

CONDUCT FOR GRADUATE STUDENTS – (MSCE AND MCS)

Supervised by

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The following regulations apply to all Master's students under my supervision. The regulations are in place to help me to spend more time with students who are competent and who work hard. This helps good students complete their degrees in a timely fashion. My goal is to have Master's students graduate in less than 20 months.

Master's Degree

The following table summarizes the milestones expected from all my Master's Students. The regulations which follow delineate conduct required to meet the milestones. You can expect supervision at a rate of about 1 hour/week from me. If you are competent and follow the regulations, this will be sufficient for you to meet the milestones and graduate in 20 months. Failure to comply to the conduct will result in delays in graduation and may result in dismissal before graduation.

By the end of month 4	EE6733 complete (acceptable grade: A-, A, A+)
By the end of month 8	Proposal complete (written and oral)
By the end of month 16	1 st of many Thesis drafts submitted
By midway through month 18	complete Thesis draft submitted
By the end of month 20	Defense complete; publications submitted; graduated

Table 1: Summary of Milestones

I work hard with my students to help them meet these milestones. I will absolutely not however, be pressured into working more per week with one student than others. This would not be fair to my other students. My rate of supervision will not increase because of a student weakness or a sudden urgency to finish. I am however, willing to work with you on an extended timeline (an extra term or two) if you accept the timeline, and are working regularly to overcome your weaknesses. Most Master students can finish in 20 months if they follow the regulations delineated below:

1. All Master's students under my supervision must take EE6733 – Simulation and Analysis of Digital Signals within the first three terms of their start date.
 - Performance in this course will be used as a measure of potential to complete degree requirements.
 - Students who perform well (>A-) will be encouraged to follow through with their work and submit a paper for publication. Monetary awards will be considered for exceptional students who manage to publish.
 - Students who perform poorly (< A-) will be considered high risk. High risk students may lose their funding, and may be asked to find another supervisor or make special arrangements to ensure that their weaknesses are mitigated. They are very likely to require an extra term to finish and should plan for that.
2. All Master's students are expected to complete their proposal (written and oral) within 8 months of their start date.
3. All Master's students are expected to complete their degree requirements within 20 months of their start date
 - Funded students will lose their funding at the completion of this duration
 - To ensure compliance to this deadline, all students are expected to submit a complete thesis draft midway through their 18th month. Failure to do so will generally extend graduation by a full term*.

4. All Master's students are expected to report to me their progress during a pre-scheduled bi-monthly meeting. It is each student's responsibility to make sure these meetings take place.
 - Questions relating to the work should be posed by the student and discussed at this meeting.
 - A written analytical report should be submitted to me before the 2nd meeting each month.
 - This report is NOT a progress report. Instead it should be a technical report on the work completed since the last submission.
 - Submissions can be independent or on-going additions to a single report. If maintained properly, these reports should form the basis of the thesis document.
 - Periodically, submissions will be used as a feedback mechanism for documenting the research. Only documents written in a satisfactory literary style will be reviewed. You must seek external support to achieve this if you are unable to do it on your own.
 - Regular submissions will facilitate expedient thesis document synthesis. Failure to submit regularly will generally extend graduation by a full term*.

5. All Master students are expected to work independently to produce a clear, concise and content-rich thesis document detailing their research**.
 - Regular drafts of the document, starting in month 16 should be submitted.
 - Expect about 4 hours/month of editing from me. Well-synthesized documents typically require less than this in order to be ready on schedule. Only documents written in a satisfactory literary style will be reviewed. You must seek external support to achieve this if you are unable to do it on your own.
 - Sub-standard documents which require extensive editing will generally extend graduation by a full term or more.*

6. All Full-time Master students are expected to work on campus at least 40 hours/week until their research is completed and documented satisfactorily.
 - Students must disclose, before commencement, any participation in part-time work above/beyond 1 full TAship per term
 - working at home is discouraged and will generally extend graduation by a full term or more
 - leaving campus before graduation is discouraged and generally extends graduation by a full term or more; funded students will lose their funding at the onset of departure

7. All Master students are expected to produce a publishable paper based on their research.
 - This document should be produced during the review process of the thesis. This process generally takes 1 full month*. Since the work is done, and the document is submitted, students can use this time to write a paper for publication

NOTES:

*The review process for MCS and MScE degrees is generally one full month. Start and end dates of terms have no influence on this process. The process cannot start until your supervisor is satisfied with the quality of the work and the way it is documented. Poor documentation is a common cause for delays in graduation. Matters of both language *and content* are typically problematic. It is highly recommended that all students take advantage of all opportunities to submit documentation for feedback and to do this as early as possible.

According to Calendar Regulations from the Graduate School, "The Master's thesis must demonstrate the candidate's competence to undertake **independent research work; it must make a contribution to knowledge in the candidate's field of study; it must show that the candidate is fully aware of the pertinent published material; and it must be written in a satisfactory literary style. As well, it should be free of typographical and other mechanical errors." A contribution can be considered to be a new synthesis of known information.