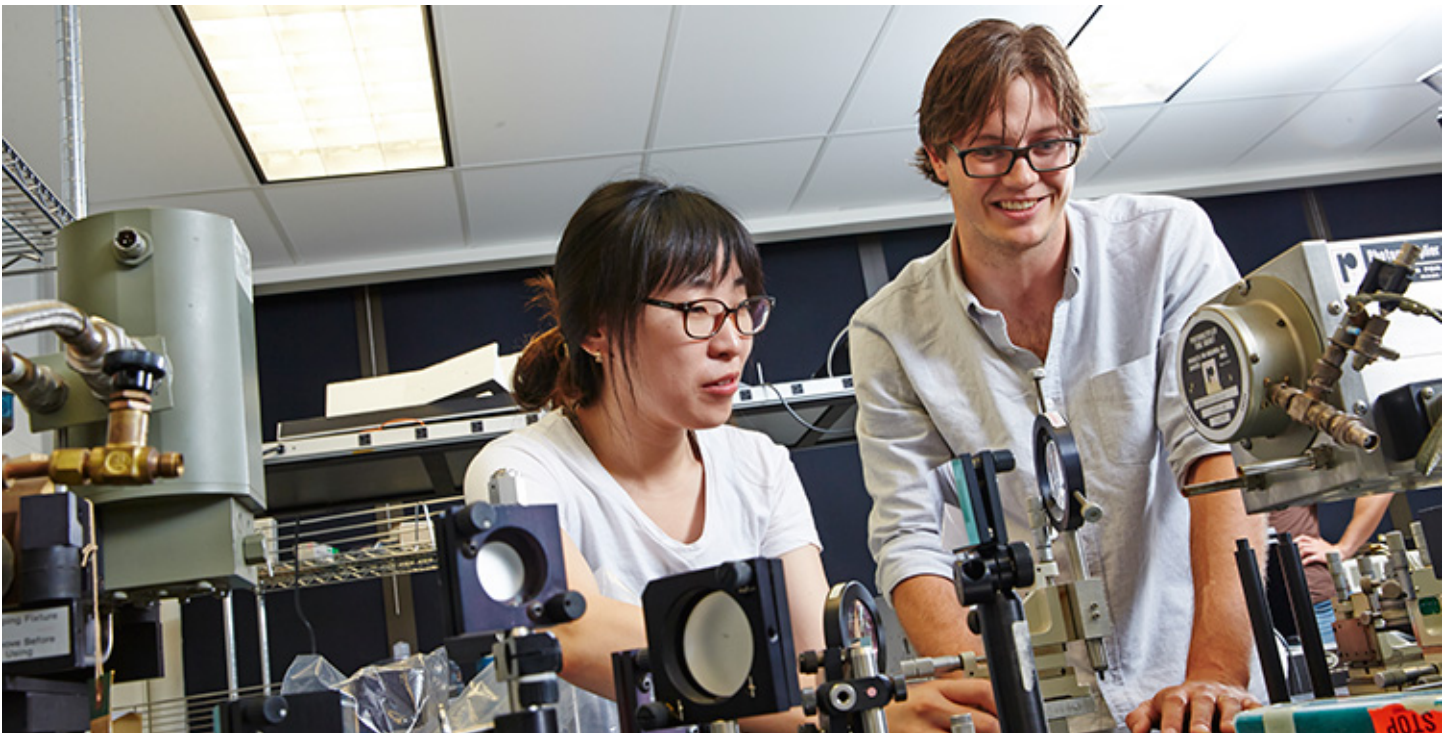


Engineering Physics Graduate Handbook

2019-20



Please note that all graduate matters are in the Graduate Calendar available on the SGS website. This handbook does not address all graduate matters.

Department Contacts:

Dr. Ray LaPierre, Chair, X 27764, lapierr@mcmaster.ca

Dr. Chang-qing Xu – Graduate Associate Chair, X 24314 cqxu@mcmaster.ca

Robert Laidler – Administrator, X 24474, laidlerr@mcmaster.ca

Emma Trueman – Undergraduate Administrative Assistant, X24545, truemaeh@mcmaster.ca

Nicole Macdonald – Graduate Administrative Assistant, X27925, macdonne@mcmaster.ca

School of Graduate Studies

Gilmour Hall, Room 212, ext. 23679, <https://graduate.mcmaster.ca/>

Use the following emails for your inquiries

- engphys@mcmaster.ca – Admission questions about your application to the Department of Engineering Physics
- askgrad@mcmaster.ca – General inquires for the School of Graduate Studies (not pay, admissions, or record related)
- gradpay@mcmaster.ca – Questions about your pays (TA/RA, Research Scholarships, external scholarships, etc.)
- graduatescholarships@mcmaster.ca – Scholarship questions and student inquiries
- Student.accounts@mcmaster.ca- Questions about tuition and fees are owing and payments made by AP Refund

RESPONSIBILITIES OF GRADUATE STUDENTS TO THE UNIVERSITY

Just as the University has responsibilities to graduate students, they have responsibilities to the University. The student's responsibilities include, but are not limited to: registering annually until graduation, withdrawal, or withdrawal in good standing due to time limit; paying fees as required; complying with the regulations of the School of Graduate Studies as set out in the School of Graduate Studies Calendar. Where applicable, students are responsible for complying with such conditions as may be laid out in an accepted letter of offer. Students are also responsible for complying with the regulations of the Ontario Council of Graduate Studies and McMaster University with respect to full-time and part-time status and, in particular, for informing the School of Graduate Studies of any change in employment status. Students are further responsible for informing the School of Graduate Studies, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, Canadian residency status, etc. Students are also responsible for reporting through the Department any change in student status, course registration, or withdrawal. With regard to research and study, students are responsible for maintaining contact and meeting regularly with the faculty advisor, thesis/project supervisor or supervisory committee, for observing

departmental guidelines, and for meeting the deadlines of the department and the School of Graduate Studies.

If there is a problem with supervision, it is the student's responsibility to contact the Associate Graduate Chair.

Students who undertake to write Master or Doctoral theses' assume responsibility both for creating drafts of the thesis and for responding to direction from the Supervisor and the Supervisory Committee (in the case of Doctoral Students). The student shall have the responsibility to write and ultimately to defend the thesis and the Supervisor/Supervisory Committee has the responsibility to offer guidance in the course of the endeavor, and to recommend or not recommend the completed thesis for defense.

In order to receive a degree, the student must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. Students who have outstanding financial accounts at the end of the academic year will not receive their academic results, diplomas, or transcripts.

Since registration permits access to libraries and certain other academic facilities, it also implies a commitment on the part of each graduate student to use such facilities in accordance with applicable rules.

Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Students who absent themselves from campus for more than two weeks during the fall or winter terms or four weeks in the summer term, without permission from the Department and the appropriate Associate Dean of Graduate Studies, will be deemed to have withdrawn voluntarily from graduate study. Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be "full-time off-campus" for periods of up to a year. In cases of unauthorized absence the student will have to petition for readmission. The appropriate Committee on Graduate Admissions and Study will rule on each request on a case-by-case basis. No guarantee of readmission or of renewal of financial arrangements can be made.

GRADUATE WORK SUPERVISION GUIDELINES FOR FACULTY AND STUDENTS are posted at:

https://graduate.mcmaster.ca/sites/default/files/resources/graduate_work_supervision_guidelines_1.pdf

This document provides suggestions to initiate, promote, and sustain successful Student/Supervisor/Advisor relationships.

Please also see the Graduate Calendar for more information about supervision:

https://academiccalendars.romcmaster.ca/content.php?catoid=25&navoid=4667#2.7_Supervision

Please remember to inform the I Engineering Physics Graduate Administrative Assistant and the School of Graduate Studies as soon as possible of any changes such as personal information, name, address, telephone number, as well as change in status or visa information. Please check your email and mailbox in JHE-A315 frequently.

NEW STUDENT INFORMATION

Upon your arrival, it is imperative that you familiarize yourself with the Departmental Office and Graduate Administrative Assistant. Come to the Departmental Office in John Hodgins Engineering Building, Room A315 (JHE A315). You'll also need to submit your final transcripts to the Departmental Office

For international students, submit your work permit to the School of Graduate Studies (SGS), with a copy to the Departmental Office

Complete your online Registration Mosaic

Activate your Mac ID and McMaster Email through UTS

Your McMaster Email will be the means of communication throughout your studies in Engineering Physics at McMaster

Check-in with Supervisor

Attend the New Student Orientation Meeting (date and location will be emailed to you)

Check the Grad board outside of Department office for course Organizational Meetings

Arrange for Parking

Review your Health & Safety requirements and complete the necessary training and courses

CAMPUS MAP

Located in beautiful west Hamilton, McMaster's main campus is bicycle and pedestrian friendly and easily accessed by municipal (HSR bus **service**) and **GO Transit**.

DEPARTMENTAL OFFICE

The Departmental Office is located in the John Hodgins Engineering Building, Room A315. Office hours are 8:30 am – 4:30 pm; closed daily from 12:00 – 1:00 pm for lunch.

YOUR MAILBOX

You will be given a mailbox in the Departmental Office, JHE A315. Aside from your McMaster email account, any hard copy distributions will be put in your mailbox. Please make sure you check it frequently.

CONNECTING TO THE INTERNET

Please visit University Technology Services' site for information on how to connect using your wireless devices, such as your smartphone and/or laptop.

PRINTING AND PHOTOCOPYING

To obtain a photocopier code, please send an email to the Department's Graduate Administrative Assistant. The photo copier is located in JHE A303.

COMPUTER PROBLEMS

Please contact the Department's Laboratory Technician, Peter Jonasson.

GRADUATE STUDENT ORIENTATION WELCOME EVENTS

To find more information, please refer to the Student Success Centre page:

<https://graduate.mcmaster.ca/news-events/event-series/graduate-student-welcome>

DEPARTMENTAL ORIENTATION EVENTS

Welcome Back Graduate event – September 10th, Details **TBD**.

Graduate Orientation – September, **TBD**

Required Graduate Safety Training – September, **TBD**

CAREER PLANNING – Mandatory

Graduate students entering into Masters or Doctoral programs within the Faculty of Engineering are required to complete a career planning exercise within their first academic year. The report may be of any length and must be submitted to the Graduate Administrative Assistant before the end of your first year.

SAFETY & SECURITY

Training and Required Courses

Please consult with your Supervisor as well as the Graduate Administrative Assistant to ensure that you are completing all necessary courses. You can refer to the Department's Health and Safety pages for more information.

ENVIRONMENTAL & OCCUPATIONAL HEALTH SUPPORT SERVICES (EOHSS)

EOHSS is a team of health, safety and risk management specialists committed to supporting the University's commitment to creativity, innovation and excellence, and strives to achieve these standards in the areas of environmental and occupational health, safety, loss prevention and mitigation.

Please refer to <http://www.workingatmcmaster.ca/eohss/> training matrix for the required courses that Graduate students must complete.

Sign up for courses via Mosaic (navigate to “Regulatory Training”; within 24 hours, the relevant quizzes will appear on your Avenue to Learn account (<http://avenue.mcmaster.ca/>). Once you have completed the quiz, the result will be automatically recorded on your training summary in Mosaic. Your training record can be used as confirmation of your completion of safety training requirements for access to other facilities on campus if requested. When you have completed all required safety courses please email your training summary to the Graduate Administrative Assistant.

NO SMOKING, EATING OR DRINKING IN THE LABS

Do not smoke, eat or drink, or store food in the laboratory areas. This is obvious for health, safety and legal reasons.

REPORTING OF A SAFETY INCIDENT

Any incident, which could have resulted in injury, must be reported to the Department immediately.

FIRE SAFETY PROCEDURE

In the case of fire, or the sounding of an alarm: “**Get Out And Stay Out**”. You should be at least 50 feet away from the building and not return until the “All Clear” is given by the fire department or the local fire wardens.

SECURITY

McMaster Security Officers act under the authority of the Ontario Police Act to enforce federal and provincial regulations. They are here to protect, not to harass you. Students who violate these statutes and bylaws are subject to arrest, prosecution and/or disciplinary action under McMaster’s Student Code of Conduct. <https://www.mcmaster.ca/policy/Students-AcademicStudies/codes.html>

ESCORT SERVICE – SWHAT

During the months of September through April, students operate an escort service, “Students Walk Home Attendant Team” (SWHAT). After dark, if you telephone ext. 27500, you can arrange to be escorted to your car or residence by a male and a female student. During the months, May to August, the Campus Security will look after escorting you to your car or residence. The extension is the same x27500.

UNIVERSITY NETWORK ACCESS CONNECTION FOR COMPUTERS

This policy applies to both University owned computers and personally owned computers. Users must adhere to all University requirements and policies. Examples of these policies include, but are not limited to, the following documents:

- “Computer Access Accounts”
- “Code of Conduct” (http://www.mcmaster.ca/uts/policy/comp_networks.html)

IP addresses are assigned by the Technician-Peter Jonasson (jonasso@mcmaster.ca). Any computer connected to the University network and assigned an IP address must have registered operating system (OS) which has current security patches and updates applied. If the OS is not registered, then it will not be connected to the University network and no IP address will issued.

All computers within the Department that are connected to University network must have operational anti-virus (AV) software running. The AV software must have current updates and virus definitions applied. The lack of current AV software or the lack of current OS updates may cause University Technology Services (UTS) to block the machine's IP address. The most common reasons for blocked IP addresses are: Virus/Worm Infection; Comprised or Vulnerable Host; Unusually High Traffic Volume; Using Unauthorized IP address.

YOUR STUDIES

GRADUATE COURSE OFFERINGS

A complete listing of all graduate courses can be found on the Department's Graduate Courses page. Please check regularly as this list is often updated.

The Grad Calendar (Sec. 2.6.2) states, "As a minimum, at least 50% of courses taken must be listed or cross-listed by the program in order to be counted towards the degree."

GRADUATE COURSE ORGANIZATION MEETINGS

At the beginning of each academic term, instructors hold organizational meetings for their courses to determine the schedule. Please check your email and the Graduate Bulletin Board for all current meetings. Please check back regularly for updates.

ADVISING AND COUNSELLING SERVICES

Student Success Centre: <https://studentsuccess.mcmaster.ca/>

Guide to accessing Academic Advisement Reports:

https://gs.mcmaster.ca/sites/default/files/resources/academic_advisement_-_accessing_advisement_reports.pdf

COURSE REQUIREMENTS FOR GRADUATE STUDENTS – Mandatory

All Graduate students are required to complete the following courses in their first term of study:

1. SGS-101-Academic Research Integrity & Ethics
2. SGS-201-Accessibility for Ontarians with Disabilities Act (AODA) Training.

These courses are to be completed during the first term of the student's first year.

Effective September 2015 all graduate students must complete the Career Planning Report within their first year. Failure to submit the report will block registration for the next academic year.

In addition to the mandatory courses above, each student must also be enrolled into our Department seminar series ENG PHYS 700 (Master's students) or ENG PHYS 701 (PhD)-Graduate Seminar Series in term 1 or 2 (for all new students starting September 2017 only and students who transfer from Masters to PhD without completing the seminar course in their master's program).

This is a pass/fail course that must be completed.

Please check calendar for course requirements for MASc, M.Eng and PhD degrees.

Total number of employment hours per year (includes Teaching Assistant and Research Assistant) is 505 hours.

Mandatory Teaching Assistant Training

ALL NEW TAs as of September 2017 will be expected to attend a workshop on being a Teaching Assistant. This workshop will be 5 hours and the TA will be paid for this time. TA must attend the entire workshop. This workshop will cover grading and leading a tutorial such as setting up a lecture plan and handling different personality types., and will have exercises for same.

PHD TRANSFER EXAM

A student transferring from the Master's to the Ph.D. will be required to complete a transfer exam. The transfer examination will be completed with their intended PhD Supervisory Committee (for the purposes of the transfer exam, this committee will be referred to as the Examination Committee). The transfer exam will count towards the requirement of the PhD thesis proposal (see PhD Thesis Proposal section). A written report must be submitted to the Examination Committee 2 weeks prior to the Examination Committee meeting. The report should be 20-25 pages in length (no longer than 25 pages), including figures and references. References should be no more than 2 pages. The report should follow the guidelines for the preparation of theses with regard to line spacing, font size, margins, and reference listing.

The student will be required to give a 20 minute presentation to the Supervisory Committee which addresses the content of the report, followed by questions related to the presentation and written report.

The focus of the report and presentation should be:

A literature review or survey describing the current status of the field;

A description of the fundamental concepts involved and a discussion on the gaps and discrepancies in the existing knowledge base related to the thesis topic;

The details of the research plan to address these gaps and discrepancies in the existing knowledge base; and

A brief summary of the research achievements up to this point.

Sufficient detail on the research methods should be provided so that the Supervisory Committee can judge its technical feasibility, the availability of resources and the suitability of the timeframe.

MASTERS STUDENTS - MID-PROGRAM PROGRESS REVIEW

Effective September 2017 all Master's students are required to have 1 year program review with their supervisor(s). A report form must be filled out and signed by the student and their supervisor and in cases where there is a co-supervisor it must also be reviewed and signed by them.

For students who are accelerated, this review should really be given once they start in the Master's degree to help them get started but otherwise within 6 months of starting. For normal 20 mo/24 mo Masters, the review should come by 12-months in the program. Part time students must also receive a review after their first year. A student starting in September must have the report done by September 1 the following year; starting in January it is due January 1; starting in May it is due May 1.

SUPERVISORY COMMITTEES - DOCTORAL STUDENTS

Doctoral students are each assigned a supervisory committee (3 or 4 committee members including the supervisor).

The committee is required to meet with the student at least once per academic year (September to August). The School of Graduate Studies requires students to complete a progress report form, which becomes part of the overall Ph.D. Supervisory committee report.

PHD THESIS PROPOSAL

PhD students will present a thesis proposal to their Supervisory Committee, normally at the first Supervisory meeting after completion of one term in their program. For students starting in September or January, this would normally occur at their first Supervisory meeting prior to the next August 31. For students starting in May, this would occur no later than their second Supervisory meeting prior to August 31 of the next year.

A written report must be submitted to your Supervisory Committee

2 weeks prior to the Supervisory Committee meeting. The report should be 20-25 pages in length (no longer than 25 pages), including figures and references. References should be no more than 2 pages. The report should follow the guidelines for the preparation of theses with regard to line spacing, font size, margins, and reference listing.

You will be required to give a 20 minute presentation to your Supervisory Committee which addresses the content of the report, followed by questions related to your presentation and written report.

The focus of your report and presentation should be:

1. A literature review or survey describing the current status of the field;
2. A description of the fundamental concepts involved and a discussion on the gaps and discrepancies in the existing knowledge base related to your thesis topic;
3. The details on your research plan to address these gaps and discrepancies in the existing knowledge base; and
4. A brief summary of the research achievements up to this point.

Sufficient detail on the research methods should be provided so that the Supervisory Committee can judge its technical feasibility, the availability of resources and the suitability of the timeframe.

The thesis proposal is meant as an educational and planning tool. It should in no way prevent the student, the Supervisor and the Supervisory Committee from making needed changes during the duration of the program in the normal manner.

The thesis proposal is intended to assist in guiding the student towards successful completion of their dissertation and to provide additional context at a critical stage to the Supervisory Committee. It is not an academic assessment and its presentation to the Supervisory Committee does not constitute a 'thesis proposal defence'.

The thesis proposal will not exempt the student from other reports normally provided to the Supervisory Committee on his/her progress since starting the program or since his/her last Supervisory Committee meeting.

COMPREHENSIVE EXAMS

During their course of study, doctoral candidates will be required to pass a Departmental Comprehensive Examination

The Department has recently streamlined its Comprehensive Exam requirements by eliminating Part II. Effective September 2016, all incoming Ph.D. students will be required to complete Part I of the Comprehensive Exam only.

Part I will be an oral examination to test your undergraduate level of knowledge and understanding of mathematics, physics, and the engineering sciences. The oral examination is conducted with 3 departmental committee members. You will receive 3 questions or topics, 3 weeks in advance of the exam. You will be required to give a presentation on each of the 3 topics which should not exceed seven minutes. If an extension is granted, you will not be allowed to continue for more than two additional minutes. After each presentation, the examination committee members will ask questions related to the topic as well as questions aimed at general knowledge and comprehension. Both breadth and depth of knowledge will be assessed. Recognition will be given to the fact that it is impossible to cover all areas of a topic completely. However, you should demonstrate an overall comprehension of topics in general, and the ability to solve selected problems.

TIMING

You will normally take Part I within 8 months of admission to the doctoral program, and no later than the first 18-months of study.

Typically, Comprehensive Exams are scheduled October to December and January to March. You will be notified when the exam will be scheduled, with a chance to notify us of any conflicts. It is recommended that you consult with your Supervisor regarding procedures and best practices. It is your responsibility to ensure all resources are booked in advance, including but not limited to a laptop, projector, and any other resources that you may require. Typically if you are scheduled to have your exam in Term 1, you would be notified in early October. If you are scheduled to have your exam in Term 2, you will be notified by December. The Examination may, at the discretion of the Department, be repeated once.

COMPREHENSIVE EXAMINATION RESULT

The candidate's performance will be judged as: Pass with Distinction, Pass, or Fail on the written and oral parts of the examination. The Examining Committee report may make recommendations with regards to remedial actions necessary to overcome deficiencies in the candidate's background. A candidate who fails the Comprehensive Examination will be given a second opportunity for a retake on the portions of the comprehensive examination deemed to have been failed. There is no opportunity for a third attempt. According to Section I and Section III.C of the [Senate Policy for Student Appeal Procedures](#), the student may file an appeal only on the basis of injustice in the decision (such as bias or unfair treatment) and not on the basis of the academic merit of the performance of the examination. Procedures for filing an appeal are provided in the linked document, specifically section III.D.16 and Form B (Application for a Formal Inquiry).

The Chair of the Examining Committee will communicate the results of the examination orally to the candidate immediately after the examination and subsequently, in writing, to the Associate Chair (Graduate), who will follow up as required with the candidate.

The Comprehensive Examination may be rescheduled due to documented medical or other emergencies that preclude the originally chosen date. The Examining Committee may recommend a retake of the examination only in unusual situations, in writing to the Associate Chair (Graduate) who will take appropriate actions.

THESIS PROPOSAL

Ph.D. students must present a thesis proposal to their Supervisory Committee, normally at the first supervisory meeting after completion of one term in their program.

DEPARTMENTAL AND UNIVERSITY THESIS PROCEDURE

The School of Graduate Studies has forms, regulations and information regarding thesis preparation, available from the School of Graduate Studies website; <https://gs.mcmaster.ca/academic-services/degree-completion>

GUIDELINES RE: RESPONSE TIME FOR PH.D. AND MASTERS THESES

Supervisors should respond to the draft of a thesis within 2 months. Providing comments on individual chapters will take proportionately less time. Very long theses or chapters may take more time. There are busy periods within the academic year when the time taken to provide comments might be a bit longer than this norm. However, in no case should the response time exceed 3 months. For Master's theses, the corresponding times are 1 month and 2 months.

DEFENDING YOUR MASTER'S

Your Supervisor will give you an indication if you are ready to defend and will form a defense committee. Once a defense date has been finalized, the Graduate Administrative Assistant will send a notice out. You must provide a copy of your defense to all defense committee members 10-business days prior to the defense date. It is your responsibility to ensure all resources are booked in advance, including but not limited to a laptop, projector, and any other resources that you may require.

DEFENDING YOUR PHD

Your PhD Defense is completely different from your Master's Defense. The PhD Defense is completely administered by the School of Graduate Studies. You must review the following information, and follow the steps outlined by the School of Graduate Studies. Any questions regarding this process should be directed to the Thesis Coordinator in the School of Graduate Studies.

SANDWICH THESES

If some of the research undertaken expressly for the degree has previously been published or prepared for publication by the student as one or more journal articles, or parts of books, those items may be included directly within the thesis subject to the School of Graduate Studies' regulations and to obtaining permission from the supervisory committee. Please consult the "Guide for the Preparation Theses" for more detailed information on Sandwich Theses. Note that you may wish to temporarily embargo the thesis if text from the thesis will be submitted to journals for publication.

E-THESIS FILE NAME CONVENTIONS

For your e-thesis to be published via MacSphere, the final version of your thesis should be named using the following file naming convention: *familyname_firstname_middleinitial_finalsubmissionyearmonth_degree*

REGISTRATION

All students have to register for the forthcoming academic year on-line using MOSAIC. The registration information is available on <https://graduate.mcmaster.ca/academic-services/how-enroll>

SGS-700 (RESEARCH/WRITING)

All students must be registered in a course each term. If the student is not enrolled in a traditional course, they must register for SGS-700. This course is for Research/Writing, and is used to show the student is active on their transcript.

COURSE CATEGORIES

The School of Graduate Studies has the following categories for its courses, which are assigned after the courses have been completed.

M (Count towards the Master's degree requirements)

This category identifies the courses that are to count towards the Master's degree requirements. The passing grades for an M course are A+, A, A-, B+, B, and B-. Courses that are required by the supervisory committee or the Department Chair as additional requirements in excess of the stated minimum for the program must be designated as M.

D (Count towards the Doctoral degree requirements)

This category identifies the courses that are to count towards the Doctoral degree requirements (including any additional graduate requirements or undergraduate courses specified by the supervisory committee or Department Chair). The passing grades for a D course are A+, A, A-, B+, B, and B-. Courses that are required by the supervisory committee or the Department Chair as additional requirements in excess of the stated minimum for the program must be designated as D.

EC (Extra Course)

This category identifies courses that the student is taking with the approval of the supervisor but that are not necessary to the student's current degree program. In order to designate a course as extra, a student will have to submit a course designation request during the normal add period of enrollment in a particular term. The form is submitted to the program office and once approved will have the designation added to the enrollment record for that course only. If a failing grade (i.e. less than B-) is received in a course taken as Extra, the courses (and grade) will not appear on the student's transcript unless because of academic dishonesty. Students may petition to change the designation of an Extra Course to a Masters or Doctoral course prior to the deadline to drop a course provided that this change is supported by the supervisor and program. Changes of designation after the drop date will not be approved. Courses designated as Extra Course may subsequently be counted towards graduate degree requirements and the course designation changed to Masters or Doctoral, if approved by the Faculty Admissions and Study Committee or the Associate Dean acting on its behalf. The passing grades for an Extra Course are A+, A, A-, B+, B, and B-.

Courses that are required by the supervisory committee or the Department Chair as additional requirements in excess of the stated minimum for the program must be designated as Masters or Doctoral.

FAILING GRADES AND INCOMPLETE GRADES

Please see the calendar:

[https://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572#2.6.4 Failing Grades and Incomplete Grades](https://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572#2.6.4_Failing_Grades_and_Incomplete_Grades)

AUDIT COURSES

It is possible for graduate students to audit a graduate course under regulations given in the School of Graduate Studies Calendar. Auditing allows a student to participate in a course without being assigned a mark. The course will show up on the transcript as an audited course, but it will not count as an M, D, or EC course nor can it be used satisfy any degree program requirements. In order to audit a course, permission must be granted by the instructor. To apply to audit a course, a student must complete the Audit Graduate Course Form provided by SGS here:

https://graduate.mcmaster.ca/sites/default/files/resources/audit_course_fillable.pdf

STUDENT ACCESSIBILITY SERVICES (SAS)

Student Accessibility Services (SAS) provides academic accommodation assistance and related supports to students with disabilities at McMaster. SAS is available to assist students transitioning from high school, other post secondary institutions, undergraduate, continuing and graduate students. Please visit

<http://sas.mcmaster.ca/>

Reminder: Approved accommodations of previous undergraduates at McMaster do not automatically apply during graduate studies. Students needing accommodations should return to SAS soon after commencement of their graduate program to implement or update your student status and to activate accommodations.

STUDENT ACCOUNT

As a student at McMaster, it is important that you understand your student account. You can view this information by logging in to Mosaic. If you have detailed questions about your Student Account, please visit Student Accounts and Cashiers.

TRAVEL AND EXPENSE CLAIMS

If you require a reimbursement, you may submit Travel and Expense claims through the Mosaic system by logging in with your Mac ID. To get to travel and Expense module use the following breadcrumbs

Mosaic Home – Employee Self Service – Travel & Expenses

If you have any questions about this process, please contact the Graduate Administrative Assistant. Please note that these claims will require a valid chartfield string and approval from your Supervisor.

NEW VISA STUDENTS

Visa Students must register on-line, but will receive the message “Study Permit Required”. Registration will not be complete until a copy of the study permit has been presented to the School of Graduate Studies office.

E-MAIL

The School of Graduate Studies and the Department will use electronic mail to communicate directly with graduate students at various times during the year. University Technology Services (UTS) provides each student with an e- mail address. If you have any problems, call the UTS help line at x24357.

BUS PASSES

The HSR U-Pass PRESTO card is available for pick up inside the Campus Bookstore when you are fully registered. More information is available from the MSU website at <https://www.msumcmaster.ca/info/hamilton-street-railway-hsr-bus-pass>

PAYMENT OF DEPARTMENTAL SCHOLARSHIP & TEACHING ASSISTANTSHIP

Graduate student income includes monies earned from your TA position, a departmental graduate scholarship, possibly an entrance, tuition bursary and your research scholarship (paid by your supervisor). This monies (excluding TA monies) is paid out in a lump sum for each term (September, January and May). Your TA monies are paid bi-weekly during the term that you are assigned the TA.

DIRECT DEPOSIT – MANDATORY

As a graduate student, your payments will be deposited directly into your bank account. This method of payment is mandatory. A “Statement of Earnings”, showing details of your payment, can be accessed at <https://eprd.mcmaster.ca/psp/preprd/?cmd=login>.

CUPE

If you are receiving a Teaching Assistantship or a Research Assistantship in lieu of TA, you are a member of the Canadian Union of Public Employees, Local 3906. Union dues are deducted when you receive TA/RA monies. The union office is located in KTH B111. <http://www.cupe3906.org>

Dental Plan – All full-time graduate students who are receiving a TA and/or a RA in lieu of a TA of 130 hours or greater will have Dental Plan premiums deducted each month for the full year (September to August). Provisions for opting-out of the Dental Plan or for obtaining family coverage are covered in a separate document which describes the CUPE Dental Plan. Dental claim forms and opt out forms are available in PDF-format at <http://www.cupe3906.org/wordpress/benefits-forms/unit-1-benefits/dental>.

Collective agreement for TA/RA in lieu of TA:

[http://www.workingatmcmaster.ca/med/document/CUPE-Unit-1-\(TA\)-CBA---FINAL-24FEB2017-1-42.pdf](http://www.workingatmcmaster.ca/med/document/CUPE-Unit-1-(TA)-CBA---FINAL-24FEB2017-1-42.pdf)

EMPLOYMENT REGULATIONS

There are 3 terms in the School of Graduate Studies: Fall (September to December), Winter (January through April), and Summer (May through August). Students who begin as full-time students are expected to remain full-time until the degree requirements are completed, or until they take up employment. If they are no longer full-time students they will continue to pay the fee schedule set out for the regular program. Once the student has ceased full-time status, it cannot be regained unless approved by both the Department and the School of Graduate Studies.

The approval of the School of Graduate Studies is required if the student is to be hired for University teaching.

LEAVES OF ABSENCE

Parenting Leave-revised

The Parenting Leave Policy (the “Policy”) is intended to assist parents in successfully combining their graduate studies and family responsibilities with minimum financial and/or academic impact. The University will provide the following arrangement for parents requiring parenting leave from their studies at the time of pregnancy, birth or adoption and/or to provide care during the child’s first year.

According to the Employment Standards Act 200 - May 7, 2018 version Part XIV, a “parent” includes:

“a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own”

Consistent with the Employment Standards Act, (2000 - May 7 2018 version Part XIV) a Parenting Leave ends “61 weeks after it began, if the employee also took pregnancy leave and 63 weeks after it began, otherwise.”

The form to apply is available on the School of Graduate Studies Resources page (https://gs.mcmaster.ca/sites/default/files/resources/parenting_leave_june_2018_june_2018.pdf). A student electing not to take the maximum amount of time available for Parenting Leave will not have the option of taking any unused portion at a later date. Students returning from a leave should consult with their programs and should note that course availability may be affected by the timing of their return.

Eligible students can also apply for a Parenting Grant. More information on this is available on the School of Graduate Studies Website at the following link: <https://gs.mcmaster.ca/awards-funding/parenting-grant>.

It is understood that when a student takes a Parenting Leave, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in their graduate studies program.

In order that the student’s supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student’s absence, students are expected to provide as much notice as possible of the intention to take a Parenting Leave under this Policy.

A student is normally expected to give at least four weeks’ notice of the date on which they intend to take their leave(s) and at least four weeks’ notice of the date on which they intend to return from leave, should this date be different from the date agreed upon at the time the leave was granted.

Combination with Other Leaves

A Parenting Leave or a portion thereof may be taken concurrently with a Pregnancy and/or Parental Leave from employment, in accordance with the Employment Standards Act, 2000, should the student also be an employee of the University.

If a student is also an employee, it is incumbent upon the student to review their terms and conditions of employment and/or Collective Agreement (if any) and apply for the appropriate [leave of absence](#) from the employer.

Note: Students who hold fellowships, scholarships or grants from NSERC, SSHRC, CIHR, or OGS should be aware that these agencies or any other external funding source may have policies governing the interruption and continuation of awards that may differ from the University’s policy on LOA. Students holding such awards, and who intend to keep them, are responsible for ensuring that any LOA taken does not conflict with the granting agency’s regulations. The appropriate agency should be contacted for details.

For questions on the administration of the Policy, contact the School of Graduate Studies.

Other Leaves of absence are medical, internship and personal.

See the calendar for more details:

http://academiccalendars.romcmaster.ca/content.php?catoid=20&navo id=3572#2-5-7_leaves_of_absence

REQUEST FOR SPECIAL LETTERS

If you require a letter for reasons of work authorization, visas, travel, etc. please email the Graduate Administrative Assistant and provide details in the email. When requesting such letters, please be specific especially if you will require financial details. Please allow at **3 days** for the letter to be completed.

TRANSCRIPTS

Copies of your unofficial transcript are available through MOSAIC. If you require an official transcript, please contact the Office of the Registrar (Room 108, Gilmour Hall) or go on line and request the transcript.

SCHOLARSHIPS AND AWARDS

There are three types of scholarship's offered to Graduate Students: (1) those that require an application form (major awards, ie NSERC,) (2) those that are by nomination from your department (internal scholarships and bursaries, ie International Excellence Award) and (3) a limited number of travel awards that are funded in the current academic year(apply through SGS).

Policy on Major Graduate Scholarships

For the purposes of this policy, a "major graduate scholarship" includes the following: NSERC CGS-M, CGS-D, PGS-D, Vanier Graduate Scholarship, OGS, QEII GSST.

If a student holds a major graduate scholarship, the total stipend provided by the program cannot be reduced by more than \$2500 per term for each term in which the student holds the award (i.e., maximum stipend clawback of \$7500 per year).

In no case can the total support provided to the student be less than the maximum of the Faculty of Engineering minimum stipend or the value listed in the admission letter for the student.

GRADUATE STUDENT HOLIDAYS

Graduate students should discuss any vacation request with their supervisor(s). Vacation must be approved in advance by the student's supervisor(s). In addition to statutory holidays and the weeklong closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement with the research Supervisor and the employment Supervisor. Exceptions to this allotment require approval from the supervisory committee and the approval of the associate Dean of Graduate Studies, if more than four weeks.

http://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572&hl=%22leave+of+absence%22&returnto=search#2-5-8_vacations

HOUSING

In order to help students get started in their search for housing, the University operates an Off-Campus Housing Office. The office is located in University Centre, Room UB112.

General Inquiries: (905) 525-9140, ext. 24086

Email: ocho@mcmaster.ca

Website: <http://housing.mcmaster.ca>

There is no on-campus housing for Graduate Students.

PARKING AND TRANSIT SERVICES

There are a limited number of parking facilities on campus. Travel to and from the University on foot, by bicycle, by public transportation and by car pools, is encouraged. If you do require parking for an extended period, please contact the Parking Office in the E.T. Clarke Centre, Room 102, where you will have to present a current University Identification Card, vehicle registration and payment of the parking fee. Special arrangements can be made for disabled parking privileges.

CHAPLAINCY CENTRE

The McMaster University Chaplaincy Centre has an open door policy and offers responsive pastoral support to the whole community with personal counselling, bereavement support groups, public memorial services, and participation in McMaster University networks and programs. It is located in the McMaster Student Centre in room MUSC-231. <http://www.mcmaster.ca/chaplain/>

BOOKSTORE

Stationery, lab coats, lab books, and computer supplies are available. It is located in GH-B101. <http://titles.mcmaster.ca/>

STUDENT WELLNESS CENTRE

You can access health services on campus in the Campus Health Centre, which is located in the McMaster Student Centre B101 ext. 27700. They provide medical care similar to a family physician, and health care is available throughout the year for all students. There is also a pharmacy located in the McMaster Student Centre. For more information on health care and wellness services and office hours, please visit. <http://wellness.mcmaster.ca/>

FINANCIAL AID & SCHOLARSHIPS

The Office of Financial Aid is located in GH-120 and can help students address the financial obligations associated with University study through loans (i.e. OSAP, BCSAP), bursaries, work programs and scholarships. <http://sfas.mcmaster.ca/>

HOSPITALITY SERVICES

Visit <http://mealcard.mcmaster.ca> for Meal Plans, Meal Card Info., Account Status & History, Meal Card Deactivation, and other on-campus dining. Office location CB-116; <http://hospitality.mcmaster.ca/>

HUMAN RIGHTS & EQUITY SERVICES

The services offered by HRES are available to the entire McMaster community – students, staff and faculty. The overall goal is to create an environment where everyone can learn, work, teach or live in an atmosphere free from all forms of violence, harassment and discrimination. For more information, visit <http://www.mcmaster.ca/hres/> office location MUSC 212.

ACADEMIC INTEGRITY OFFICE

Handles academic dishonesty, research integrity and ownership. For more information, visit <http://www.mcmaster.ca/academicintegrity/>. Office is located in MUSC 211.

Policy: <https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>

Copyright Policy: https://milo.mcmaster.ca/faqs/copyright_mac

OMBUDS OFFICE

The Ombuds Office provides impartial, independent, and informal dispute-resolution advice and assistance to all members of the McMaster University community, free of charge. It is available to handle university related complaints and concerns, whether they are academic or non-academic problems. The Ombuds Office is located in MUSC 210

ATHLETICS & RECREATION

The Athletics and Recreation department aims to enhance the student experience and the McMaster community through engagement in programs and services built on a foundation of physical activity, health, wellness and sport. It is located at the David Braley Athletic Centre.

http://www.marauders.ca/sports/2011/5/9/FACILITIES_0509112334.aspx?id=272

UNIVERSITY PLANS, POLICIES, PROCEDURES & GUIDELINES

University Plans, Policies, Procedures & Guidelines pertaining to Graduate Studies

<http://www.mcmaster.ca/policy/> Office location: Gilmour Hall, room 210

Discrimination and Harrassment: Prevention & Response

<https://www.mcmaster.ca/respectfulcommunity/policy-procedures.html>

GRADUATE STUDENTS ASSOCIATION (GSA)

The mandate of the GSA is to promote the welfare and interests of the members through the provision of facilities and opportunities for social, athletic and intellectual activities, to represent the members before the duly elected and appointed authorities of McMaster University, and to promote communication and participation in all matters of common interest between the members of other student organizations, both at McMaster and in other educational institutions <http://www.mcmaster.ca/gsa/>. Office location: Refectory, 2nd Floor

ENGINEERING GRADUATE SOCIETY (EGS)

The Engineering Graduate Society at McMaster University was founded in late 2014 to represent the opinions and interests of all Engineering graduate students to the University Authorities such as the Faculty of Engineering Graduate Student Association (GSA) and CUPE, among others. <http://www.macegs.com/>

APPEAL PROCEDURES

The University Senate Policy on Student Appeal Procedures outlines the conditions and procedures under which students can make appeals for re-assessment of a course, exam, assignment, or program component based on errors in academic assessment or non-academic issues such as bias, unfair treatment, or other unjust circumstance. The policy also outlines procedures for appeals based on decisions or actions of University officials which are unrelated to courses or program requirements. Students that wish to make an appeal should review the Senate policy document and discuss the issue with the Associate Chair (Graduate) if possible.

<http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentAppeal.pdf>

INTERNATIONAL STUDENT SERVICES

ISS is a vibrant and essential part of Student Affairs and as a student service aims to provide core services and programs for international students, visiting scholars, post-doctoral fellows and faculty at McMaster University and their families. They are very helpful, especially in matters concerning health care, tax problems, and visas. In early September, the office organizes a week of activities to help you get to know Hamilton and features of the McMaster Campus.

ISS also provides information to students at McMaster on a range of options from independent study and externally sponsored programs, formal student exchange programs, and opportunities to work and study abroad. ISS is also responsible for the administration of the University Health Insurance Plan (UHIP) for all international students. Office location is GH-110, <http://oisa.mcmaster.ca/>

ENGLISH LANGUAGE SUPPORT

Whether English is your second or third language, the Student Success Centre offers several services to help non-native speakers improve their spoken and written English. We provide the Speakeasy Program (one-on-one support from a volunteer student) and Conversation Circle (group-based support). Visit the Student Success Centre for more details.

STUDENT VISA, EMPLOYMENT AUTHORIZATION

Visa students are required to provide photocopies of their study permit and/or employment authorization to the School of Graduate Studies at Graduate Registration and each time such authorizations are renewed. Failure to do so will result in the withholding of their pay. Please leave a copy of your forms with the Graduate Administrative Assistant.

THE DEPARTMENT OF IMMIGRATION

The local immigration office is located at 55 Bay Street North, Hamilton, telephone 1 888-242-2100 <http://www.cic.gc.ca/>. When renewing your visa, please call this number as they are now handling these renewals by telephone.

SOCIAL INSURANCE NUMBER (SIN)

You require a social insurance number if you have been assigned a teaching assistant position. If you do not have a SIN number, please apply immediately through the Human Resources and Development Canada (HRDC) web page at: <http://www.servicecanada.gc.ca/en/sc/sin/index.shtml> It will take 3 or 4 weeks to receive your card in the mail. Your new SIN card will have the same expiry date as your study permit. Please inform the department your number once you have received this document. Remember to renew both documents at the same time and give copies to the department.

OHIP (Ontario Health Insurance Plan)

Permanent residents who require health coverage under OHIP may obtain application kits from Student Wellness Centre in McMaster Student Centre, Room B101 (on campus). You may also download the application form at: <http://www.health.gov.on.ca/en/public/programs/ohip/> Completed applications should be delivered as soon as possible to the Ministry of Health Office at 119 King Street West (the 10th floor of the Convention Centre) in Hamilton. The telephone number is (905) 521-7100. You will be required to produce two pieces of identification (e.g. birth certificate, driver's license).

UHIP (University Health Insurance Plan)

Go to <https://iss.mcmaster.ca/our-services/university-health-insurance-plan-uhip.html> for information.

Please refer to the Graduate Calendar found on the School of Graduate Studies for more information regarding graduate studies.