

Engineering Physics Graduate Handbook 2020 - 2021

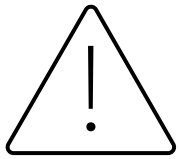


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ENGINEERING
Engineering Physics



**PLEASE NOTE: DUE TO THE COVID-19 PANDEMIC
SOME INFORMATION IN THIS BOOKLET MAY DIFFER.
STAY UP TO DATE HERE: <https://covid19.mcmaster.ca/>**

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Welcome to Graduate Studies with the Department of Engineering Physics!

This Graduate Student Handbook outlines the policies and procedures followed by the Department of Engineering Physics with respect to Graduate Studies.

Its purpose is to inform you about the facilities and opportunities offered by the University and the Department for your graduate studies. At the same time, it also describes your roles and responsibilities vis-à-vis the University and the Department.

You are advised to familiarize yourself with the regulations in the School of Graduate Studies Calendar (2020-21), available at

<https://academiccalendars.romcmaster.ca/index.php?catoid=42>

Particular regulations for graduate study, which have been created with the Department of Engineering Physics, are specified in this Handbook.

As changes in the School of Graduate Studies or Departmental regulations occur, the Department of Engineering Physics will keep you informed.

In the event that the Handbook disagrees with the Graduate Calendar, the Calendar takes precedence over the Handbook in all matters and decisions.

Department Contacts

Dr. Rafael Kleiman	Chair	x26290	kleiman@mcmaster.ca
Dr. Adriaan Buijs	Graduate Associate Chair	x24925	buijsa@mcmaster.ca
Robert Laidler	Administrator	x24474	laidlerr@mcmaster.ca
Nicole Macdonald	Graduate Administrative Assistant	x27925	macdonne@mcmaster.ca
Simon McNamee	Lab Supervisor	x22657	mcnamesa@mcmaster.ca
Peter Jonasson	Lab Technician	x24935	jonasso@mcmaster.ca

School of Graduate Studies Contacts

Gilmour Hall, Room 212, x23679, <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 your tuition and fees and the current status of your account.

If you have administrative questions, and the Department cannot help you, the Graduate Studies Staff may be able to help you. The contact list can be found in the following link: <https://graduate.mcmaster.ca/contacts>

RESPONSIBILITIES OF GRADUATE STUDENTS TO THE UNIVERSITY

Just as the University has responsibilities to you as a graduate student, you have responsibilities to the University. Your 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.

When applicable, you are responsible for complying with such conditions as may be laid out in a letter of offer accepted by you. You 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.

You 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. You must also report through the Department any change in your student status, course registration, or withdrawal.

With regard to research and study, you are responsible for maintaining contact and meeting regularly with your 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 you experience a problem with supervision, it is your responsibility to contact the Associate Graduate Chair.

If you undertake to write a Master's or Doctoral thesis, you 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). You have the responsibility to write and ultimately to defend the thesis; the Supervisor/Supervisory Committee has the responsibility to offer guidance in this process, and to recommend or not recommend the completed thesis for defense.

To receive your degree, you must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. If you have outstanding financial accounts at the end of the academic year, you will not receive your academic results, diplomas, or transcripts.

Registration allows you to access libraries and certain other academic facilities, which in turn implies a commitment on your part 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.

NOTE: under the current COVID-19 situation, different rules for presence on campus apply.

GRADUATE WORK SUPERVISION GUIDELINES FOR FACULTY AND STUDENTS

https://gs.mcmaster.ca/app/uploads/2019/10/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](https://academiccalendars.romcmaster.ca/content.php?catoid=25&navoid=4667#2.7_Supervision)

NEW STUDENT INFORMATION

Upon your arrival, it is imperative that you familiarize yourself with the Departmental Office and the Graduate Administrative Assistant. Here is a checklist for your arrival activities:

- Come to the Departmental Office in John Hodgins Engineering Building, Room A315 (JHE A315).
- Bring a copy of your offer letter and all official documents as indicated in your offer letter to clear your conditions. These may include Official Transcripts, Official Translations in English, Confirmation of Degree completion, etc.
- For international students, please submit your work permit to the School of Graduate Studies (SGS), with a copy to the Departmental Office.
- Complete your online registration on 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 your supervisor.
- Attend the New Student Orientation Meeting (date and location will be emailed to you).
- Check the Grad board outside of the Department office for course organizational meetings.
- Arrange for parking if required.
- 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.

Campus Map: <https://www.mcmaster.ca/welcome/campusmap.cfm>

DEPARTMENTAL OFFICE

The Departmental Office is in the John Hodgins Engineering Building, Room A315.

Office hours are 8:00 am – 4:00 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 for any hard-copy distributed information and individual mail and parcels related to your work. Please 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 photocopier is in JHE A303.

COMPUTER PROBLEMS

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

GRADUATE STUDENT ORIENTATION WELCOME EVENTS

Check the Graduate Studies Website for news and events: <https://gs.mcmaster.ca/news-and-events/>

DEPARTMENTAL ORIENTATION EVENTS

Several Departmental orientation events will be held:

1. Welcome Back Graduate event
2. Graduate Orientation
3. Required Graduate Safety Training

These will be announced through email; watch for them!

CAREER PLANNING – Mandatory

Graduate students entering into Master's 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. The Career Planning Template can be found here:

https://gs.mcmaster.ca/app/uploads/2020/02/career_planning_template_v02.pdf

SAFETY & SECURITY

Emergency Contact Information

Please enter the following emergency contact information for on-campus emergency into your cell phone now: 905-522-4135. <https://security.mcmaster.ca/contact.html>

Training and Required Courses

To register for online training, please go on Mosaic Home and find "Regulatory Training." If you cannot find this, you can navigate through the path: NavBar > Navigator > Human Resources > Self Service > Learning & Development > Request Training Enrollment



You will then need to click "Search by Course Name" and search all the training you will need. Please ensure you select online training.

Request Training Enrollment

Nicole Macdonald

Please choose one of the search methods below to find a Health and Safety course session.

Search by Course Name

Search by Course Number

Search by Location

Search by Date

Go To

Self Service

Learning and Development

Training Summary

Professional Training

To determine what training you will need please follow this link and refer to the "Laboratory" category:
https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/

You will need to discuss with your supervisor what kind of additional training your position requires.

The general training for laboratory roles includes:

- Asbestos Awareness
- Chemical Handling & Spills
- Ergonomics
- Fire Safety
- Health & Safety Orientation
- Slips, Trips & Falls
- Violence & Harassment Prevention
- WHMIS 2015

Online Training Reminder: 48 hours after registering in Mosaic to complete an online session, the course content and quiz will become available in your Avenue to Learn account (avenue.mcmaster.ca, MacID login required). Your training summary, accessible in Mosaic, will reflect successful completion of training one (1) business day after successfully completing the course quiz.

After completing the training, please go to “Regulatory Training” > “Training Summary” and send engphys@mcmaster.ca a screenshot of your completed training.

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.

All Graduate Students entering a lab or fulfilling TA duties will need to complete the Job Hazard Analysis (JHA) Form: <https://phaweb02.mcmaster.ca>

Instructions on completing the JHA Requirement: <https://hr.mcmaster.ca/app/uploads/2019/01/Creating-a-JHA.pdf>

LAB SAFETY

Each lab area has its own set of safety rules that you need to adhere strictly to. Please familiarize yourself with these rules and discuss lab safety with your supervisor prior to engaging in lab activities. Do not eat or drink, or share food in the laboratory areas. Smoking (including vaping) is not allowed anywhere on Campus.

REPORTING OF A SAFETY INCIDENT

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

FIRE SAFETY PROCEDURE

In the case of fire, or the sounding of an alarm: “Get Out and Stay Out”. You must leave the building immediately and stay at least 20 meters away from the building and not return until the “All Clear” is given by 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. However, students who violate these regulations may be subject to arrest, prosecution, and/or disciplinary action under McMaster’s Student Code of Conduct.

WALKING HOME SAFELY– SWHAT

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

<https://www.msumcmaster.ca/services-directory/3-student-walk-home-attendant-team-swhat>

UNIVERSITY NETWORK ACCESS CONNECTION FOR COMPUTERS

All students have access to wireless internet using their MACID. Details can be found here:

<https://wireless.mcmaster.ca/>

IP addresses for wired connections are assigned by Peter Jonasson (jonasso@mcmaster.ca). Any computer connected to the University network and assigned an IP address must have a 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; Compromised or Vulnerable Host; Unusually High Traffic Volume; Using Unauthorized IP address.

Computers within the Department are behind a firewall to protect against inappropriate access. You may access them from home or from the McMaster WIFI using a VPN. For more information, see <https://www.mcmaster.ca/uts/selfservice/vpn.html>.

The use of pirated software is not permitted on campus. UTS may block computers that are found to have such software.

SOCIAL MEDIA

Stay in touch with the [Department of Engineering Physics!](#)

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

Connect with [McMaster Graduate Student Life](#) on social media and visit their website at: <http://gs.mcmaster.ca/>

Follow on Twitter (www.twitter.com/mcmastersgs) and Instagram (www.instagram.com/mcmastergradstudies)

YOUR STUDIES

REGISTRATION AND ENROLLMENT

All students must register for the forthcoming academic year on-line using MOSAIC. The registration information is available on <https://gs.mcmaster.ca/ive-accepted-my-offer/how-to-enroll>

Please ensure you enrol in all three terms to be properly registered, even if you are not planning on being here for a term. Please enroll in all three terms and complete the appropriate paperwork with the office. You are not considered fully enrolled if you have no courses in a term.

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: <https://www.eng.mcmaster.ca/engphys/programs/course-listing>

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/app/uploads/2020/02/academic_advisement_-_accessing_advisement_reports.pdf

COURSE REQUIREMENTS FOR GRADUATE STUDENTS – Mandatory

You are required to complete the following courses in your first term of study:

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

You must also complete the Career Planning Report within your first year. Failure to submit the report will block registration for the next academic year. A template for the report can be found here:

https://gs.mcmaster.ca/app/uploads/2020/02/career_planning_template_v02.pdf

In addition to the mandatory courses above, you must also be enrolled into our Department seminar series ENG PHYS 702 (Master's students) or ENG PHYS 701 (PhD)-Graduate Seminar Series in term 1 or 2. This is a pass/fail course that must be completed.

Please check calendar for other course requirements for M.A.Sc., M.Eng and PhD degrees.

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

PAYMENT OF DEPARTMENTAL SCHOLARSHIP & TEACHING ASSISTANTSHIP

Graduate student stipends or research funding (excluding TA monies) will be paid out in a lump sum at the beginning of each term (September, January, and May). Your TA monies are paid biweekly during the term that you are working your TA hours.

TEACHING ASSISTANTSHIP

Any student who is assigned a TA will be required to fill out the hours-of-work form here:

<https://hr.mcmaster.ca/employees/labour-relations/cupe-local-3906-unit-1-tas>

All students fulfilling TA duties will need to complete the Job Hazard Analysis (JHA) form:

<https://hr.mcmaster.ca/app/uploads/2019/01/Creating-a-JHA.pdf>

Failure to complete these forms will result in your TA not being paid out, until the forms are completed and submitted satisfactorily.

CUPE

If you are receiving a Teaching Assistantship or a Research Assistantship, you are a member of the Canadian Union of Public Employees, Local 3906 for the term(s) you hold the position. 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 an RA 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 can be found here: <https://cupe3906.org/tas-unit-1>

MANDATORY TEACHING ASSISTANT TRAINING

ALL NEW TAs must attend a workshop on being a Teaching Assistant. This workshop will be five hours long and the TA will be paid for this time. You must attend the entire workshop. It will cover topics such as grading and

leading a tutorial or a lab, setting up a lecture plan; and handling different student personality types; It will have exercises for these topics.

PHD TRANSFER EXAM

A student transferring from the Master's to the Ph.D. program is required to complete a transfer exam. The transfer examination will be completed with your 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 two 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 two pages. The report should follow the guidelines for the preparation of theses regarding line spacing, font size, margins, and reference listing.

You 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.

PHD TRANSFER EXAM POLICY

The Department policy is that students wishing to move from Masters to PhD must inform the office two months prior to the start of the semester in which the move will take affect (July 1 for September, November 1 for January and March 1 for May). An email from the office will be circulated reminding faculty of the upcoming deadlines. All transfer exams are to be completed by the 15th of the month prior to the start of the new semester (August 15th, December 15th, April 15th). This will allow for all paperwork to be completed properly and to ensure you receive the correct pay and understand the new funding you will be receiving.

MASTER'S STUDENTS - MID-PROGRAM PROGRESS REVIEW

All Master's students are required to have a year-one program review with their supervisor(s). A report form must be filled out and signed by you and your and in cases where there is a co-supervisor it must also be reviewed and signed by them.

For students in an accelerated program, this review should really be given once you start in the Master's degree to help you get started but otherwise within six 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 1st the following year; starting in January it is due January 1st; starting in May it is due May 1st.

SUPERVISORY COMMITTEES - DOCTORAL STUDENTS

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

The committee must meet with you 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 your first Supervisory meeting prior to the next August 31st. For students starting in May, this would occur no later than your second Supervisory meeting prior to August 31st 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 regarding 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:

- 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 your thesis topic;
- The details of your research plan to address these gaps and discrepancies in the existing knowledge base; and
- A brief summary of your research achievements up to this point.

Sufficient detail on the research methods should be provided so that the Supervisory Committee can judge their 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 or 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 their progress since starting the program or since their last Supervisory Committee meeting.

COMPREHENSIVE EXAMS

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

The Comprehensive Exam is 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 three departmental committee members. You will receive three questions or topics, three weeks in advance of the exam. You will be required to give a presentation on each of the three topics which should not exceed seven 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 eight 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.

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.

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/app/uploads/2019/10/guide_for_the_preparation_of_masters_and_doctoral_theses-december_2016.pdf

NEW (Effective January 1st, 2021): "Prior to the thesis defence and, in the case of a doctoral thesis, before sending out the draft to the external examiner, the entire document must be reviewed for its originality using the University's subscription to Urkund. The program/supervisor will review the originality report generated by Urkund and either recommend changes to the document or approve it for the defence. A thesis may not be seen by the thesis examining committee (including the external reviewer in the case of a doctoral thesis) until the Urkund generated report was reviewed and approved by the supervisor or the program, unless authorized by the Associate Dean of Graduate Studies."

GUIDELINES FOR RESPONSE TIME FOR PH.D. AND MASTER'S THESES

Supervisors should respond to the draft of a thesis within two 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 three months. For Master's theses, the corresponding times are one month and two months, respectively.

DEFENDING YOUR MASTER'S

Your Supervisor will give you an indication if you are ready to defend and will form a defence committee. Once a defence date has been finalized, the Graduate Administrative Assistant will send a notice out. You must provide a copy of your defence to all defence committee members ten business days prior to the defence 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.

<https://gs.mcmaster.ca/current-students/completing-your-degree/>

DEFENDING YOUR PHD

The PhD Defence is completely administered by the School of Graduate Studies. You must review the information below, 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.

<https://gs.mcmaster.ca/current-students/completing-your-degree/>

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

SGS-700 (RESEARCH/WRITING)

You must be registered in a course each term. If you are not enrolled in a traditional course, you must register for SGS-700. This course is for Research/Writing and is used to show that you are active on your transcript.

COURSE CATEGORIES

The School of Graduate Studies has the following categories for its courses; They 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 grade for an M course is B- and higher. Courses that are required by the supervisory committee or the Department Chair as requirements in addition to 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 is B- and higher. Courses that are required by the supervisory committee or the Department Chair in addition to 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 for the student's current degree program. To designate a course as Extra, a student will have to submit a course designation request during the normal 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 course (and grade) will not appear on the student's transcript unless the failing grade is due to academic dishonesty. Students may petition to change the designation of an Extra Course to a Master's 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 Master's or Doctoral, if approved by the Faculty Admissions and Study Committee or the Associate Dean acting on its behalf. The passing grade for an Extra Course is B- and higher.

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 Master's 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>

AUDITING 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 to satisfy any degree program requirements. 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://gs.mcmaster.ca/app/uploads/2019/10/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. Please visit <http://sas.mcmaster.ca/>

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 their 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 on 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 path:

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.

NOTE: during COVID-19, alternate regulations may apply. Please contact the Graduate Administrative Assistant.

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. You are expected to check your e-mail regularly (you may want to check your junk mail and spam as well). Any communication sent to you by the university is deemed to have been received and read.

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>

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 on Mosaic.

EMPLOYMENT REGULATIONS

There are three 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 (LOA) AND VACATION

Leaves of absence are generally granted on a term-by-term basis. During a leave of absence, your term count stops and you are no longer considered a student. Re-admission does not require any extra paperwork. You do not pay tuition while you are on a leave, but you must pay supplemental fees if you return at any point in the academic year. A maximum LOA of one year may be granted over the duration of program of study. There is no guarantee of funding upon return.

https://academiccalendars.romcmaster.ca/content.php?catoid=37&navoid=7553#2-5-7_leaves_of_absence

Parenting Leave

The parenting leave policy is intended to assist you as a parent in successfully combining your graduate studies and family responsibilities. The duration of the leave will not be counted towards the time limits required to complete or make progress in your graduate studies program. See

https://academiccalendars.romcmaster.ca/content.php?catoid=37&navoid=7553#2_5_8_parenting_leave

Full Time Off Campus (FTOC)

Students who will be off campus for more than two-weeks for purposes related to research must apply to be full-time off campus and complete the required form.

https://academiccalendars.romcmaster.ca/content.php?catoid=37&navoid=7553#2-5-6_full_time_on_campus

Vacation

Full-time grad students are expected to be on campus for all three terms of the university year. 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

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:

https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2-5-7_leaves_of_absence

REQUEST FOR SPECIAL LETTERS

You can request a letter directly on your Student Center on Mosaic. Go under the "Finances" drop-down menu "Other Financial..." and select "Enrolment/Financial Letters" and the ">>" icon. It will bring you to request a few options for a letter, which you can save as a PDF.

If you require a letter for other reasons such as work authorization, visas, travel, etc., not included on Mosaic, 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 least three 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, e.g. 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, QEll 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 greater of the Faculty of Engineering minimum stipend or the value listed in the admission letter for the student.

HOUSING

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

NOTE: During COVID-19, accommodations for foreign students may be made. Please contact the Graduate Administrative Assistant.

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 carpools, 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 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 in the Campus Bookstore, in GH-B101. <https://campusstore.mcmaster.ca/>

STUDENT WELLNESS CENTRE

You can access health services on campus in the Campus Health Centre, which is in the McMaster Student Centre B101 ext. 27700. The Centre provides medical care like 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 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. <https://registrar.mcmaster.ca/aid-awards/>

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 intellectual ownership. For more information, visit <http://www.mcmaster.ca/academicintegrity/>. Office is in MUSC 211.

Policy: <https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.pdf>

Copyright Policy: <https://copyright.mcmaster.ca> .

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 of academic or non-academic nature. The Ombuds Office is in MUSC 210. See website here: <https://www.mcmaster.ca/ombuds/>

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. <https://rec.mcmaster.ca/facilities>

UNIVERSITY PLANS, POLICIES, PROCEDURES & GUIDELINES

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

<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

Office location: Gilmour Hall, room 210

Discrimination and Harassment: Prevention & Response

<https://secretariat.mcmaster.ca/app/uploads/Discrimination-and-Harassment-Policy.pdf>

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.

Website: <https://gsa.mcmaster.ca/>

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.

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

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.

<https://secretariat.mcmaster.ca/home/student-appeals-2/> .

INTERNATIONAL STUDENT SERVICES (ISS)

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.

<https://studentsuccess.mcmaster.ca/international-students/>

ENGLISH LANGUAGE SUPPORT

Whether English is your second or even 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 need to have a social insurance number (SIN) if you have been assigned a teaching assistant or research 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 three or four 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 of your number once you have received this document. Remember to renew both documents at the same time and give copies to the department. NOTE: under COVID-19, wait times and procedures may be different.

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://studentsuccess.mcmaster.ca/international-students/health-insurance/> for information.

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

The following page includes additional resources.

RESOURCES

<u>School of Graduate Studies Calendar</u>	Review the SGS Graduate Calendar for your program requirements
<u>Eng Phys Grad Student Resources</u>	Explore “Resources” on our website for information on degree options, course options, and more!
<u>SGS Student Resources</u>	Forms and policies for graduate students
<u>Tuition Fees</u>	Information regarding tuition fees for graduate students
<u>Fees and Payment</u>	Information regarding fees and payments.
<u>Policies, Procedures, and Guidelines</u>	Important policies to review
<u>Student Accessibility Services</u>	Provides academic accommodation assistance and supports to students with disabilities at McMaster.
<u>Completing your degree</u>	Important information about completing your degree
<u>Thesis Completion</u>	Guide for the preparation of Master’s and Doctoral Theses
<u>Advisement Reports</u>	Information about Academic Advisement for Graduate Students
<u>More on Advisement Reports</u>	Understanding your Academic Advisement Report
<u>Immigration</u>	Important information about study permit, visas, and working in Canada.

MOSAIC STUDENT CENTRE, EXPLAINED

McMaster’s online Student Center provides access to the following academic, personal, and financial information:

Academics:		
<ul style="list-style-type: none"> • Class Search • Academic Planner • Enrollment • Class Schedule 	<ul style="list-style-type: none"> • Course History • Enrolment/Financial Letters • Grades • Program/Plan/Sub-plan Selection 	<ul style="list-style-type: none"> • Transcripts <ul style="list-style-type: none"> ○ Instant access to Unofficial Transcripts ○ Ability to order official transcripts • Academic Advising • Service Request
Finances:		
<ul style="list-style-type: none"> • Account Inquiry • Make a Payment 	<ul style="list-style-type: none"> • Charges Due • Enrolment/Financial Letters 	<ul style="list-style-type: none"> • View/Print T2202A/T4A • Travel Expense Reimbursement
Personal Information:		
<ul style="list-style-type: none"> • Change mailing address 	<ul style="list-style-type: none"> • Add emergency contacts 	<ul style="list-style-type: none"> • Direct deposit
Scholarships/Financial Aid:		
<ul style="list-style-type: none"> • Unified application for many scholarships and bursaries 	<ul style="list-style-type: none"> • Application to determine eligibility for work study positions 	

To access these services, you need to activate your MAC ID account and enable your MAC ID services.

For a complete description of all these services, and help in managing your MAC ID, please visit the MAC ID homepage at <https://www.mcmaster.ca/uts/macid>

Any Questions?

Reach us at engphys@mcmaster.ca