

Winter Orientation for MSc & PhD

Department of Electrical and Software Engineering
ICT 516

Time: 9:30am – 11:45am

Dr. Benjamin Tan,
ESE Graduate Program Director (Acting)
Associate Head (Graduate Studies)
ese.ah.gradstudies@ucalgary.ca

2025-08-26



The University of Calgary, located in the heart of Southern Alberta, both acknowledges and pays tribute to the traditional territories of the peoples of Treaty 7, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The city of Calgary is also home to the Métis Nation within Alberta (including Nose Hill Métis District 5 and Elbow Métis District 6).



Agenda



09:30 – 10:30	Welcome & Graduate Students Expectations and Important Information ESE Graduate Program Director (GPD)
10:30 – 10:45	Social Break
10:45 - 11:15	Awards and Scholarships Applications ESE Graduate Program Director (GPD)
11:15 – 11:30	ESE Graduate Students' Association (ESEG) - ESEG President
11:30 - 11:45	Questions (Q&A)
12:00 – 13:00	Lunch at ENG 207

About Me

- **Dr. Benjamin Tan**

- Associate Head (Graduate Studies)
 - July 1, 2025 to June 30, 2026
- Also known as ESE Graduate Program Director
- ese.ah.gradstudies@ucalgary.ca, Office: ICT 446



- **Responsibilities**

- Supporter of Supervisors and Students in our Program
- Leader and advocate for graduate education in our dept/faculty
- Responsible for budget (internal scholarships/awards, TA funding)
- Member of FGS council (central decisions on the graduate program)
- Manage and provide advice/direction for student concerns

- **Research & Teaching**

- Digital Hardware Design, Hardware Security, Software Security, LLM + Security
- Embedded Systems (Microcontrollers, Real-Time Systems)

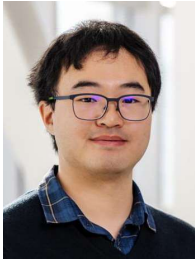
ESE Leadership Team



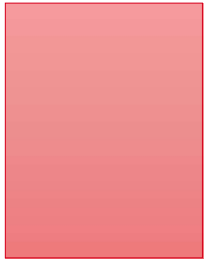
Department Head
Dr. David Westwick



**Associate Head
Research**
Dr. Roberto Souza



**Associate Head
Graduate**
Dr. Benjamin Tan



**Associate Head
Undergrad**
Dr. John Nielsen



**MEng Software
Director**
Dr. Yves Pauchard



**MEng Electrical
Director**
Dr. Yani Jazayeri

Graduate Support

ONLY use @ucalgary email address!

ALWAYS include UCID in email subject line

- Advice, program questions within ESE
 - Please contact: ese.gradstudies@ucalgary.ca
 - Fatima Abdul-Halim and Thea Tran
Graduate Program Advisors
 - Technical questions
 - Dr. Benjamin Tan (ese.ah.gradstudies@ucalgary.ca), Graduate Program Director
 - **Tip:** good idea to copy the office ese.gradstudies@ucalgary.ca
 - Support through SSE
 - <https://schulich.ucalgary.ca/electrical-computer/programs/graduate>
 - https://schulich.ucalgary.ca/current-students/graduate#field_collection_accordion-block-2
 - Support through FGS: grad.advisor@ucalgary.ca
 - Yan Zhang, Graduate Academic and International Specialist
 - David Gugel, Graduate Academic and International Specialist
- <https://grad.ucalgary.ca/current-students/important-resources-and-supports/student-support>

First point of contact



Faculty of Graduate Studies

- Understanding your tuition and fees
- Payment plans
- Awards and scholarships
- Managing your program

[Contact FGS](#)

Your graduate program

- Required courses for your degree
- Funding
- Graduate Assistantships (teaching, non-teaching and research)
- Supervisors and supervisory committees

[Contact your GPA](#)

Graduate Students' Association

- Health and dental insurance plan
- Graduate student social events and wellness programs
- Volunteering opportunities
- Student advocacy and representation
- Collective Agreement information

[Contact the GSA](#)

Online Student Centre (self-serve)

- View fee payments and deadlines
- Print enrollment verification letter
- Course registration
- View GPA and unofficial transcripts
- Order official transcripts
- Update contact information
- T2202A tax forms

[My UCalgary portal](#)

<https://grad.ucalgary.ca/current-students/important-resources-and-supports/who-ask>



Graduate Academic Specialists (Faculty of Graduate Studies)

- Confidential academic support and advice
- Referrals to campus resources for all grad life questions and issues

Graduate Academic Specialists

Email:
grad.advisor@ucalgary.ca

Student Success Centre

- Graduate Writing Community
- RWRD English language
- Academic writing support
- Academic integrity and plagiarism
- Academic workshops and events

Student Success Centre website

Student Accessibility Services

- Supporting students with accessibility concerns and learning disabilities
- Nat Christie Adaptive Technology Centre
- Accommodations

Student Accessibility Services website

Library and Cultural Resources

- Research and data management support
- Consultations with subject specific librarians
- Workshops and training courses
- Alan MacDonald Graduate Commons — workspace for graduate students only, 5th floor TFDL
- LabNEXT and MakerSpace

Library website

Research Safety & Ethics

- IRISS training and help
- Course on Research Ethics (CORE) Tutorial certification
- Animal Care Committee approval
- Biohazard handling and lab safety training

Research website

<https://grad.ucalgary.ca/current-students/important-resources-and-supports/who-ask>

Faculty of Graduate Studies



Dr. Tara Beattie
Dean and Vice-Provost of Graduate Studies



Dr. Oleksiy Osiyevskyy
Associate Dean
Policy and Program
Development



Dr. Dan McGrath
Associate Dean
Research and
Scholarships



Dr. Michelle Drefs
Associate Dean
Student Experience



Dr. Stefania Forlini
Associate Dean
Student Experience



Dr. Jenny Godley,
Associate Dean,
Transdisciplinary
Scholarship

FGS - Support

If you feel you want some advice/help outside of the ESE department, please contact: grad.advisor@ucalgary.ca

Dr. Yan Zhang or Dr. David Gugel
Graduate Academic and International Specialists

Student Concerns:

Supervisor conflict, funding problems, failed candidacy/exam, intellectual property, academic misconduct, leaves of absence, extension requests, barriers to progress etc.

Check the FGS Website: <https://grad.ucalgary.ca/>



Dr. Yan Zhang



Dr. David Gugel

Onboarding

- Refer often to the onboarding email you received
 - Lots of valuable advice, links, deadlines etc.

Cannot stress
how important
this email is!

Welcome to the Department of Electrical and Software Engineering!! We are very pleased that you have decided to join our department to pursue your Graduate studies.

Please take note of the following important **onboarding details and requirements** to successfully launch your Graduate Program. **Please ignore any that you have already completed:**

Launching your Graduate Program:

- **Activate** your **UCalgary account and email as soon as possible**. Students must only communicate with our office, supervisor, and other campus offices **using "@ucalgary.ca" email address**.
- **Initialize** your grad program **full-time registration** as soon as possible.
- Arrange to **secure** all outstanding documents from prior institutions to satisfy the conditions listed in your admission letter.
 - If your **previous institutions have confirmed to you sending the outstanding documents to gradtranscripts@ucalgary.ca** and your student account still shows a "Hold" indicator, please contact our office to let us know.
- Upon arrival **Check-in** with our office via email at: ese.gradstudies@ucalgary.ca . If yet to arrive, please update our office of your travel date/plans (**for International Students**):
 - **Send** a .pdf copy of your **study permit** to HR office at: hrhire@ucalgary.ca and copy our office in the email.
 - **Apply** for a **Social Insurance Number (SIN)** and a **Canadian Bank Account** then Enter their details to your **My UCalgary Student Centre**, as **soon as it's available**, to ensure no delays in receiving your funding via direct deposit to your bank account.
- Arrange to **pay** your Tuition Fees amount showing in your Student Portal by the **Tuition and Fee Payment Deadline** (September 19th , 2025 for Fall term).
 - **Payment Plan** options are available if interested to apply.
- **Review** the Faculty of Graduate Studies (FGS) **Fall 2025 Grad Orientation** details, and register to attend when registration opens.
- **Complete Online training:** **Occupational Health & Safety Orientation** and the **Hazard Assessment Training**, **within the first month in the GS program**. Once completed, please **send** us copy of the completion certificates so we can update your records.
- **Contact** our office (ese.gradstudies@ucalgary.ca) **including your UCID# in subject line**, if you have any inquiries/concerns regarding your graduate program.

With your supervisor:

- **Complete** the two forms attached: **Expectations Checklist** and **Intellectual Property Awareness Checklist** , then **submit** back both signed forms **by October 7, 2025 the latest**.
 - Please attach any other **signed special agreements with supervisor** when submitting above forms.
- **Discuss** with your supervisor your graduate **program requirements** and course registration for the Academic Year, then **register for courses** online via Student Centre accordingly.
- **Enroll** to the two **mandatory courses** : ENGG 601 (Fall term) & ENGG 603 (Winter term).
 - **To NOTE for later:** **After completing ENGG 601 and ENGG 603 and during your study** you will need to **arrange** with your supervisor to schedule/deliver the two required Research Seminars.

Graduate Studies is a Full-Time Activity

- You are expected to behave as a **Professional Engineer (P.Eng, APEGA)**
 - Be pro-active, contribute to your department, University, and society
 - Solve complex problems, and stand behind your work
- Engineers require a combination of skills
 - Theoretical work, experimental work, computational work, course work, etc.
 - Don't forget communication and other 'soft' skills
- Each student is different
 - Funding, publication record, work schedule, etc.
- Challenging but rewarding
 - Strive to become excellent at public speaking, writing, overcoming your weaknesses, refining your strengths.
 - And have fun doing it!

Graduate Studies is a Full-Time Activity (cont.)

- From G.D.3 Graduate Student Status (UCalgary Graduate Regulations)
 - *Full-time registration in PhD and thesis-based master's programs is not compatible with full-time employment. Students enrolled full-time in these programs **must devote sufficient time and effort to maintain progress and meet milestones** in order to maintain their registration and remain eligible for financial support. They must **engage fully in their degree program, including coursework, field or laboratory work, and thesis writing.***
 - <https://calendar.ucalgary.ca/uofcregs/graduate-regulations/grad-status>

Expectations for ESE Students

- Behave and represent the university and the department **professionally**
- Full time work
 - You are expected to work (approx.) 40 hours per week (research project, classes, TA etc.)
 - Graduate students *do not* get the University reading breaks/summer terms off.
 - If you need time off – please **talk to your supervisor**
- Present and discuss your work
 - Paper publications, presentations, your parents, your cat, etc.
- Earn the support you are receiving
 - Supervisors work hard to get the grants that financially support your work
 - Continued financial support is dependent upon your satisfactory performance in both research *and* course work
 - All MSc & PhD students are expected to complete the [annual progress report](#) in May
- Be the best
 - Try and become the best in your field!

Expectations (*continued*)

- **Meet with your Supervisor!**

- Complete the FGS Checklist of Expectations form
- Complete the FGS Intellectual Property Awareness form
- Complete the *Academic Conduct Agreement for Graduate Students* in the SSE
- Review the Department *Graduate Student Research Professional Development Guide*

- FGS forms available at:

- https://grad.ucalgary.ca/sites/default/files/teams/3/Student_SV_Checklist_Revised_June%202023.pdf
- https://grad.ucalgary.ca/sites/default/files/teams/3/su_ip_checklist_June%202022.pdf

- Submit forms to ese.gradstudies@ucalgary.ca

- **Do not** send forms direct to me!
- The office checks details before sending them to me for signing, if needed

Expectations (*continued*)

- **G.J.3.2** Graduate students have a responsibility to maintain strong working relationships with their supervisors as set out in Best Practices for Graduate Students.

<https://grad.ucalgary.ca/current-students/thesis-based-students/supervision/best-practices-and-guidelines>

Working with a supervisor and/or supervisory committee

Maintaining a positive working relationship with your supervisor is important as you research and write.

Here are some best practices while working with your supervisor:

1. Communicate! Meet with your supervisor and/or graduate program director to fine tune your goals and build a blue-print. Include anything that may affect these timelines such as your work responsibilities etc.
2. Agree upon and commit to progress milestones. Make sure to complete the graduate student [checklists](#).
3. Your supervisor is human just like you. They may have other teaching, research and personal obligations and may not be able to respond to your questions immediately. Give them ample time (as agreed upon with them) to get to your concern.
4. Set regular meetings by phone, email or in person to stay on top of things and give your supervisors an update on your progress.
5. If you are hearing conflicting advice from members of your committee, let your supervisor know and work out a solution
6. At some point during your degree, you might disagree with your supervisor. Minor disagreements can be resolved by maintaining open and respectful communication. If you find yourself in conflict with your supervisor and you're not sure what to do, feel free to connect with:
 - your graduate program director
 - [Graduate Academic Specialists](#)
 - [Student Ombuds](#)

Expectations (*continued*)

- Teaching Assistant Positions
 - An important obligation (a legal contract with the department and course instructor)
 - Use this opportunity to improve your teaching, communication, and mentorship skills
 - You must complete the teaching assistant workshop, take SSE development training
 - **TA positions are competitive and not guaranteed;** they are *in addition* to your minimum SSE Funding*
 - May be subject to change depending on funding policy changes
- Scholarships
 - Apply for scholarships to support your funding (more later)
- Publications
 - Ask your supervisor about opportunities to publish and present your research to the international community
 - Critical for scholarships, supporting evidence for your thesis and defense

Expectations (*continued*)

- Absences
 - Discuss with your supervisor and course instructor **before** going to a conference or vacation. Easier to plan in the spring/summer semester.
- Internships
 - Encouraged but optional – internship currently is NOT an MSc or PhD degree requirement
- Working on/off campus
 - There are opportunities
 - Obtain your Supervisor's approval
 - Check with International Student Services (ISS) regarding visas

Safety

- Complete 2 online safety courses
 - Occupational Health and Safety orientation
 - Hazard Assessment training
 - Other courses are required if:
 - Doing a TA (harassment, privacy, cyber security, etc.)
 - You are working in a laboratory (talk to your supervisor about specifics)
- 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
- Send a copy of Completion Certificate to ese.gradstudies@ucalgary.ca

Important Dates (2025-2026)

Milestone	Fall 2025	Winter 2026
Last Date to drop courses without financial penalty	Thursday, September 11	Thursday, January 22
Last date to add or swap courses	Friday, September 12	Friday, January 23
Last date to withdraw from a course	Friday, December 5	Tuesday, April 14
Tuition Fee/payment deadline	Friday, September 19	Friday, January 30

Implications of course withdrawal date:

Withdraw on or before Sep. 11 (Winter: Jan 22)

- No record of the course on transcript and tuition is refunded

Withdraw any time between Sep. 12 - Dec. 4 (Winter Jan 23 - Apr 14)

- "W" is recorded on the transcript and tuition forfeited

CHECK

Onboarding email
Academic schedule

These are HARD deadlines!

<https://calendar.ucalgary.ca/acadsched#fall-2025-winter-20261>

MSc Requirements

- Course requirements: 12-21 units of 600-level ESE 3-unit courses
 - At least three of the courses must be in the area of research, **unless** specified otherwise in a specialization.
 - **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, **unless** specified otherwise in a specialization (requires **supervisor & Department approval**)
 - **In addition to the above**, pass ENGG 601 (Fall) and ENGG 603 (Winter)
 - Complete 2 research seminars
- Be under the guidance of a supervisor
 - Discuss course selection with Supervisor
 - Successful completion of MSc thesis research
 - write and defend the MSc thesis
- Normal time to complete MSc Program: 2 years from the initial registration
 - Note: For MSc students, the maximum funding time limit is 2 years
- Maximum time limit: 4 years from the initial registration

Typical MSc Path

Year 1: Fall
ENGG 601, Courses

Year 1: Winter
ENGG 603, Courses

Year 1: Spring, Summer
Research

Year 2: Fall, Winter
Research

Year 2: Spring, Summer
Research, Thesis Defense

Normal time to complete MSc Program:

2 years from the initial registration

Maximum time limit:

4 years from the initial registration

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

PhD Requirements

- **Courses:** 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
 - Complete 2 research seminars
 - ENGG 601/603 waived for students who obtained their MSc from the Dept.
- Be under the guidance of a supervisor
 - Discuss course selection with supervisor
 - Successful completion of PhD Candidacy (FOS and proposal) and thesis research
 - write and defend the PhD thesis
- Must have a Supervisory Committee in place within **3 months** of initial registration
 - need to have a Mandatory Supervisory Committee meeting once a year

PhD Requirements (Continued)

- **Candidacy Requirements**

- Complete courses and Written thesis proposal
- Combined Field of Study and thesis proposal oral examination
 - NOTE: Please read the ESE Candidacy policy and Graduate Calendar sections G.K.1 and G.K.3
 - <https://calendar.ucalgary.ca/uofcregs/graduate-regulations/grad-regulations>
 - <https://schulich.ucalgary.ca/electrical-software/programs/graduate/program-resources>
- Complete all Candidacy requirements within **24 months** of first registration
- Successful completion of thesis research and oral thesis defense
- Normal Program Completion Time: 4 years from the initial registration
- Maximum Time Limit: 6 years from the initial registration

Typical PhD Path

Year 1: Fall
ENGG 601, Courses, Research

Year 1: Winter
ENGG 603, Courses, Research, FOS

Year 1: Spring, Summer
Research,

Year2
Research, Combined FoS and
Thesis Proposal Exam

Year 3-4:
Research, Thesis Defense

Normal time to complete PhD Program:

4 years from the initial registration

Maximum time limit:

6 years from the initial registration

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.

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

Criteria to transfer from MSc to PhD online

<https://schulich.ucalgary.ca/electrical-software/programs/graduate/program-resources>

Courses

- 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 (RTW) 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

KNOW your course deliverables and grading scheme!
Pay attention to the course outline

Specializations

- If your course is a specialization, you **MUST** meet the specialization requirements ***in addition*** to the registered graduate program's requirements (e.g. applicable to [ENEE](#))
- You **MUST** stick to the specialisation listed courses
 - very specific in the [ENSF](#) specialisation

a) 12 units selected from:

☞ Earn at least 12 credits from the following:

- [ENSF603 - Modeling and Measurement of Software Performance](#)
OR [ENSF604 - Theoretical Foundations of Software Engineering](#)
OR [ENSF606 - Software Engineering Fundamentals](#)
OR [ENSF619 - Special Topics](#)
OR [SENG622 - Software Release Planning](#)
OR [SENG627 - Software Engineering Decision Support](#)
OR [SENG629 - Software Engineering Standards and Models](#)
OR [SENG637 - Dependability and Reliability of Software Systems](#)
OR [SENG643 - Automated Software Engineering](#)
OR [SENG696 - Agent-Based Software Engineering](#)
OR [ENEL602 - Virtual Environments and Applications](#)
OR [ENEL645 - Data Mining & Machine Learning](#)
OR [ENSF616 - Software Development Using Open Source](#)

KNOW your Specialization requirements!

Academic Misconduct

- Academic misconduct is 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
 - Check with Course instructors on ChatGPT-generated material, FGS has guidelines
- Consequences of Academic Misconduct
 - Failing Grade, Probation, Suspension
 - Expulsion from the Faculty
 - Expulsion from the University
- Be familiar with FGS academic misconduct regulations
 - <https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/academic-integrity>

Generative AI

- <https://grad.ucalgary.ca/current-students/important-resources-and-supports/graduate-ai-guidelines>

Authorized Use

Unauthorized use of GenAI tools in graduate studies may be considered a violation of the University of Calgary's [Student Academic Misconduct Policy](#).

These discussions are essential for understanding the educational and research benefits and risks, potential to advance knowledge and produce a novel contribution, ethical implications, and [academic integrity considerations](#) associated with the use of GenAI technologies.

Authorization requirements

Students should obtain written, unambiguous authorization (from their supervisor or course instructor if not included in the course outline) prior to the planned use of GenAI tools in graduate work (coursework, candidacy components, thesis), including the following applications:

- Academic writing, including editing of the student-written text (with the exception of spell-checkers like Grammarly);
- Generating or adjusting images, sound and video content;
- Conducting literature reviews and meta-analyses;
- Research design;

Evaluating GenAI tool use

When making decisions about authorizing the use of a GenAI tool in graduate work, course instructors, supervisors and supervisory committee members are expected to assess the educational benefits and possible detriments of such use by the student, including:

- Will the use accelerate or slow down the progress towards achieving the graduate education outcomes for the student (including course-level learning outcomes, program-level learning outcomes (PLOs), requirements for passing the field of study (FoS) or thesis proposal, requirements for graduate thesis, established program's graduate competencies, or general discipline's core competencies for the

Supervisor considerations

When providing authorizations, supervisors should also:

- Consider equity and accessibility issues;
- Engage graduate students in research planning early on, including determining how and when GenAI tools will be used.

**TALK with your
supervisor!**

Generative AI (continued)

- APEGA

Use of Artificial Intelligence by Licensed Professionals

Artificial intelligence (AI) has rapidly become a part of many people's day-to-day lives. Licensed professionals working in engineering or geoscience who are using AI tools in their practice **must** continue to meet their ethical and professional obligations under the *Engineering and Geoscience Professions Act*, the *General Regulation*, and APEGA's bylaws, as well as published practice standards and the Rules of Conduct outlined in the Code of Ethics.

If a licensed professional does not have the training or experience to competently understand the risks and limitations of AI tools and the validity of AI results, then they should **not use AI tools** in their practice.

<https://www.apega.ca/about-apega/publications/standards-guidelines/practice-notice>

Generative AI (continued)

- Example: IEEE

Guidelines for Artificial Intelligence (AI)-Generated Text

The use of content generated by artificial intelligence (AI) in an article (including but not limited to text, figures, images, and code) shall be disclosed in the acknowledgments section of any article submitted to an IEEE publication. The AI system used shall be identified, and specific sections of the article that use AI-generated content shall be identified and accompanied by a brief explanation regarding the level at which the AI system was used to generate the content.

The use of AI systems for editing and grammar enhancement is common practice and, as such, is generally outside the intent of the above policy. In this case, disclosure as noted above is not required, but recommended.

Information or content contained in or about a manuscript under review shall not be processed through a public platform (directly or indirectly) for AI generation of text for a review. Doing so is considered a breach of confidentiality because AI systems generally learn from any input.

<https://journals.ieeeauthorcenter.ieee.org/become-an-ieee-journal-author/publishing-ethics/guidelines-and-policies/submission-and-peer-review-policies/>

Generative AI (continued)

- Example: ACM

ACM Policy on Authorship

Can I use generative AI software tools to prepare my manuscript?

Yes, the use of such tools is permitted, subject to the following requirements:

- That these systems do not plagiarize, misrepresent, or falsify content in ACM submissions.
- That the resulting Work in its totality is an accurate representation of the authors' underlying work and novel intellectual contributions and is not primarily the result of the tool's generative capabilities.
- That the authors accept responsibility for the veracity and correctness of all material in their Work, including any computer-generated material.

If I use generative AI software tools, under what conditions must I disclose their use in my Work?

Today's generative AI software tools perform different tasks and it is reasonable to expect that their use and use cases will expand and become more robust over time. Whether disclosure in your published ACM Work is necessary depends on how you utilize these tools. The following guidelines should be followed when determining whether and to what extent disclosure must be provided in your Work.

- If you are using generative AI software tools such as ChatGPT, Jasper, AI-Writer, Lex, or other similar tools to generate new content such as text, images, tables, code, etc. you must disclose their use in either the acknowledgements section of the Work or elsewhere in the Work prominently. The level of disclosure should be commensurate with the proportion of new text or content generated by these tools.
- If entire sections of a Work, including tables, graphs, images, and other content were generated by one of these tools, you should disclose which sections and which tools and tool versions you used to generate those sections by preparing an Appendix or a Supplementary Material document that describes the use, including but not limited to the specific tools and versions, the text of the prompts provided as input, and any post-generation editing (such as rephrasing the generated text). Authors should also note that the amount or type of generated text allowable may vary depending on the type of the section or paper affected. For example, using such tools to generate portions of a Related Work section is fundamentally different than generating novel results or interpretations.
- If the amount of text being generated is small (limited to phrases or sentences), then it would be sufficient to add a footnote to the relevant section of the submission utilizing the system(s) and include a general disclaimer in the Acknowledgements section.
- If you are using generative AI software tools to edit and improve the quality of your existing text in much the same way you would use a typing assistant like Grammarly to improve spelling, grammar, punctuation, clarity, engagement or to use a basic word processing system to correct spelling or grammar, it is not necessary to disclose such usage of these tools in your Work.

<https://www.acm.org/publications/policies/frequently-asked-questions>

Have discussions with your supervisor!

- What is acceptable use?
- What is unacceptable use?
- How should you convince your supervisor that you've done the right thing?

Additional Resources

- **My Grad Skills**

- Web Address: <https://grad.ucalgary.ca/professional-development/campus-resources>
- Free!
- Most are 1 hour
- Improve your skills/help your research progress/become a better TA/find a job after your program
- Example workshops:
 - Information Interviewing: A Strategic Tool for Job Hiring
 - Starting a business: Entrepreneurial training
 - Versatile PhD: Discover career paths outside of academia

- **Other Resources**

- Career Services (workshops, coaching, fairs), Professional Societies (IEEE), Graduate Student Societies (SSE and ESEG), Three Minute Thesis competition...

Transformative Talent Internship

- Eligibility
 - At least one year into the 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://grad.ucalgary.ca/professional-development/internships/internships>
- Encouraged but optional
 - internship currently is NOT an MSc or PhD degree requirement

**TALK with your
supervisor!**

**Thank you for your Attention
Questions?**

Agenda



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12:00 – 13:00	Lunch at ENG 207

Awards and Scholarships Applications

Department of Electrical and Software Engineering



Dr. Benjamin Tan,
ESE Graduate Program Director (Acting)
Associate Head (Graduate Studies)
ese.ah.gradstudies@ucalgary.ca

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Why Should I apply?

If you work in...	You need to get ...
A university	Research Funding
A start-up	Venture Capital, Government Grants, loans
A company	Approval for project time and money

- Good for your professional development and career
- Demonstrate ability to clearly formulate and present ideas

What Should I Apply For?

- Different purposes
 - Tuition and stipend
 - Travel awards
- Multiple opportunities– federal, provincial, from the University, from the department, not for profit organizations etc.
- Know your funding agencies mandates and requirements
 - NSERC, CIHR, SSHRC, Alberta Innovates....
- Details and a database search located at <https://grad.ucalgary.ca/awards>

Searchable Database



Graduate Studies Awards

You are not required to meet the eligibility requirements in the terms of reference of an award when you apply, but if successful, you must meet the eligibility requirements at the time the award is paid.

Award Name	
Program	
Category	☐ CSM/Institute ☐ Indigenous ☐ Recommended by Program ☐ External ☐ Medals and Prizes ☐ Recruitment ☐ FGS ☐ Open Doctoral ☐ Special Awards

Keywords	
Degree	☐ Master's Course-based ☐ Master's Thesis-based ☐ Doctoral
Citizenship	☐ Canadian or Permanent Resident ☐ International
Registration Status	☐ Full-Time ☐ Part-Time

Search

If you require assistance, contact gsaward@ucalgary.ca

How Do I Write A Strong Application?

- Make sure you are eligible for the award:
 - Immigration status
 - Program of study (MSc, PhD)
 - Research area
 - Year of study
- Be aware of all the requirements
 - Formatting and page lengths
 - Documents to include
 - Recommendation letters (ask early!)
 - Research proposal
 - CV, transcripts etc.

Start Early!

How Do I Write A Strong Application?

- Structure your application
 - Title
 - Specific aims
 - Background and preliminary work
 - Impact / significance
 - Methods
 - Resources and feasibility
 - EDI
- Be balanced in the technical content
 - Reviewers may or may not be experts in your area

Start Early!
I mean it!

How Do I Write A Strong Application?

- Read and re-read your application for languages and content
- Get feedback
 - Colleagues and supervisors
 - People not in your specific area of research
- If need be, get help from a native English speaker <https://www.ucalgary.ca/student-services/student-success/writing-support>
- Attend scholarship workshops
<https://grad.ucalgary.ca/my-gradskills/workshops-and-resources>
- Keep track of updated notifications sent out by email

What Do Reviewers Look For?

- Academic performance
 - Grades, prior scholarships/awards
- Research potential
 - Prior research experience, publications
- Communication and leadership skills

The Candidate

GAC Selection Criteria and Indicators

<https://grad.ucalgary.ca/awards/award-opportunities/selection-criteria-and-indicators>

- Significance & Innovation
- Feasibility
- Clarity and conciseness
- Completeness

The Research

Role of the Department

- Department is assigned a quota for some awards
- Graduate Scholarship Committee does an internal review and top applications are forwarded
- Keep track of emails from Dept. regarding important notifications!

**Thank you for your Attention
Questions?**

Agenda



09:30 – 10:30	Welcome & Graduate Students Expectations and Important Information ESE Graduate Program Director (GPD)
10:30 – 10:45	Social Break
10:45 - 11:15	Awards and Scholarships Applications ESE Graduate Program Director (GPD)
11:15 – 11:30	ESE Graduate Students' Association (ESEG) - ESEG President
11:30 - 11:45	Questions (Q&A)
12:00 – 13:00	Lunch at ENG 207