

Graduate Orientation Fall 2022

Electrical and Computer Engineering

Prof. Odile Liboiron-Ladouceur
Graduate Program Director

Welcome to McGill, at the heart of Montreal!

Montreal in top 10 as best city for international students!

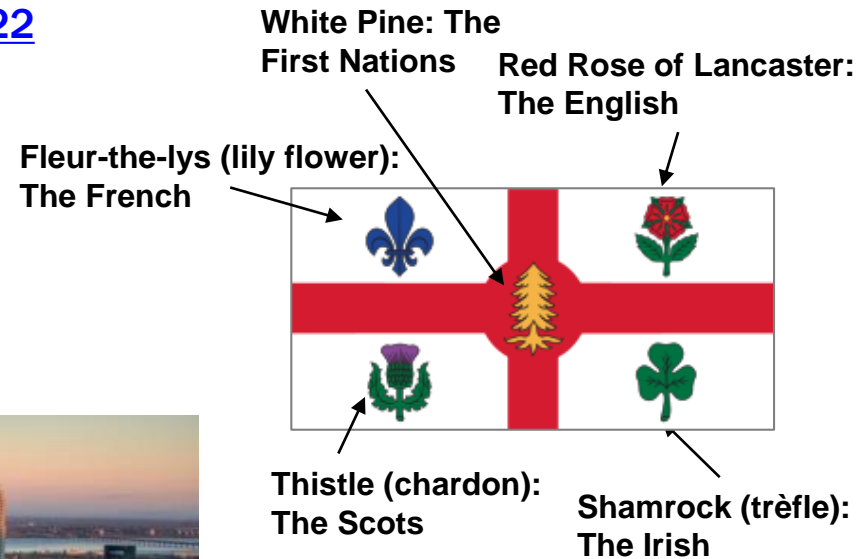
<https://www.topuniversities.com/city-rankings/2022>

McGill breaks Top 30 in global university rankings

<https://www.topuniversities.com/university-rankings/world-university-rankings/2022>

Graduate studies: likely the best years of your life!

Downtown Montreal view from Mont-Royal



Flowers represent the four main European ethnic group that settled in the 1800s. The white pine acknowledges the First Nations of Canada

Electrical and Computer Engineering (ECE)

- **In Numbers**

- 45 professors in 10 research areas
- 1,151 undergraduate students
- 298 graduate students - 167 PhDs/131 Masters

- **Organization**

- Department office: MC633
- Chair: Prof. Warren Gross
- Four Associate Chairs:

- Dennis Giannacopoulos (Operations)
- François Bouffard (Undergraduate Programs)
- Ioannis Psaromiligkos (Academic Affairs)
- Odile Liboiron-Ladouceur (Graduate Affairs)



Departmental Graduate Office

Graduate Program Director (GPD):
Prof. Odile Liboiron-Ladouceur

Graduate program administrator:
Caroline Brown

Student affairs coordinators:
Ashley Araneta
Morgan Marden



Caroline Brown and prospect graduate student

Our DEGREE PROGRAMS – M.Sc/M.Eng

The two options: 1) Master of Science (M.Sc. Thesis)

2) Master of Engineering (M. Eng Non-Thesis)

– **Thesis: 18 course credits + 27 thesis research credits**

Less courses, more research, thesis submission

https://www.mcgill.ca/ece/files/ece/msc_thesis_regulations_policies_may_2021.pdf

– **Non-thesis: 27 course credits + 18 research project credits**

More courses, less research, project report and project presentation (with supervisor and one more professor)

https://www.mcgill.ca/ece/files/ece/meng_non-thesis_regulations_policies_sep_2021.pdf

Our DEGREE PROGRAMS - PhD

Doctor of Philosophy (PhD):

- Research
- Three important milestones:

- ① **Qualifying exam** (701 - by the end of the 1st year)
- ② **Research proposal** (702 - by the end of the 2nd year)
- ③ **Research seminar** (703 - by the end of the 3rd year)

Note: 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

<https://www.mcgill.ca/ece/files/ece/phdregulationspoliciesmay2021.pdf>

Your progress – through supervision

- Each graduate student must have a supervisor from ECE
- Supervisor-supervisee relationship is key to your success
- **M.Sc/M.Eng:** Choice of courses/project/thesis guided by supervisor
- **PhD:**
 - Supervisory committee (3 or 4 professors) recommends courses, and provides general feedback on research
 - Main interactions by the supervisor

Your progress – tracking it

- Form to be filled out at least once per year
- Tool to keep you on track:
 - sets objectives and tracks their completion
- The form have you 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.**

https://www.mcgill.ca/ece/files/ece/ece_research_progress_tracking_form-may_2021.pdf

Research Progress Tracking Form

Instructions: This form must be completed in a face-to-face meeting between graduate students and their supervisor(s). At the request of the student or the supervisor(s), additional staff members may be invited to participate (for MEng students: a designate of the Graduate Program Director; for PhD students: a member of the student's supervisory committee).

MEng students complete the form within the first 3 months of initial registration and annually each May 31st. **PhD** students complete the form, 1) following the preliminary meeting of the student and supervisory committee, 2) following 701, 702 and 703 and 3) subsequently each May 31st. For all students, in the case of an unsatisfactory progress report, a follow-up progress tracking report must be completed not sooner than 4 months and not later than 6 months after the unsatisfactory report.

In cases where the student has missed an established progress report deadline and has not responded to the unit within 4 weeks after being contacted by the unit, the Form may be completed in the student's absence, and progress may be judged unsatisfactory.

For a **first report**, students complete **Part III: Objectives** only. For subsequent reports, all three Parts must be completed.

This report is: a **first report** to set objectives; a **regular** report; an **interim** report following an unsatisfactory report.

Student: _____ Supervisor(s): _____

McGill ID: _____ Degree: _____

Month & Year of initial registration in program: _____

PART I: STUDENT'S PROGRESS REPORT

Graduate student briefly describes progress in reference to objectives stated in previously filled "Research Progress Tracking Form" (including publications and presentations).

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

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Research Progress Tracking Form

Student: _____ McGill ID: _____

PART II: EVALUATION OF STUDENT PROGRESS

Supervisor(s) and invited members evaluate the student's progress in reference to objectives stated in previously filled "Research Progress Tracking Form".

Overall Evaluation

Progress in research	Satisfactory: <input type="checkbox"/>	Conditional: <input type="checkbox"/>	Unsatisfactory: <input type="checkbox"/>
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A "Conditional" evaluation signifies that a problem exists which may, if not corrected, lead to an unsatisfactory performance evaluation. Any two "Unsatisfactory" evaluations may be grounds for requesting withdrawal. If progress is "Conditional" or "Unsatisfactory", please indicate the conditions that must be fulfilled for the student to restore a satisfactory performance evaluation.

Explanation:

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

FOR DEPARTMENTAL USE ONLY:

Progress in PhD program requirements (ECSE 701, ECSE 702, ECSE 703):	Satisfactory:	Unsatisfactory:
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If "unsatisfactory", explanation: _____

PART III: RESEARCH OBJECTIVES

Together with the student, supervisor(s) and invited members define objectives of the student work for the next progress tracking evaluation.

Applicable Time Period: from _____ to _____

Objectives:

- 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.

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Research Progress Tracking Form

SIGNATURES (PLEASE PRINT NAMES):	<i>I agree with the statements and evaluation in this report.</i>	<i>Has a conflict of interest arisen in respect of any of the parties signing?*</i> <small>(See examples)</small>	Date
*Mandatory. Must be present to sign together.			
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
*Student's name			Student's signature
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
*Supervisor's name			Supervisor's signature
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
*Co-supervisor's name			Co-supervisor's signature
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
*Committee member's name			Committee member's signature
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Other member's name (Role: _____)			Other member's signature
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Other member's name (Role: _____)			Other member's signature
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Other member's name (Role: _____)			Other member's signature
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

your progress
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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: _____

Send the form to the grad.ece@mcgill.ca
Only yours and your supervisor signature needed.
The graduate office will collect other signature such as the GPD (that's me) signature if needed.

[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."

http://www.mcgill.ca/secretariat/files/secretariat/conflict-of-interest-regulation-on_0.pdf
https://www.mcgill.ca/secretariat/files/secretariat/recognizing-conflicts-jan_2015.pdf

Tracking of your progress: all in one place!

MyProgress

- Please visit the webpage for a guide:
<https://www.mcgill.ca/gps/myprogress>
- On-line system put in place for students enrolled in the graduate program
- Summary of milestones (passed, not passed), notes from supervisor, courses taken... a good way for you and your supervisor to be on the same page
- Updated by the graduate office

Your supervisor

- Keep the communication open with your supervisor
- Reach out to them
- Be proactive
- Talk to friends, colleagues, family about what you go through
- Unresolvable issues → come to us (send an email).
- You want to change supervisor → procedure to follow:
 - ① Get permission from supervisor, *do not talk to other potential supervisors before you do*
 - ② Make sure graduate office receives written permission

IMPORTANT: Do not talk to other professors (potential supervisors) until you have spoken to us!

Letter of Understanding - LOU

- Mandatory for PhD students
- Complete Supervisor-Student Relationship Survey and discuss
- Must be completed within first term of registration
- Mutual expectation survey and LOU form are on our website:
<https://www.mcgill.ca/ece/graduate/generalinfo>
- Faculty of Engineering LOU Milestone Form to be completed and uploaded to *myProgress*
<https://www.mcgill.ca/gps/myprogress>

Wellbeing and Student Life

- [Dean of Students](#) (e.g., helping students in difficulty; student rights and responsibilities; academic integrity)
- [Student Services](#) including: [Student Wellness Hub](#), [International Student Services](#) (e.g., immigration, study/ work permits, health insurance)
- [PGSS](#) links

Skills and Professional Development

- [SKILLSETS](#) Professional development workshops for graduate students
- [GraphosWriting](#) and communication programming for graduate students
- [CaPSCareer](#) planning service

Thank you for your attention

and have a great semester!

Questions?