

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 of Alberta (Districts 5 and 6).

	UNIVERSITY OF CALGARY		Agenda
	9:00 - 10.00	Welcome, Graduate Students Expectations, Important Information ESE Graduate Program Director (GPD): Dr. Colin Dalton	
	10.00 - 10:15	Social Break	
	10:15 - 10:30	Awards and Scholarships Applications ESE Graduate Studies Scholarship Committee Chair	
	10:30 - 10:45	Introduction to the Graduate Students' Association (GSA) GSA VP Student Life	
	10:45 - 11:00	ESE Graduate Students' Association ESEG President	
	11:00 - 11.15	Schulich School of Engineering Graduate Students' Council (SSE-GSC) Vice President of Finance	
	11.15 -11.30	Questions (Q&A)	
	11:30 – 12:00	Group photo of MEng and Thesis-based students SSE Atrium/Social Staircase	
	12:00 - 13:00	Courtyard lunch	

Dr. Colin Dalton

Associate Head of Graduate Studies
Also known as ESE Graduate Program Director (GPD):
Codalton@ucalgary.ca; Office: ICT 440; Phone: (403)-210-8464

Responsibilities
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
Brain machine interfaces, micro-nano fabrication, electrokinetic microfluidics
Microneedles for transdermal drug delivery and biosensing



**Graduate Support** CALGARY Advice, program questions within ESE **ONLY** use @ucalgary email Please contact: ese.gradstudies@ucalgary.ca address! Fatima Abdul-Halim and Ella Lok Graduate Program Advisors **ALWAYS** include UCID in email subject line Technical questions Dr. Colin Dalton (cdalton@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 Marisa Norona, Graduate Academic and International Specialist

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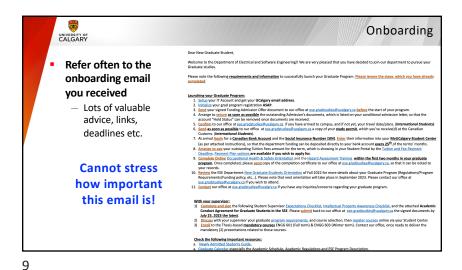
If you feel you want some advice/help outside of the ESE department, please contact: <a href="mailto:grad.advisor@ucalgary.ca">grad.advisor@ucalgary.ca</a>
Dr. Yan Zhang or Marisa Norona Graduate Academic and International Specialists

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: <a href="https://grad.ucalgary.ca/">https://grad.ucalgary.ca/</a>

Marisia Norona

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Professional Engineer

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!

## **Expectations for ESE Students**

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- Behave and represent the university and the department professionally
- Full time work
  - You are expected to work ~40 hours or more per week on your research project
  - 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 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

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- Try and become the best in your field!

UNIVERSITY OF CALGARY

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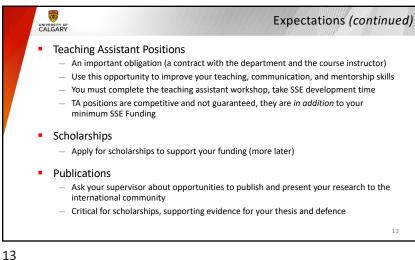
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## Expectations (continued)

- 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%20 2023.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

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Absences
 Discuss with your supervisor and course instructor before going to a conference or vacation. Easier to plan in the summer semester.

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

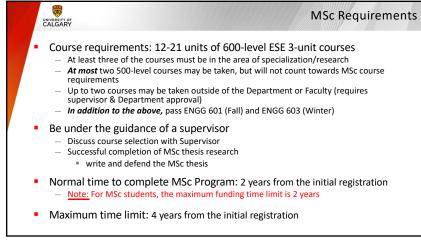
Working on/off campus
 There are opportunities
 Obtain your Supervisor's approval
 Check with International Student Services (ISS) regarding visas

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Important Da				
Milestone	Fall2024	Winter 2025		
Last Date to drop courses without financial penalty	Sept 12 2024	Jan 23 2025		
Last date to add or swap courses	Sept 13 2024	Jan 24 2025		
Last date to withdraw from a course	Dec 6 2024	April 11 2025		
Tuition Fee/payment deadline	Sept 20 2024	Jan 31 2025		
Implications of course withdrawal date: Withdraw on or before Sep. 12 (Winter Jan 23) - No record of course on transcript and tuition is refunded Withdraw any time between Sep. 13 - Dec. 6 (Winter Jan 24 - "W" is recorded on transcript and tuition forfeited		CHECK loarding email lemic schedule		
These are HARD deadlines! https://calendar.ucalgary.ca/acadsched#fall-2024-winter-20	251			

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Typical MSc Path CALGARY Year 1: Fall Normal time to complete MSc Program: ENGG 601, Courses 2 years from the initial registration Maximum time limit: ENGG 603, Courses 4 years from the initial registration Year 1: Spring, Summer Research Year 2: Fall, Winter For MSc students, the maximum funding Year 2: Spring, Summer time limit is 2 years Research, Thesis Defense

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PhD Requirements UNIVERSITY OF 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 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 <u>3 months</u> of initial need to have a Mandatory Supervisory Committee meeting once a year

PhD Requirements (Continued)

Candidacy Requirements

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
Thitos://calendar.ucalearv.ca/uofcrees/graduate-regulations/erad-regulations.
Thitos://schulich.ucalearv.ca/electrical-software/programs/graduate/program-resources.

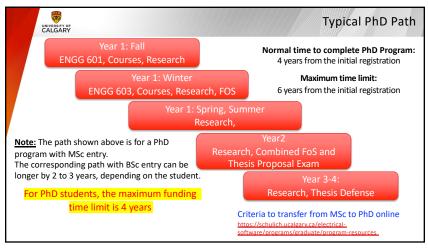
Complete all Candidacy requirements within 24 months of first registration

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

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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

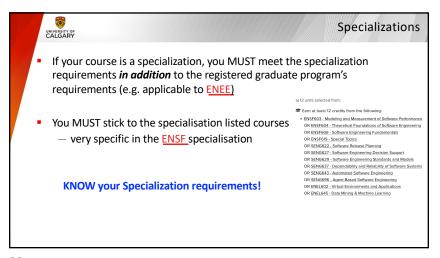
MSc students must maintain a GPA of at least 3.0 to remain in program

For PhD students, it is a GPA of at least 3.3

KNOW your course deliverables and grading scheme!

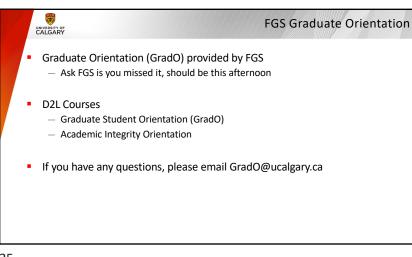
Pay attention to the course outline

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Academic Misconduct CAL GARY 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 lécture notes Do NOT submit in verbatim materials pulled from the Internet Check with Course instructors on ChatGPT generated material 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

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My Grad Skills

Web Address: http://ucalgary.ca/mygradskills/workshops
Free!

Most are 1 hour

Improve your skills/help your research progress/become a better TA/find a job after your program

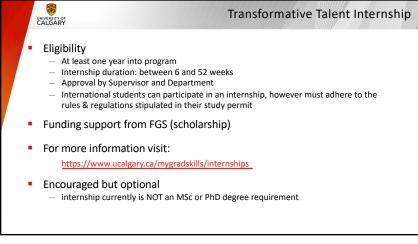
Example workshops:

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...

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9:00 - 10 10:00 - 1 10:15 - 1 10:30 - 1 10:45 - 1	ESE Gradu 10:15 Social Br 10:30 Awards : ESE Gradu 10:45 Introduc GSA VP St	and Scholarships Applications uate Studies Scholarship Committee Chair ction to the Graduate Students' Association (GSA) tudent Life duate Students' Association
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11:30 –		photo of MEng and Thesis-based students m/Social Staircase
12:00 -	13:00 Courtyai	ord lunch



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UNIVER	SITY OF GARY	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 ab	ility to clearly formulate and present ideas				

Different purposes

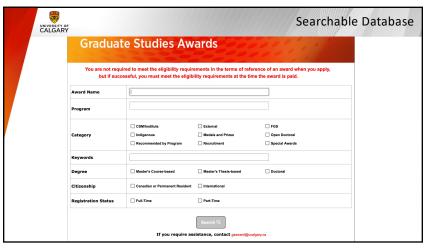
 Tuition and stipend
 Travel awards

 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 <a href="https://grad.ucalgary.ca/awards">https://grad.ucalgary.ca/awards</a>

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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

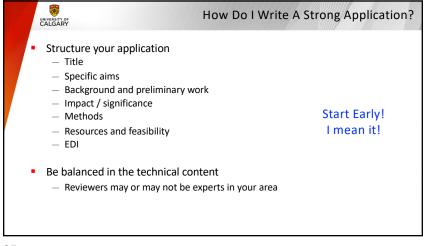
- Documents to include

Recommendation letters (ask early!)

Research proposal

CV, transcripts etc.

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How Do I Write A Strong Application?

Read and re-read your application for languages and content

Get feedback

Colleagues and supervisors

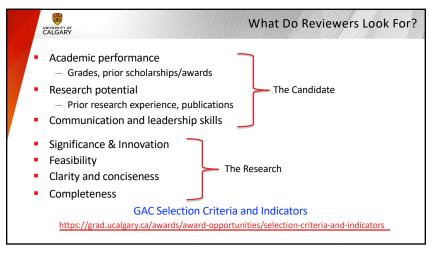
People not in your specific area of research

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

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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!

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