

## CONDUCT FOR GRADUATE STUDENTS – (PHD)

Supervised by

**Dr MacIsaac, Faculty of Computer Science/Faculty of Engineering (ECE)**

The following regulations apply to all PhD 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 PhD students graduate in less than 36 months.

### PhD Degree

The following table summarizes the milestones expected from all my PhD 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 36 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	Comprehensive Examinations complete
By the end of month 10	Preliminary study complete supporting proposed work
By the end of month 12	Proposal complete (written and oral)
By the end of month 24	1 <sup>st</sup> publishable study complete and submitted for publication
By the end of month 28	1 <sup>st</sup> of many Thesis drafts submitted to supervisor
By the end of month 31	complete Thesis draft submitted to review committee
By the end of month 33	Internal Defense complete
By midway through month 36	2 <sup>nd</sup> publishable study complete and submitted for publication
By the end of month 36	External Defense complete; 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 PhD students can finish in 36 months if they follow the regulations delineated below:

1. All PhD 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 PhD students are expected to complete their comprehensive exams within 8 months of their start date.
  - students in CS *may* be excused from this requirement.
  - coursework should be chosen to help prepare for these exams. Besides regular coursework, no more than 2 weeks should be spent preparing for these exams.

3. All PhD students are expected to complete their proposal (written and oral) within 12 months of their start date.
  - a preliminary study must be completed at least 2 months which supports the work proposed
4. All PhD students are expected to complete their degree requirements within 36 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 by the end of their 28<sup>th</sup> month. Failure to do so will generally extend graduation by a full term.
5. All PhD 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 2<sup>nd</sup> 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.
6. All PhD students are expected to work independently to produce a clear and precise research objective, and a set of well-formed research questions which direct the work.
  - To do this, students must be able to identify, synthesize and interpret of all the scientific concepts and engineering principles required to understand the topic of interest.
7. All PhD 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 28 should be submitted.
  - Expect about 8 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.
8. All Full-time PhD 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 TAsip 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 will generally extend graduation by a full term or more; funded students will lose their funding at the onset of departure.
9. All PhD students are expected to produce a two publishable papers based on their research.
  - The first paper should be based on the preliminary work conducted to define and support the work proposed for the degree; it should be completed by the end of month 24
  - The second paper should be based on the final results of the work conducted for the thesis; it should be prepared between the Internal and External defenses and be completed by the end of month 36.