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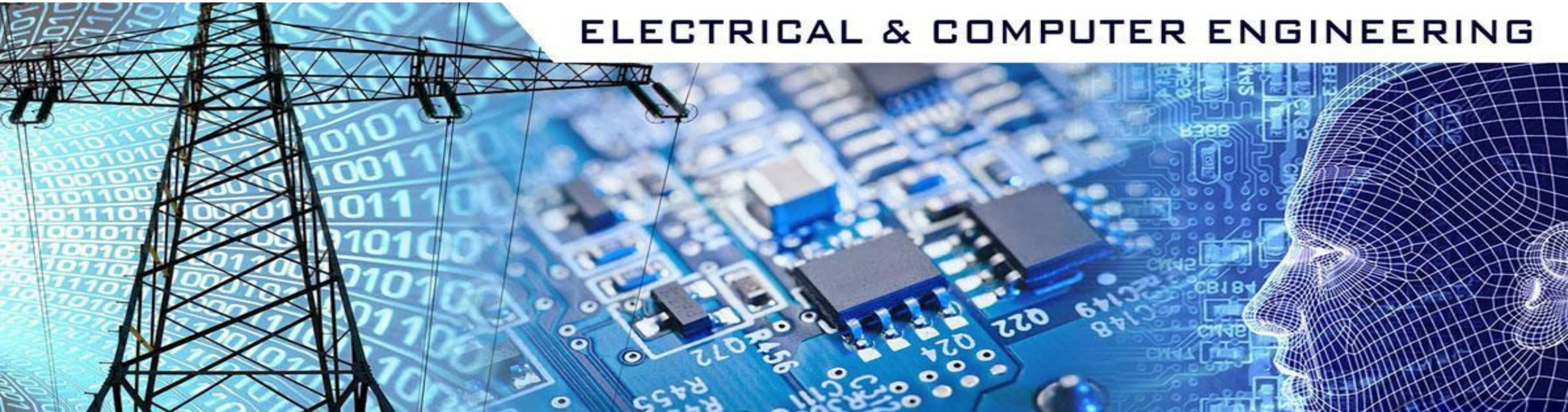
Postgraduate Orientation



Schedule Today

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- Introduction to the DECE
- PG Programme Structure
- Frequently Asked Questions
- Group and Individual Academic Advising

Contact Information

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Head of Department: Dr. Fasil Muddeen

Head.DECE@sta.uwi.edu

Ext. 82167

Postgraduate Coordinator: Dr. Sanjay Bahadoorsingh

Sanjay.Bahadoorsingh@sta.uwi.edu

Ext. 83142

Secretary: Mrs. Precious Clement

secpgm.DECE@sta.uwi.edu

Ext. 82166, 83184

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Important Literature

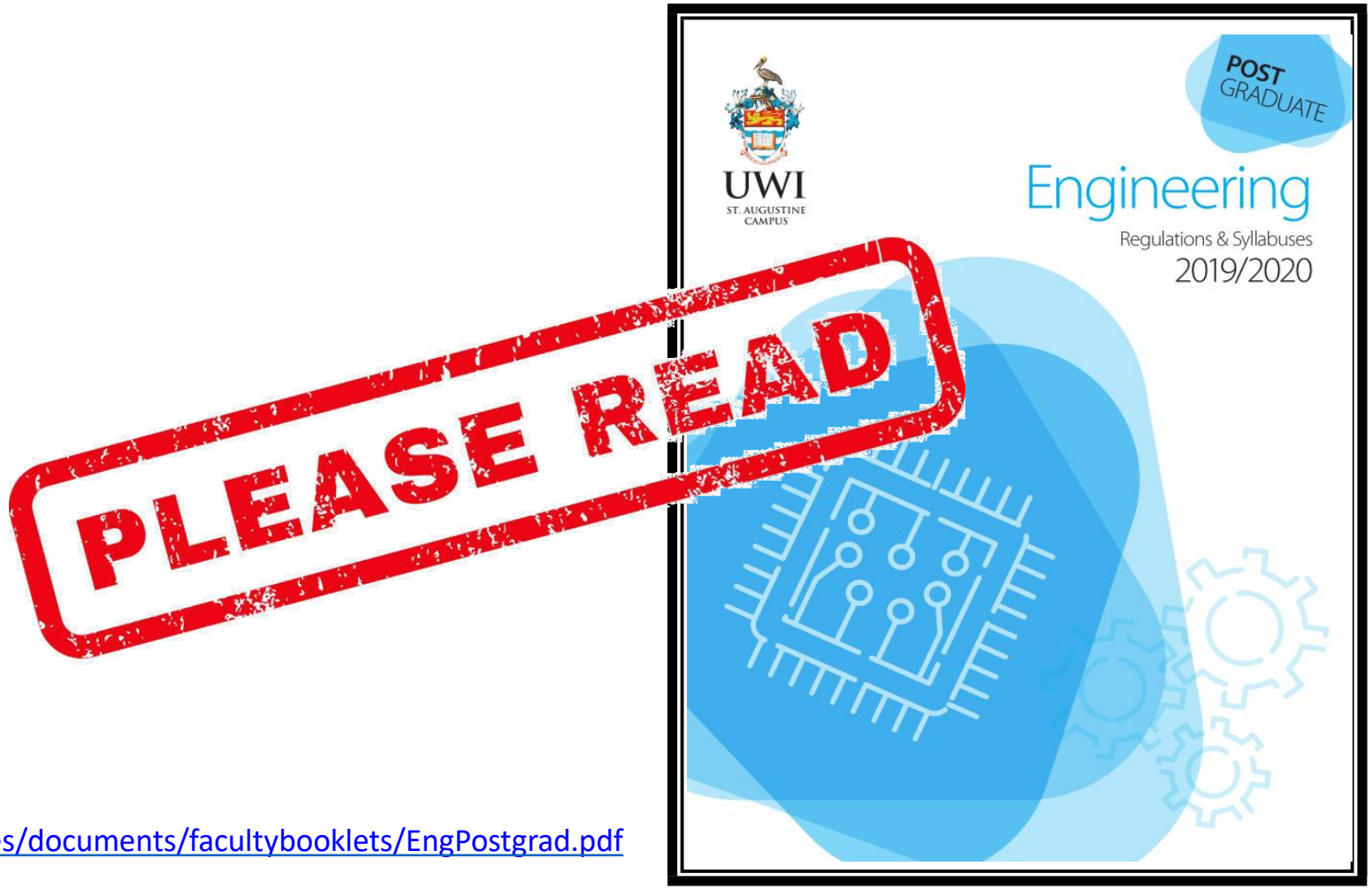
…that you should be familiar with

Sanjay.Bahadoorsingh@sta.uwi.edu

University Regulations

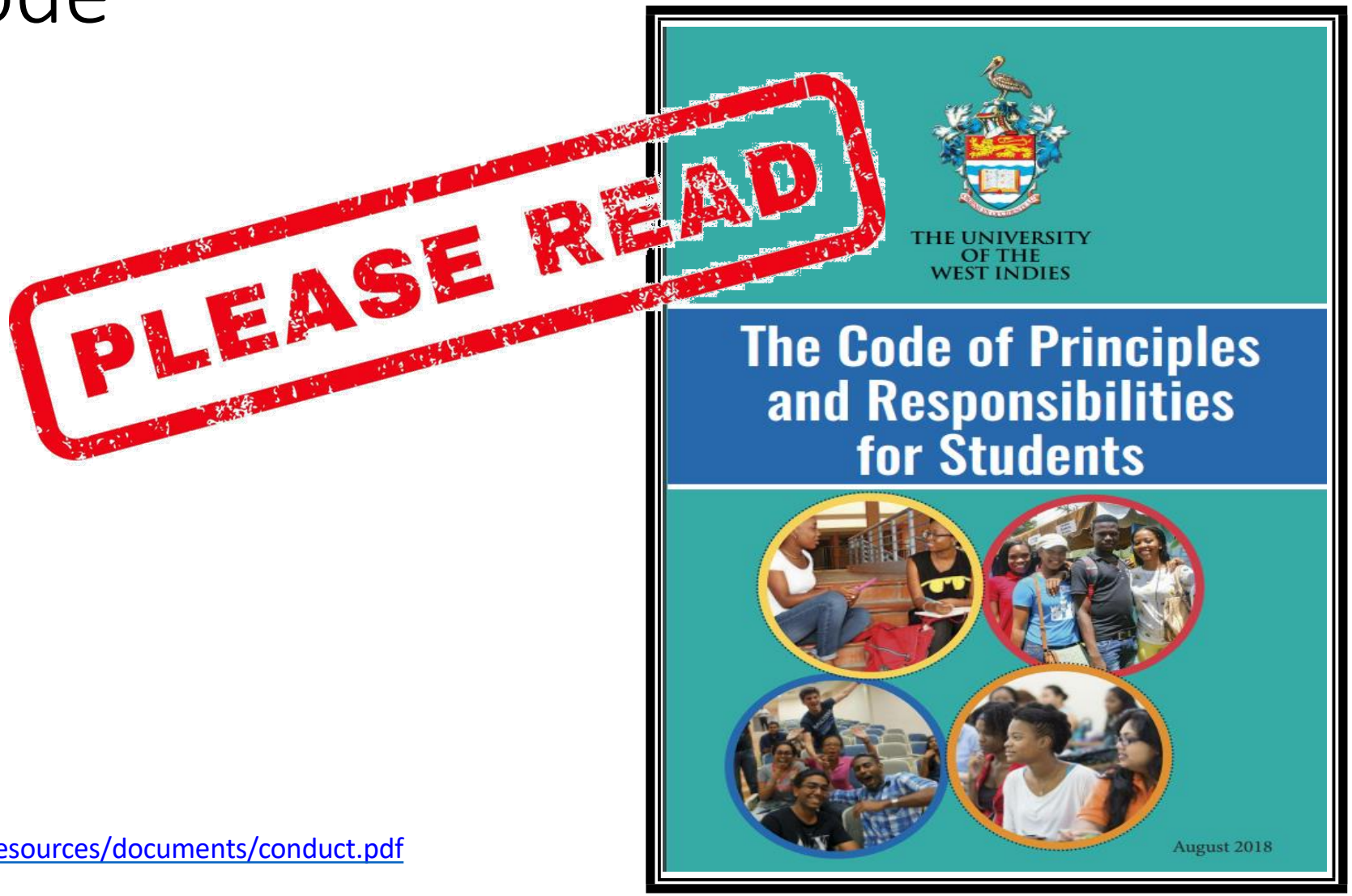
http://uwi.edu/sf-docs/default-source/graduatestudeiespolicyandprocedures/regulations-for-graduate-certificates-diplomas-and-degrees-2018.pdf?sfvrsn=8

Faculty Regulations



http://sta.uwi.edu/resources/documents/facultybooklets/EngPostgrad.pdf

The Code



http://sta.uwi.edu/resources/documents/conduct.pdf

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Programme Structure

Accreditation

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Type	Programme Title	Mode	Duration (in years)	Level of Accreditation Awarded	From (intake year)	To (intake year)	Details of Accreditation Awarded	Next action
BSc (Hons)	Electrical & Computer Engineering	FT	3	Partial CEng	2015	2019	5 years of accreditation from the 2015 intake to the 2019 intake.	Accreditation Visit due in the 2018 /19 academic year
MASc (Eng)	Electrical & Computer Engineering	FT	1.5	Partial CEng (Further Learning)	2015	2019	5 years of accreditation from the 2015 intake to the 2019 intake. Backdated to 2012 intake.	Accreditation Visit due in the 2018 /19 academic year
MASc (Eng)	Electrical & Computer Engineering	PT	3	Partial CEng (Further Learning)	2015	2019	5 years of accreditation from the 2015 intake to the 2019 intake. Backdated to 2012 intake.	Accreditation Visit due in the 2018 /19 academic year

PG Programme Structure

	PG Diploma	MASc.	MPhil	PhD
Core Courses	5	5	n/a	n/a
Compulsory Courses	1	2	2	3
Elective	1	1	n/a	n/a
Research Project	n/a	12 credits	n/a	n/a
Total Credits	**21 Credits**	**36 Credits**	**6 credits**	**9 credits**
Supervised research course/seminars	n/a	n/a	2	3

Part Time = Two courses/semester

Compulsory Courses

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Semester I – ECNG 6709 Business Management

Semester II – ECNG 6710 Research Methods

- Although there are no restrictions on the order for taking these courses.
- Students are strongly advised to enroll for ECNG 6710 closest to completion of taught courses (in anticipation of ECNG 6021).
- Students are advised to stay with cohort for ECNG 6709 due to the higher than nominal level of group work required.

Electives

Elective course(s) can be chosen from the postgraduate course offerings from:

- Any of the DECE MASc. Options (internal)
- Departments within the Faculty (external)
- Another faculty (external)

For external electives, the selected optional course is approved by the Head of Department in consultation with Programme Coordinator.

Process to Select External Elective

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Student should register for the elective after gaining approval.

If you are unable to register:

i. You may apply for an override online. It is the responsibility of the student to check the Banner system to see if their override request has been approved.

ii. Once approved, the student must then register for the said course.

Please note that the Faculty personnel cannot register a student for a course, this must be done by the student him/herself.

Electives Regularly Chosen

ENERGY SYSTEMS	COMMUNICATIONS	CONTROLS & INTEGRATED SYSTEMS
MENG 6405	ECNG 6605	ECNG 6619
ECNG 6613	MENG 6506	ECNG 6613
	ECNG 6613	ECNG 6711
		MENG 6303
		MENG 6402
		PRMG 6008
		MENG 6203
		MENG 6405

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ECNG 6605 – Distributed Computer Control
ECNG 6613 – Database Systems Principles and Design
ECNG 6619 – Visual media Processing 1
ECNG 6711 – Adaptive Control
MENG 6203 – Robotics, Technology & Application
MENG 6402 – Human Resource Management I
MENG 6303 – Computer Control Systems
MENG 6405 – Total Quality Management
MENG 6506 – Project Management
PRMG 6008 – Project Estimating & Cost Management

MASc. Project Guidelines

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- Students are required to register for ECNG 6021 upon successfully completing all taught courses (attained 24 credits).

- Students may gain access to the Postgraduate Portal by sending an email request to the PG secretary secpgm.DECE@sta.uwi.edu

- Students may choose use the same project topic for ECNG 6710 for their MASc. Research Project or select one of the project proposals on the Postgraduate Portal.

MASc. Project Guidelines

Students who fail ECNG 6021 would be required to withdraw from the programme. (see pg. 57 - Faculty Booklet https://sta.uwi.edu/resources/documents/facultybooklets/EngPostgrad.pdf).

Students may apply have the option of:

- Applying for re-entry after two years. Such students must pursue a new research topic for their MASc. Project.

OR

- Request the PG Diploma.

MASc. Project Dates

Semester 1 (September - December 2019)	
Deadline for Project Selection/Registration	**September 13th, 2019**
Deadline for Submission of Reports ECNG 6021; ECNG 6023	**December 13th, 2019**

Semester 2 (January - April 2019)	
Deadline for Project Selection/Registration	**January 24th, 2020**
Deadline for Submission of Reports ECNG 6021; ECNG 6023	**May 15th, 2020**

Summer Semester (May - July 2019)	
Deadline for Project Selection/Registration	**May 22nd, 2020**
Deadline for Submission of Reports ECNG-6021; ECNG-6023	**July 24th, 2020**

Special conditions and approval needed

PG Diploma

Upon completion of ECNG 6710 students would be eligible for the PG Diploma ***upon request.***

<u>Re-entry Requirements to complete the MASc.:</u>

- 50% of the credits from the PG Diploma would be transferred to the MASc. Programme.
- Students must choose a new research topic for their project (see Reg. 1.59)

MPhil & PhD Students

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- Shall complete a Research Methods Course approved by the Department, if not previously completed.
- **Progress Reports must be submitted each semester.**
- **<u>MPhil students must:</u>**
  - register for MPhil Electrical & Computer Engineering each semester (ECNG 7000)
  - complete 6 credits of taught courses
  - complete two research seminars
- **<u>PhD students must:</u>**
  - register for PhD Electrical & Computer Engineering Thesis each semester (ECNG 8000)
  - complete 9 credits of taught courses
  - complete three research seminars

Administrative Deadlines

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September 10, 2019

- Submission of Overrides

September 13, 2019

- Change in Registration (ADD/DROP)
- Application for Credit and Exemptions
- Registration ends
- Application for Leave of Absence. No Leave of absence request would be accepted except for those relating to medical reasons.

Registration Assistance

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BANNER Helpdesk- Related Queries:

Monday to Friday 8:30 am – 4.30 pm

Tel: 662-2002 Ext. 83969, 83970, 83971 & 83972

support@sta.uwi.edu

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Frequently Asked Questions

Sanjay.Bahadoorsingh@sta.uwi.edu

FAQs (1)

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What happens if I do not register by the deadline?

- A fee of $200 is charged for late registration.

- Failure to register by applicable deadlines will indicate you have withdrawn and you will be required to apply for re-admission (Reg. 1.32).

FAQs (2)

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What happens if someone has to be absent from the programme for a significant period of time?

- If a student wishes to be absent from a programme they must apply for formal leave of absence and provide reasons for the application. Students can apply for Leave of absence on their MySecure Area.

- Leave of absence is granted for not less than a semester and no more than two consecutive academic years (Reg. 1.36)

FAQs (3)

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What happens if someone fails a course?

- If a student fails the coursework or the exam; the student is allowed to repeat only the failed component (see Reg. 2.3).

What happens if that someone fails that course again?

- Student status goes on RTW. A written request for a third and final attempt can be considered at the Board of Examiners.

FAQs (4)

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Can a qualifying student repeat a course?

- Qualifying students will NOT be allowed to repeat a course or part thereof, except in exceptional circumstances and with approval of the Campus Committee (see Reg. 1.62)

FAQs (5)

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How long does a student have to complete the programme? (see Reg.1.45 to 1.54)

	MASc.	MPhil	PhD
Full Time	1.5 yrs. min.	2 -3 yrs.	3 -5 yrs.
Part Time	2 yrs. min.	4-5 yrs.	5-7 yrs.

FAQs (6)

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How many credits must a student complete?

	Credit Requirements	Course Requirements
PG Diploma	21 Credits	1 Compulsory Courses 5 Core Courses 1 Elective Course
MASc.	36 Credits	2 Compulsory Courses 5 Core Courses 1 Elective Course MASc. Project
MPhil.	6 Credits	2 Courses 2 Research Seminars
Ph.D.	9 Credits	3 Courses 3 Research Seminars

FAQs (7)

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Are students removed from the programme?

- Students may be required to withdraw (RTW) based on:
  - Poor performance (that is failure of 50% of courses attempted in any semester)
  - Failure to submit MASc. Progress Report or MASc. Project on time.

- Students may apply for re-entry into the programme after two years.

FAQs (8)

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What happens if a student fails the progress report (ECNG 6021)?

- A student that fails ECNG 6021 is required to withdraw and may request a PG Diploma in recognition of work completed or may apply for re-entry into the MASc. programme after two years. Such students will have to pursue a new research topic.

FAQs (9)

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What happens if a student fails the research project (ECNG 6023)?

- A student that fails ECNG 6023 – MASc. Project will be given one opportunity to resubmit their MASc. project and pass within a 6 months maximum correction period.
- Students that fail the resubmission will be required to withdraw from the programme. Students may apply for re-entry after a period of two years and pursue a new research topic (See Reg. 1.58 – 1.59).

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Financial Issues

Online Payment

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Through the mySecure area of the Portal and the Online Payment Facility, students can pay to the University the following fees:

- Tuition
- Hall Fees
- Compulsory Fees
- Medical charges owed to the University for hospitalisation

- Payments may only be made via the following approved credit cards: **VISA or MasterCard.**

- http://sta.uwi.edu/resources/documents/ePayment_Terms_Conditions.pdf

Financial Clearance

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TO CHECK FOR FINANCIAL CLEARANCE:

- Students can check on line for access to My-eLearning within 24 hours.

- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

****Registration documents can be scanned and emailed to Students & Receivables Section, Bursary to the addresses below for processing:**

studentaccounts.engineering@sta.uwi.edu

Student Payment Plan - SPP

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The SPP allows students the option to pay tuition (only), in three (3) monthly installments per semester. **The plan is available to the following ONLY:**

- Any National of Trinidad and Tobago pursuing either Undergraduate or Postgraduate programmes at UWI, St. Augustine Campus.
- Any national of another contributing territory apart from Trinidad and Tobago who is not on scholarship support from their respective Government.
- For a student to be eligible for the payment plan, the tuition fees payable by the student for the semester must be **at least TTD $2,600.00.**
- Students must be registered and have their accounts in good standing (all prior term balances must be paid in full) before applying for the current semester's payment plan.
- Payment dates: https://sta.uwi.edu/resources/documents/AcademicCalendar.pdf

Student Payment Plan - SPP

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The following documents must be submitted for Provisional Financial Clearance / Financial Clearance:

- Signed fee assessment invoice
- Signed student copy of eGATE application form (Trinidad & Tobago Citizens ONLY)
- Proof of payment of compulsory, hall and tuition fees**: this includes Online Receipt (for payments made online)
- Economic cost letter (if applicable), Approved staff waiver form (if applicable), Student Bank deposit slip (for payments made at the bank), Scholarship letter (if applicable), Sponsorship letter (if applicable) and any other proof of funding.
- ***For Tuition Fee payment under the SPP, this indicates proof of payment of at least the first installment (one third of tuition fee amount).***

Student Payment Plan - SPP

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FOR ANY QUERIES, CONTACT :

- **General Financial Clearance Queries:**

  Tel. 662 2002 Ext. 82143/83382/83379

ENGINEERING POSTGRADUATE

Tel. 662 2002 Ext. 84176

https://sta.uwi.edu/registration/documents/Payment%20Plan.pdf

Financial Matters

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List of Compulsory Fees:

- Guild Fee TT$225.00
- Registration Fee TT$20.00
- Identification Card (first issue only) TT$120.00
- Caution Money (year of entry only) TT$500.00
- Students Group Health Plan TT$100.00
- Personal Accident Insurance TT$20.00
- Student Amenities Fee TT$500.00

Please note that compulsory fees are non-refundable except for caution money

Financial Matters

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Examination of Thesis Fees:

- M.Phil. - TT$100.00
- Ph.D. - TT$150.00

Examination of Thesis Fees:

- Late Registration/Late Payment Fee - $200.00

Financial Matters

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Qualifying Students who are required to read for undergraduate courses or are required to pass a special qualifying examination before registering for higher degrees, will pay per-credit fees for their faculty.

In addition, all compulsory fees and a qualifying examination fee of TT$50 are payable upon registration at the beginning of the academic year.

For further information visit the Postgraduate Fee Booklet:

https://sta.uwi.edu/resources/documents/PostGraduateFeeBklt.pdf

GATE INFORMATION

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For Postgraduate Study

- Where the household income falls below $30,000 per month students are required to pay 50% of their tuition.
- Where the household income falls above $30,000 per month students are required to pay 75% of their tuition.

https://sta.uwi.edu/registration/procedure.asp#step3

- **For more information with regards to the MEAN TESTING, visit the E-GATE website:**

http://www.e-gate.gov.tt/gate-app/

UWI Student ID/Smart Card

ALL Students must obtain financial clearance in order to obtain a UWI Student ID

NEW STUDENTS:

- The UWI ID photo upload application allows **new students** to submit their photo online which will be printed on the UWI ID Card. To submit photo online and receive UWI ID Card the student would be required to use following the steps in the link: https://idcard.sta.uwi.edu/Guide

Hours for Registration: August 26th – Sept 13, 2019

9:00a.m. – 6:00p.m.

Email: IDCard.Help@sta.uwi.edu

Tel: 662-2002 Ext. 83120, 83085

Other Useful Contacts

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Graduate Scholarships & Funding

Mrs. Sarah Kalloo-Bhagwandeen

Senior Administrative Assistant

Graduate Studies & Research

Email: Sarah.Kalloo@sta.uwi.edu

Tel: 662-2002 Ext. 83797

Division of Student Services & Development

Student Counsellor

– Dr. Sarah Chin Yuen Kee

– Mrs. Christine Wharton

Email: counsellor@sta.uwi.edu

Online Deprression Screening Self-Assessment Tool

https://www.helpyourselfhelpothers.org/

Accommodation - Mr. Kevin Snaggs

Tel: 663-0075

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Any Questions?

Thank You

Sanjay.Bahadoorsingh@sta.uwi.edu

Group Advising & Timetable Semester 1

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Communication Systems	Nortel Lab
Control Systems	ENG 103
Energy Systems	ENG 101
Integrated Systems	ENG 102

ENERGY SYSTEMS

TIME/ P.M.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00 – 7:00	ECNG 6504 (ENG 105)	ECNG 6503 (Room 107)	*ECNG 6709 (LT2)	ECNG 6500 (ENG 106)	

ECNG 6500 Computer Aided Power Systems Analysis — Dr. S.Bahadoorsingh
ECNG 6503 Advanced Power Systems Protection — Prof. C. Sharma
ECNG 6504 Electrical Drives & Industrial Power Systems — Dr. R. DeFour

INTEGRATED SYSTEMS

TIME/ P.M.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5:00 – 8:00	ECNG 6619 (Shared Lab)	ECNG 6605 (Room 106)	*ECNG 6709 (LT2) (4-7pm)	ECNG 6601 (Room 102)	

ECNG 6605 Distributed Computer Control — Dr. A. Joshi
ECNG 6601 Digital Electronic Systems
Optional:
ECNG 6619 Visual Media Processing 1 — Dr. A. Pooransingh

COMMUNICATION SYSTEMS

TIME/ P.M.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00 – 7:00			*ECNG 6709 (LT2)		
5:00 – 8:00	ECNG 6700 (ENG DO 1)	ECNG 6703 (ENG DO1)		ECNG 6706 (ENG DO1)	

ECNG 6700 Stochastic Processes, Detection and Estimation — Dr. S. Rocke
ECNG 6703 Principles of Communication — Dr. K. Mallalieu
Optional:
ECNG 6706 Antennas & Radiation — Dr. S. Rocke

CONTROLS SYSTEMS

TIME/P.M.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00 – 7:00			*ECNG 6709 (LT2)		ECNG 6711 (Room 7)
5:00 - 8:00	ECNG 6604 (Room 104)	ECNG 6605 (Room 106)		ECNG 6700 (ENG 4)	

ECNG 6604 Linear Control Systems — Mr. M. Ganness
ECNG 6605 Distributed Computer Control — Dr. A. Joshi
ECNG 6711 Adaptive Control — Mr. M. Ganness
Optional:
ECNG 6700 Stochastic Processes, Detection and Estimation — Dr. S. Rocke

Compulsory Course for all Majors:

*ECNG 6709 Business Management — Ms. Gloria Davis- Cooper