



McGill

**ELECTRICAL AND
COMPUTER ENGINEERING
GRADUATE ORIENTATION
FALL 2017**

PROF. ODILE LIBOIRON-LADOUCEUR, GRADUATE PROGRAM DIRECTOR



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

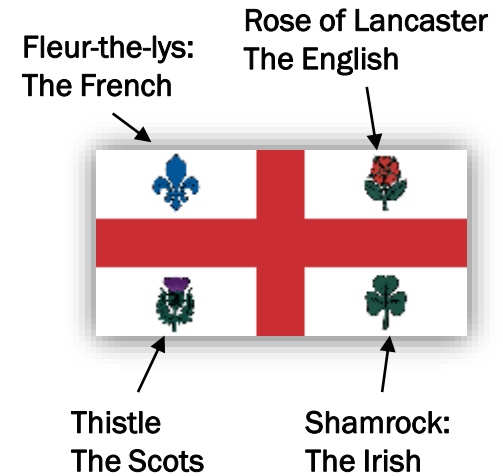
<https://www.mcgill.ca/about/quickfacts/rankings>

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

<http://contactmtl.com/en/news/montreal-world-class-tech-hub/>

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

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 Maste

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!"

INTRODUCTION (2)

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**



Caroline Brown and prospect graduate student

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)



OUR DEGREE PROGRAMS - PHD

Doctorat 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)



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.**

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

YOUR PROGRESS - TRACKING FORM (PAGE 1)

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.

<p>Explanation:</p> <p>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</p>
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FOR DEPARTMENTAL USE ONLY:		
Progress in PhD program requirements (ECSE 701, ECSE 702, ECSE 703):	Satisfactory:	Unsatisfactory:
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:

<ol style="list-style-type: none"> 1) Set your objectives clearly 2) Then discuss and review them with supervisor <p>- Note the applicable time period.</p> <p>- Put realist objectives as you will be evaluated on those.</p>
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YOUR PROGRESS - TRACKING FORM (PAGE 2)

Research Progress Tracking Form

SIGNATURES (PLEASE PRINT NAMES): *Mandatory. Must be present to sign together.	<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> <i>(See examples)</i>	Date
_____	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

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 PROGRESS - TRACKING FORM (PAGE 3)

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

YOUR SUPERVISOR

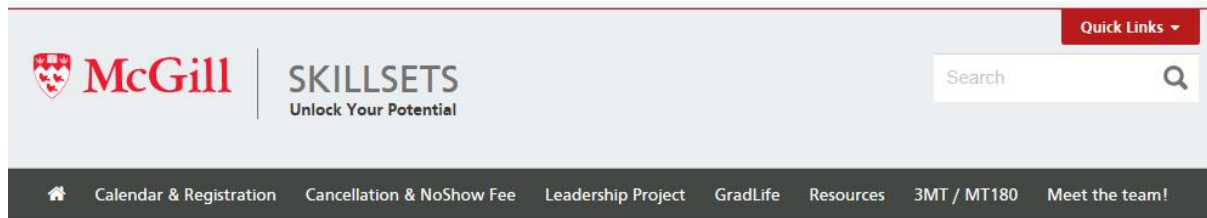
- Keep the communication open with your supervisor
- Reach out to them
- Be proactive
- Talk to friends, colleagues, family

- 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!**

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McGill SKILLSETS
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September 12, 2017