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I Introduction

The purpose of this booklet is to provide graduate students in Electrical and Computer Engineering with information that will be helpful during their stay at the University of Alberta. Throughout this booklet, you will find information concerning university as well as department regulations applicable to the various degree programs. You should carefully read this information to be aware of all the requirements for your program since you are responsible for ensuring that all components are met. Under Responsibilities Related to Graduate Students section in the University of Alberta Calendar, it says:

Graduate students are ultimately responsible for their own programs. They are expected to read the Calendar and any other relevant documents to become familiar with all regulations and deadlines relating to their programs. The students' fundamental responsibilities include ensuring that their registration is accurate and does not lapse, submitting appropriate forms to the department for signature and processing, and paying all fees required by the deadline dates set out in the Calendar.

II Guidelines and General Information

This document contains most of the information you will need for your program. The link to this document can be found on the Graduate Students page in the ECE website: http://www.ece.engineering.ualberta.ca/en/Graduate/Current.aspx.

However, in situations where you cannot find the information you need in this handbook, consult the UA Calendar and the Faculty of Graduate Studies and Research (FGSR) Program Manual. All information is on-line and there are search engines where you may enter keywords.

The UA Calendar link is http://www.registrar.ualberta.ca/calendar/GradStudies-and-Research/Faculty/200.html.


It is left to the individual departments to supplement and interpret these regulations wherever flexibility is permitted. This document outlines the policies and procedures now in effect in the Department of Electrical and Computer Engineering. The Associate Chair for Graduate Studies, Professor Marek Reformat, and the Graduate Student Advisor, Ms. Pinder Bains, are responsible for ensuring that administrative details pertaining to your program are handled properly. They are available to assist you throughout the duration of your program. Remember, however, that it is your responsibility to ensure that all of the requirements of your particular degree program are met within the proper time frame.
III Degrees Offered and Requirements

The Department of Electrical and Computer Engineering offers the following graduate degrees:

- Master of Engineering (M.Eng.)
- Master of Science in Electrical and Computer Engineering (M.Sc.)
- Doctor of Philosophy in Electrical and Computer Engineering (Ph.D.)

The descriptions and requirements for these programs are summarized next.

(a) **Master of Engineering (M. Eng.):** The M.Eng. degree is the only course-based (non-thesis) postgraduate degree offered by the department. There are three basic options:

  (b) **Option I:**
  - Take ENGG 600, "Engineering Ethics and Integrity"
  - Complete 8 graduate level courses; all courses must be approved by the Associate chair for Graduate Studies; achieving a minimum GPA of 2.7.
  - Complete the M.Eng. project course ECE910.

**Option II: Combined M.Eng./MBA**

- Complete MBA courses specified by the School of Business [http://www.business.ualberta.ca/mba/Degrees/MEng.htm](http://www.business.ualberta.ca/mba/Degrees/MEng.htm)
- Take ENGG 600, "Engineering Ethics and Integrity"
- Complete 5 graduate level ECE courses (approved by the Associate chair for Graduate Studies).
- Achieving a minimum GPA of 2.7.
- Complete a combined business/engineering project

Students should send a pdf of the capping project report to the Graduate Student Advisor to post on the ECE web site.

(c) **Master of Science (M. Sc.):** The requirements are …

  - Take ENGG 600, "Engineering Ethics and Integrity"
  - Complete at least 5 graduate level courses as recommended by the thesis supervisor and approved by the Associate Chair for Graduate Studies. Achieve a minimum GPA of 3.0.
  - Note students who started the M.Sc. program before Fall 2011 must also complete ECE 601.
  - Deliver a Graduate Seminar on the thesis topic.
• Complete a M.Sc. thesis. This thesis should “… reveal that the candidate is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As far as possible it should be an original contribution”.

(d) **Doctor of Philosophy (Ph. D.):** The Ph.D. is the highest degree offered by the University of Alberta, and therefore comprises the highest requirements. The requirements are …
• Take ENGG 600.
• Take graduate level courses as recommended by the student’s thesis supervisor and approved by the Associate Chair for Graduate Studies. Students who have not previously obtained a M.Sc. at the University of Alberta are normally expected to take at least 6 graduate level courses during the duration of the graduate program. Additional courses may be required and specified by the student’s supervisory committee. Students holding a M.Sc. degree from our Department may, with the support of their thesis supervisor, receive credit for all or a portion of the courses taken during their M.Sc. degree. Students holding a M.Sc. degree from a recognized Canadian university may, with the support of their thesis supervisor, can receive credit for two courses taken during their M.Sc. degree. To be considered for a possible transfer of credit, the request should be made in writing to the Associate chair for Graduate Studies during the first year of studies. Note students who started the Ph.D. program before Fall 2011 must also complete ECE 602 but the course requirement for these students is 5 instead of 6.
• Achieve a minimum GPA of 3.3 in their coursework. Students should, however, be aware that a higher GPA is typically expected. Students who only marginally satisfy the minimum requirements may have difficulties passing the candidacy examination.
• Pass an oral **Candidacy Examination** (see Section IX of this booklet) within the first two years.
• Complete and successfully defend a Ph.D. thesis. This thesis “… must embody the results of original investigations and analyses and be of such quality as to merit publication; furthermore, it must constitute a substantial contribution to the knowledge of the candidate’s field of study” (from thesis requirement section of the U.of A. Calendar).

IV **Program Category Changes**

Graduate students in the Department may be considered for a transfer to a different degree. The following restrictions will apply:
• **Transfer from M.Eng. to M.Sc.:** M.Eng. students may apply for a transfer to the M.Sc. program after completing a minimum of 5 technical graduate level courses in the M.Eng. program. To be considered, students must be sponsored by a faculty member in the Department who is willing to supervise their M.Sc. program and must have a GPA that
meets or exceeds the minimum requirements in the M.Sc. program – typically 3.0 or higher.

- **Transfer from M.Sc. to Ph.D.**: Outstanding M.Sc. students may be considered for a transfer to the Ph.D. program after a minimum of two terms of study in the M.Sc. program. Transfers into the Ph.D. program can only be considered at the recommendation of the student’s supervisor and provided the student’s GPA significantly exceeds the minimum requirements in the Ph.D. program – typically 3.5 or higher.

- **Transfer from a higher degree program to a lower one**: Students may be asked or may request to be transferred from the Ph.D. program to the M.Sc. or M.Eng. program, or from the M.Sc. program to the M.Eng. program. Consult with the Associate Chair for Graduate Studies if this situation arises.

### V Supervisory Committees

For thesis-based programs the **supervisor** is chosen at the time of acceptance of the student into the program. The Ph.D. supervisory committee must be appointed before the Candidacy Exam and within the first year of the Ph.D. program. In some cases there may be more than one supervisor. For the M.Sc. program, the supervisor and co-supervisor(s) together count as one member of the oral examination committee. For the Ph.D. program, the supervisor and co-supervisor(s) together count as a maximum of two members of the oral examination committee.

- **M.Eng.**: No supervisor(s) or supervisory committee is appointed for the student’s M.Eng. program, however, a supervisor from the Department is required for the M.Eng. project course, ECE910. The student must make arrangements with a professor in the proposed project area to act as a supervisor for his/her project.

- **M.Sc.**: A supervisory committee is not required.

- **Ph.D.**: The supervisory committee consists of a minimum of three members - the student’s supervisor(s), and other professors normally chosen from the Department. The supervisory committee is expected to meet at least once a year with the student to assess progress on the thesis project.

### VI Residency Requirements and Program Duration

- **M.Eng.**: The program of study must be completed within four years from the date of the first registration. Except under special circumstances approved by the department, students are expected to maintain full-time registration for the duration of the program.
Deadlines: When registering in ECE910 students should be aware that there are specific deadlines for the completion of their projects and submission of their reports.

- Students registering in ECE910 during the Fall term (ECE910A) must have their project report completed and grade submitted to FGSR by April 1 of the following year.

- Students registering in ECE910 during the Winter term (ECE910B) must have their project report completed and grade submitted to FGSR by August 30 of the same year.

In all cases, it is the student’s responsibility to submit their project reports well in advance of these dates to ensure that readers have enough time to evaluate the content and that all signatures can be obtained.

- **M.Sc. and Ph.D.** Students in both the M.Sc. and Ph.D. degrees are expected to maintain full-time registration for the duration of the program. The normal duration of the M. Sc. program is two years and must be completed within four years. The normal duration of the Ph. D program is four years and must be completed within six years.

### VII Program Extensions

In exceptional circumstances, students may be considered for an extension to their time of study. A request for extension requires documentation explaining the reasons or circumstances which preclude the completion of the project within the normal time limit. For example, extensions may be granted for parental leave, illness or other exceptional circumstances beyond the student's control.

### VIII Graduate Seminars for Thesis Degrees

In order to graduate, a student in the M.Sc. program must offer public Graduate Seminar based on his/her research project no later than one week before the final oral examination. PhD students must offer two public Graduate Seminars one as part of their candidacy exam and the other as part of their internal departmental final exam. Graduate seminars are open to the general public and all students and faculty members working in the student’s field of study are strongly encouraged to attend.
IX  Oral Examinations

Oral examinations at which the students will defend their theses are held at the end of the M.Sc. and Ph.D. programs. These examinations focus on the area of the thesis research work. In addition, a candidacy examination must be taken by all Ph.D. students. General regulations, which apply to the various oral examinations, are outlined in Sections below.

IX.1 Examination Committees for Oral Examinations

Arrangements for the examination committee and time of the oral examination are to be made by the student’s supervisor. The following rules should be followed in the different degree programs.

1. M.Eng.: No oral examination is required for the M.Eng. program.

2. M.Sc.: The (minimum 3 examiners) committee for the final oral examination consists of the student’s supervisor including co-supervisor(s) and two other Faculty members from the University. We recommend that you have one examiner from outside of the Department of Electrical and Computer Engineering on the exam committee but this is not a requirement. The other examiner should be from the Department of Electrical and Computer Engineering. Note at least one of the examiners must be an arms-length examiner*. The examination is normally chaired by the ECE faculty member who is not the supervisor or co-supervisor of the student.

3. Ph.D.: Three oral examinations must be taken by all students in the Ph.D. program.

   (i) Candidacy Exam: The (minimum 5 examiners) committee for the candidacy examination shall be formed according to the following regulations:
   - A minimum of 5 faculty members including the supervisory committee and normally the addition of two other faculty members;
   - Normally all members are full time faculty;
   - Normally at least one of the examiners must be from outside of the Department of Electrical and Computer Engineering but this is not a requirement;
   - The examination is normally chaired by the ECE faculty member who is not on the supervisory committee of the student. In some cases, another non-voting department member, appointed by the Associate Chair for Graduate Studies, may chair the exam.
   - Note at least two of the examiners must be arms-length examiners*

   (ii) Ph.D. Internal Oral Defense: The student’s PhD supervisory committee is the examining committee for the PhD internal oral defense.
(iii) Ph.D. Final Oral Defense: The (minimum 5 examiners and 1 chair) committee for the final oral examination shall be formed according to the following regulations:
- A minimum of 5 faculty members including the supervisory committee and normally the addition of two other faculty members. Normally all members are full-time faculty;
- Normally at least one University of Alberta member must be from outside the Department of Electrical and Computer Engineering but this is not a requirement;
- One of the five members must be an external examiner/reader from outside of the University of Alberta. The external examiner may be at the examination in person, may attend by teleconference, or may respond with a written report and questions. In the latter case the external examiner is referred to as a reader. The external examiner must be approved by the Department.
- In addition to the external, the committee must have another arms length examiner* who is not a member of the supervisory committee.
- Must be chaired by a faculty member of the Department of Electrical and Computer Engineering. The chair, selected by the Associate Chair for Graduate Studies, does not vote.
- Must have a minimum of five voting examiners in attendance at the examination. If the external examiner is a reader, there must be four voting examiners present at the examination.

* FGSR Graduate Program Manual section 8.2.3: An arm’s length examiner must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in a significant way. The examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the student or supervisor(s).

IX.2 Procedure and Timelines for Oral Examinations

- M.Sc.;
  - Four weeks prior to the examination, the supervisor of the student should contact the Graduate Student Advisor with details of the oral exam. A Notice and Approval of Oral Examination Committee must be approved by the Department.
  - Three weeks prior to the final examination, the examining committee members must receive the final copy of the written thesis.
  - At least one week before the exam the student must give their public seminar.
  - At the M.Sc exam, after proper introductions, the chair of the examination reviews the procedures to be followed. Then the candidate is asked to briefly leave the room while his/her academic file and background are reviewed. The candidate is then asked to return to the room and give a 20 to 25 minute oral presentation on his/her thesis work. Upon completion of the oral presentation, the candidate is asked questions by the examining committee. There are normally two rounds of questions from the examiners. In each round, questioning is begun by the out-of-department examiner (internal/external) and proceeds to the supervisor. After questioning has concluded the candidate can make a final statement if he or she so desires and then is asked to leave the room again for the
examination committee to reach its final verdict. The verdict shall be one of the following:

- **Pass.** No revisions are required.
- **Pass with revisions.** This means that the student has satisfactorily defended the thesis but the thesis document requires changes that are minor in substance or of an editorial nature.
- **Adjourned.** An oral examination should be adjourned if (a) the revisions are more substantial than editorial or minor reworking, (b) if the committee is dissatisfied with the candidate’s oral presentation and defense of the thesis, or (c) in case of extraordinary circumstances such as sudden medical emergency during the exam.
- **Fail.**

- **Ph.D. Candidacy Examination:**
  - The candidacy examination is normally taken after all course work is completed and thesis work has begun. This examination focuses on the general background preparation of the student in the area of the ongoing and proposed research and should be taken before the end of the second year of registration in the Ph.D. program (i.e. between 20 to 24 months after the start of the Ph.D. program).
  - Four weeks prior to the examination, the supervisor of the student should contact the Graduate Student Advisor with details of the oral exam. A *Notice and Approval of Oral Examination Committee* must be approved by the Department.
  - Two weeks prior to the examination, all examiners must receive a copy of the *candidacy examination thesis status report*. This document will typically consist of 20-30 pages, but no more than 30 pages, and contain a literature survey and a description of the research project. It should include work conducted to date, future work and a statement outlining the original contribution and impact expected, and conclude with a time-line for completion of the thesis.
  - As part of the PhD Candidacy exam, the student will give a 20-25 minute public seminar on the thesis research to the Department, and after the seminar, the PhD Candidacy Examining Committee will meet with the student to conduct the candidacy exam. During the exam, students must demonstrate to the satisfaction of the examining committee that they possess: *an adequate knowledge of the discipline and of the subject matter relevant to the thesis, and the ability to pursue and complete original research at an advanced level.* During the examination only minor attention should be given to the candidacy examination thesis status report and the seminar per se.
  - At the candidacy oral, after proper introductions, the chair of the examination reviews the procedures of the exam. Then the candidate is asked to briefly leave the room while his/her academic file and background are reviewed. Then the student is invited back to the room for the oral exam. There are normally two rounds of questions from the examiners. In each round, questioning is begun by the two arms-length examiners and proceeds to the supervisor. After questioning has concluded the student can make a final statement if he or she so desires and then is asked to leave the room again for the examination committee to reach its final verdict. The verdict shall be one of the following:
Pass.
Conditional pass. The candidate is asked to meet some extra conditions to achieve a pass (for example, to write a report on a background area in which they were deemed to be deficient in knowledge). In this case, the committee should provide in writing the mechanism as well as the time frame for the student to meet the conditions.

Fail. Possible recommendation: (i) Repeat the Candidacy, (ii) Change of Category to a Master’s Program, (iii) Termination of the Doctoral Program.

- **Final Ph.D. Oral Exam:**
  - The final PhD oral exam must be conducted in two stages: (a) an initial internal departmental exam involves only the supervisory committee and (b) a final oral defense involves the full examining committee as required by FGSR. Students and thesis supervisors should allow 8 weeks for these two stages to be completed.

  **A. Internal Departmental Final Exam**
  - The purpose of this process is to ensure the thesis is examined by the supervisor and all supervisory committee members and to verify that it is of sufficient substance and quality to proceed to the defense. This process is critical to protect and uphold the reputation of the department and the University of Alberta for excellence in graduate programs. It is also critical to ensure that External Examiners and other additional members of the examining committee are not asked to invest time reading a thesis that is substandard.
  - (1) 2 weeks prior to internal department exam the student must submit a completed Internal Exam form to the Department and provide all members of the supervisory committee with a copy of the PhD thesis.
  - (2) As part of the internal departmental exam, the student must give a 30-35 minute public seminar on the thesis research to the Department, and after the seminar, the PhD supervisory committee will meet with the student to examine the student's readiness for the final oral exam.

  The possible outcomes:
  (i) If the PhD supervisory committee agrees that both the student and the thesis are ready to proceed to the final oral exam, the student can proceed to the final PhD oral exam (see part B below). The supervisory committee will sign the thesis sign-off sheet and return to the Graduate Student Advisor.
  (iia) The PhD supervisory committee may decide the student can proceed to the final PhD oral exam after some conditions are met. In this case, the supervisory committee shall discuss with the student the details of the conditions and the time frame for the student to meet the conditions. When all conditions have been met, the supervisory committee then will sign the thesis sign-off sheet and return to the Graduate Student Advisor.
  (iib) The PhD supervisory committee may decide the conditions to be met cannot be done within the duration for completing a PhD program. In this case, the supervisory committee shall discuss with the student and may recommend the student to transfer to a Master program if circumstances allow.
B. PhD Final Oral Defense

- If the student passes the internal departmental final exam, then
- (1) The supervisor can nominate an external examiner to the Department by submitting a completed "Request to Invite External Reader or Examiner for the Final Doctoral Oral Examination form" accompanied by a CV of the proposed external examiner.
- (2) After the approval of the external examiner by the Department, the supervisor of the student should contact the Graduate Student Advisor, at least 5 weeks before the exam date, with details of the final PhD oral exam (please note the period between Christmas and New Year’s does not count). A Notice and Approval of Oral Examination Committee must be approved by the Department. At this time, the student must provide a copy of the PhD thesis, abstract and a copy of their Summary of Student Record to the Department (to send to the external examiner) and the student must also make sure the rest of the examining committee has a copy of the thesis.
- At the PhD exam, after proper introductions, the chair of the examination reviews the procedures to be followed. Then the candidate is asked to briefly leave the room while his/her academic file and background are reviewed. The candidate is then asked to return to the room and give a 20 to 25 minute oral presentation on his/her thesis work. Upon completion of the oral presentation, the candidate is asked questions by the examining committee. There are normally two rounds of questions from the examiners. In each round, questioning is begun by the external examiner if presents, followed by the other arms-length examiner and proceeds to the supervisor. After questioning has concluded the candidate can make a final statement if he or she so desires and then is asked to leave the room again for the examination committee to reach its final verdict. The verdict shall be one of the following:
  - Pass. No revisions are required.
  - Pass with revisions. This means that the student has satisfactorily defended the thesis but the thesis document requires changes that are minor in substance or of an editorial nature.
  - Adjourned. An oral examination should be adjourned if (a) the revisions are more substantial than editorial or minor reworking, (b) if the committee is dissatisfied with the candidate’s oral presentation and defense of the thesis, or (c) in case of extraordinary circumstances such as sudden medical emergency during the exam.
  - Fail.

X Financial Assistance

Funds to provide financial assistance are derived from the general departmental budget, the Faculty of Engineering and the Faculty of Graduate Studies and Research. These funds are administered by the Department to support students in the thesis-based M.Sc. and Ph.D.
programs. In addition, scholarships are available from a variety of sources and the student should check the calendar for listings of such scholarships. *It is emphasized that the student must take the initiative in searching out suitable awards.* Financial assistance is not normally given by the Department to part-time students or to students in the course-based M.Eng. program. For the thesis-based programs, the financial assistance for a student comes in two forms: a research assistantship (RA), generally from the research supervisor, and teaching assistantships (TA). The research assistantship is arranged by the research supervisor and is specified in the letter of recommendation for admission from the Department. Priority for TAs is given to Ph. D. students not holding major scholarships.

**Final Remarks**

The information provided in this handbook should assist you in planning and carrying out your graduate program. If you require further information or help during the course of your studies, please do not hesitate to approach the Graduate Student Advisor,

Ms. Pinder Bains, pinder.bains@ualberta.ca, Donadeo ICE 11-229, (780) 492-0161,

or the Associate Chair for Graduate Studies,

Prof. Marek Reformat, reformat@ualberta.ca, Donadeo ICE 11-232, (780) 492-2848.

We hope that your stay in Electrical and Computing Engineering will be a very positive and rewarding experience!
Appendix A: Administrative Information for New Students

1. **Social Insurance Number (SIN)** – if you are an international MSc or PhD student and you will be receiving financial support in the form of a scholarship from the University of Alberta, a research assistantship from your supervisor or a TA assignment, you will need to apply for a SIN. Information to obtain your SIN is available here [https://uaiiss.sitecore.ualberta.ca/HelpWhileHere/WorkinginCanada/SocialInsuranceNumber.aspx](https://uaiiss.sitecore.ualberta.ca/HelpWhileHere/WorkinginCanada/SocialInsuranceNumber.aspx). If you have any questions regarding obtaining your SIN, please contact the University of Alberta International Centre right away. You should give your SIN and a copy of your study permit to Sandra as soon as possible. Your payroll cannot be set up until Sandra has these two items.

2. **Electronic Banking/Direct Deposit** – the University of Alberta transfers funds electronically into your bank account. You will need to open an account at a recognized Canadian financial institution. Students can enter/update their banking information and social insurance number in Beartracks under the “Employee” tab. The tab may not be available for a few weeks, so you will need to keep checking until it appears.

3. **Pay Advice/Payroll** – you can view your pay advice through Beartracks. Paydays are normally the 10th and 25th of every month and your pay advice information should be available 3-4 days before each pay. Your pay advice provides information regarding your monthly pay (amount you have been paid as an RA, TA, scholarship, marker etc; deductions, the amount transferred into your bank account; etc). You should check you pay advice each pay period and if you have any questions, contact Pinder Bains pinder.bains@ualberta.ca.

4. **Mailing Address** – the University of Alberta will send mail to the address in Beartracks so it is important that you update your home address as soon as you arrive in Edmonton. You may have letter mail sent to the International Centre for a maximum of three months until you have a permanent address. The address is (Your Name), c/o University of Alberta International Centre, 142 Telus International Centre, 87 Avenue & 111 Street, University of Alberta, Edmonton, AB, T6G 2R1, Canada. An electronic e-mail and password will have been assigned to you and will enable you to access computing terminals throughout campus.

5. **Personal Information Form** – this form will be given to you by Pinder Bains when you arrive in the Department. Please return completed form to Pinder as soon as possible.

6. **OneCard** – the OneCard Office is located in 9104 Hub Mall. The OneCard Office will need to see your timetable (so you must be registered in at least one course), or your official admission letter plus one piece of government issued photo ID before they give you your OneCard.
7. **Lab Access/Desk** – please see Erin Lee, Receptionist in ECE Reception regarding access to your supervisor’s lab and desk space.

8. **E-mail** – you must use a ualberta e-mail address for university related matters. It is your responsibility to check your e-mail regularly. You will be added to the ECE graduate student e-mail list when you arrive in the department. If you do not want to be on this list you can remove yourself or send an e-mail to Pinder Bains pinder.bains@ualberta.ca to be removed.

9. **Mailboxes** – all graduate students will have a mailbox set up in ECE Reception, please check your mailbox regularly. Erin can show where it is.

10. **Teaching Assistantships** – questions relating to teaching assistantships can be forwarded to Wendy Barton, Manager, Instructional Support Services, bartonw@ualberta.ca.

11. **Research Assistantship and teaching Assistantship (TA/Marker) Pay** – questions relating to RA/TA or Marker pay can be forwarded to Pinder Bains pinder.bains@ualberta.ca.

12. **Automatic Tuition Deductions** – Students who are receiving an RA and/or TA and who do not pay their tuition fees by the payment deadlines for the Fall, Winter and Spring terms are automatically enrolled. Tuition fees for the Spring and Summer terms will be combined if you choose to have automatic deductions for these terms. There is no charge for this service and you do not need to enroll. If you do not pay your tuition fees by the payment deadline for each term, the tuition deductions will start automatically.

   If you are eligible, tuition fees will be deducted off your pay in equal payments in October, November and December for the Fall term, in February, March and April for the Winter term and June, July and August for Spring/Summer terms. If you still owe tuition fees by the end of each term you will need to pay off the outstanding amount by the payment deadline for that term. Tuition fees still owed for a term that has ended will not be carried over to the next term for automatic deductions. If you do not pay off the outstanding amount by the deadline, you will be charged interest.

   **Students who apply for a TA and get a marking assignment and are not receiving a research assistantship are NOT eligible for automatic tuition deductions and are required to pay tuition fees by the payment deadlines. If you do not pay your tuition fees by the payment deadline you will be charged late fees.**

   **Students with scholarships who do not have an RA or TA are NOT eligible for automatic tuition deductions and are required to pay their tuition fees by the payment deadlines. If you do not pay your tuition fees by the payment deadline you will be charged late fees.**

   PhD students whose tuition fees will be covered by the Department will be given a TA advance in the first year. These students will be paid in the form of a TA for the Fall and
Winter terms. As the deductions will not start until the 10th of the second month of the term, students will receive two payments in each term without tuition deductions. These payments can be used towards the tuition fees for the Spring and Summer terms.

Questions relating to automatic tuition deductions can be forwarded to Pinder Bains pinder.bains@ualberta.ca.

13. **Dental/Health** – the GSA takes care of dental and health benefits. All graduate students are responsible for the payment of their dental and health benefits. If you start your program in September you will be automatically enrolled in the dental/health benefit plan. If you start your program in January you will need to contact the GSA, Killam Centre for Advanced Studies, 1-37 Triffo Hall to enrol. If you wish to opt out of the plan, you will need to advise the GSA before the deadline in the Fall term or go on-line to http://www.ihaveaplan.ca/rte/en/IHaveAPlan_UniversityofAlbertaUndergraduateStudentsSU_ChangeofCoverage_OptOuts.

14. **U-Pass (bus pass)** – all graduate students are responsible for the payment of their U-Pass. The U-Pass is available for Fall, Winter and Spring/Summer terms.

15. **Study Permits** – international students must ensure that the Department has a valid study permit at all times. If your study permit expires, you will need to give a copy of your new study permit to Sandra Peake-Thibodeau right away. Staff and Student Payments will withhold your pay until they receive a valid study permit.

16. **Off Campus Work Permits** – please contact the University of Alberta International Centre, 142 Telus International Centre, 87 Avenue & 111 Street.

17. **Residency Status** – if your residency status changes from study permit to permanent resident, you will need to let Pinder Bains know so that your Department records can be updated. You will also need to go to FGSR with proof of your permanent residency status so that they can update your status in Beartracks. Your tuition fees will be adjusted when FGSR has changed your status in Beartracks. You will need to provide Sandra Peake-Thibodeau with a copy of the permanent residency certificate plus a copy of your new SIN. When you receive the official permanent residency card, you will need to provide Sandra Peake-Thibodeau with a photocopy of the front and back of the card.

18. **Vacation** – MSc and PhD students are allowed 3 weeks vacation per year with approval from the supervisor and at a mutually agreed upon time.

19. **Transcripts** – students applying for scholarships are responsible for providing copies of transcripts. NSERC requires original transcripts. FGSR and Alberta Innovates scholarships require photocopies.
20. **Letters** – letters confirming registration/enrollment can be requested from FGSR grad.mail@ualberta.ca.

Letters that require any financial information (visas, employment/salary confirmation, etc) can be requested from Staff and Student Payments [http://www.hrs.ualberta.ca/Forms](http://www.hrs.ualberta.ca/Forms) (under Miscellaneous Forms - Request for an Employment Verification Letter). Staff and Student Payments can take up to 3 weeks to prepare these letters, so make sure you request the letter well in advance.

Students requiring letters for **permanent residency applications** are required to complete “Request for An Employment Verification Letter – Grad Student”. This form is available in the Staff and Student Payments forms cabinet [http://www.hrs.ualberta.ca/Forms](http://www.hrs.ualberta.ca/Forms)

To support your permanent residency application, you will also need a letter describing your research assistant duties and lab instructor/teaching/marker duties. You will need to ask your supervisor for the letter describing your research assistantship duties. You can ask Pinder Bains pinder.bains@ualberta.ca for the letter describing your lab instructor/teaching and marker duties.

Staff and Student Payments can take up to 3 weeks to prepare letters so please give yourself plenty of time to request the funding letter.

21. **Course Schedule** – the schedule of graduate courses offered for the year is posted at [http://ece.engineering.ualberta.ca/en/Graduate/Current.aspx](http://ece.engineering.ualberta.ca/en/Graduate/Current.aspx)

22. **Course Plan Forms** – all graduate students are required to have their courses approved by the Associate Chair of Graduate Studies. Students should submit their forms to Pinder Bains by the start of classes. Changes can be made if needed, by submitting a revised form for approval by the Associate Chair of Graduate Studies. Course plan forms are available at [http://ece.engineering.ualberta.ca/en/Graduate/Current.aspx](http://ece.engineering.ualberta.ca/en/Graduate/Current.aspx)

Students should discuss courses with their supervisor before completing the course plan form. The form must be signed by the supervisor.

23. **Graduate Student Handbook** - all students should read through this handbook and familiarize themselves with the requirements of their program. The handbook is available on the ECE web site [http://ece.engineering.ualberta.ca/en/Graduate/Current.aspx](http://ece.engineering.ualberta.ca/en/Graduate/Current.aspx)

24. **Course Registration** – you can register for courses through Beartracks. For courses that are closed to web registration (some 700 level and all 400 level courses) please contact Pinder Bains pinder.bains@ualberta.ca for registration. Please ensure you indicate your student ID number in the e-mail. Generally, registration will be done within a week of submission of
25. **ENG G 600** - this is an ethics course which all graduate students are required to successfully pass. The course is offered for one full Saturday in September and again in January. FGSR will not allow students to convocate until this requirement has been met. Please note this course does not count towards the course requirement for your program. Students are encouraged to complete this course in the first term of studies.

26. **Graduate Student Declaration on Academic Integrity Form** – this form will be given to you by Pinder Bains when you arrive in the department. All graduate students are required to read and sign this declaration and return to Pinder Bains. MSc and PhD students should sign the form with their supervisor witnessing their signature. MEng students should sign the form with Pinder Bains witnessing their signature. The signed form is kept in the student’s file. Failure to provide a signed form will be considered as the student’s refusal to adhere to the standards of academic integrity as practiced at the University of Alberta.

27. **PhD Supervisory Committee Form** – this form must be completed and returned to Pinder Bains by the end of the first year of the PhD program.
