

Graduate Student Handbook Electrical Engineering and Computer Science

Lassonde School of Engineering
Effective 2020

Table of Contents

General Information	2
Contact Information.....	3
Orientation.....	4
Email Account(s)	4
YU-card.....	5
Academic Regulations.....	6
Registration, Course Enrollment and Program Withdrawal	7
Registration Block	8
Tuition Fees.....	9
Graduate Funding	10
Other Sources of Financial Assistance	12
Graduate Programs.....	13
MSc in Computer Science	13
MSc in Computer Science, Specialization in Artificial Intelligence	15
MASc in Electrical and Computer Engineering	17
PhD in Electrical Engineering and Computer Science	18
Program Milestones.....	21
Graduate Courses, Grading and Academic Standing	24
Reporting of Grades.....	24
Grading System	25
Academic Standing.....	26
Combinations of 'C' Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved	26
Combination of 'F' and 'C' Grades Which Require Withdrawal	26
Unsatisfactory Research Progress	26
Thesis, Dissertation and Graduation.....	27
Health Plans	28
Health and Wellness	29
Student Support Services.....	30

General Information

This handbook was developed to assist graduate students navigating their way in graduate education.

To assist you with this process, this handbook contains embedded links, where applicable. We hope that they will assist you when you require additional information or immediate access to forms.

The information in this handbook has been adapted from the Faculty of Graduate Studies website and complements the Faculty of Graduate Studies important dates, procedures and regulations.

We welcome your questions, feedback and recommendations and look forward to working in continue to establish best practices.

Contact Information

Each graduate program has a graduate program director and graduate program assistant to assist you with your studies.

Graduate Program Director

Dr. Marcus Brubaker
 Dr. John Lam
 Office Location – LAS 3020
 Telephone –(416)736-2100 x 77883
 Email – gpd@eecs.yorku.ca

Graduate Program Assistant

Huy Doan
 Ciara Campbell
 Office Location – LAS 1012
 Telephone – 416.736.2100 x 66183
 Email – gpa@eecs.yorku.ca

Graduate Program Website

eecs.gradstudies.yorku.ca

In addition to the program contacts, the following contact information may be of use to you. As always, if you have an emergency (ambulance, fire, police), call 911.

York University’s main telephone line is 416.736.5000

GENERAL AND PROGRAM ADMINISTRATION	
General program administration	Graduate Program Assistant
Keys (office and building)	Ulya Yigit – LAS 2042
Technical Support	tech@eecs.yorku.ca Departmental Wiki
HEALTH AND SAFETY	
On-Campus Security, urgent matters	York Security Services 416.736.5333 or extension 33333
On-Campus Security, general	York Security Services 416.650.8000 or extension 58000
goSAFE – complimentary service provided to students to get around campus after-hours, 6am to 2am.	416.736.5470 or extension 55454
FINANCIAL MATTERS	
Teaching Assistantship	Graduate Program Director
TA Payments	Graduate Program Assistant

Orientation

You may be invited to attend more than one orientation at the start of your academic studies. All of these orientations have been organized by specific units. Information will rarely overlap and it is in your best interest to attend all of them.

Faculty of Graduate Studies

Each September, the Faculty of Graduate Studies hosts a Graduate Student Social. This orientation is normally held on the Tuesday following Labour Day in September. It usually lasts 2 hours in length and held over the lunch period. It is an opportunity for students to be aware of academic support services that are available on campus. Such supports include Research Librarians from each Faculty, Learning Skills Services, Teaching Commons, Writing Centre, etc.

Graduate Program

Each graduate program organizes an orientation session for their students. It usually is scheduled on the same day as the FGS orientation above, with time left to attend the FGS event. This orientation will provide specific program information and requirements. It is important to attend this orientation.

Mandatory online courses

Mandatory online courses or training will be communicated to you in order to fulfill the requirements of Teaching Assistantship, Health & Safety or Academic Honesty. These courses are employment-based. As such, it is mandatory to complete online courses before commencing your employment with the University.

You must complete the following before starting your Teaching Assistantship duties.

[Health and Safety Orientation \(first module only\)](#) - online

[Electrical and Safety Awareness](#) - online

[WHMIS I](#) - online

Email Account(s)

As a student at York University, you will be provided a student email address. For those who are also Teaching Assistants, you may be provided with an employee email address. It would be best to use your student email address for student-related purposes and your employee email address for employment purposes. Your employment email account can be forwarded to your student email account.

The rationale to separate the information is simple. Like any other employment situation, once you are no longer an employee of the university, your email account will be deactivated. You will no longer have access to this email account or emails associated with this account.

The department of Electrical Engineering and Computer Science also issues an @eecs.yorku.ca email account to all graduate students. This email will be used for all important announcements and notifications by the graduate program. As above, you may choose to forward the email to your student email account.

YU-card

The YU-card is York University's official photo identification and campus debit card. To avoid long line-ups, [submit your photo online and pick up your card at the office](#), located in the William Small Centre.

This card also functions as an electronic key, and access to some offices and laboratories may be granted through it.

Academic Regulations

The academic policies and regulations for graduate students fall under three areas, York University secretariat policies, Faculty of Graduate Studies and the EECS graduate program. Generally, the Faculty of Graduate Studies regulations apply to all graduate students at York University and specifies the minimum requirements for the award of Master and Doctoral degrees. Individual program requirements may have additional requirements. Finally, there are some York University secretariat policies that oversee the entire York University student body. It is imperative to familiarize with all three of these areas.

York University – Policies, Procedures and Regulations

[Academic Accommodation for Students with Disabilities \(Guidelines, Procedures and Definitions\)](#)

[Academic Accommodations for Students with Disabilities \(Policy\)](#)

[Academic Honesty](#)

[Code of Student Rights and Responsibilities \(Regulation\)](#)

There are more [York University secretariat policies](#) that may be of interest to you.

Faculty of Graduate Studies Academic Regulations

Below are a few academic regulations that are students frequently refer to. It is important to know where to find the information and to acquaint yourself with them.

Student Affairs:

[*Important Dates \(add/drop course dates, tuition fee deadlines, thesis/dissertation dates, etc\)](#)

[*Forms](#)

[Academic Honesty \(different from above link\)](#)

[Academic Petitions and Appeals](#)

[Accommodations for Graduate Students](#)

[Continuous Registration](#)

[Leave\(s\) of Absence](#)

[Program Withdrawal](#)

[Reinstatement/Reinstatement to Defend](#)

[Transfer Credit](#)

Fees and Tuition:

[*Forms](#)

[Balance of Degree Fees](#)

[Direct Deposit \(link to sign up\)](#)

[Funding and Awards](#)

[Graduate Tuition Fees](#)

Thesis and Dissertation:

[*Forms](#)

[Supervision](#)

[Organization and Technical Requirements](#)

[Oral Examination](#)

[Research Ethics](#)

[Final Submission](#)

EECS Regulations

Refer to this handbook or the graduate program website.

Registration, Course Enrollment and Program Withdrawal

Registration

Graduate students must be continuously registered in their program in each term (Fall, Winter, Summer) unless on an approved leave of absence. At least 6-8 weeks prior to the commencement of the new term, students may submit paperwork to request a leave of absence from their program. While on a leave of absence, students may not continue to actively pursue their research or advance in their study without payment of fees or registration.

Course Enrollment

Students should consult with their supervisor before selecting and enrolling in courses. During the first term of their studies, students must submit their [Course Selection Form](#) to the graduate program.

Students can add and drop courses online via [My Online Services](#). However, students should refer to the Important Dates section on the Faculty of Graduate Studies website for deadlines.

Please refer to your program course requirements to determine which courses can satisfy your degree requirements.

Directed Reading Courses

A directed reading course is suited for students with special interests. Students will select areas of study in consultation with their supervisor. These areas should not significantly overlap with material covered in courses currently offered at York University and undergraduate or graduate courses taken by the student either at York University or elsewhere. Directed reading courses require a completed [directed reading form](#). Students should return the completed form to the graduate program assistant. A printout of an email confirming approval can be used in lieu of a signature on the form.

Courses in Another Graduate Program

Students may request to take courses offered by other graduate programs at York University. Such a course requires a completed [request form](#), which needs to be approved by the course instructor, the graduate program director of the program offering the course and the graduate program director. Completed forms should be returned to the graduate program assistant. A printout of an email confirming approval can be used in lieu of a signature on the form.

Late Course Enrollment

If you are unable to meet the deadline(s), a manual Course Transaction Form will need to be completed. Requests to add or drop a course beyond the posted dates are not guaranteed and normally depends on how long after the deadlines have passed. In some cases, you may need to submit an academic petition to the Faculty of Graduate Studies in order to request these late changes.

Registration Block

You may be blocked from registration if there is:

- An admission condition that has not been cleared;
- An advising block (usually occurs during the first term of registration)
- An owing balance of over \$1,000;
- An academic milestone has not been met;

If you are blocked from registration, contact your graduate program assistant for further information.

Tuition Fees

Graduate tuition fees are not calculated on a per-course basis. Therefore, it does not matter if you take one course or three courses in a given term. The tuition fee is charged every term and will be based on your program, registration status and residency status.

Fees Paid by an Employer, Government or External Agency

If your tuition fees are being paid directly to the University by a third party (e.g., employer, government, Embassy, etc.) you must submit your sponsorship letter to the Office of Student Financial Services (for contact information, visit <http://sfs.yorku.ca>) immediately following registration. Please note that you are still responsible for all charges on your student account, and late charges or other sanctions will apply if the account is not settled promptly. Your account will not be credited until payment has been received.

Balance of Degree Fees

Students must register and pay the minimum program fees. Students who successfully complete a program in less time than the minimum program length will be responsible for payment of a balance of degree fee prior to convocation. For the calculation of balance of degree fees, one full-time term is equivalent to two part-time terms.

Students who exceed the program length or the maximum time limits for completion of their program are responsible for payment of fees beyond the total minimum fee requirement.

Master students must register and pay fees for a minimum of three full-time terms.

Doctoral students must register and pay fees for a minimum of six full-time terms.

Master Programs	Program Length (in full-time terms)
Computer Science	5 terms
Electrical and Computer Engineering	5 terms
Doctoral Programs	
Electrical Engineering and Computer Science	12 terms

Graduate Funding

The purpose of [graduate funding](#) is to provide financial support to research-based, full-time students to offset the cost of their graduate education, such as tuition fees. York University and the Lassonde School of Engineering offer a wide range of financial supports to compose your graduate funding package. The amount of funding and duration is specified in your offer of admission. Some of these supports are provided through a fellowship, research assistantship, teaching assistantship, and/or scholarship.

Below is a list of components that can make up your funding package. For more information on graduate funding and awards, including eligibility, refer to the [Faculty of Graduate Studies website](#).

Funding Type	Definition	Actionable Items, if applicable
Fellowship	Financial support offered to offset the cost of tuition fees.	No action required. Will be posted to your student account.
Research Assistantship	A stipend provided by the Supervisor for research or academic activities relevant and related to the student's field of study.	You may be required to complete form(s) to receive these funds. Will be deposited to your bank account. This is not considered employment.
Teaching Assistantship*	<p>Paid work for teaching-related work (laboratory, demonstration, marking, invigilating, etc).</p> <p>Teaching Assistants are represented by the CUPE Collective Agreement.</p> <p>Declining a Teaching Assistantship assignment will reduce your funding by the value of the assignment.</p>	<p>Apply for a position(s). This is considered employment.</p> <p>As with any type of employment, you are required to report your hours, report to work, be on time, etc. If you find yourself requiring an accommodation for work-related concerns, you must contact Employee Well Being at York University.</p>
Scholarships – Tri-Agency (Domestic students)	<p>There are many scholarships that students may apply for. The Tri-Council scholarships are the most well-known and are highly competitive (CIHR, NSERC, SSHRC).</p> <p>Other scholarships – Canadian Graduate Scholarship (CGS) Ontario Graduate Scholarship (OGS) Vanier Canada Graduate Scholarship</p>	<p>Apply for a scholarship(s)</p> <p>If awarded an external scholarship, the fellowship will be reduced.</p>
Scholarships – External and Internal	There are other internal or external scholarship opportunities. Refer to the Faculty of Graduate Studies website for more information.	<p>Apply for a scholarship(s)</p> <p>Fellowship may be reduced.</p>
Scholarships – International	There are a number of funding and award opportunities for international students ranging from government competitions to donor-funded awards specific to York University.	<p>Apply for a scholarship(s)</p> <p>Fellowship may be reduced.</p>

***Ten-Hour Rule**

As a member of the Ontario Council on Graduate Studies, York University is committed to the principle that full-time graduate students work no more than an average of 10-hours per week with the University. This 10-hour rule is to ensure that graduate students have time to devote to their studies.

MSc and MASc Programs

Every full-time Master's student in the thesis option is considered for financial support for their first five terms (20 months) in the program. The financial support for each full-time Master's student in the Program is approximately \$25,000/year. Excellent applicants will be considered for entrance scholarships of \$6,000 each. Students who are awarded an external scholarship can receive up to \$33,000/year.

Specialization in AI

Unlike other programs, this specialization is not funded, but financial support is available to excellent students in the form of scholarships or internships. Particularly, since our program is officially recognized by the Vector Institute, our students will be eligible under the [Vector Scholarships in Artificial Intelligence](#), valued at \$17,500 for one year.

PhD Program

Every full-time Ph.D. student is considered for financial support for their first twelve terms (48 months) in the program. The financial support for each full-time Ph.D. student in the Program is approximately \$27,000/year. Excellent applicants will be considered for entrance scholarships of \$3,000 each. Students who are awarded an external scholarship can receive up to \$35,000/year.

Teaching Assistantships

Teaching assistantships (TA) are normally offered to all full-time Ph.D. students and all full-time 1st year M.Sc. students. Currently a full teaching assistantship is valued approximately at \$16,000. A full TA requires 270 hours of work.

Other Sources of Financial Assistance

* Please check websites for deadlines and eligibility. *

[Bursaries](#)

York University and the Faculty of Graduate Studies provide bursaries to assist full-time graduate students with financial need. Students who complete a Student Financial Profile (SFP) will automatically be considered for a plethora of bursaries.

Some bursaries are administered by Student Financial Services (SFS), others by the Faculty of Graduate Studies.

[Fieldwork Cost Fund](#)

The Fieldwork Cost Fund (FCF) assists with costs directly connected with research carried out “in the field” by registered, full-time York graduate students.

[Graduate Development Fund](#)

The Graduate Development Fund (GDF) subsidizes a student’s travel costs to event for presentation of their scholarly or creative work.

[Minimum Guarantee Assignment](#)

In accordance with the CUPE 3903 Unit 1 Collective agreement, the Faculty of Graduate Studies provides students who are members of the CUPE 3903 Unit 1 Priority Pool with an assignment form by which they can indicate the academic term(s) that they consider themselves unavailable to take on a minimum guarantee work assignment. Please note that in order to consider yourself unavailable to work during a specific term you must demonstrate exceptional circumstances.

[Research Cost Fund](#)

The Research Cost Fund (RCF) assists with the costs directly connected to research undertaken by registered full-time York graduate students who are or have been members of CUPE 3903 within their current program of study.

[Vector Scholarship in Artificial Intelligence](#)

The Vector Scholarship in Artificial Intelligence is available for one year to excellent students planning to pursue a Vector Institute accredited program, such as the MSc in Computer Science with Specialization in Artificial Intelligence.

Graduate Programs

MSc in Computer Science

The MSc in Computer Science is a 20-month program with a research-intensive thesis option, or a course-intensive project option.

Degree Requirements

Candidates for the M.Sc. degree must complete five graduate three-credit courses and successfully defend a Master’s thesis if they wish to follow the Thesis Option or seven graduate three-credit courses and a project if they prefer the Project Option.

Upon acceptance to the M.Sc. program, the Candidate will meet with their thesis supervisor, who will advise them on the degree requirements and assist them in their course selection and research. The checkpoints in the M.Sc. program are listed in the following table, along with both expected and mandatory completion times, measured from entry into the program. Students also are required to submit a Progress Report each term on December 31 (Fall term) April 30 (Winter term) and August 31 (Summer term), until the completion of degree requirements.

M.Sc. Program Checkpoints

Checkpoint	EXPECTED	MANDATORY
Supervisor Selection	Before admittance	
Supervisory committee selection	3 terms	3 terms
Course requirement	2 terms	3 terms
Thesis / Project proposal	3 terms	4 terms
Thesis defense or Project Evaluation	5 terms	

There is a breadth requirement on the selected graduate courses; at least one course must be from each of the following three groups:

- [Theory of Computing and Scientific Computing](#)
- [Artificial Intelligence and Interactive Systems](#)
- [Systems: Software and Hardware](#)

No more than one third of the course requirement can be integrated with undergraduate courses (EECS5xxx courses). Details about these groups can be found under the link to “Courses”.

M.Sc. Thesis Option

Students that choose the Thesis Option must choose an area of specialization and submit a thesis on an approved subject. The thesis work will be supervised by a faculty member of the Graduate Program. Before work on the thesis starts, the Thesis Supervisory Committee must approve of the thesis topic. M.Sc. theses are evaluated according to FGS requirements. In particular, there is an oral examination conducted by the Thesis Examining Committee.

M.Sc. Project Option

Students that choose the Project Option must choose an area of specialization and submit a project report. The Project work is supervised by a faculty member of the Graduate Program. The project is a body of work similar to a thesis in quality but of more limited scope and/or degree of originality. Project topics may include implementation and evaluation of recent published ideas, development of novel software/hardware applications or improvements of algorithms. The student and the supervisor have to agree on the topic and the exact scope of the project early and the agreement submitted in writing via a project proposal form to the Graduate Director. The Project Report is evaluated by the Supervisor and a Reader who must also be a member of the Graduate Program.

Thesis / Project Proposal

The Candidate presents a written proposal to their Supervisory Committee outlining the anticipated results of their thesis or project. The purpose of this proposal is to assess the scope and relevance of the problems the student plans to solve, and to ensure significant content to the thesis or project. A substantial portion of research should have been successfully completed, and a clear plan for completing the remainder should be included in the document.

MSc in Computer Science, Specialization in Artificial Intelligence

The MSc in Computer Science with Specialization in Artificial Intelligence focuses on theory and applications of artificial intelligence, culminating in a research project in partnership with organizations in the public or private sector.

Degree Requirements

Candidates for the M.Sc. degree with AI specialization must complete six graduate three-credit courses and successfully complete a project.

The course requirement is:

- PHIL 5340
- Three from the choice of EECS 5326, EECS 5327, EECS 6127, EECS 6327, EECS 6412
- Two from the choice of EECS 5323, EECS 5324, EECS 5326, EECS 5327, EECS 6127, EECS 6322, EECS 6323, EECS 6325, EECS 6327, EECS 6328, EECS 6332, EECS 6333, EECS 6340, EECS 6390A, EECS 6390D, EECS 6412, EECS 6414

There is also breadth requirement on the selected graduate courses; at least one course must be from each of the following three groups:

- Group 1 - Theory of Computing & Scientific Computing (EECS 6127)
- Group 2 - Artificial Intelligence & Interactive Systems (EECS 5323, EECS 5324, EECS 5326, EECS 5327, EECS 6322, EECS 6323, EECS 6325, EECS 6327, EECS 6328, EECS 6332, EECS 6333, EECS 6340, EECS 6390A, EECS 6390D)
- Group 3 - Systems: Hardware & Software (EECS 6412, EECS 6414)

Note that currently the course requirement and breadth requirement mean that EECS 6127 is a mandatory course.

No more than one third of the course requirement can be integrated with undergraduate courses (EECS5xxx courses). Note that PHIL 5340 is not an integrated course. Details about these groups can be found under the link to “Courses”.

Upon acceptance to the M.Sc. program, the Candidate will meet with their supervisor, who will advise them on the degree requirements and assist them in their course selection and project. The checkpoints in the M.Sc. program are listed in the following table, along with both expected and mandatory completion times, measured from entry into the program. Students also are required to submit a Progress Report each term on December 31 (Fall term) April 30 (Winter term) and August 31 (Summer term), until the completion of degree requirements.

M.Sc.with AI specialization Program Checkpoints

Checkpoint	EXPECTED	MANDATORY
Supervisor Selection	Before admittance	
Supervisory committee selection	3 terms	3 terms
Course requirement	2 terms	3 terms
Project proposal	3 terms	4 terms
Project work	4 terms	5 terms
Project completion	5 terms	

AI Project

The Project work applies AI methods to practical problems during the course of an internship. It is supervised by a faculty member of the Graduate Program and is in collaboration with a public or private sector partner. The supervisor or the Vector Institute facilitate the match with a partner. The project is a body of work similar to a thesis in quality but of more limited scope and/or degree of originality. The student and the supervisor have to agree on the topic and the exact scope of the project early and the agreement submitted in writing via a project proposal form to the Graduate Director. The Project Report is evaluated by the Supervisor and a Reader who must also be a member of the Graduate Program.

Project Proposal

The Candidate presents a written proposal to their Supervisory Committee outlining the anticipated results of their project. The purpose of this proposal is to assess the scope and relevance of the problems the student plans to solve, and to ensure significant content to the project. A substantial portion of research should have been successfully completed, and a clear plan for completing the remainder should be included in the document.

Internship Forms

Prior to commencing the internship, Candidates submit an internship proposal form that outlines the scope and length of the internship. At the conclusion of the internship, Candidates submit an internship report form.

MASc in Electrical and Computer Engineering

The MASc in Electrical and Computer Engineering is a 20-month research-intensive program with thesis. The studies are in the fields of Computer Engineering, Electrical Engineering, or Software Engineering.

Degree Requirements

Candidates for the M.A.Sc. degree in Electrical and Computer Engineering must complete four graduate three-credit courses, of which three are normally EECS courses, and write and successfully defend a Master's thesis.

Upon acceptance to the M.A.Sc. program, the Candidate will meet with their thesis supervisor, who will advise them on the degree requirements and assist them in their course selection and research. Students are expected to complete their degree requirements in no more than five terms (twenty months). Students also are required to submit a Progress Report each term on December 31 (Fall term) April 30 (Winter term) and August 31 (Summer term) until completion of degree requirements.

M.A.Sc. Program Checkpoints

Checkpoint	Expected	Mandatory
Supervisor	Before admittance	
Supervisory committee selection	3 terms	3 terms
Course requirement	2 terms	3 terms
Thesis proposal	3 terms	4 terms
Thesis defense	5 terms	

No more than one course integrated with an undergraduate course (EECS 5XXX courses) can be used to satisfy degree program requirements.

A Candidate must conduct approved thesis research that demonstrates his/her research ability in the selected field of specialization under the general direction of a supervisor. Typically, the thesis will include a practical demonstration or implementation of the research work undertaken.

Thesis Proposal

The Candidate presents a written proposal to their Thesis Supervisory Committee outlining the anticipated results of their thesis. The purpose of this proposal is to assess the scope and relevance of the problems the student plans to solve, and to ensure significant content to the thesis. A substantial portion of research should have been successfully completed, and a clear plan for completing the remainder should be included in the document.

PhD in Electrical Engineering and Computer Science

The PhD in Electrical Engineering and Computer Science is a 4-year research-intensive program culminating in a dissertation. The studies are in the fields of Computer Science, Computer Engineering, Electrical Engineering, or Software Engineering.

Degree Requirements

Candidates for the Ph.D degree must complete at least three three-credit graduate courses. No more than one third of the course requirement can be integrated with undergraduate courses (EECS5xxx courses). Candidates must successfully complete a qualifying examination consisting of a written report on the Candidate's field of interest and defend it. Candidates must present a dissertation proposal outlining the anticipated results of their dissertation. Candidates are required to enroll in either an industrial internship or a teaching practicum. Candidates are also required to attend departmental research seminars and attend at least one professional development workshop per year. Finally, Candidates must conduct a significant body of original research under the supervision of a supervisory committee and successfully defend the resulting dissertation. Students are expected to complete their requirements in no more than four years.

Upon acceptance as a Candidate to the Ph.D. program, the Candidate will meet with their supervisor, who will advise them with respect to the degree requirements and assist with them with their course selection. The checkpoints in the Ph.D. program are listed in the following table, along with both expected and mandatory completion times, measured from entry into the program. Students also are required to submit a Progress Report, each term on December 31 (fall term) and August 31 and a annual program report on April 30 in each year of their studies.

Ph.D. Program Checkpoints

Checkpoint	Expected	Mandatory
Dissertation supervisor	Before admittance	
Supervisory committee selection	2 terms	3 terms
Course requirement	2 terms	3 terms
Qualifying examination	4 terms	5 terms
Dissertation proposal	7 terms	8 terms
Industrial internship/teaching practicum	12 terms	15 terms
Dissertation defense	12 terms	15 terms

Dissertation Supervisor Selection

The Candidate must identify a [member of the graduate program](#) who is willing to act as the Candidate's Dissertation Supervisor.

Qualifying Examination

In their second year, PhD students are expected to have mastered a general understanding of the area in which they plan to complete their dissertation. Students are encouraged to complete their qualifying examination in their fourth term. This examination should be taken at the latest in the fifth term. This examination can be taken at most twice.

Under the supervision of their supervisory committee, the student prepares a written report summarizing the literature in the candidates chosen research area. Students should discuss the expected content of the written report with their supervisory committee. Normally, the written report consists of an introductory/motivation section, a survey of relevant literature with a critical analysis, and an open questions/promising directions section. Normally, the written report consists of 20-60 pages. The supervisory committee will provide the students with samples of written reports. It is the responsibility of the student's supervisory committee to ensure that the report covers the chosen research area in sufficient depth and breadth.

In order to demonstrate the student's understanding of their chosen research area, the student gives an oral presentation based on their report to their supervisory committee. Other members of the graduate program are invited to attend this presentation. The student is examined orally by their supervisory committee. Other members of the graduate program can ask questions as well.

Upon completion of the oral examination the supervisory committee will determine the outcome:

- Pass: candidate is permitted to continue on towards their dissertation proposal
- Conditional pass: candidate must either
 - a. take additional courses at the next offering before proceeding towards their dissertation proposal or
 - b. complete additional readings before proceeding towards their dissertation proposal or
 - c. complete remediation, as determined by the supervisory committee, in addition to retake the qualifying examination within six months.
- Fail: candidate has not passed the qualifying examination and is required to withdraw from the program.

Dissertation Proposal

The Candidate presents a written proposal to their Dissertation Supervisory Committee outlining the anticipated results of their dissertation. The purpose of this proposal is to assess the scope and relevance of the problems the student plans to solve, and to ensure significant content to the dissertation. A substantial portion of research should have been successfully completed, and a clear plan for completing the remainder should be included in the document. Ideally the Candidate will have presented some preliminary results from their Dissertation in some external formal setting such as a conference publication, and reprints of these results should be included in the Dissertation Proposal document.

Industrial Internship/Teaching Practicum

All Ph.D. Candidates are required to enroll in either an Industrial Internship or a Teaching Practicum. Under the Industrial Internship option, the Candidate will spend a 3 to 6 month period working in an appropriate research position in industry. The position must be formally approved of by the Graduate Program Director. Companies such as IBM, Hyrdro One, AECL, MDA Space Missions, etc., would be considered for possible Industrial Internships. Under the Teaching Practicum option, the Candidate will

spend 3 to 6 months assisting an instructor in the preparation and delivery of a course, and possibly instructing an introductory or service course for the Department of Electrical Engineering and Computer Science.

It is the responsibility of the Candidate's Dissertation Supervisory Committee to ensure the academic integrity of the industrial internship/teaching practicum. The Candidate's Dissertation Supervisory Committee must approve the internship/practicum before it begins and the committee will monitor the Candidate's progress during the internship/practicum.

1. *Industrial Internship:* Many graduate students plan to follow careers in industry, rather than in academia. This option provides students who plan to seek industrial employment after completion of their Ph.D. a chance to experience an industrial research setting. With the assistance of their supervisor, Candidates will identify an industrial position and industrial liaison willing to monitor the Industrial Internship. Before beginning the internship, the Candidate must prepare a document describing the expected duties and requirements of the internship. This document will be signed by the Candidate, the Candidate's Dissertation Supervisory Committee and an industrial liaison who will be willing to monitor the Candidate during the internship. This document must be approved by the Graduate Director before the start of the Industrial Internship.

The time spent taking part in an Industrial Internship will not be counted towards a Candidate's time taken towards graduation.

2. *Teaching Practicum:* Graduate students who plan to follow careers in academia may wish to consider the Teaching Practicum option. Under this option the Candidate will receive considerable exposure to the preparation and delivery of instructional material to undergraduate students. Students interested in taking part in the Teaching Practicum option will work with an instructor in the Department of Electrical Engineering and Computer Science (The Teaching Practicum Supervisor) in the preparation and delivery of an undergraduate course. The student, in collaboration with the Instructor will prepare a document describing the duties and requirements of the teaching practicum.

Before beginning a Teaching Practicum, the Candidate will prepare a document describing the proposed practicum. This document, signed by the Candidate, the Candidate's Dissertation Supervisory Committee, and the Teaching Practicum Supervisor must be approved by the Graduate Director before the Teaching Practicum may begin.

Evaluation: At the completion of the Industrial Internship/Teaching Practicum, the Candidate must submit a written report describing the Internship or Practicum to the Candidate's Dissertation Supervisory Committee. The Industrial Liaison (in the case of the Industrial Internship) or the Teaching Practicum Supervisor (in the case of the Teaching Practicum) will also be asked to submit a written description of the Candidate's performance. The Candidate's Dissertation Supervisory Committee will consider the proposal, the Candidate's report, and the written comments by the Liaison/Teaching Practicum Supervisor, plus any supporting documentation such as course evaluations to determine if the Candidate has met the requirements of this checkpoint. At either the committee or the Candidate's option, the Candidate may make an oral presentation to the committee which may then conduct an oral examination of the Candidate.

As a result of this presentation, the committee may decide that:

- That the Candidate has met the requirements of this checkpoint, or

- That the Candidate has not met the requirements of this checkpoint (under this decision the Candidate would normally be required to withdraw from the program), or
- That the committee would prefer not to make a decision at this time and that the Candidate should perform some additional work within a specified period of time before deciding between either of the first two options.

Dissertation and Oral Examination

All entering Ph.D. Candidates plan a research program with their supervisor at the start of their degree studies, and must successfully complete a significant body of original research of high calibre in Computer Engineering, Computer Science, Electrical Engineering, or Software Engineering, under the general direction of a Supervisor and the Dissertation Supervisory Committee, and describe it in an appropriate dissertation. The research must be of such calibre that it satisfies departmental standards. Dissertation research should be of such quality that it would be publishable in prominent journals within the field. After the formal submission of the dissertation, an oral examination is held, centered on the dissertation research. In addition to the defense of their dissertation before the Dissertation Examining Committee, the Candidate is required to present their dissertation research to a Departmental Colloquium. The colloquium will be held at least one week prior to the oral examination.

The Dissertation Examination Committee is selected by the Graduate Program Director in consultation with the Candidate's Supervisor and includes at least:

- 3 Faculty Members, at least one of whom has major research interests outside of the area of the Candidate's dissertation (typically the Dissertation Supervisory Committee)
- 1 Faculty Member from outside the Program but within the University (representative of the Dean of Graduate Studies).
- 1 Representative from outside the University (the External Examiner).

According to the University Regulations, the External Examiner will submit a written appraisal of the dissertation before the Oral Examination.

Progress

Research progress is monitored by meetings of the Candidate's Dissertation Supervisory Committee. In the event of failure to achieve satisfactory progress the Candidate will normally be required to withdraw from the program. In exceptional circumstances the Dissertation Supervisory Committee may petition the Graduate Program Director on behalf of the Candidate for additional time to complete a particular checkpoint. Should the petition be successful, the extension would be for a limited and specified period of time.

Program Milestones

Please refer to the websites of the Faculty of Graduate Studies and the EECS Graduate Program for updated deadlines and important dates.

Master programs

- Complete program in five terms (20 months).

- Complete course requirements in first two terms.
 - Maintain an average of at least B+ in the courses and satisfy the Faculty of Graduate Studies (FGS) grades regulations.
- Complete progress report #1 by December 31.
- Complete progress report #2 by April 30.
- Get the thesis proposal approved at least three months before the thesis oral examination.
- Complete the thesis four weeks before the thesis oral examination.
- Maintain satisfactory progress:
 - Selection of a supervisory committee: Students are expected to have found a thesis supervisor by April 15 of the winter term of their first year (W1). Selection of a supervisor is primarily the responsibility of the student. As well, a second member of the supervisory committee must be identified. These two people will form the thesis or project supervisory committee.
 - Research: Students are expected to work on research leading to a thesis or project by their first summer term (S1) and to submit a preliminary version of their theses proposal (thesis option) or a written agreement between the student and supervisor on project scope (project option) by the end of that term. The thesis proposal should include a clear statement of the project they are undertaking, a summary of the work performed on it during the summer term, and a timetable with milestones to be achieved during terms F2 and W2, leading to successful completion of the thesis by the end of term W2.

PhD program

- Pass a qualifying examination within five terms (20 months).
- Maintain an average of at least B+ in the courses and satisfy the FGS grades regulations.
- Submit progress reports every term by April 30, August 31, December 31.
- Get the dissertation proposal approved at least six months before the dissertation oral examination.
- Complete the dissertation four weeks before the dissertation oral examination.
- Maintain satisfactory progress:
 - Year 1:
 - Take graduate courses.
 - Select dissertation supervisor.
 - Select dissertation supervisory committee (3 people) and inform FGS.
 - Year 2:
 - Finish graduate courses.
 - Do qualifying examination.
 - Work on dissertation proposal.

- Year 3:
Present dissertation proposal.
Send accepted dissertation proposal to FGS.
Do industrial internship/teaching practicum.
- Year 4:
Complete dissertation.

Graduate Courses, Grading and Academic Standing

Each year, graduate programs offer a selection of graduate courses. Plan accordingly when selecting courses and seek advice from your supervisor, graduate program assistant and/or graduate program director. Note that first-year students are required to submit a course selection form soon after the start of their first term (refer to program description and milestones).

[Reporting of Grades](#)

Graduate courses must be completed by the end of each term. Course directors must report final grades no later than the following deadlines:

Fall Term: January 15

Fall/Winter and Winter Term: May 15

Summer Term: September 15

If a course grade or approved incomplete grade is not reported to the Registrar's Office within one month of the appropriate reporting date, the course will be assigned a grade of F.

Requesting a course extension

If your coursework is not completed and evaluated by the grade reporting deadline date, you may speak with the Course Director to request an informal extension until the grade reporting deadline.

If you require additional time beyond the reporting deadline, you may formally request a course extension by completing a [Course Transaction Form](#). This form must be completed by the course director and approved by the Graduate Program Assistant/Director. Per FGS regulations, a grade of "I" (Incomplete) must be removed within two months of the reporting date for a half-course (3 credits) or within four months of the reporting date for a full-course. The dates outlined below are the deadlines for such extensions. You can choose an earlier deadline if you can complete your coursework earlier.

	Fall Term	Fall/Winter or Winter Term	Summer Term
3-credit course	March 15	July 15	November 15
6-credit course	May 15	September 15	January 15

Please ensure that the coursework is completed and evaluated before your deadline as it may turn to an F grade, as per FGS regulations.

Grading System

At the graduate level, a satisfactory pass in a course is a grade of B (70%-74%) or higher. It is important to understand the grading system to ensure you are met the academic standing requirements to continue in the program.

Grading System		
A+	Exceptional	90 – 100%
A	Excellent	85 – 89%
A-	High	80 – 84%
B+	Highly Satisfactory	75 – 79%
B	Satisfactory	70 – 74%
C	Conditional	60 – 69%
F	Failure	0 – 59%
I	Incomplete	N/A

Academic Standing

Combinations of 'C' Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved

A student who received in total any of the following combinations of grades for graduate courses may not continue to be registered in the Faculty of Graduate Studies and in a graduate program unless this continuation is recommended by the graduate program director concerned and approved by the Dean:

- a. two C grades for 6.00 credit courses;
- b. one C grade for a 6.00 credit course and one C grade for a 3.0 credit (or equivalent) course;
- c. a total of three C grades for 3.0 credit (or equivalent) courses.

In no cases will grades be averaged.

Combination of 'F' and 'C' Grades Which Require Withdrawal

A student will be required to withdraw from a graduate program and registration in the Faculty of Graduate Studies will be terminated if the student receives in total for graduate courses, during enrolment at York University:

- a. one F grade for a 6.00 credit course or two F grades for 3.0 credit (or equivalent) courses; or
- b. one F grade for a 3.0 credit (or equivalent) course and one C grade for a 6.00 credit or 3.0 credit (or equivalent) course.

In no case will grades be averaged.

Unsatisfactory Research Progress

Research-based and/or project-based students must meet regularly with their supervisor and supervisory committee. Their research progress is documented in a Report on Progress evaluation. Unsatisfactory progress may require a student to withdraw from their program as they have failed to make academic progress in their research.

Thesis, Dissertation and Graduation

Useful and up-to-date information on thesis and dissertation can be found on the [Faculty of Graduate Studies website](#). We have created a separate guide collecting this information as well as program-specific timelines for EECS students. Please refer to the guide found on the [EECS Graduate Program website](#).

If you are in the last term of your program and expect to graduate, you must apply to graduate. Please visit [York Convocation – Apply to Graduate](#) for more information.

Health Plans

[YUGSA Health and Dental Plan](#) (Domestic and International Students)

The York University Graduate Student Association (YUGSA) Health and Dental plan is mandatory for all full-time graduate students who do not have alternative coverage. This plan is optional for part-time students.

If you have alternative coverage, you can opt-out before end of September.

Contact [YUGSA](#) for more information.

[University Health Insurance Plan \(UHIP\)](#) (International Students)

The UHIP is a mandatory basic coverage plan that covers international students. This plan covers physician fees, annual eye examination, emergencies, lab services and x-rays.

If you are an:

International student who is a Teaching Assistant

- You should have both UHIP and the CUPE Benefits.

International student who is not a Teaching Assistant

- You should have both UHIP and the YUGSA Health Plan.

Contact the [International Office](#) for more information.

[CUPE 3903 Benefits Plan](#)

Graduate students who hold graduate or teaching assistants are covered under the CUPE 3903 benefits plan.

Contact the [Pension and Benefits Office](#) for more information.

Health and Wellness

GradConnect Wellness Services, offered by the Faculty of Graduate Studies, supports and enhances the mental health and well-being of graduate students.

These services include but are not limited to, workshops, personal wellness consultations, and mental health promotion initiatives.

- ❖ Graduate students can request a [wellness consultation](#) for help with concerns about mental health, balancing life as a graduate students, transitioning to graduate school, difficulty coping with stress, anxiety, self-doubt, isolation, etc.
- ❖ The Faculty of Graduate Studies has partnered with Learning Skills Services to offer a [certificate in learning and wellness skills](#). This program is free and is open to all York graduate students.
- ❖ [GradConnect Resource Hub](#) provides resource information for on and off-campus resources, helplines and websites/applications.
- ❖ [Meet for a Meal Program](#) matches new graduate students with experienced graduate students to connect over a meal. Discuss navigating life as a graduate student at York University.
- ❖ The Faculty of Graduate Studies developed the [Graduate Student Wellness Initiative Fund](#) to subsidize the costs to develop or implement initiatives related to the promotion, awareness, or enhancement or mental health and well-being for the graduate student community at York University.

Student Support Services

Academic Support Service(s) – Office and/or Contact Information	Primary Service
<p>Career Centre 202 McLaughlin College 416-736-5351</p>	<p>Career counselling, Dossier Service, preparing for an academic career path, preparing for an alternative career path, learning skills development workshops, online resources</p>
<p>Centre for Aboriginal Student Services 246 York Lanes 416-736-5571</p>	<p>Workshops and support services for Aboriginal students.</p>
<p>Student Accessibility Services</p>	<p>Facilitate and coordinate individual support and academic accommodations, assist in the transition of students with disabilities at York U, advocacy.</p>
<p>Student Counselling and Development N110 Bennett Centre for Students Service 416-736-5297</p>	<p>Personal counselors, crisis counseling, group development workshops, learning skills training, and support for learning disabilities and psychiatric disabilities</p>
<p>Learning Skills Services Scott Library, 2nd Floor, Learning Commons Hub 416-736-5144</p>	<p>Workshops, peer academic coaching, drop-in, study hub, individual session with a Learning Skills Specialist, time management,</p>
<p>Libraries Scott Library</p>	<p>Learning Commons – support with research, writing, time management, and learning skills SPARK – online tool will assist you with Understanding the Assignment, Time Management, Academic Integrity. Research Workshops</p>
<p>Study Hub</p>	<p>You can start your own study group with like-minded students.</p>
<p>Writing Centre(s) S329 Ross Building 416-736-5164 ext. 22035</p>	<p>Offers individual and small writing group instructions.</p>
<p>Administrative Support Services</p>	<p>Primary Service</p>
<p>Your Graduate Program is here to help you with your graduate studies questions! Speak with your Graduate Program Assistant or Graduate Program Director.</p>	
<p>Athletics and Recreation</p>	<p>Varsity athletics, campus recreation, fitness programs, intramurals</p>
<p>Centre for Student Community & Leadership Development (SC&LD) S172 Ross Building 416- 736-5144 http://sclد.yorku.ca</p>	<p>Enrich student life by promoting education, awareness and growth; celebrating diversity, encouraging collaboration and developing citizenship.</p>

<p><u>Centre for Human Rights, Equity and Inclusion</u> S327 Ross Building 416-736-5682</p>	<p>Assists individuals and groups to address and resolve allegations of discrimination and harassment as defined by the Ontario Human Rights Code (Code), case resolution, consultation, education and professional development, reporting.</p>
<p><u>Office of Student Community Relations</u></p>	<p>Code of Student Rights and Responsibilities, Responding to students of concern, conflict resolution services, provide advice, referrals, training, alternate dispute resolution methods, etc.</p>
<p><u>Ombudsperson</u> 1050 Kaneff Tower 416-736-22937</p>	<p>Provides an impartial and confidential service to assist current members of York University who have been unable to resolve their concerns about University authorities' application of York University policies, procedures and/or practices.</p>
<p><u>Office of the Registrar</u> Bennett Centre for Student Services 416-736-YORK</p>	<p>Enrolment procedures; Sessional dates and refund table; Ordering a transcript</p>
<p><u>Faculty of Graduate Studies</u> 230 York Lanes 416-736-5521</p>	<p>Faculty policies and procedures; General advising on registration, academic petitions and appeals, research ethics, thesis and dissertation. Graduate scholarship information and posting of funds. Graduate wellness promotion and sessions.</p>
<p><u>Sexual Violence Response Office</u> W128 Bennett Centre for Student Services 416-736-5211</p>	<p>Provide unbiased and non-judgmental peer support and referrals to survivors of sexual violence; Educational workshops</p>
<p><u>Student Financial Services</u> N201 Bennett Centre for Student Services 416-872-YORK</p>	<p>Financial concerns, financial aid (OSAP, other provincial loans), 3rd party billing, Government sponsored payments), bursaries</p>
<p>Health Plans</p>	
<p>CUPE Benefits Plan Email – askpb@yorku.ca</p>	<p>Benefits plan for graduate students who hold graduate or teaching assistant positions.</p>
<p>YUGSA Health Plan 325 Student Centre 416-736-5213</p>	<p>Health plan sponsored by Graduate Student Association</p>
<p><u>University Health Insurance Plan (UHIP)</u> 200 York Lanes 416-736-5177</p>	<p>Mandatory basic coverage plan for international students.</p>

