

## MSc PROGRAM REGULATIONS & POLICIES

### Thesis Option

Every MSc student registered in the Department of Electrical and Computer Engineering (ECE) will be supervised by a research supervisor. Supervisors must be tenured or tenure-track ECE professors. Emeritus professors, Adjunct professors, and Associate members of the ECE Department may not serve as supervisors. A researcher with a PhD in the appropriate field can co-supervise ECE graduate students. The co-supervisor is not required to have an affiliation with McGill and does not have to be a professor. The appointment of a co-supervisor is subject to Departmental approval.

#### MSc Thesis Option: (45 credits)

The Thesis option requires satisfactory completion of 18 graduate level course credits (ECSE 5xx or ECSE 6xx) with a grade of B- or better, of which no more than 6 credits may be taken outside the Department, plus research leading to a Master's thesis (27 credits), the total amounting to 45 credits. Courses taken outside the Department must be related to the MSc degree in ECE. Non-departmental courses require ECE Departmental approval. Students may be allowed to take more than 6 credits of non-departmental courses; a letter of recommendation from their supervisor outlining the reason for such an action is required.

The following are the thesis component courses:

ECSE-691	Thesis Research 1	3 credits
ECSE-692	Thesis Research 2	4 credits
ECSE-693	Thesis Research 3	4 credits
ECSE-694	Thesis Research 4	4 credits
ECSE-695	Thesis Research 5	4 credits
ECSE-696	Thesis Research 6	4 credits
ECSE-697	Thesis Research 7	<u>4 credits</u>
<b>Total credits:</b>		<b>27 credits</b>

*Students following the thesis option must register for all Thesis Research courses (27 credits) over the three required terms of full-time residency.*

#### Thesis Submission

- The time limit to complete the MSc degree is 3 years.
- Students must access [myThesis](#) to make the initial submission of their thesis. It is recommended that this process be started approximately 2 months prior to the intended date of initial thesis submission.
- The student and the supervisor must agree on the External examiner. The nomination is subject to the approval of the Associate Chair, Graduate Affairs.
- Detailed information on Thesis Submission, including formatting and content requirements can be read from the Graduate and Postdoctoral Studies (GPS) website – <http://www.mcgill.ca/gps/thesis/guidelines>

#### Mandatory Research Progress Tracking

The supervisor together with the student must complete Research Progress Tracking forms and submit them to the ECE Graduate Programs Office as follows: within the first 3 months of initial registration in the program and subsequently by August 31<sup>st</sup> each year.

#### Grading

All thesis component courses will be given an interim grade of "IP" (in progress) automatically when the student registers for the course(s). All "IP's" will be converted to "P's" (Pass) after a Master's student is approved for graduation.

Master's students who are promoted to the Doctoral program without having to finish their Master's degree (fast-track) or Master's students who change from thesis to non-thesis option, will have the interim "IP" grade changed to "KK" (requirement waived).

#### Transfer Credits

No more than a total of 6 credits will be given for graduate level course work undertaken at other universities. Such courses must have received a grade of "B-" or better. Transfer credits may be granted only for courses not used towards a previous degree and must be approved by the supervisor and Graduate Program Director.

### Undergraduate Level Courses

Supervisors who wish to include 200, 300 or 400 level Departmental and/or non-Departmental courses in the student's program may do so but no credits will be granted towards the degree requirements. Additional fees may apply.

### Residence Requirement

The residency requirement for the MSc program is three terms of “full-time” status. A registration of 12 credits (minimum) per term is required. During the residency period, students must register for all 18 graduate course credits and all 27 thesis research credits – total of 45 credits. See sample registration plan below.

Once the residency requirement is complete, the registration status changes to “additional session”. The typical time to complete the degree is 2 years. The maximum time permitted to complete the degree is 3 years. The time is measured from the date of first registration to the submission of a thesis.

### Policy Regarding Failures

The accumulation of two failures results in permanent withdrawal from the MSc program. A failure is recorded in each of the following cases:

- a grade of less than B- is obtained in a 500- or 600-level course;
- a Research Progress Tracking Form is unsatisfactory.

### Registration Status

*Full-time students:* Students registered in a term of residency fall into this category. Full-time tuition fees are based on the student’s immigration status.

*Additional session:* Once the residency requirement is complete, the registration status changes to “additional session”. Additional session fees are charged at the Quebec rate for all students, including out of province and international students.

*Half-time students:* This status is available only for domestic students with the approval of the supervisor. Half-time students must register for a minimum 6 credits per term, during the terms of residency. Two half-time terms is equal to one full-time term. The time limitation for half time students is 4 additional session terms after completing the residency requirement.

### SAMPLE REGISTRATION PLAN

<b>Fall 20xx</b>			<b>Winter 20xx</b>		
<b>Full-time Year 1</b>			<b>Full-time Year 1</b>		
ECSE 5xx	Grad level course	3cr	ECSE 5xx	Grad level course	3cr
ECSE 6xx	Grad level course	4cr	ECSE 6xx	Grad level course	4cr
ECSE 691	Thesis Research 1	3cr	ECSE 693	Thesis Research 3	4cr
ECSE 692	Thesis Research 2	4cr	ECSE 694	Thesis Research 4	4cr
Total:		14 credits	Total:		15 credits
<b>Fall 20xx</b>			<b>Winter 20xx</b>		
<b>Full-time Year 2</b>			<b>Additional Session Year 2</b>		
ECSE 6xx	Grad level course	4cr	*No courses – Only registration confirmation (REGN RCGR)		
ECSE 695	Thesis Research 5	4cr			
ECSE 696	Thesis Research 6	4cr			
ECSE 697	Thesis Research 7	4cr			
Total:		16 credits			
*Students will have a registration status of “full-time” in the first 3 terms (not including summer), followed by a registration status of “additional session” for every Fall, Winter and Summer until graduation.					