WELCOME TO MCGILL, AT THE HEART OF MONTREAL!

*Montreal* ranked best city for international students!
https://www.topuniversities.com/city-rankings/2017

*McGill* ranked 2nd in Canada
https://www.mcgill.ca/about/quickfacts/rankings

*Montreal*, World-Class Tech Hub in cutting-edge sectors

Graduate studies: likely the best years of your life!

Downtown Montreal view from Mont-Royal
INTRODUCTION (1)

Electrical and Computer Engineering (ECE) in numbers (2017)
- ~ 45 professors in 10 research areas
- 800 undergraduate students
- 320 graduate students - 180 PhDs/140 Masters

Organization
- Chair: Prof. Andrew Kirk
- 3 Associate Chairs
- Department office: MC633
- Mail: in EEGSS lounge (basement)

“I am the box because I was the first person to grab the big chair when they delivered the furniture!”
GRADUATE OFFICE (within dept office, MC633):

- Graduate Program Director (GPD): Prof. Odile Liboiron-Ladouceur
  Need to talk to me? Please email odile.Liboiron-Ladouceur@mcgill.ca
  (or odile@ieee.org) to set an appointment!

- Graduate program administrator: Caroline Brown

- Student affairs coordinators: Ashley Araneta and David Robles
OUR DEGREE PROGRAMS - M ENG

The two options for the Master of Engineering (M.Eng) :

- **Thesis**: 18 course credits + 28 thesis research credits  
  Less courses, more research, thesis submission

- **Non-thesis**: 27 course credits + 18 research project credits  
  More courses, less research, project report and project presentation (with supervisor and one more professor)
Doctorat of Philosophy (PhD):
- Research
- Three important milestones:
  ① Qualifying exam (701 - by the end of the 1\textsuperscript{st} year)
  ② Research proposal (702 - by the end of the 2\textsuperscript{nd} year)
  ③ Research seminar (703 - by the end of the 3\textsuperscript{rd} year)

*Missing one of those milestones lead to failure.*
*Two failures lead to a withdrawal from the PhD program.*
- You will be receiving an email to remind you of those deadlines
  - It is your responsibility to keep track of those milestones, and remind your supervisor of the deadlines
- You must register for each of the milestones when you plan to do them
  - Talk with your supervisor about possible dates
YOUR PROGRESS - THROUGH SUPERVISION

- Each graduate student must have a supervisor from ECE

- Supervisor-supervisee relationship is key to your success

- **M.Eng**: Choice of courses/project/thesis guided by supervisor

- **PhD**:
  - Supervisory committee (3-4 professors) - recommends courses, general feedback on research
  - Day-to-day and main interactions: supervisor
YOUR PROGRESS - TRACKING

- Form to be filled out at least once per year
- Tool to keep you on track:
  - sets objectives and tracks their completion
- You are protected:
  - You can discuss the contents of the form
  - You can add your comments
  - You can request the presence of other profs.

- Start filling one up so to discuss it with your supervisor.
Information to include:
1) Include achievements
2) Judge your progress based on previous form
3) Mention course taken

If it is your first form to fill:
1) Mention when you started the program
2) Mention envisioned PhD research topic(s)
3) Mention possible PhD committee members discussed with your supervisor
Your supervisor will comment on Part I here, and will justify the evaluation given above. Conditional/Unsatisfactory: supervisor will indicate why and what is expected from you.

1) Set your objectives clearly
2) Then discuss and review them with supervisor

- Note the applicable time period.
- Put realist objectives as you will be evaluated on those.
# Research Progress Tracking Form

<table>
<thead>
<tr>
<th>SIGNATURES (PLEASE PRINT NAMES):</th>
<th>I agree with the statements and evaluation in this report.</th>
<th>Has a conflict of interest arisen in respect of any of the parties signing?*** (See examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mandatory. Must be present to sign together.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Student’s name</td>
<td>Yes [ ] No [ ]</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>*Supervisor’s name</td>
<td>Yes [ ] No [ ]</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>*Co-supervisor’s name</td>
<td>Yes [ ] No [ ]</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>*Committee member’s name</td>
<td>Yes [ ] No [ ]</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Other member’s name (Role: _________________)</td>
<td>Yes [ ] No [ ]</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Other member’s name (Role: _________________)</td>
<td>Yes [ ] No [ ]</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Other member’s name (Role: _________________)</td>
<td>Yes [ ] No [ ]</td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

Anyone listed above who does not agree with the statements and evaluation in this Report must attach an explanation. If any document has been attached to this report, please check here: [ ]

In case of disagreement, the student or supervisor should consult the Unit’s Graduate Program Director or a GPS Associate Dean.

GPD approval is required on all Progress Tracking Reports: attendance at meeting is not. If the GPD is the supervisor, the Chair must sign here.

GPD (Chair) Name: _________________ Signature: _________________

Regulation on Conflict of Interest - If anyone checks YES, the form must be submitted to the Dean of GPS with an explanation. If there is any doubt, contact the appropriate GPS Associate Dean.

“Conflicts of interest may take various forms and may arise in various contexts. A potential conflict of interest will exist whenever a member of the University community is in a position to influence the conduct of research, academic, human resource, business, financial, governance or other matters in ways that could lead to personal gain for the member of a related party, or give improper advantage to others, to the detriment of the University or other members of the University community.”

“The Regulation recognizes that the existence of a potential conflict situation does not necessarily connote misconduct or preclude the involvement of a member in the situation in which the conflict has arisen – provided the conflict is recognized, disclosed, assessed and addressed. However, it must be recognized that not all conflicts of interest, even if disclosed in a timely manner, will be permitted.”


YOUR SUPERVISOR

- Keep the communication open with your supervisor
- Reach out to them
- Be proactive
- Talk to friends, colleagues, family

- Unresolvable issues → come to us (send me an email).

- You want to change supervisor → procedure to follow:
  1. Get permission from supervisor
  2. Make sure graduate office receives written permission
  3. Or make an appointment to see me

- IMPORTANT: Do not talk to other professors (potential supervisors) until you have spoken to us!
SKILLSETS develops and promotes interdisciplinary professional development offerings to all Graduate Students and Post-Doctoral Fellows. Our activities are organized into nine themes of professional development.

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- Academic Integrity
- Career Development
- Communication Skills
- Fellowships and Funding
- Life Skills
- Research Management
- Social Responsibility
- Supervision
- Teaching Competence