

Seminar Procedures for MSc Students

Seminar requirements

- Seminar attendance and lecturing classes receive pass/not pass grade

Master's Students with Thesis

- For passing the "Departmental Seminar – Attendance" course, a student must attend 12 seminar hours. A student attending seminars at a certain semester, as part of satisfying the seminar attendance requirement must enroll in the course "Departmental Seminar – Attendance", 361-2-1010.
- For passing the "Departmental Seminar – Lecture" course, a student must give a talk in the ECE Department seminar. The duration of the talk is 50 minutes. A student giving a talk as part of satisfying the course requirements must enroll in the course "Departmental Seminar – Lecture", 361-2-1020.

Master's Students without a Thesis

- For passing the "Departmental Seminar – Attendance" course, a student must attend 12 seminar hours. A student attending seminars at a certain semester, as part of satisfying the seminar attendance requirement must enroll in the course "Departmental Seminar – Attendance", 361-2-1010.
- **No need to take the "Departmental Seminar – Lecture" course.**

Setting up a PhD seminar talk

- MSc seminar talks are scheduled on **Wednesdays, between 12:10-13:00.**
- MSc talks are grouped in pairs for scheduling purpose.
- MSc students wishing to schedule a talk are encouraged to do so as early as possible, as typically the queue for presenting is longer than a month. The Seminar committee will not prioritize last minute requests made in order to avoid registering for an additional semester.
- To schedule a seminar talk please go to the link "Scheduling a Talk in ECE Seminars (passwd req.)" in the "Seminars" menu in the ECE website ([direct link](#)).
- Since MSc talks takes place in pairs, in case that three days prior to the scheduled talk date only one student has register to give a talk, the seminars committee reserves the right to postpone the seminar to a later date. The student will be given an advance notice in such as case.

Seminar attendance procedures

- In order for seminar attendance to be counted by the ECE seminars committee, it is required to register in advance to the seminar talks. Registration is done through the link "Seminar Attendance Registration and Records (passwd req.)" in the "Seminars" menu in the ECE website ([direct link](#)). After logging in, please select the seminar talks you plan to attend from the list of future seminars and click on "sign in" for each selected talk.
- As the list of scheduled seminar talks is constantly updated during the semester, it is strongly recommended to update the list of seminars to be attended at least every three weeks.
- During the seminar, a member of the ECE seminars committee will hand out the list of the students that registered in advance, and each student must sign next to his/her name.
- While it is strongly suggested to register to seminar attendance in advance, it is possible to register after the talk, until midnight on the day of the seminar talk. To do so, the student must add his/her name and signature to the list handed out during the talk, and register attendance through the website after the talk.
- A student which did not attend a talk to which he/she has registered in advance, must cancel the registration through the website until midnight on the day of the talk. Failing to do so will automatically increase the number of required seminar attendance hours by an additional hour.
- Code of conduct: **Any student signing the attendance form for another student will be subject to an immediate disciplinary action. A student that is more than 5 minutes late for a talk or leaves before**

the end of the talk must cancel his/her registration by midnight on the day of the talk. Failing to cancel registration in such a case will result in immediate disciplinary action.

General rules and procedures

- Seminar attendance is counted in whole hours only.
- Giving a talk in a seminar does not count towards seminar attendance.
- ECE seminars are held on Mondays 13:10-14:00 and on Wednesdays 12:10-13:00, when the semester is in session. Please check the seminars list prior to arriving to a seminar. When the seminar consists of two MSc talks (the duration of an MSc talk is 25 minutes), attending both talks will count as one seminar hour.
- Graduate students are automatically subscribed to the ECE seminars mailing list. It is possible to manually subscribe/unsubscribe to the list in the link "Subscribe/Unsubscribe ECE Seminars Mailing List" in the "Seminars" menu in the ECE website.
- It is the responsibility of the student to verify enrollment in the seminar courses with Faculty administration (Rita Altaras).
- Seminar attendance record can be viewed in the link "Seminar Attendance Registration and Records (passwd req.)" in the "Seminars" menu in the ECE website ([direct link](#)). The information includes the date of the last update. Final update of seminar attendance records is done by December 31st of each year.
- Seminars are not held during summer and winter breaks.
- A seminar talk can be scheduled even when graduation date and the final exam date have not been determined.
- Seminar attendance records as maintained by the seminars committee are the only valid records.

Confirmation of passing the seminar courses

- Confirmation of passing the seminar courses are sent manually to the Faculty administration (Rita Altaras) by the ECE Computing Unit. **A single confirmation is sent after all requirements have been completed.**
 - MSc students with thesis: A single confirmation is sent after both attendance and lecturing courses have been completed.
 - MSc students without a thesis: A confirmation is sent after attendance course has been completed.
- In case completion of seminar courses was not updated at the Faculty administration and degree completion date approaches, please contact ECE Computing Unit.

ECE Seminars Committee