

## **Graduate Student Supervisory Relationship Department of Electrical and Computer Engineering**

Graduate programs in the Department of Electrical and Computer Engineering focus on research- and investigation-oriented education and training. Therefore, the relationship between the graduate student and the supervisor is of fundamental importance.

Normally, students are in regular contact with their supervisor or one of maximally two co-supervisors. A supervisory committee is formed at the latest within the first year of the student's entry into the program. Students are encouraged to personally introduce themselves to the members of their committees. See ECE Supervisory Relationship and FGS Supervisory Relationship for further information.

Contact and supervision are maintained as follows:

- The student and the supervisor meet regularly, and a schedule is established covering at least the next meeting. The supervisor, the student, or both will initiate such meetings (or any other meetings should they become necessary).
- Meetings can also take place by other means of communication (such as email, phone, fax, etc.) as necessary.
- The student presents the supervisor with an annual report outlining the progress achieved during the past year and the work proposed for the coming year. The deadline for the report is August 1. This report may be circulated to the supervisory committee.
- The supervisory committee will not normally meet until the defense (MAsc and MEng programs) or the candidacy examination (PhD program). In the latter case, this applies also for the period between the candidacy exam and the defense.
- In the event that a student fails to meet the minimum B requirement in a course, the committee members will be contacted by the supervisor (in person, via email or by phone) and will form a decision of action based on recommendations by the supervisor. The committee will seek input from the student.

The student or any member of the supervisory committee can call a supervisory committee meeting at any time. The student must be informed in advance (by the supervisor or any other committee member) of the general outline of the meeting; especially if a progress report, a presentation or any other documentation is to be presented before or during the meeting. The supervisor acts as chair of the committee. At the request of a committee member or the student, the graduate advisor will chair the meeting. The decisions of the committee are final, pending approval of the Dean of the Faculty of Graduate Studies.

If the committee is unable to reach a decision, then the graduate advisor will mediate. If mediation attempts by the graduate advisor fail, then the chair of the department will formulate a final decision after having familiarized him/herself with the case and talked to the student and all committee members.