orientation – Fall 2021

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Dept. of Electrical & Software Engineering  
August 31, 2021

# Before we get started ...

- ▶ Important Zoom Protocols
  - Cameras off, Microphones muted
  - Can't see hands raised, use chat function

# 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  
Ms. Nicole Lannard, Contracts Specialist, 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)  
Kabita Baral, VP Student Life
- 11:15 - 11:30      ESE Graduate Students' Association  
Nima Sarajpoor, ESEG President
- 11:30              Closing

# Important Information to Get You Going

Abraham Fapojuwo

# Outline

- ▶ Administrative Forms to be Completed
- ▶ Important Administrative Procedures to be Performed
- ▶ Important Dates and Deadlines for Fall 2021 Semester
- ▶ Program Requirements and Paths
- ▶ Transformative Talent Internship
- ▶ Important Information for International Students

# Important Administrative Procedures to be Performed

- ▶ **Course Registration:**
  - Meet in person or virtually with or contact your Supervisor to finalize Course Selection
- ▶ **Apply for an IT Account:** <http://www.ucalgary.ca/it/services/it-account>
- ▶ **Attend the FGS Orientation for New Graduate Students**
  - Date: **Wednesday, September 1, 2021**; Time: **9:00 am (Calgary time)**
- ▶ **Attend the International Student Orientation**
  - Date: **Wednesday, September 1, 2021**; Time: **10:30 am – 12:30 pm (Calgary time)**
- ▶ **Meet in person or virtually 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](http://grad.ucalgary.ca/files/grad/su_student-supervisor-mou-checklist.pdf)
  - Submission deadline: **October 15, 2021** (send form to Ella)
- ▶ **Meet in person or virtually 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](https://grad.ucalgary.ca/sites/default/files/teams/3/su_ip_checklist.pdf)
  - Submission deadline: **October 15, 2021** (send form to Ella)

# 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, 2021**
- Send a copy of Completion Certificate to Ella

# Important Dates and Deadlines for 2020–2021

<b>Milestone</b>	<b>Fall 2021</b>
Last date to drop courses without financial penalty	Sep. 16
Last date to add or swap courses	Sep. 17
Last date to withdraw from a course	Dec. 9
Tuition/Fee payment deadline	Sep. 24

## Implications of course withdrawal date:

Withdraw on or before Sep. 16

- No record of course on transcript and tuition is refunded

Withdraw any time between Sep. 17 and Dec. 9

- "W" is recorded on transcript and tuition forfeited

**Cannot withdraw from a course after Dec. 9**



# Requirements for the MSc Program

- ▶ Course requirements: Four to seven 600–level ENEL/ENSF/SENG 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](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 (after arrival in Calgary)

- ▶ Working on Campus (outside of ECE)
  - 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 (after arrival in Calgary)

- ▶ 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 ECE Graduate Students

Abraham Fapojuwo

# Outline

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

# Advice for Successful Online Commencement of Graduate Program

- ▶ Relax—the quality of your graduate program is not negatively impacted
  - 1<sup>st</sup> Year of Graduate Program adapts just fine to online learning
  - 1<sup>st</sup> Year work is mostly on foundational graduate-level coursework and background literature survey in your research area
- ▶ Be in regular contact with your Supervisor and other students in your Research Group
  - Ask them what you can do to ensure your success
- ▶ Be self-disciplined
  - Plan your schedule and stick to it
  - Strive to have a balanced life
- ▶ Pay attention to your wellness
  - Take some time to sleep/rest, exercise, and socialize with others

# 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 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 (after arrival in Calgary)
- Communicate in English language at all times while in the Office, even with peers of same native language! (after arrival in Calgary)
- Be aware of and follow Lab Safety and Ethics Procedures (after arrival in Calgary)

## ▶ 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 (**after arrival in Calgary**)
  - 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
      - 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 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**