School of Engineering Science
Simon Fraser University

Graduate Fellowship Policy

April 15, 2014

At the School of Engineering Science, the graduate budget is managed by the Graduate Program Committee (GPC). In each academic year, the school receives a lump-sum graduate budget from the Dean of Graduate Studies. The budget can be used for Graduate Fellowships (GF), Special Graduate Entrance Scholarships (SGES) and Travel and Minor Research Awards (TMRA). The GPC allocates the majority of the budget for the regular GF competition, and the rest for TRMA and recruiting. Unused fund will be distributed as GFs near the end of each academic year. In addition, the school receives a small number of Faculty of Applied Science Graduate Fellowships (FAS-GF), each at a value of 1/2 GF and requires the supervisor to match another 1/2 GF. This document applies to both GFs and FAS-GFs. In case of any discrepancy between this document and the GF and FAS-GF Terms of Reference, this document shall govern.

1. General GF Policy

1.1. The regular GF competition takes place once a year, usually held in April-May for awards in the subsequent academic year (Fall, Spring, Summer). A mini-GF competition will be held in January-February for students started in the previous summer and fall terms.

1.2. GFs are awarded on a merit basis, and are dispersed in increments of 0.5 and/or 1.0 of a full GF until all funding is exhausted.

1.3. Only the applicant's currently enrolled program and corresponding completed work at the time of GF application is directly considered in the competition.

2. Eligibility

2.1. Only PhD and MASc students are eligible for GFs. MEng students are not eligible.

2.2. Students will be eligible to hold a GF only during the first 9 semesters of a Master's program and during the first 15 semesters of a Ph.D. program.

2.3. A student may not receive more than one full GF in the same academic year (Fall, Spring, Summer).

2.4. To be eligible to hold a GF, the applicant must be registered as a full-time, regular (not "on-leave" or "part-time") graduate student in the entire term of the award. A student should not apply GF for a term that the student plans to graduate.

2.5. A Progress Report submitted within the last six months with a result other than Unsatisfactory is necessary in order to be eligible.

2.6. A minimum CGPA of **3.5** given by the latest SFU **unofficial** transcript is necessary in order to be eligible. This CGPA should be used when filling in the education part of the application form.

2.7. A minimum "**GF-GPA"** of **3.5** is also required to be eligible for GF, and the GF-GPA will be used in the GF ranking process instead of the CGPA. The GF-GPA is calculated using the "Additional Information Form for GF Competition" (available at ENSC website), and is based on **all** technical graduate courses taken by the students from any SFU departments that were approved by the senior supervisors, excluding Directed Studies, ENSC 803, ENSC 820, and undergraduate courses. **At least two technical graduate courses are required to be eligible**. When a student repeated a course, the higher grade is used. Technical graduate courses taken at other universities under the Western Dean's Agreement are eligible for GF-GPA, and the grades will be scaled to the 4.33 system if necessary.

If the applicant is not sure about the eligibility of any course for GF-GPA, the applicant should consult with the GPC before submitting the application.

2.8. Only completed applications received before the ENSC internal deadline are eligible. Due to limited resource, the GPC will not double-check the completeness of each application before the deadline, and incomplete application will be automatically disqualified. No additional material is accepted after the deadline.

3. Priority

3.1. PhD students will have lower priority after receiving four GFs, and MASc students will have lower priority after receiving two GFs.

3.2. Higher priority is given to MASc students in the first 6 semesters, PhD students in the first 12 semesters, and PhD Students transferred from MASc program that are in the first 15 semesters from their Master starting dates. On-leave terms are still counted to determine the eligibility, unless the leaves were for documented extenuating circumstances.

3.3. Holders of major domestic or international scholarships with values greater than or equal to $12000/year such as NSERC scholarships and SFU Major Entrance Scholarships have LOWER priority for GFs.

4. Required Documents

All of the following **three** documents MUST be submitted for GF or FAS-GF application. If you apply for both GF and FAS-GF, only one copy of Items 2-3 below is needed. You are responsible for the accurate completion of the forms. The applicant must complete all required sections/boxes in the forms and adhere to the maximum word limits/lengths.

Only publications and other scholarship contributions resulting for your current program of study should be submitted. Please strictly follow the publication category and format specified in the Appendix of this

document. Incomplete items may be ignored by the GPC. If your list of publications is attached separately, only one copy is needed if you apply for both GF and FAS-GF.

4.1. GF or FAS-GF application form:

http://www.sfu.ca/dean-gradstudies/awards/graduate-fellowships.html
http://www.sfu.ca/dean-gradstudies/awards/departmental-awards/applied-sciences.html

4.2. SFU UNOFFICIAL transcript for the current program:

Although both SFU GF and FAS-GF forms require all post-secondary transcripts, only **UNOFFICIAL** transcript for the current program of study is needed by ENSC. If the applicant took any graduate courses at other universities under Western Dean's Agreement, transcripts from other universities or email confirmations of the grades from course instructors to the Graduate Program Assistant are also required.

As in other SFU scholarship competitions, SFU **ADVISING** transcripts are **NOT** accepted. Students that submit advising transcripts could be disqualified by the GPC. Transcripts from previous post-secondary education are NOT required, as originals are kept on file in the applicant's permanent student file.

4.3. ENSC Additional Information Form for GF Competition:

This form is used to compute the GF-GPA used in the ranking process and collects other information. The form can be found at

http://www.ensc.sfu.ca/graduate-students/current-student-resources.html

5. Adjudication Criteria and Process

Academic merit is the primary criterion for ranking eligible applicants. This includes the GF-GPA as defined above, and publications in the current program.

The adjudication process is as follows.

5.1.   The available GF budget is first allocated to PhD and MASc students according to the weighted numbers of eligible PhD and MASc applicants respectively. In calculating the weighted numbers, the numbers of MASc students with 7-9 terms and PhDs with 13-15 terms are divided by 2 due to their lower priority.

5.2.   The PhD GF and MASc GF budgets are further allocated into different groups in proportion to the numbers of eligible applicants in all groups. Students will be classified into the same group if by the subsequent fall term they will be in their programs for 3-4, 5-6, 7-9, 10-12, and 13-15 terms respectively. When allocating GFs among groups, the numbers of MASc students with 7-9 terms and PhDs with 13-15 terms are divided by 2 due to their lower priority.

5.3.   Students in each group are then ranked using the weighted averages of their rankings of GF-GPA and publications in the group, with possibly different weighting parameters for different groups.

5.4.   GFs are then dispersed to the eligible students in each group. To support more students, each student is first allocated 1/2 GF. After all eligible students in a group get 1/2 GF, additional 1/2 GF will be allocated from the top of the list until all funding for the group is exhausted. MASc students with 7-9 terms and PhDs with 13-15 terms can only get 1/2 GF, except for PhDs transferred from MASc.

5.5.   Finally, the GF allocation will be adjusted based on the number of FAS-GFs available.

5.6.   All eligible applicants who are not allocated GFs will be placed on the ENSC Recommendation B-List. Should additional funding become available during the course of the academic year, it will be equally dispersed to the remaining top applicants in all groups, with higher priority to PhD students.

5.7.   Since the new TSSU agreement gives higher priority to TA applicants without merit-based scholarships, to minimize the impact to the TA allocation, roughly 1/3 of successful applicants will get their GFs in each of the three terms of the year. Students that are closer to graduation will get their GFs earlier.

6. Release of Information

The GPC carefully deliberates before reaching its final decision. To protect students' privacy, the ranking result will only be announced to the faculty members, but not to the students. Unsuccessful applicants should first consult with their senior supervisors if they have any concern about the adjudication results.

Appendix. Required Format for List of Publications

1. Please report your publications in the following categories. If you have no paper in a category, you can delete it, but DO NOT change the numbers of other categories.
2. Each publication should include all relevant information such as authors, title, journal/conference name, volume and issue number, starting/ending page numbers, year, month, and location. Please avoid short acronyms. For example, instead of "IEEE TSP", please use "IEEE Transactions on Signal Processing" or "IEEE Trans. Signal Process.".
3. Please **highlight** your name in each paper.
4. Papers not written in English should include a note such as "(in Chinese)".
5. To simplify the eligibility check, a paper is only eligible for GF and FAS-GF if it was published or accepted within the current program of the applicant. This includes papers submitted from your previous program but was accepted or published in your current program. For this purpose, it is important to include the month the paper was published/accepted.
6. The ranking is mainly based on published/accepted papers in the first three categories. Contributions in other categories will only be considered in case of tie among multiple applicants.

It is the student's responsibility to give an accurate and complete listing of each publication. Any misrepresentation of a publication (such as incomplete listing, and including a conference paper in the journal category) could result in dismissal of the publication, disqualification of your application, or even possible disciplinary actions. Please report all information accurately and honestly as per University Policy at   http://www.sfu.ca/policies/gazette/student.html

1. Published/Accepted Refereed Journal Articles (including book chapters. Write "accepted" at the end of accepted papers):

Example:

Y. Polyanskiy, H.V. Poor, and S. Verdu, "Channel coding rate in the finite blocklength regime", *IEEE Transactions on Information Theory*, Vol. 56, No. 5, pp. 2307-2359, May 2010 (2011 Information Theory Society Paper Award).

2. Published/Accepted Fully Refereed Conference Articles (review is based on full paper instead of abstract or summary. Paper is included in published proceedings. Write "accepted" at the end of accepted papers):

Example:

A. Kowdle, N. Snavely, and T. Chen, "Recovering Depth of a Dynamic Scene Using Real World Motion Prior," *Proceedings of 2012 IEEE International Conference on Image Processing (ICIP)*, Orlando, FL, USA, Oct. 2012, pp. 1209-1212 (Best Student Paper Award)

3. Published/Accepted Abstract-Refereed Conference Articles (review is based on abstract or summary. Paper is still included in published proceedings. Write "accepted" at the end of accepted papers):

4. Other Scholarship Contributions (including workshop abstracts, posters, or presentations that are NOT included in any published proceedings. Posters or oral presentations for conference papers in Category 3 should NOT be listed here.)

5. Articles Submitted (please include date of submission):

5.1. Submitted Refereed Journal Articles (including book chapters):

5.2. Submitted Fully Refereed Conference Articles:

5.3. Submitted Abstract-Refereed Conference Articles:

5.4. Submitted Other Scholarship Contributions: