|  |  |
| --- | --- |
|  | Graduate Student Handbook draft |
|  |  |
|  | for Cognitive Science of Language Graduate Students *Revised August 2019* |

All students are responsible for familiarizing themselves with the regulations and policies in the latest Graduate Calendar <https://academiccalendars.romcmaster.ca/index.php>. In the case of any conflict between this document and the SGS Calendar, the SGS Calendar takes precedence.

# Approved

 August 21, 2019

# Purpose

The purpose of this handbook is to provide graduate students in the Cognitive Science of Language program an extensive and consolidated source of information about the program, the faculty, and the university. This can be used as the first place to check for information or for further sources when navigating the program/faculty/university. Wherever this handbook diverges from the current Graduate Calendar, the Calendar prevails. If you notice an error or a faulty link, please contact the Graduate Chair: eservic@mcmaster.ca .

# Welcome to the Cognitive Science of Language

The MSc and PhD programs in Cognitive Science of Language were developed in 2009 to respond to an increasing need for methodologically diverse skills in the study of language knowledge and behaviour. The philosophy of the programs is to support individual growth and provide opportunities for learning both skills and theory of language and language cognition. The students are encouraged to take an active role in the formation of their graduate education.

Contents

[Approved ii](#_Toc520894493)

[Purpose ii](#_Toc520894494)

[Welcome to the Cognitive Science of Language ii](#_Toc520894495)

[Overview of the Current Department 1](#_Toc520894496)

[Department Location 1](#_Toc520894497)

[ARiEAL (Lab) Location 1](#_Toc520894498)

[Department Chair 1](#_Toc520894499)

[Graduate Chair 1](#_Toc520894500)

[Present Faculty 1](#_Toc520894501)

[Administration 3](#_Toc520894502)

[Arrival Guide 3](#_Toc520894503)

[Program Requirements 4](#_Toc520894504)

[M.Sc. Program Requirements 4](#_Toc520894505)

[Module 4](#_Toc520894506)

[Enrollment 4](#_Toc520894507)

[Required Courses 5](#_Toc520894508)

[Elective courses 5](#_Toc520894509)

[Lecture Series 7](#_Toc520894510)

[Your committee 7](#_Toc520894511)

[Thesis 8](#_Toc520894512)

[Defense 9](#_Toc520894513)

[Final Thesis Checklist 10](#_Toc520894514)

[Ph.D. Program Requirements 11](#_Toc520894515)

[Module 11](#_Toc520894516)

[Enrollment 11](#_Toc520894517)

[Required Courses 12](#_Toc520894518)

[Elective courses 12](#_Toc520894519)

[Lecture Series 14](#_Toc520894520)

[Language Requirement 14](#_Toc520894521)

[Comprehensive Exam 15](#_Toc520894522)

[Thesis and Supervision 15](#_Toc520894523)

[Your committee 16](#_Toc520894524)

[Supervisory Committee Meetings 17](#_Toc520894525)

[Thesis 18](#_Toc520894526)

[Defense 19](#_Toc520894527)

[Final Thesis Checklist 19](#_Toc520894528)

[Transferring from M.Sc. to Ph.D. 20](#_Toc520894529)

[Student Research Day 21](#_Toc520894530)

[Mandatory SGS Courses 22](#_Toc520894531)

[Financial Topics 22](#_Toc520894532)

[Financial Aid office: 22](#_Toc520894533)

[Departmental Funding 22](#_Toc520894534)

[Scholarships 23](#_Toc520894535)

[External Scholarships 23](#_Toc520894536)

[External Awards Tenable at the University 23](#_Toc520894537)

[OSAP 26](#_Toc520894538)

[Interest-Free Status 26](#_Toc520894539)

[Teaching Assistantships 26](#_Toc520894540)

[Additional Work 27](#_Toc520894541)

[Research Assistant in lieu 27](#_Toc520894542)

[Tax Information 27](#_Toc520894543)

[Tuition 28](#_Toc520894544)

[5th year PhD Students 29](#_Toc520894545)

[Supplementary Fees 29](#_Toc520894546)

[Travel Grants 29](#_Toc520894547)

[Representation in the University 30](#_Toc520894548)

[Graduate Student Representative 30](#_Toc520894549)

[CUPE 3906 Graduate Students’ Union 31](#_Toc520894550)

[Services provided by CUPE 31](#_Toc520894551)

[Graduate Students’ Association (GSA) 31](#_Toc520894552)

[Faculty of Humanities Graduate Representative 32](#_Toc520894553)

[Working at McMaster: Studying and Earning 33](#_Toc520894554)

[Work & study space 33](#_Toc520894555)

[Assigned Work Space 33](#_Toc520894556)

[Open Study Space 33](#_Toc520894557)

[Useful programs & resources 34](#_Toc520894558)

[Using the library’s services 34](#_Toc520894559)

[User Accounts 34](#_Toc520894560)

[Searching 34](#_Toc520894561)

[RACER: Interlibrary Loans 35](#_Toc520894562)

[Responsibilities as a Teaching Assistant 35](#_Toc520894563)

[Contract Requirements 36](#_Toc520894564)

[Resources: Working with Students 36](#_Toc520894565)

[Resources: Working with Colleagues 36](#_Toc520894566)

[Work beyond scope of assigned TA/RA duties 38](#_Toc520894567)

[Experimentation at McMaster 38](#_Toc520894568)

[Research Ethics 38](#_Toc520894569)

[Undergraduate research 39](#_Toc520894570)

[Non-medical human research 39](#_Toc520894571)

[Medical human research 39](#_Toc520894572)

[SONA Participant Pool 39](#_Toc520894573)

[SONA Make-up Lecture 39](#_Toc520894574)

[Non-SONA compensation 40](#_Toc520894575)

[Accessibility and Accommodations 40](#_Toc520894576)

[Student Accessibility Services (SAS) 40](#_Toc520894577)

[Student Success Centre 40](#_Toc520894578)

[Student Wellness Centre 40](#_Toc520894579)

[Ombuds Office 41](#_Toc520894580)

[Mandate of the Ombuds 41](#_Toc520894581)

[What type of academic issues does the Ombuds handle? 41](#_Toc520894582)

[What type of non-academic issues does the Ombuds handle? 41](#_Toc520894583)

[Chaplaincy Centre 41](#_Toc520894584)

[What is Chaplaincy? 41](#_Toc520894585)

[School of Graduate Studies 42](#_Toc520894586)

[MSAFs 42](#_Toc520894587)

[Requests for Relief for Missed Academic Term Work 42](#_Toc520894588)

[Health Services at McMaster 44](#_Toc520894589)

[Health Services 44](#_Toc520894590)

[Health and Wellness Centre 44](#_Toc520894591)

[Hamilton Health Sciences Urgent Care Centre - 690 Main Street West. 44](#_Toc520894592)

[Dentist, Optician & Pharmacy 45](#_Toc520894593)

[Mental Health Services 45](#_Toc520894594)

[Other Mental Health Resources 45](#_Toc520894595)

[Health & Dental Insurance 46](#_Toc520894596)

[GSA Plan (StudentCare through SunLife) 46](#_Toc520894597)

[CUPE Plan 48](#_Toc520894598)

[International Students Coverage 50](#_Toc520894599)

[McMaster’s Interfaces 52](#_Toc520894600)

[Student Email 52](#_Toc520894601)

[Mosaic 52](#_Toc520894602)

[Avenue to Learn 52](#_Toc520894603)

[Finding career opportunities 53](#_Toc520894604)

[New to Hamilton/Ontario/Canada? 53](#_Toc520894605)

[CUPE 3906’s Handbook for International Members 53](#_Toc520894606)

[Policies & Forms 54](#_Toc520894607)

[Appendices 54](#_Toc520894608)

[Governing Bodies at McMaster 55](#_Toc520894609)

# Overview of the Current Department

|  |  |
| --- | --- |
| Linguistics & Languages LocationTogo Salmon Hall 513McMaster University1280 Main Street WestHamilton, Ontario, Canada L8S 4M2**Main Office**: 905-525-9140 **Ext.** 24388**Fax**: 905-577-6930**Department Email**: [lingdept@mcmaster.ca](http://lingdept@mcmaster.ca) | ARiEAL (Lab) LocationL.R. Wilson Hall 4020McMaster University1280 Main Street WestHamilton, Ontario, Canada L8S 4K1**Main Office:** 905-525-9140 **Ext.** 21032**Fax:** 905-577-6930**Lab Email:** ariealrc@mcmaster.ca |

## Department Chair

Magda Stroinska | stroinsk@mcmaster.ca | 905-525-9140 x.27067

## Graduate Chair

Elisabet Service | eservic@mcmaster.ca | 905-525-9140 x.21352 The Graduate Chair is the first point of contact when a student issue arises.

## Present Faculty

For more information about Associate Members and Adjunct Faculty visit:
<https://linguistics.humanities.mcmaster.ca/people/faculty/>

|  |  |
| --- | --- |
| **Catherine Anderson**Assistant Professor Undergraduate Program Chair Email: canders@mcmaster.caPhone: 905-525-9140 x.26241Office: Togo Salmon Hall 503[Website](http://www.humanities.mcmaster.ca/~canders)[ARiEAL research centre](https://arieal.mcmaster.ca/discover-arieal/arieal-team/catherine-anderson) | **Anna Moro**Associate ProfessorMELD Program DirectorEmail: moroal@mcmaster.caPhone: 905-525-9140 x.26546[Profile](http://linguistics.humanities.mcmaster.ca/people/faculty/moro-anna/)[LinkedIn](https://ca.linkedin.com/pub/anna-moro/70/aa4/688)[ARiEAL research centre](https://arieal.mcmaster.ca/discover-arieal/arieal-team/anna-moro) |
| **Iris Bruce**Associate ProfessorEmail: ibruce@mcmaster.caPhone: 905-525-9140 x.24697Office: Togo Salmon Hall 502[Profile](http://english.humanities.mcmaster.ca/people/iris-bruce/)[LinkedIn](https://ca.linkedin.com/pub/iris-bruce/23/1ab/2) | **Daniel Pape**Assistant ProfessorEmail: paped@mcmaster.caPhone: 905-525-9140 x.23761Office: Togo Salmon Hall 511[ARiEAL research centre](https://arieal.mcmaster.ca/discover-arieal/arieal-team/daniel-pape) |
| **John Colarusso**Professor Email: colaruss@mcmaster.caPhone: 905-525-9140 x.23902Office: Chester New Hall 532 [Profile](http://linguistics.humanities.mcmaster.ca/people/faculty/colarusso-john/)[LinkedIn](https://ca.linkedin.com/pub/john-colarusso/14/b20/468) | **Nikolai Penner**Assistant ProfessorEmail: pennern@mcmaster.caPhone: 905-525-9140 x.24777Office: Togo Salmon Hall 507[Profile](http://linguistics.humanities.mcmaster.ca/people/faculty/penner-nikolai/) |
| **John Connolly**Senator William McMaster Chair in Cognitive Neuroscience of LanguageProfessorEmail: jconnol@mcmaster.caPhone: 905-525-9140 x.27095Office: Togo Salmon Hall 506[Website](http://www.humanities.mcmaster.ca/~lmblab/)[LinkedIn](https://ca.linkedin.com/pub/john-connolly/1a/845/8b)[ResearchGate](http://www.researchgate.net/profile/John_Connolly3)[ARiEAL research centre](https://arieal.mcmaster.ca/discover-arieal/arieal-team/john-connolly) | **Elisabet Service**Associate Professor Graduate Program Chair Email: eservic@mcmaster.caPhone: 905-525-9140 x.21352Office: Togo Salmon Hall 505[Profile](http://linguistics.humanities.mcmaster.ca/people/faculty/service-elisabet/)[LinkedIn](https://ca.linkedin.com/pub/elisabet-service/45/722/a30?domainCountryName=Canada&csrfToken=ajax%3A0929556586006198555&domainCountryCode=ca)[ResearchGate](http://www.researchgate.net/profile/Elisabet_Service)[ARiEAL research centre](https://arieal.mcmaster.ca/discover-arieal/arieal-team/elisabet-service) |
| **Wendy D'Angelo (Schrobilgen)** Assistant ProfessorEmail: schrobw@mcmaster.caPhone: 905-525-9140 x.24780Office: Togo Salmon Hall 504[Profile](http://linguistics.humanities.mcmaster.ca/people/faculty/dangelo-wendy/)[LinkedIn](https://ca.linkedin.com/pub/wendy-schrobilgen/27/249/851) | **Magda Stroinska**ChairProfessor Email: stroinsk@mcmaster.caPhone: 905-525-9140 x.27067Office: Togo Salmon Hall 501[Website](https://experts.mcmaster.ca/display/stroinsk.)[LinkedIn](https://ca.linkedin.com/pub/magda-stroinska/19/738/568?domainCountryName=Canada&csrfToken=ajax%3A0929556586006198555&domainCountryCode=ca) |
| **Ivona Kucerova**Associate Professor Email: kucerov@mcmaster.caPhone: 905-525-9140 x.23456Office: Togo Salmon Hall 509[Website](http://www.humanities.mcmaster.ca/~kucerov/)[LinkedIn](https://ca.linkedin.com/pub/ivona-kucerova/14/55b/b9a)[ARiEAL research centre](https://arieal.mcmaster.ca/discover-arieal/arieal-team/ivona-kucerova) | **Victor Kuperman**Associate Professor Email: vickup@mcmaster.caPhone: 905-525-9140 x.20384Office: Togo Salmon Hall 510[Website](http://www.humanities.mcmaster.ca/~vickup)[ResearchGate](http://www.researchgate.net/profile/Victor_Kuperman)ARiEAL research centre |

## Administration

**Bianca James**

Administrative Coordinator
Email: jamesb4@mcmaster.ca
Phone: 905-525-9140 x.27057
Office: Togo Salmon Hall 534

**Chia-Yu Lin**

Manager, ARiEAL Email:  linchia@mcmaster.ca

Office: L.R. Wilson Hall 4022

**Nanci Cole**

Administrative Assistant

Email: colenj@mcmaster.ca
Phone: 905-525-9140 x.24388
Office: Togo Salmon Hall 513

[ARiEAL research centre](https://arieal.mcmaster.ca/discover-arieal/arieal-team/chiayu-lin)

# Arrival Guide

Before the program starts in September, please consider the following steps:

1. Be in contact with your supervisor: When should you first meet?
2. Review web services, training requirements, health care, program requirements (i.e., the handbook)
3. Understand your student responsibilities
	1. Does your supervisor want you to keep to a certain schedule?
	2. Do you have office/study space? (see also Work Space in this handbook)
4. Understand your teaching assistant (TA) responsibilities
	1. Who is the instructor?
	2. When do classes start?
	3. Do they want to meet before the first class?
	4. Hours of Work form
	5. Check resources in this handbook

# Program Requirements

## M.Sc. Program Requirements

The M.Sc. program typically lasts two full years, from September of Year 1 to August of Year 2. The official requirements for the M.Sc. program are found in the Graduate Calendar at:

<https://academiccalendars.romcmaster.ca/preview_program.php?catoid=37&poid=19813&returnto=7583>

All M.Sc. students must complete CogSciL 725: Lecture Series in the first year of the program (see “Program Requirements > M.Sc. Program > Lecture Series” for more information on this course). They must also fulfill a quantitative methods requirement.

M.Sc. students must complete four half-courses **plus** one pass/fail module, **plus** the M.Sc. thesis.

Although courses are regularly offered during the Fall and Winter terms, the Spring/Summer term is meant for research and writing. See “Financial Topics > Tuition” for more information about tuition throughout the year. The M.Sc. program does not have specific milestone dates, but consult your supervisor on an individual basis.

### Enrollment

* Enrolment happens in two stages. The first step is to enroll as a student in the program and complete the Payment Agreement. All students who are not scheduled to graduate must register in the program every year. The deadline is usually early August.
* New Students: If your offer of admission was conditional (for example on completing your prior degree) then within 30 days of beginning the program you must present evidence to SGS that you have fulfilled the conditions. The simplest way to do this is to obtain a transcript showing either that the degree has been conferred or showing your status as "clear to graduate". If for some reason it is not possible obtain this transcript, consult SGS to determine how to fulfill the condition.
* The second step of enrolment is to select and register in your courses. The deadline for registering in graduate courses is usually late September, although classes begin in early September. It is a good idea to consult the Graduate Chair each year when selecting your courses to ensure that you have fulfilled the requirements of your program. For full information about course requirements for the M.Sc. and Ph.D. programs, please see the relevant sections below.
* Enrolment is done within Mosaic (See McMaster’s Interfaces > Mosaic)
	+ Finding class times and locations is also done through the same interface on Mosaic
	+ For the CSL graduate classes, there is usually an email sent by the department with the classes, descriptions, dates, and times of the classes offered each semester.
* Full details about how to enroll are available at the SGS website:
	+ <https://gs.mcmaster.ca/academic-services/how-enroll>
* Also consult the Sessional Dates in the appropriate academic calendar for important deadlines:
* https://academiccalendars.romcmaster.ca/index.php

<https://registrar.mcmaster.ca/category/dates/sessional/>

### Required Courses

Students must complete a total of four half-courses *in addition to* the module CogSciL 725:

1. CogSciL 721 Fundamentals of the Cognitive Neuroscience of Language
2. CogSciL 722 Contemporary Issues in the Cognitive Neuroscience of Language
3. Either:
	1. CogSciL 730 Language Analysis Methods: Phonology and Morphology
	2. CogSciL 731 Language Analysis Methods: Syntax and Semantics

One elective half-course selected in consultation with the supervisor. The half-course may be the other of 730 or 731, may be any other 600- or 700-level course offered in the department, or may be a course from another department (with the supervisor’s permission and the permission of the relevant department). It is also possible to complete two quarter courses.

A full listing of courses is found in the Graduate Calendar https://academiccalendars.romcmaster.ca/index.php.

The School of Graduate Studies requires the additional pass/fail modules: SGS 101 and SGS 201. Ordinarily these must be completed within the first year of the program. Consult the SGS Calendar for details.

SGS 101 and SGS 201 are mandatory courses for all McMaster Graduate Students. These courses focus on Academic Research Integrity and Ethics (SGS 101) and Accessibility for Ontarians with Disabilities Act (AODA; SGS 201). These courses are done online through Avenue to Learn (for more information on Avenue to Learn please see “McMaster’s Interfaces > Avenue to Learn”). Students may not graduate or register for subsequent enrollment until they have required the training from these two courses.

### Elective courses

Graduate courses are the 700 level in the Cognitive Science of Language program (e.g., COGSCIL 730, COGSCIL 722), however there are undergraduate courses with LINGUIST 4xxx course codes that are cross-listed as 6xxx courses. These LINGUIST 6xxx courses are available as electives for graduate students.

A full listing of courses is found in the Graduate Calendar https://academiccalendars.romcmaster.ca/index.php.  However, the courses offered in any particular year are only a subset of these. Check course offerings on the departmental webpage.

#### Elective courses: Quarter term supervised research

One way to meet the requirement for the elective half-course is to combine two quarter-courses among CogSciL 712, 713 and 714. Each of these quarter-courses may be repeated once (for a maximum of two quarters of each). To arrange to take one or two of these courses, you should find a faculty supervisor who is willing to supervise a course on that topic. (This course supervisor need not be a member of your thesis supervisory committee or even of the department.) You and your course supervisor should agree together on a topic for the course, and what tasks you will complete by what dates. Make sure to put this agreement in writing to avoid confusion. Once you have arranged a supervisor, the department Administrative Assistant can give you permission in Mosaic to register in the course.

#### Elective courses: Satellite quarter courses

It is also possible to use CogSciL 712, 713 or 714 to earn credit for courses taken elsewhere, such as the [Linguistic Society of America Summer Linguistic Institute](http://www.linguisticsociety.org/content/future-linguistic-institutes), Coursera, LOT Summer School, etc. Each quarter-course corresponds to about 12 hours of class time. To arrange to earn credit for courses taken elsewhere, consult the [Graduate Chair](#_Graduate_Chair). Once you have the Graduate Chair’s permission, register in the appropriate number of sessions of 712/713/714. Upon completing the course, present your transcripts and course outlines and the Graduate Chair will transfer your grade earned in the non-McMaster course to your session of 712/713/714.

### Non-credit Enrolment: Auditing or Listening to courses

If a student is currently enrolled at McMaster in a degree program and wants to take a course, but not receive credit, they may request permission to audit the course. This applies only to graduate courses. The student will receive a transcript notation of having audited the course but no grade for it. It is a good idea to have such transcript proof for content that has been studied.

To enroll to audit a course, the student must submit an official form:  [https://gs.mcmaster.ca/sites/default/files/resources/audit\_course\_fillable.pdf](https://www.google.com/url?q=https://gs.mcmaster.ca/sites/default/files/resources/audit_course_fillable.pdf&sa=D&ust=1537905608728000&usg=AFQjCNFVwuXIemfR1MIxgS6MoBi3hqlb3A)

It is possible to unofficially audit an undergraduate course. No record of it will appear on the student’s transcript in this case. Thus, they will not have proof of having taken the course. The student must receive permission from the Instructor and should satisfy the prerequisites for the course. They have to be registered for the term, but will not be required to complete assignments nor write the final examinations. Note that the student will not earn any credit. Since they are not enrolled in the course, they may need to be manually added to Avenue or email lists by the instructor.

There may be additional steps for listening to a course. Please contact the course instructor for authorization.

### Lecture Series

All students, whether in first year or not, are expected to attend the talks in the Cognitive Science of Language Lecture Series, where scholars from around the world in the fields of Linguistics, Psychology, and Cognitive Neuroscience discuss their research. Usually there is one talk per month, from September to April. For first year students, discussing and attending the Lecture Series constitutes part of the course CogSciL 725. This course is required but may not have a weekly class; instead, students meet before the guest lecture around assignments or to discuss literature related to or recommended by the speaker.

You can request or recommend speakers to be invited to the Lecture Series. To do this, you should email the Department Chair with the full name and university/institution where they work.

### Your committee

As soon as possible, and in any case not later than five months following their arrival, a supervisor has to be declared. No later than twelve months after arrival, a supervisory committee will be appointed by the department/program, on the recommendation of the students and their possible supervisors.

The responsibilities of the supervisory committee are:

* to assist in planning and to approve the student’s program of courses and research;
* to approve the thesis proposal;
* to decide, within departmental regulations, on the timing of the comprehensive examination and, where applicable, of the language and other examinations;
* to maintain knowledge of the student’s research activities and progress;
* to give advice on research, usually through the student’s supervisor;
* to provide the student with regular appraisals of progress or lack of it;
* to perform such other duties as may be required by the department;
* to report on the above matters annually, in writing, on the approved form to the department, which in turn will report to the Faculty Graduate Committee on Admissions and Study;
* to initiate appropriate action if the student’s progress is unsatisfactory, including any recommendation that the student withdraw, for approval by the department and the Faculty Committee on Graduate Admissions and Study;
* to decide when the student is to write the thesis and give advice during this process;
* to act as internal examiners for the student’s thesis;
* to act as members of the examination committee for the final oral defense when so appointed.

It is possible to change supervisors or the membership of a supervisory committee, although this is not the norm. If the direction of the research changes, membership can be changed by mutual consent of the parties involved. Supervisors and/or supervisory committee members may not resign without the department’s/program’s approval. A change in supervisor is at the discretion of the department/program, not the student or supervisor.

### Thesis

The M.Sc. Thesis is a work of original research (empirical or theoretical) under the supervision of a participating faculty member and evaluated by a thesis committee established by the department. Resources helping you with the thesis process can be found on the [SGS resource site](https://graduate.mcmaster.ca/resources).

The supervisor must be a full or an associate member of the Cognitive Science of Language program. The supervisor may name other committee members from within or outside the program. M.Sc. students need to have a committee of at least two members while progressing through the degree. At the stage of the defense, a minimum of three members is required. Consult Section 2.7 of the Graduate Calendar for advice about the relationship between supervisor and student.

It’s a good idea for students to meet regularly with their supervisor. In their first two semesters, they might meet only once a semester, but beginning in May of your first year, they will probably want to meet more frequently. At each meeting, students should make sure they have an understanding of what tasks they should complete before the next meeting, how they are progressing towards their overall goals, and approximately when the next meeting will be.

Generally, students can expect to be able to meet with their supervisors on a monthly basis, or more frequently, as required to maintain the student’s progress. Students are expected to be prepared for each meeting: a) have a (verbal or written) report of their progress since the last meeting, and b) a list of specific concerns that stall their progress or new findings. If students have concerns about the quality of their supervision, they should consult the Graduate Chair or the Chair of the department. If this avenue is not sufficient, the student is encouraged to speak with the Associate Dean of Humanities, Graduate Studies and Research, about the problem.

Students can also consult section 3.5 of the Graduate Calendar <https://academiccalendars.romcmaster.ca/index.php?catoid=37> or resources on the School of Graduate Studies website https://graduate.mcmaster.ca/resources for more information about supervision.

There is no official length requirement for the M.Sc. thesis. The thesis must be long enough to provide a sufficient treatment of the relevant literature, a clear statement of the research question, a report of the evidence that addresses the research question, and a discussion of the consequences of the research for the field. Ordinarily an M.Sc. thesis will be between 40 and 100 pages long. Refer to your supervisor to determine whether they have a template or guide for the thesis’ structure.

The thesis must use appropriate citation format following the conventions of the appropriate field (usually [APA](http://www.apastyle.org)).

The thesis must conform to the requirements set out in McMaster’s Guide for the Preparation of Theses that can be found on the SGS resource page https://graduate.mcmaster.ca/resources.

### How to prepare for a defense

The oral defense of an M.Sc. thesis is scheduled by the department. Once your supervisor has agreed that your thesis is ready to be defended, s/he should arrange with another faculty member to chair the defense. At this point, you will contact the department’s [Administrative Assistant](#_Administration) to schedule your defense at a date and time that you, your supervisor, and the chair (and any other committee members, if applicable) are available. The Administrative Assistant can also reserve a room for the defense. You will probably want to schedule two and a half hours.

Ideally, the defense is a public event which other members of the department may attend, so the Administrative Assistant will announce the defense time and date to the faculty and grad students in the department. You may invite friends or family members as well, if you wish.

At the defense, you will give a short presentation (15-20 minutes) summarizing your work. Your supervisor, committee members and the defense chair will ask you questions about the thesis itself and about other research in the field related to your thesis. Other people present at the defense may ask questions as well, but your performance in answering their questions is not evaluated by the committee. Your supervisor may have previous defense presentations available for you to review and use as a template or guide.

After you have answered questions, the supervisor, defense chair, and other committee members will confer privately and decide whether you have passed the defense. Usually they will ask for some changes to be made to the thesis itself before the final version is submitted to SGS. Make sure to consult all the SGS regulations and deadlines for submitting the final version of the thesis. If your defense is in late August, there may not be enough time to complete the revisions before the final deadline.

You can find more information from the Graduate Studies webpage of thesis submission (<https://gs.mcmaster.ca/masters-degree-thesis>). Included below is their checklist for submission from the aforementioned site.

### Final Thesis Checklist

This checklist can be found online with more resources and instructions.

* ONE electronic copy of the thesis, revised as recommended by the Thesis Examining Committee and approved by the Supervisor/Examining Committee
* A standard 10-12 point font has been used
* TOP and LEFT margins should be 3.8 cm, and RIGHT and BOTTOM margins should be 2.5 cm
* Title Page
* Half-title Page
* Descriptive Note
* Abstract of 300 words or less
* All preliminary pages are numbered in lower case Roman numerals
* All pages must be numbered. The main body of the thesis, including text, bibliography and appendices, must be numbered continuously using Arabic numerals.
* If you have not already done so, please submit the following forms to the School of Graduate Studies, Gilmour Hall Room 212, attention Thesis Coordinator. Your final submission will not be considered complete without this documentation.

**Final Thesis Submission Sheet**<https://gs.mcmaster.ca/resources/final-thesis-submission-sheet>

**McMaster University License**

To be found on the SGS resource site: https://graduate.mcmaster.ca/resources

#### How and where to submit the thesis once it is ready: MacSphere

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

MacSphere is·McMaster University’s Institutional Repository (IR). The purpose of an IR is to bring together all of a University's research under one umbrella, with an aim to preserve and provide access to that research. The research and scholarly output included in MacSphere has been selected and deposited by the individual university departments and centres on campus.

To contribute to McMaster's Institutional Repository, please sign on to MacSphere with your MAC ID. If you have any questions, please contact the Office of Scholarly Communication.

To deposit your Master’s thesis, please follow the instructions outlined by the [School of Graduate Studies](http://gs.mcmaster.ca/academic-services/degree-completion).

## Ph.D. Program Requirements

The PhD program is expected to last four full years. The official requirements for the Ph.D. program are found in the latest Graduate Calendar at:

https://academiccalendars.romcmaster.ca/index.php

### Degree Timeline

The minimum time in which to complete a Ph.D. program at McMaster is three calendar years beyond the bachelor’s level or two calendar years beyond the master’s level. However, the minimum time may be reduced by up to one year for graduate work beyond the Master’s level taken in a university or research institution approved by the Faculty Committee on Graduate Admissions and Study.

Completion of the Ph.D. degree is normally limited to six years from initial registration in a regular doctoral program at McMaster. The time for completion of the Ph.D. program for those admitted to a part-time program is normally limited to eight years from initial registration at McMaster as a Ph.D. student. See graduate calendar for regulations about leaves and late completion.

Ph.D. students must complete the following:

* seven half-courses (See [Required Courses](#_Required_Courses) below)
* one pass/fail module (CogSciL 726 Lecture Series)
* thesis proposal milestone
* presentation at annual Student Research Day milestone
* the language requirement
* the comprehensive exam
* the Ph.D. thesis

Although courses are regularly offered during the Fall and Winter terms, the Spring/Summer term is meant for research and writing. See “Financial Topics > Tuition” for more information about tuition throughout the year.

### Enrollment

* Enrolment happens in two stages. The first step is to enroll as a student in the program and complete the Payment Agreement. All students who are not scheduled to graduate must register in the program every year. The deadline is usually early August.
* New Students: If your offer of admission was conditional (for example on completing your prior degree) then within 30 days of beginning the program you must present evidence to SGS that you have fulfilled the conditions. The simplest way to do this is to obtain a transcript showing either that the degree has been conferred or showing your status as "clear to graduate". If for some reason it is not possible obtain this transcript, consult SGS to determine how to fulfill the condition.
* The second step of enrolment is to select and register in your courses. The deadline for registering in graduate courses is usually late September, although classes begin in early September. It is a good idea to consult the Graduate Chair each year when selecting your courses to ensure that you have fulfilled the requirements of your program. For full information about course requirements for the M.Sc. and Ph.D. programs, please see the relevant sections below.
* Enrolment is done within Mosaic (See McMaster’s Interfaces > Mosaic)
	+ Finding class times and locations is also done through the same interface on Mosaic
	+ For the CSL graduate classes, there is usually an email sent by the department with the classes, descriptions, dates, and times of the classes offered each semester.
* Full details about how to enroll are available at the SGS website:
	+ <https://gs.mcmaster.ca/academic-services/how-enroll>
* Also consult the Sessional Dates for important deadlines:
	+ https://academiccalendars.romcmaster.ca/index.php <https://registrar.mcmaster.ca/category/dates/sessional/>

### Required Courses

Students must complete four compulsory half-courses andthe module CogSciL 726:

1. CogSciL 721 Fundamentals of the Cognitive Neuroscience of Language
2. CogSciL 722 Contemporary Issues in the Cognitive Neuroscience of Language
3. CogSciL 730 Language Analysis Methods: Phonology and Morphology
4. CogSciL 731 Language Analysis Methods: Syntax and Semantics

One elective half-course selected in consultation with the supervisor. The half-course may be any 600- or 700-level course offered in the department, or may be a course from another department (with the supervisor’s permission and the permission of the relevant department). Students with a MSc in Cognitive Science of Language from McMaster University should check the graduate calendar for adjustments to the above requirements .

A full listing of courses is found in the Graduate Calendar <https://academiccalendars.romcmaster.ca/index.php>.

The School of Graduate Studies requires additional pass/fail modules, such as SGS 101 or SGS 201. Ordinarily these must be completed within the first year of the program. Consult the SGS Calendar for details.

SGS 101 and SGS 201 are mandatory courses for all McMaster Graduate Students. These courses focus on Academic Research Integrity and Ethics (SGS 101) and Accessibility for Ontarians with Disabilities Act (AODA; SGS 201). These courses are done online through Avenue to Learn (for more information on Avenue to Learn please see “McMaster’s Interfaces > Avenue to Learn”). Students may not graduate or register for subsequent enrollment until they have required the training from these two courses.

### Elective courses

Three elective half-courses selected in consultation with the supervisor are needed in addition to the required courses. The half-courses may be any other 600- or 700-level course offered in the department, or may be a course from another department (with the supervisor’s permission and the permission of the relevant department).

A full listing of courses is found in the latest Graduate Calendar https://academiccalendars.romcmaster.ca/index.php. However, only a subset of these courses are offered each year. Please, check course offerings on the departmental webpage.

#### Elective courses: Quarter term supervised research

One way to meet the requirement for the elective half-course is to combine a pair of quarter-courses, CogSciL 712, 713 and 714. Each of these quarter-courses may be repeated once (for a maximum of two quarters of each). To arrange to take one or two of these courses, you find a faculty supervisor who is willing to supervise a course on that topic. (This course supervisor need not be a member of your thesis supervisory committee or even of the department.) You and your course supervisor should agree together on a topic for the course, and what tasks you will complete by what dates. Make sure to put this agreement in writing to avoid confusion. Once you have arranged a supervisor, the department Administrative Assistant can give you permission in Mosaic to register in the course.

#### Elective courses: Satellite quarter courses

It is also possible to use CogSciL 712, 713 or 714 to earn credit for courses taken elsewhere, such as the [Linguistic Society of America Summer Linguistic Institute](http://www.linguisticsociety.org/content/future-linguistic-institutes), Coursera, LOT Summer School, etc. Each quarter-course corresponds to about 12 hours of class time. To arrange to earn credit for courses taken elsewhere, consult the [Graduate Chair](#_Graduate_Chair). Once you have the Graduate Chair’s permission, register in the appropriate number of sessions of 712/713/714. Upon completing the course, present your transcripts and course outlines and the Graduate Chair will transfer your grade earned in the non-McMaster course to your session of 712/713/714.

Non-credit Enrolment: Auditing or Listening to courses

See descriptions under [MSc Program Requirements](#_Non-credit_Enrolment:_Auditing).

### Lecture Series

All students, whether in first year or not, are expected to attend the talks in the Cognitive Science of Language Lecture Series, where scholars from around the world in the fields of Linguistics, Psychology, and Cognitive Neuroscience discuss their research. Usually there is one talk per month, from September to April. For first year students, discussing and attending the Lecture Series constitutes part of the course CogSciL 725. This course is required but may not have a weekly class; instead, students meet before the guest lecture to discuss literature related to or recommended by the speaker.

You can request or recommend speakers to be invited to the Lecture Series. To do this, you should email the Department Chair with the full name and university/institution where they work.

### Language Requirement

In order to ensure language diversity and breadth, the Department has a second-language requirement for the Ph.D. degree, in addition to the general Graduate School requirement of English proficiency. Candidates should have, as a minimum, intermediate knowledge of a language other than English, defined as having passed the equivalent of two full-year courses. There are several ways to fulfil this requirement:

* Present a university transcript showing a passing grade in a second-year level language course.
* Be a native speaker of a language other than English.
* Take and pass a McMaster second-year language course. (This course would not count towards your Ph.D. course requirements.)
* If your language competency comes from a non-university course (for example, from high school), ask the Graduate Chair to arrange for you to take an exam for a McMaster language course.

The Graduate Chair can record your completion of the language requirement on your McMaster transcript once you present any of these pieces of evidence.

### Thesis proposal milestone

Students in the PhD program in Cognitive Science of Language are required to submit a thesis proposal to their supervisory committee in the first term of their second year (Term 4). The format of the proposal should follow the guidelines for a SSHRC research proposal for doctoral scholarships. They will also give an oral presentation of this proposal to their committee. The thesis proposal milestone should be passed during the second year of study.

### Presentation at annual Student Research Day milestone

Students in the PhD program in Cognitive Science of Language are required to give a presentation at the annual Student Research Day departmental conference at the end of the Winter term of their second year of study. The topic of the presentation can, but does not have to, be thesis-related.

### Guidance for Comprehensive Exam

Consult the latest Graduate Calendar <https://academiccalendars.romcmaster.ca/index.php> for the description of the Comprehensive Exam in Cognitive Science of Language and of the general requirements for PhD examinations.

#### Timeline

You should start thinking about a topic for your Comprehensive early in Year 1 of the program, and reach an agreement with your Supervisor about the Comprehensive topic in Spring of Year 1. The Comp topic must be distinct from your thesis research.

According to SGS policy, the Comprehensive Exam (Comp) should be successfully completed within 12–20 months of entering the PhD program (24 months is the SGS set ultimate deadline for initial evaluation), usually by April of Year 2.

#### Goal/Purpose

The primary goal of the Comp is for a student to develop facility in a subfield outside the thesis specialization, including familiarity with the literature and methods of that subfield. The comp forms a valuable dossier component, supporting career opportunities after graduation. Ordinarily, your thesis supervisor will NOT supervise your Comp. Once you have your supervisor’s agreement as to the Comp topic, you or your supervisor may approach a faculty member (either within or outside of the department) to direct your Comp and recruit other comp committee members. You and the Comp director should decide together as to the form and length of the Comp and what deadlines you will meet. Make sure to have a written record of this agreement to prevent misunderstanding. The scope of the Comp project should be about the same as a semester-long course.

Please note that you are not required to complete the Comp unassisted. You are encouraged to consult with your Comp committee as you work on the reading and writing for this project. Expect to submit a draft Comp paper, receive at least one round of feedback, and revise it at least once before the oral examination of the Comp.

#### Oral Examination

For the oral examination, the Comp committee that includes at least one other faculty member will examine you. The oral exam of the Comp is not usually a public event. You make a short presentation (10-20 minutes) of your paper and answer questions from the examiners. The examiners decide whether you have passed the exam or not. If not, you have one additional opportunity to take the exam. When you pass the exam. Your Comp committee will provide a report for the Graduate Chair to record the result on your McMaster transcript.

### Thesis and Supervision

Consult Sections 3.5, 4.3 and 4.4 of the Graduate Calendar for information about the Ph.D. thesis and supervisory committee requirements, and Section 2.7 for advice about the relationship between supervisor and student. You should also find instructions on the SGS resource site <https://graduate.mcmaster.ca/resources>.

### Your committee

The supervisor must be declared within the first 5 months of study and the supervisory committee must be declared within the first 12 months of study. Supervisory committee members are assumed to continue their participation on student committees unless otherwise replaced by the Associate Chair or Graduate Chair.

As soon as possible, and in any case not later than six months following their arrival, a supervisory committee will be appointed by the department/program, on the recommendation of the students and their possible supervisors. The supervisory committee will consist of at least three members. See the latest Graduate Calendar about committee consistency.

The responsibilities of the supervisory committee are:

* to assist in planning and to approve the student’s program of courses and research;
* to approve the thesis proposal;
* to decide, within departmental regulations, on the timing of the comprehensive examination and, where applicable, of the language and other examinations;
* to maintain knowledge of the student’s research activities and progress;
* to give advice on research, usually through the student’s supervisor;
* to provide the student with regular appraisals or progress or lack of it;
* to perform such other duties as may be required by the department;
* to report on the above matters annually, in writing, on the approved form to the department, which in turn will report to the Faculty Graduate Committee on Admissions and Study;
* to initiate appropriate action if the student’s progress is unsatisfactory, including any recommendation that the student withdraw, for approval by the department and the Faculty Committee on Graduate Admissions and Study;
* to decide when the student is to write the thesis and give advice during this process;
* to act as internal examiners for the student’s thesis;
* to act as members of the examination committee for the final oral defense when so appointed.

It is possible to change supervisors or the membership of a supervisory committee, although this is not the norm. If the direction of the research changes, membership can be changed by mutual consent of the parties involved. Supervisors and/or supervisory committee members may not resign without the department’s/program’s approval. A change in supervisor is at the discretion of the department/program, not the student or supervisor.

### Supervisory Committee Meetings

Your full supervisory committee must meet at least once each year, usually early in the summer. This meeting must be documented using an electronic form available on MOSAIC. For each meeting, the student will consult with the Departmental Administrative Assistant to initiate a [Supervisory Meeting Report](https://gs.mcmaster.ca/sites/default/files/resources/supervisory_committee_report_march_2018.pdf). After the meeting, the possible outcomes are Excellent, Good, Satisfactory, Marginal, Unsatisfactory.

* Excellent: The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study
* Good: The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner
* Satisfactory: The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student’s skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in Part C
* Marginal: The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student’s skill growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in Part C
* Unsatisfactory: There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in Part C. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue the program until their next committee meeting.

You can find more information from the Graduate Studies resource webpage <https://graduate.mcmaster.ca/resources>. Included below is their checklist for submission from this site.

### Thesis

The PhD Thesis is a work of original research (empirical or theoretical) under the supervision of a participating faculty member and evaluated by a thesis committee established by the department.

Your supervisor must be a full or an associate member of the Cognitive Science of Language program. The supervisor may name other committee members from within or outside the program, but M.Sc. students do not need to have a full committee while progressing through the degree, only at the stage of the defense. Consult Section 2.7of the current Graduate Calendar for advice about the relationship between supervisor and student.

It’s a good idea to meet regularly with your supervisor. In your first two semesters, you might meet only once a semester, but beginning in May of your first year, you will probably want to meet more frequently. At each meeting, make sure you have an understanding of what tasks you should complete before the next meeting, how you are progressing towards your overall goals, and approximately when the next meeting will be.

Generally, students can expect to be able to meet with their supervisors on a monthly basis, or more frequently, as required to maintain the student’s progress. Students are expected to be prepared for each meeting: a) have a (verbal or written) report of their progress since the last meeting, and b) a list of specific concerns that stall their progress or new findings. If students have concerns about the quality of their supervision, they should consult the Department/Program. If this avenue is not sufficient, the student is encouraged to speak with the appropriate Associate Dean of Graduate Studies about the problem.

You can also consult Section 4.4 of the current Graduate Calendar for more information about supervision.

#### The Standard Thesis

There is no official length requirement for the PhD thesis. The thesis must be long enough to provide a sufficient treatment of the relevant literature, a clear statement of the research question, a report of the evidence that addresses the research question, and a discussion of the consequences of the research for the field. Ordinarily a PhD thesis will be less than 300 pages long. Refer to your supervisor to determine whether they have a template or guide for the thesis’ structure.

The thesis must use appropriate citation format following the conventions of the appropriate field (usually [APA](http://www.apastyle.org)).

The thesis must conform to the requirements set out in McMaster’s Guide for the Preparation of Theses available from the SGS resource site.

#### The Sandwich Thesis

A minimum of three published or submitted but not yet published scholarly works must be included within the sandwich thesis in addition to an introductory chapter and final chapter. The sandwich thesis must conform to the requirements set out in McMaster’s Guide for the Preparation of Theses (see SGS resource site, also Appendix B).

### Defense

The oral defense of an PhD thesis is scheduled by the department. The process is changing with a new faster option available. Please consult the guiding documents on the School of Graduate studies website.

Ideally, the defense is a public event which other members of the department may attend, so the Administrative Assistant will announce the defense time and date to the faculty and grad students in the department. You may invite friends or family members as well, if you wish.

At the defense, you will give a short presentation (15-20 minutes) of some part of your work. Usually you will not present the entire thesis, but some interesting portion of it. Your supervisor, an external examiner from another university (possibly only virtually present), committee members, as well as the defense chair, will ask you questions about the thesis itself and about other research in the field related to your thesis. Other people present at the defense may ask questions as well, but your performance in answering their questions is not evaluated by the committee. Your supervisor may have previous defense presentations available for you to review and use as a template or guide.

After you have answered questions, the external examiner, the supervisor, defense chair, and any other committee members will confer privately and make a decision as to whether you have passed the defense. Usually they will ask for some changes to be made to the thesis before the final version is submitted to SGS. Make sure to consult all the SGS regulations and deadlines for submitting the final version of the thesis. If your defense is in late August, there may not be enough time to complete the revisions before the final deadline.

You can find more information from the Graduate Studies webpage of thesis submission. Included below is their checklist for submission from the aforementioned site.

### Final Thesis Checklist

This checklist can be found [online](https://gs.mcmaster.ca/doctoral-degree) with more resources and instructions.

* ONE electronic copy of the thesis, revised as recommended by the Thesis Examining Committee and approved by the Supervisor/Examining Committee
* A standard 10-12 point font has been used
* TOP and LEFT margins should be 3.8 cm, and RIGHT and BOTTOM margins should be 2.5 cm
* Title Page
* Half-title Page
* Descriptive Note
* Abstract of 300 words or less
* All preliminary pages are numbered in lower case Roman numerals
* All pages must be numbered. The main body of the thesis, including text, bibliography and appendices, must be numbered continuously using Arabic numerals.
* If you have not already done so, please submit the following forms to the School of Graduate Studies, Gilmour Hall Room 212, attention Thesis Coordinator. Your final submission will not be considered complete without this documentation.

Final Thesis Submission Sheet
<https://gs.mcmaster.ca/resources/final-thesis-submission-sheet>

McMaster University License https://gs.mcmaster.ca/sites/default/files/resources/licence\_july\_2016.pdf

#### How and where to submit the thesis once you’re ready: MacSphere

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

MacSphere is McMaster University’s Institutional Repository (IR). The purpose of an IR is to bring together all of a University's research under one umbrella, with an aim to preserve and provide access to that research. The research and scholarly output included in MacSphere has been selected and deposited by the individual university departments and centres on campus.

To contribute to McMaster's Institutional Repository, please sign on to MacSphere with your MAC ID. If you have any questions, please contact the Office of Scholarly Communication.

Students wishing to deposit their PhD or Masters thesis, please follow the instructions outlined by the [School of Graduate Studies](http://gs.mcmaster.ca/academic-services/degree-completion).

## Transferring from M.Sc. to Ph.D.

The M.Sc. program in Cognitive Science of Language is a full program in its own right and does not simply serve as a gateway to the Ph.D. program. Nevertheless, some M.Sc. students may wish to be considered for transfer to the Ph.D. program in Cognitive Science of Language. Such students should follow this procedure.

1. The student initiates a conversation with their primary supervisor and supervisory committee to discuss the feasibility of a transfer.
2. The supervisor (and committee, if applicable) advise the student on developing a two-page written proposal for the Ph.D. research.
3. The supervisor prepares a written recommendation making a case for transferring the student.
4. The committee’s recommendation, the student’s proposal, and the student’s McMaster grade report must be submitted to the Department by April 30 of the student’s second year in the M.Sc. program, for consideration by the Graduate Admissions committee.
5. In deciding whether to transfer the student, the Graduate Admissions committee considers the supervisory committee’s recommendation, the student’s proposal, and the student’s performance in graduate classes.
6. The Graduate Admissions committee will make a decision by June 1 of the same year.
7. If the Graduate Admissions committee decides in favour of the transfer, they recommend that SGS complete the transfer.
8. If the Graduate Admissions committee decide against the transfer, they provide a written rationale as feedback to the student and the student’s committee.

Each request is evaluated on an individual basis. The following elements, while not required, are likely to be present in the strongest proposals:

* An understanding of the key theoretical issues in the field;
* A hypothesis to be tested;
* A plan for how to gather and analyze data to test the hypothesis, possibly also including pilot data.
* Evidence of conference presentations or publications of the student’s M.Sc. work
* According to SGS policy, transfers become effective at the beginning of the next term (i.e., September 1, January 1, May 1).
* The relevant portion of the School of Graduate Studies policy on transfers is found in [Section 2.1.3](https://academiccalendars.romcmaster.ca/content.php?catoid=37&navoid=7553#2-1-3-_transfer_to_phd) of the Graduate Calendar.

It is notable that:

1. it is possible to transfer into a PhD program after your first year with or without defending your MSc/no MSc degree). This is decided at the program level, partly based on a recommendation by the supervisor.
2. if you transfer after defending your MSc, you remain a full-time MSc student until you begin your PhD (you can’t, for example, defend your MSc early and be unenrolled for the summer term/get your tuition back, as is possible if you’re graduating and defend early)

## Student Research Day

Each Spring (approximately the first week of April) the department hosts a small conference at which graduate and undergraduate students are invited to present their research. All second-year PhD students are required to present their work at this event. All other students are warmly encouraged to present. The purpose is to advertise and promote student research done at the department across labs and groups, and to provide a friendly venue for practicing one’s presentation skills. Presentations at the Student Research Day can report work in progress or completed projects. The focus can be on the research question and the planned steps to pursue it, rather than the results. The department will distribute a call of abstracts for Student Research Day to all graduate and undergraduate students involved in research.

You are invited to discuss and plan your presentation with your supervisor. Your supervisor may have access to donated presentations from other students to use as a template or example.

### Mandatory SGS Courses

All graduate students are required to complete two courses on Academic Integrity and Accessibility.

Instructions how to access these courses can be found in [this PDF](https://www.degroote.mcmaster.ca/files/2015/06/SGS-101-and-SGS-201.pdf).

These courses are automatically added to the student’s [Avenue to Learn](http://avenue.mcmaster.ca/) account.

More information about these courses can be found in either the M.Sc. or Ph.D. program requirements sections in this handbook.

# Financial Topics

## Financial Aid office:

**Name of Department**
Office of Student Financial Aid & Scholarships

**Website**
<https://sfas.mcmaster.ca/>

**Location on Campus (Address)**
McMaster University
Student Financial Aid & Scholarships
Gilmour Hall, 120
Hamilton, Ontario L8S 4L8

**Summer Hours of Operation
Monday, Wednesday, Thursday**9:00 a.m. – 4:00 p.m.
**Tuesday**10:00 a.m. – 4:00 p.m.

**Friday
9**:00 a.m. – 3:00 p.m.

**Email**sfas@mcmaster.ca

**Phone
905-525-9140 ext. 2431**

## Departmental Funding

The baseline funding package for M.Sc. students consists of one or two 130-hour Teaching Assistantships plus a Graduate Scholarship described in the acceptance offer letter. The baseline funding package for Ph.D. students consists of two 130-hour Teaching Assistantships plus a Graduate Scholarship described in the acceptance offer letter. Graduate scholarships are guaranteed to domestic MSc students for 2 years and for all PhD students for 4 years.

All students who are Canadian citizens or permanent residents are expected to apply for Ontario Graduate Scholarships (usually $15,000 for one year) and Canada Graduate Scholarships from the appropriate agency (SSHRC, NSERC, CIHR, usually ~$20,000 and possibly for several years). Deadlines for each competition vary each year, so pay attention to e-mail messages from the Graduate Chair and Administrative Assistant about how and when to apply.

If a student wins an OGS or CGS, they retain their Teaching Assistantship, but the department may retract part or all of their Graduate Scholarship. This might feel unfair to the scholarship winner, but the OGS or CGS offers a higher level of funding than the ordinarily Graduate Scholarship. It is the funds retained from graduate scholarships that allow the department to offer travel funding and other awards to all students, including those whose scholarships have been retained.

## Scholarships

See section 8.2 in the current Graduate Calendar https://academiccalendars.romcmaster.ca/index.php

### External Scholarships

* <https://sfas.mcmaster.ca/scholarships/external-scholarships/>
* Various scholarship search resources (external websites)
* McMaster’s available scholarships
* Emergency Financial Assistance (contact office directly)

### External Awards Tenable at the University

* McMaster & its departments recommend candidates for awards from the federal and provincial government agencies
* Canadian Graduate Scholarships (CGS: SSHRC, NSERC, CIHR)
	+ “The objective of the Canada Graduate Scholarships program is to help develop research skills and assist in the training of highly qualified personnel by supporting students who demonstrate a high standard of achievement in undergraduate and graduate studies.”
	+ These scholarships can be for one or more years.
	+ The procedures for CGS scholarships have changed in 2019. Please, pay attention to emails from SGS.

*Master’s SSHRC/NSERC/CIHR (CGS)*

* For more information: <http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp>

*Doctoral SSHRC (CGS)*

* Joseph-Armand Bombardier CGS Doctoral Scholarships: $35,000 per year; for 36 months
* SSHRC Doctoral Fellowships: $20,000 per year; varied for 12, 24, 36 or 48 months

Canada Graduate Scholarships – Doctoral Program (CGS D)

SSHRC Doctoral Fellowships

SSHRC On-line System

How To Apply

*Doctoral NSERC*

* Alexander Graham Bell CGS Doctoral Scholarship**-$35,000 per year for 3 years**
* NSERC Postgraduate Scholarships-Doctoral Program**-$21,000 per year for 3 years natural sciences or engineering**

 Canada Graduate Scholarships – Doctoral Program (CGS D)

 NSERC PGS Doctoral

 NSERC application instructions

 Frequently asked questions

 NSERC On-line System login page

*Doctoral CIHR*

 The CIHR Doctoral Research Award consists of two programs administered through a single application:



* **Frederick Banting and Charles Best Canada Graduate Scholarships Doctoral Awards (CGS-D**): Provides special recognition and support to students pursuing a doctoral degree in a health-related field **in Canada**.
* **Doctoral Foreign Study Award (DFSA):** Provides special recognition and support to students who are pursuing a doctoral degree in a health-related field **abroad**.

 Canada Graduate Scholarships – Doctoral Program (CGS D)

 ResearchNet

 CIHR Doctoral Research Awards – Application instructions

*OGS/OGF*

* Ontario Graduate Scholarship (Queen Elizabeth II Graduate Scholarship in Science and Technology)
	+ Value: $15, 000 (distributed over 3 terms)
	+ Duration: 1 year
* Ontario Graduate Fellowship
	+ Value: $12, 000 (distributed over 3 terms)
	+ Duration: 1 year
* Procedure:
	+ Automatically considered if applying to CSG-M or CGS-D (e.g., SSHRC)
	+ If not able to apply for CGS, contact department

*Ontario Trillium Scholarship*

* Provincial level Doctoral scholarship
* International students
* Value: $40, 000
* Duration: 1-4 years (renewable)

Internal Scholarships

<https://gs.mcmaster.ca/graduate-student-recognition-awards>

* Administered by the School of Graduate Studies and the Graduate Students Association
* Awards:
	+ Dean’s Award for Outstanding Leadership and Contributions to the International Graduate Student Community Download the Nomination Package
	+ Dean's Award for Excellence in Communicating Graduate Research
		- Top five Three Minute Thesis finalists receive these awards.
	+ GSA Keith Leppmann Teaching Assistant Excellence Award
	+ GSA Award for Contributions by Non-Academic Staff
	+ Therese Quigley Award of Excellence for Graduate Student Leadership in Athletics (Awarded by the GSA)
	+ Mary Keyes Award for Outstanding Leadership and Service to McMaster (Awarded by the GSA)
	+ GSA Millennium Award for Community Service
* [Nomination forms available through GSA](https://gsamcmaster.org/gsa-awards/)
* Deadline: mid- September
	+ Exact deadline available [online](https://gs.mcmaster.ca/graduate-student-recognition-awards)

## OSAP

### Interest-Free Status

* If you have previously received OSAP or other Canadian Student Loans but no longer receive funding AND you are still a student
* This postpones the start of repaying the loans
	+ Ex. You received OSAP for your undergraduate studies but no longer receive OSAP however you’re still in school and can’t afford to pay back the monthly payments and interest
* Visit this site:
<https://sfas.mcmaster.ca/government-aid/interest-free-status/>
* Fill out the form online (separate interface from National Student Loans)
<https://www.ontario.ca/page/osap-ontario-student-assistance-program>

## Teaching Assistantships

Most 130-hour TA positions run for one semester each, usually in the Fall and Winter semesters. Each summer, the available positions for the upcoming Fall and Winter will be announced and you will have the opportunity to indicate your preferences. Requests for particular courses can never be guaranteed. The Department assigns TAs to courses according to student seniority and to instructors’ needs.

At the beginning of each semester, consult the instructor for the course you’ve been assigned to, and discuss the responsibilities of the position. You and the instructor will need to sign an Hours of Work form each semester documenting that you have agreed on the responsibilities.

You can and should log your hours of work as a union member to guarantee your TA responsibilities are not overshadowing your student responsibilities. You can log your hours [using the Log provided by CUPE](https://cupe3906.org/files/2015/11/TA_work_log_2014.pdf). If you exceed the 130 hours of work, you have the option to abstain from taking on more work (and inform the supervising instructor) or to be paid extra for the additional hours.

You can review [CUPE’s Undergraduate TA Handbook](https://cupe3906.org/files/2015/11/UG_Handbook_Website.pdf) for some useful tips and information good for all first time TAs.

### Additional Work

Occasionally students have the opportunity to work additional hours besides the TA work, for example, as a grant-funded Research Assistant or somewhere else on or off campus. Any work beyond ten hours/week requires permission of the School of Graduate Studies. Consult the Graduate Chair to complete the paperwork.

### Research Assistant in lieu

Instead of working as a TA, there may be opportunity to work as a Research Assistant in an empirical laboratory instead. They pay and Hours of Work form are the same as for a TA.

### Tax Information

As an earning and paying student of the university, you will receive various tax certificates. These can be found through [Mosaic](http://mosaic.mcmaster.ca).

These certificates include:

* T2202A: Tuition, Education, and Textbook Amounts
	+ What you paid in tuition
* T4A: Statement of Pension, Retirement, Annuity, and Other income
	+ What you received in scholarships

#### How to access tax certificates

1. Go to Mosaic
2. Go to Student Center
3. On the left of the screen, look for the section “Financial Aid” under the subheading “Finances”

4. From the drop-down menu where it says “other financial…” select ‘View/Print Tax Forms’ and click the double arrow beside the drop-down menu to go to the page
5. Select the certificate and the year, then click the ‘View’ button to download a PDF of the Tax Form for you to download

Note: multiple years can be viewed and printed

## Tuition

* McMaster requires that you pay the term's full tuition from your own banking institution after you receive your funding for a term.
	+ As of 2018-19, if you have applied for OSAP, your tuition will automatically be deducted from your OSAP payment. If your OSAP payment exceeds the cost of that term’s tuition, the remaining funds will be deposited into your bank account. Note: OSAP payments are available at the beginning of Fall + Winter term only; you are responsible for paying tuition for the Spring/Summer term.
* You can pay from your bank online using your student number as your account number.
	+ Click [here](http://www.mcmaster.ca/bms/student/SAC_payment_methods.html) for the university's instructions on setting up the payment.
	+ You can find out how much you owe through [Mosaic](http://mosaic.mcmaster.ca) >>Student Center >> Account Inquiry.
	+ Tuition for the year (3 terms) is approximately:
		- $ 7 000 for Canadian full time students (MSc & PhD)
		- $3 500 for Canadian part time students (MSc & PhD)
		- $17 000 for International full time students (M.Sc.)
		- $8 800 for International part time students (M.Sc.)
		- $7 000 for International full time students (Ph.D.)
		- $3 500 for International part time students (Ph.D.)
* A breakdown of tuition and fees for graduate students can be found [here](https://www.mcmaster.ca/bms/student/pdf/fees_grad.pdf).
* Please double check that you have received the funding you require to pay tuition.
* Late fees will be charged near the end of the first month of the term, but the school's suggested deadline is usually the first day of the term.
* To review the financial dates and deadlines for the year, [click here](http://www.mcmaster.ca/bms/student/SAC_dates_deadlines.html).
* For more information on charges and payment information for grad students, visit [this page](https://gs.mcmaster.ca/sites/default/files/resources/final_package-september.pdf).

### 5th year PhD Students

* Students who stay past their guaranteed funding period (e.g. 5th year PhD students) will be asked to pay their year’s tuition at once.
* There are discounted tuition fees after term 13 (beginning of 5th year)
* Defending in the 13th or later term costs a readmission fee (approx. $1 200)

### Supplementary Fees

* These fees are included in your tuition (for 2018-2019, they are approximately $1000. A detailed breakdown can be found on Mosaic).
* They cover:
	+ Administration & student services
	+ GSA fees
	+ Insurance plan
	+ HSR bus pass
	+ Sports complex fee

## Travel Grants

In some years, the department is able to offer Graduate Student Travel Grants to support students' travel for the following purposes:

* giving a presentation at a conference
* conducting research that is not funded by a grant
* receiving training or taking a course

Not all applications will necessarily be funded, and in no case will a student receive more than one major travel grant per year. Applications are considered on the basis of the following factors:

* the availability of funds and the number of applications
* the significance of the conference, the presentation, the proposed research, or the training in achieving the student's career goals
* the student's seniority in the program
* the appropriateness of the proposed travel budget, including any contributions from the advisor or any other source

Students who receive a Travel Grant for a conference presentation should give a practice presentation prior to the conference at Community Lunch, their regular lab meeting, or some other convenient time.

To apply for a travel grant, submit an application electronically to the Graduate Chair. In your application, use a form (see Appendix) providing the following information:

1. purpose of travel (including conference name and presentation title if applicable)
2. location and dates of travel
3. proposed travel budget, including transportation, accommodation, meals, and any other relevant expenses
4. the amount and source of any other funding you have received for this travel
5. a brief statement of how this travel will support your progress toward your career goals

Also ask your advisor to e-mail the Graduate Chair directly indicating their support of your travel plans.

In estimating your budget, consult [McMaster’s policy](https://www.mcmaster.ca/bms/policy/accounts_payable/ap01-rem_univ_bus.pdf) on travel reimbursement. For 2015, use of your personal vehicle is reimbursed at 55 ¢/km. Meals will be reimbursed at no more than $50/day. SGS also has travel grants that are distributed by lottery. These can be applied to through Mosaic but are not guaranteed.

To receive reimbursement of travel expenses, submit all receipts to the Administrative Assistant. For conference travel, receipts must be accompanied by a copy of the conference abstract and a copy of the conference program listing the presentation.

# Representation in the University

## Graduate Student Representative

Each year the students elect a fellow student to represent them at meetings of the Department and of the Faculty of Humanities. The representative’s term is October 1 to September 31. The responsibilities are to:

* Attend Department meetings.
* Attend Faculty of Humanities meetings
* Coordinate other correspondence with the Graduate Chair, Department Chair or staff, as necessary.
* Give the student point of view/vote during faculty meetings and other correspondence with the faculty.
* Meet or correspond with the graduate students in order to:
	+ Solicit student input.
	+ Report to students about decisions arising from faculty meetings.
	+ Welcome new and returning students at Orientation Day.
	+ Organize the student mentor program (if there is interest from grad students).
* Keep records, as necessary.
* In coordination with the graduate students and with the input of the faculty, review the Graduate Student Representative electoral process/job description annually or as required.
* Call for nominations of the next Student Representative for elections on the first day of October.
	+ In coordination with Department Chair & Administrative Coordinator
* Be a role model and show good citizenship.

## CUPE 3906 Graduate Students’ Union

* Graduate students who are TAing are part of a labour union: CUPE 3906
* Forms & documents:
	+ TA Hours of Work (usually provided by supervising instructor)
	+ Collective Agreement (contract with the employer (i.e., McMaster) about duties, expectations and compensation)
	+ Pay schedule
	+ <http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit1/>

### Services provided by CUPE

<https://cupe3906.org/tas-unit-1/>

#### First Aid Training

**Free First Aid Training is a benefit guaranteed under each of our three Collective Agreements** (CAs) and available to TAs/RAs in lieu (Article 18.13 of Unit 1 CBA), Sessional Faculty/Hourly-Rated Sessional Music Faculty (Article 17.13 of Unit 2 CBA) and Post Docs (Article 14.12 of the Unit 3 CBA).

 The course, a Standard Red Cross certificate course, is offered on a number of dates this spring through Athletics and Recreation, and the cost of registration is covered by the Employer.

 Dates and further information [are available here](https://rec.mcmaster.ca/activities/first-aid).

You will need to attend both days in order to receive the certificate.

The sessions are being held on campus here. If you have questions about the specifics of the material being offered, please contact Athletics and Recreation at ext. 24464. They are the ones who are offering and teaching the class. Online registration is not an option.

If you are a TA/RA in lieu and working in a different department/program other than the one that you are registered in as a student, registration should be done through your academic department.

Normally, the Administrator (Graduate Secretary) from your academic department or program will need to register you as they must provide the departmental code so the cost can be billed accordingly. This charge cannot be passed on to you

#### Childcare coverage

Access to up to $300 reimbursement per academic year for childcare costs (e.g., daycare, babysitting)

## Graduate Students’ Association (GSA)

Members of the GSA executive meet regularly with the Deans from the School of Graduate Studies, the University President, and serve on a wide range of university committees (athletics, bookstore, centre for student development, health services advisory committee, parking, security, etc.) The GSA President also has observer status on the Board of Governors and the University Senate. The GSA President is invited to meet with representatives of the provincial and federal government when they visit McMaster.

The GSA is a member of the Graduate Students Association of Canada, a national organization representing the interests of graduate students vis a vis funding, intellectual property, etc. The GSA Executive maintain a collegial working relationship with the executives of other student organizations on campus including the McMaster Students Union (undergrads) and the McMaster Association of Part-Time Students (MAPS).

The GSA consists of Executive Officers (i.e., President and VPs) and Faculty Representatives on Council (FRC). These are elected positions that are filled by annual elections at the end of February for the following May for a 12-month position.

Other committees the work on various projects include:

* Academic Affairs (Chair: VP Internal)
* Finance (Chair: VP Administration)
* GSA Leagues (Chair: VP Services)
* Elections (Chair: President)
* By-laws and Constitution (Chair: President)
* Graduate Student Service Review Committee GSSRC (Chair: VP Services)
* Social Events & Trips (Chair: VP External)
* Student Issues Action (Chair: VP External)
* Executive Review Committee (Chair: VP President)
* GSA Clubs Committee (Chair: VP Services)

Board of Governors, Senate & University Planning Committee

You can find more information about the governing bodies of McMaster university at the [University Secretariat website](https://www.mcmaster.ca/univsec/govbodies.cfm). If you are interested in running for a position in these bodies, you can contact unielec@mcmaster.ca with your questions. You can find more information about each of the governing bodies, their composition, and their purpose in Appendix A.

## Faculty of Humanities Graduate Representative

The Humanities Graduate Representative (Grad Rep) is an elected member who serves on Senate.

# Working at McMaster: Studying and Earning

## Work & study space

### Assigned Work Space

The goal is that each graduate student has a desk in an office that is shared with other graduate students. Whether the space is assigned in ARiEAL or not should be discussed with the supervisor. To receive a desk assignment and office key, consult the departmental Administrative Coordinator or ARiEAL manager.

### Open Study Space

The library is an obvious place meant for work. Below is an overview of the McMaster Libraries and some particular work spaces.

1. H.G. Thode Library (Science & Engineering)
	* Cubicles & tables available
2. Innis Library (Business)
	* KTH 108
	* Silent Learning zone (lounge chairs & cubicles)
	* Quiet learning zone (cubicles & tables)
	* Group learning zone (reserved study rooms)
		+ [Innis Room Booking System](https://library.mcmaster.ca/mrbs/day.php?area=1)
	* Conversation-friendly zone (chairs, tables, cubicles)
3. Mills Memorial Library (Arts & Humanities)
	* The Grad & Postdoc Study Room
		+ Mills Library, Rm L405 (4th floor)
		+ Space is to be booked ahead of time (see link); day-use lockers available
			- Requires Working@Mac card to register
		+ Open during Library operating hours
		+ <https://gs.mcmaster.ca/grad-postdoc-study-room-room-l405-mills-library>
	* Sherman Centre for Digital Scholarship
		+ Mills Library (1st floor)
		+ Centre to provide support for research using new/emerging technologies within digital humanities/scholarship
		+ <https://scds.ca/>
		+ \*Workspace available to fellowship members
	* Lyons New Media Centre
		+ Mills Library, L-411 (4th floor)
		+ a media space for the innovative creation and use of new and traditional media in teaching, learning and research at McMaster and is open to all McMaster students, staff, and faculty
		+ You can [book space or equipment online](http://library.mcmaster.ca/lyons/bookings)
4. Health Sciences Library
	* Group Study rooms can be [booked online](https://hslstudyroom.mcmaster.ca/) after registration through their website
		+ Upper level, lower level
	* Silent study spaces (lower level)
	* Quiet study spaces (lower level)
	* Group study spaces (conversation-friendly) (upper level, lower level)

### Useful programs & resources

#### Writing

[Grad Writing Consultants (GWC)](https://gs.mcmaster.ca/grad-writing-consultations-gwc) support students with various written components of their program to help writers become better editors of their own work. This is not a proofreading service. Consultations appointments and drop-in sessions are available. Some common editing tips are provided [here from SGS](https://gs.mcmaster.ca/sites/default/files/images/becker_edit_slow_handout.pdf).

The School of Graduate Studies (SGS) has an [online module](https://gs.mcmaster.ca/news-events/news/2018/new-online-module-introduces-grad-level-writing) to help jumpstart how to write in graduate school.

[Grad Writing Bootcamps](https://gs.mcmaster.ca/thesis-completion-boot-camps) are offered throughout the year. These 3 day sessions require registration and are advertised through the GSA emails.

Other universities also have accessible resources to help with various stages of the writing process. For example, University of Toronto has an in-depth [writing support site](http://writing.utoronto.ca/) for students looking for support and instructors looking for marking/teaching advice.

#### English for Graduate Students

SGS provides [McMaster Effective English Courses (MEEC)](https://gs.mcmaster.ca/about-meec-non-credit-modules) for free to improve English skills.

## Using the library’s services

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

### User Accounts

You actually have TWO library barcodes:

1. Student barcode
2. Staff barcode (because you are an employee at McMaster)

### Searching

 From the main page of the library website, you can use the Quick Search will find sources within and external to McMaster’s libraries pertaining to the topic, title, or author. To find sources within McMaster’s libraries, use the Catalogue search. You can also select particular Databases by their name or topic, or eJournals by title.

You can check the [Mills Memorial Library Directory](https://library.mcmaster.ca/sites/default/files/Mills%20Library%20directory_Jan%202015.pdf) for the locations of certain rooms, stacks, and services. To find rooms and services in the Health Services Library you can visit their website.

### RACER: Interlibrary Loans

<http://library.mcmaster.ca/borrow/ill>

Material not held in the collections of McMaster University Libraries that is needed for study or research by faculty, students, and staff may be requested at no charge through Interlibrary Loan (ILL) via the [RACER](http://racer.scholarsportal.info/) service. It is possible to request a whole book physically, or a scanned chapter of a book/journal to be sent physically or digitally.

<http://library.mcmaster.ca/borrow/ill/racer>

#### Important Information for All RACER Users

* Requests take from **2 to 5 days** (or longer) to arrive depending on availability.
* There is a **$10 charge for any item not picked up** within 3 weeks of email notification. This fee is not charged in the Health Sciences Library.
* There is a **$3.00 fee for articles** picked up in the Health Sciences Library.
* Books loans are free
* **Rush service** is available for an additional $30 per item. [Contact the Interlibrary Loan Department](http://library.mcmaster.ca/department/interlibrary-loan) or the [Health Sciences Interlibrary Loan Department](http://hsl.mcmaster.ca/materials/illo/index.html) for rush requests.
* To expedite your request, please include the ISSN/ISBN in the required field.
* Please remember your pick-up location.
* When searching RACER, do not use the back button on your browser.
* External Borrowers do not have access to Interlibrary Loans privileges at McMaster. If you are an external borrower, please use the services provided at your local public library.

#### First Time RACER Users

* [**Register here**](https://racerforms.scholarsportal.info/registration?nuc=OHM) with the barcode on your McMaster ID card (eg. 290050xxxxxxx).
* Remember the password you choose.
* Individuals who select Health Sciences Library as their pick-up location will be charged differently for Interlibrary Loan service. Visit [HSL Interlibrary Loan](http://hsl.mcmaster.ca/materials/illo/index.html) for more information.
* If you are unsure what payment method to select, select Debit/Credit (can be altered later).

## Responsibilities as a Teaching Assistant

You may review the [Collective Agreement](http://www.workingatmcmaster.ca/med/document/CUPE-Unit-1-%28TA%29-CBA---FINAL-24FEB2017-1-42.pdf) between McMaster University and the Union of Graduate Students for an outline of the rights and responsibilities of those involved in a Teaching Assistantship.

### Contract Requirements

#### Hours of Work Form

Before starting work as a TA, students should contact the instructor (if they have not been contacted) at least a week before classes start. You should organize a meeting to discuss responsibilities and expectations for the course from both the TA’s and the instructor’s perspective. In this meeting, you should negotiate how your required hours are dispersed in the course (e.g., marking, office hours, preparation, etc.) and complete the [Hours of Work form](http://www.workingatmcmaster.ca/med/document/TA-Hours-of-Work-Form-February-2017-1-42.doc) to be submitted to [Bianca](#_Bianca_James). The hours of work consist of an average of 10 working hours per week over 2 terms, meaning 130 hours per term (260 hours over the academic year, excluding the summer term)

#### Exams

Within a course, students may have midterm exams before their final exams. Midterm exams may be organized by the instructor or the registrar (depending on the instructor’s choice at the beginning of the year). Midterm exams will be the most flexible when it comes to invigilating or proctoring by the TAs.

Final exams are organized by the registrar’s office and are invigilated/proctored by external, hired employees. An instructor may ask TAs to attend the exam to answer content questions. All papers, bathroom breaks, submissions should be handled by the hired proctors.

In order to attend the final exam as a delegate instructor (without the instructor), TAs should have a letter from the instructor with the TAs name, student number, and responsibilities (e.g., delegate instructor during an exam or pick up the exams from the collection office).

### Resources: Working with Students

The MacPherson Institute provides a [Teaching Assistant’s Guide](https://mi.mcmaster.ca/site/wp-content/uploads/2014/09/TA_guide1.pdf) with useful topics to help you prepare to be a TA. The handbook covers topics such as:

* Teaching tutorials
* Office hours, emails & lesson plans
* Effective feedback
* Instructional strategies
* Teaching evaluations
* Various quick guides (e.g., other universities’ TA handbooks)
	+ E.g., [University of Toronto](http://writing.utoronto.ca/teaching-resources/)

### Resources: Working with Colleagues

From the MacPherson Institute’s Teaching Assistant Guide:

#### The Instructor:

In some courses you will interact with the instructor on a regular basis while in others you may work independently. In instances where you interact directly with the instructor, it is important that you clearly communicate any questions or issues that you may have. In the case that you are unsure of how to handle an issue with marking, a student’s conduct, or any other concern, you can turn to the instructor as the ultimate authority in the course. It is important to communicate issues with the instructor very clearly and ask for advice. This will decrease the probability of a simple issue escalating in the future.

It is likely that, at some point in your experience as a TA, you will disagree with the instructor about a decision that they have made in the course. If you have a disagreement, it is important that you respect the opinion of the instructor. While it can be intimidating to disagree with the instructor, it can be beneficial to openly discuss a disagreement with them. Bearing in mind that no party may violate McMaster policies such as those on Academic Misconduct, the CUPE Unit 1 Collective Agreement, or Provincial and Federal law, in the case that your disagreement is not resolved, it is important to at least understand and respect the instructor’s decision and their authority in the course.

If you are a graduate student or conducting any research on campus, the instructor of the course may also be your supervisor. It is important to be aware of the difference between the TA-Instructor and Researcher-Supervisor relationships. Be careful to avoid the mixing of TA and research duties. Be aware of the hours of work that you are contracted for and do not allow you Supervisor to rely on you to perform additional TA duties outside of your contract. CUPE has also created a helpful “TA Work Log” form to help you track your hours worked on various duties and ensure you don’t work beyond your contracted hours.

If your duties shift over the course of the term, or you believe you will be unable to complete all required work within the hours specified on your Hours of Work form, communicate this fact to the course instructor for whom you work. The two of you can then make amendments to your Hours of Work form as required. This process is outlined in the Collective Agreement in Article 12.04, “Hours of Work Adjustments /Additional Hours of Work.”

#### Other TAs

In some courses, you may find yourself working with other TAs, either directly in your lab/tutorial section or as colleagues assigned to the same course. If you work in the same lab/tutorial section, it is important to meet well in advance of your first session to ensure that the duties have been clearly determined and that you both agree on the structure of the session. If you are working with a more experienced TA, be sure to ask them any questions you may have about the session or the material being covered. It is OK to admit that you are unfamiliar with a topic and to seek help.

In a situation where you are sharing duties with other TAs (marking, preparing/conducting a lab/tutorial, etc.) it is important to be clear about your responsibilities and how they may or may not affect the work of your colleagues. Ensure that you are respectful of the needs and opinions of the other TAs. If a conflict does arise, try to be understanding and respectful. If you are unable to resolve the conflict on your own, contact the Head TA or Instructor of the course for assistance.

#### Staff:

There are many staff members on campus who are here to provide a variety of services to Instructors, TAs and students. As a TA, you will likely need to access a variety of resources in order to perform your duties. Administrative Assistants, Lab Coordinators and Instructional Assistants all have their roles in preparing and delivering course materials. For example, if you require access to lab equipment or a tutorial room to prepare for your next session, you may need to contact an Administrative Assistant or the Lab Coordinator.

At times you may need to use departmental resources (e.g., printer, photocopier) to perform your TA duties. Please consult with your employment supervisor/course instructor to determine departmental policy on use of such resources. In some cases, you will be able to use them directly; in others, you will need to request assistance from an Administrative Assistant or other staff member. Remember to treat all colleagues and staff with respect and to make requests in a timely manner to ensure you are able to secure needed resources.

If in doubt, seek out help from another graduate student, a CUPE representative, your supervisor, Teaching Assistant Coordinator, etc.

### Work beyond scope of assigned TA/RA duties

You may be interacting with students and you may experience issues outside of teaching/marking. There are specific responses for certain situations. If you find you are in one of these situations download the Teaching Assistant Guide <https://teaching.mcmaster.ca/resources/> to find the correct response.

* A student comes to you in emotional distress; you suspect emotional distress
* You feel harassed or intimidated by a student
* You suspect plagiarism
* You are nearing your allotted 130 hours for the course and you predict more work to come your way

# Experimental Research with Human Participants

## Research Ethics

The McMaster Research Ethics Board (MREB) <https://reo.mcmaster.ca> is responsible for reviewing all non-medical research involving human participants carried out by McMaster faculty, students and staff to ensure the safety and well-being of human participants. MREB ensures compliance with Canada’s Tri-Council Policy Statement <http://www.pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html>.

### Undergraduate research

For research done by undergraduates for their thesis or for ethics in coursework, the HSREC is responsible. The HSREC is the Humanities Student Research Ethics Committee. It is a sub-committee of the McMaster Research Ethics Board. It consists of faculty members, undergraduate students, and graduate students.

### Non-medical human research

You can review the roles and responsibilities of the research and the council [here](https://reo.mcmaster.ca/policies/copy_of_guidelines). Your applications can be submitted online at <https://reo.mcmaster.ca/macrem>. You need to use your Mac ID to register on this site to be able to submit applications for ethical clearance. There are no submission deadlines for MREB applications.

### Medical human research

Research involving patients, staff, resources or facilities at a McMaster affiliated hospital is affiliated with the [Hamilton Integrated Research Ethics Board (HIREB).](http://fhs.mcmaster.ca/healthresearch/hireb/index.html) You can find forms and dates for HiREB [here](http://www.hireb.ca/).

##

## SONA Participant Pool

The department runs a participant pool in which undergraduate students registered in Linguistics courses may participate in experiments for course credit. This offers you the opportunity to run experiments with human participants without having to pay them. Consult the administrator of the SONA participant pool (cr\_sona@mcmaster.ca) to post your experiment in the participant pool. You will be required to show clearance from the [McMaster Research Ethics Board](http://reo.mcmaster.ca) before recruiting participants.

### SONA Make-up Lecture

Students who recruit from the participant pool are expected to take a role in the Experiment Participation lecture each semester. The purpose of this 2-hour lecture is to provide a chance to gain participation credits to those students who could not or chose not to enroll in experiments. The topic of the lecture is research methods used in linguistic research. Typically, graduate students present the method of their own studies.

## Non-SONA compensation

Some research may require participants who are external to the Linguistics program and you may want to compensate their time with money or gift cards. Discuss these options with your supervisor if your participants cannot be recruited from the SONA pool.

# Accessibility and Accommodations

Students with accessibility needs should consult [Student Accessibility Services](http://sas.mcmaster.ca) to arrange for accommodations. The department is not permitted to negotiate accommodations without documentation from SAS.

These issues and services are relevant for you as a student and as a teaching assistant.

## Student Accessibility Services (SAS)

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

This website includes student and faculty login, self-registration, book tests, requesting note-taking services as well as resources for instructors with students requiring SAS accommodations.

It is the student’s responsibility to register for SAS and notify instructors of their requirements. When students ask for help, TAs should direct them to SAS and to self-advocate.

## Student Success Centre

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

This group is part of student services that offers help for academic, personal, and professional development. The programs are aimed at undergraduate students, but some resources may be helpful to students new to McMaster.

## Student Wellness Centre

See also [Health Services](#_Health_Services) in this handbook.

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

**Location:** Student Wellness Centre
MUSC B101/B118
1280 Main St. W.
Hamilton, ON L8S 4L8

**Phone number:** 1 (905) 525-9140 x27700

**Email**: wellness@mcmaster.ca

Services include counselling, medical care, wellness (education, space, outreach, programs), resources (for students and faculty)

## Ombuds Office

See also [Other Mental Health Services](#_Ombuds_Office,_MUSC) in this handbook.

**Website**: <https://www.mcmaster.ca/ombuds/>

**Phone**: 905-525-9140, ext 24151

**Location**: McMaster University Student Centre (MUSC) Room 210

**Email**: ombuds@mcmaster.ca

### Mandate of the Ombuds

The mandate of the Ombuds Office is to ensure that all students, staff, and faculty are treated in a fair and equitable manner within the institution. To this end, the Office provides independent, impartial and confidential dispute-resolution advice and assistance on University-related issues to all members of the McMaster community, promotes discussion of institution-wide concerns, and makes recommendations for systemic changes as appropriate. Through their continued support for the Ombuds Office, McMaster University and the McMaster Students Union have demonstrated their commitment to enhancing the quality of life for all those enjoying learning and working at McMaster.

### What type of academic issues does the Ombuds Office handle?

Students might visit the office with **academic concerns**, such as those involving; appeals or petitions, examinations, academic dishonesty or research misconduct, withdrawals or reinstatements, course rules or management, a supervisor or instructor.

### What type of non-academic issues does the Ombuds handle?

Students might visit the office with **non-academic concerns**, such as those involving; behavioural or professional codes of conduct, on-campus employment, residence life, financial matters, clubs and associations, quality of service.

## Chaplaincy Centre

See also [Other Mental Health Services](#_Chaplaincy_Centre,_MUSC) in this handbook.

**Website**: <https://www.mcmaster.ca/chaplain/>

**Location**: drop in centre located in the McMaster University Student Centre 231.

### What is Chaplaincy?

Chaplaincy is about caring for you as a "whole person" -mind, body and spirit. The Chaplaincy Centre has Christian Orientations, however, we are available to anyone whether part of a religious community or not. We all deserve and desire to be treated as whole human beings. Chaplaincy is about caring for one another in this way. We call it "spiritual care".

## School of Graduate Studies

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

Resources: <https://graduate.mcmaster.ca/resources>

* Student forms and guides
* Financial and human resources
* New to Hamilton
* Faculty & Staff 🡨 Supervisory Committee Meeting Reports here!
	+ [Masters](https://gs.mcmaster.ca/sites/default/files/resources/masters_supervisory_report_february_2018.pdf)
	+ [PhD](https://gs.mcmaster.ca/sites/default/files/resources/supervisory_committee_report_march_2018.pdf)

## MSAFs

From [McMaster Student Absence Form](https://www.mcmaster.ca/msaf/) website

### Requests for Relief for Missed Academic Term Work

The University recognizes that students periodically require relief from academic work for medical or other personal situations. This academic regulation aims to manage these requests by taking into account the needs and obligations of students, instructors and administrators. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in his/her course.

Any concerns regarding the granting of relief should be directed to the respective Faculty Office. Requests for relief should be made with a commitment to academic integrity in mind. Requests that deviate from this commitment will be handled under the Academic Integrity Policy and Student Code of Conduct, where appropriate.

1. **Relief for missed academic work worth less than 25% of the final grade resulting from medical or personal situations lasting up to three calendar days:**

Use the McMaster Student Absence Form (MSAF) on-line self-reporting tool. No further documentation is required.

Students may submit requests for relief using the MSAF once per term.

An automated email will be sent to the course instructor, who will determine the appropriate relief. Students must immediately follow up with their instructors. Failure to do so may negate the opportunity for relief.

The MSAF cannot be used to meet a religious obligation or to celebrate an important religious holiday.

The MSAF cannot be used for academic work that has already been completed attempted.

An MSAF applies only to work that is due within the period for which the MSAF applies, i.e. the 3-day period that is specified in the MSAF; however, all work due in that period can be covered by one MSAF.

The MSAF cannot be used to apply for relief for any final examination or its equivalent. See Petitions for Special Consideration above.

1. **For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has been used previously in that term**

Students must report to their Faculty Office to discuss their situation and will be required to provide appropriate **supporting documentation** (see Documentation Requirements below).

If warranted, the Faculty Office will approve the absence, and the instructor will determine appropriate relief.

#### Documentation Requirements

If the reason for a request for relief is medical, the approved McMaster University Medical Form covering the relevant dates must be submitted. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed work and the doctor must verify the duration of the illness.

If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within three working days.

In some circumstances, students may be advised to submit a Petition for Special Consideration (Form A) seeking relief for missed academic work. In deciding whether or not to grant a petition, adequacy of the supporting documentation, including the timing in relation to the due date of the missed work and the degree of the student's incapacitation, may be taken into account. Failure to do so may negate the opportunity for relief.

If the petition is approved, the Faculty Office will notify the instructor(s) recommending relief. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in his/her course.

This form should be filled out immediately when you are about to return to class after your absence.

**MSAF is now available in MOSAIC Student Center (in the drop down menu under Academics)**

# Health Services at McMaster

As a TA or a RA in lieu of a TA, your **CUPE** premiums cover you for a variety of benefits including [dental coverage](https://cupe3906.org/tas-unit-1/dental-plan/), [Vision & Other Health Spending](https://cupe3906.org/tas-unit-1/unit-1-benefits/), Child Care.

Graduate Students have extended coverage through the **GSA** with SunLife insurance. More information can be found on the GSA website and at ihaveaplan.ca. McMaster Graduate students who do not qualify for the CUPE dental plan (generally only students who are not TAing) also have coverage through the GSA dental coverage.

International students have health coverage through the university health insurance plan (UHIP) and a UHIP rebate for international students is also available. Spouses & Children can also get UHIP.

All questions about health and dental should first be directed to <http://www.ihaveaplan.ca/rte/en/McMasterUniversity_Home> or 1-866-358-4434. If further assistance is still required, please then contact macgsa@mcmaster.ca.

## Health Services

### Health and Wellness Centre

***The Student Centre*** (MUSC) has a [health & wellness centre](https://wellness.mcmaster.ca/) in the basement. Make an appointment by calling Ext. 27700. BRING YOUR HEALTH CARD & STUDENT CARD TO YOUR APPOINTMENT! You will be fined for no-shows.

The centre offers the following services:

* Medical assessment and treatment of illness or injury,
* Mental Health Counseling
* Annual health exams
* Immunizations and allergy injections
* Birth control counseling, free condoms, pregnancy testing & the emergency contraceptive pill (ECP) or Plan B
* Dietician
* Naturopathic Doctor
* Health education & Leaflets

Crisis resources: (<https://wellness.mcmaster.ca/resources/crisis-resources/>)

### Hamilton Health Sciences Urgent Care Centre - 690 Main Street West.

This is the “Main at Macklin” bus stop that most busses near campus go through. You can use this facility for urgent care and for emergencies. Generally for minor issues or for prescriptions you should use the student health & wellness centre or your family doctor.

**Website:** http://www.hamiltonhealthsciences.ca/body.cfm?ID=2109

### Dentist, Optician & Pharmacy

***The Student Centre*** also has a [campus dentist](http://www.campusdentist.com/), a [campus optician](http://campusoptical.ca/signup.php) and the [university pharmacy](http://universitypharmacy.ca/) where you can purchase prescription medication & get the flu shot. You can also get prescriptions at Shoppers Drugmart and there are a number of those near campus. For on-campus resources, they should be able to file your claims automatically when you provide your student card & health card. Off campus resources will require your insurance information which can be found on the health leaflets provided by the GSA & CUPE. This information is also on the webpages mentioned above e.g. CUPE Dental plan

**Note**: There are numerous locations in Hamilton where you can get a family doctor, dentist, optician etc.

## Mental Health Services

As of the 2016 GSA referendum, graduate students voted “no” to an increase in student services fees that would match that paid by the undergraduate students. As such, only undergraduate students are now serviced by the mental health counselors in the campus health center.

The GSA health plan covers you up to $300 per year ($50 per visit) for psychologists so you can use an online resource or go to a psychologist off campus and submit the required paperwork to get reimbursed for this.

There is a page on the Engineering Graduate Society website dedicated to information about mental health resources for graduate students. Check it out here: <http://www.macegs.com/mental-health-services/>

Read here for more information on your coverage re: psychologists
<http://ihaveaplan.ca/rte/en/McMasterUniversity_Health_HealthCoverage_HealthPractitioners_Psychologists>

### Other Mental Health Resources

**Online Psychology Network –** The GSA Mental Health Plan is partnered with [PsyVitalitï](http://psyvitaliti.ca/) in the Psychology Network, a group of psychologists who offer their services to students via secure online video conferencing at a preferred rate, so that Health Plan members can consult a psychologist in the privacy and comfort of their own home. You’ll receive a reduction on the cost of your visit in addition to your insured Health Plan coverage by using this resource. In order to receive the discount, just mention that you’re a student covered by a Plan administered by Studentcare when booking your consultation. You should also be ready to provide your name, student ID number, and address.

**Resources –** The student health and wellness center have a very large variety of counselling tips and pamphlets, in addition to a “mental health 101”, guide https://wellness.mcmaster.ca; <https://wellness.mcmaster.ca/resources/>

**Psychologists in the area** – Remember that you are only covered if your psychologist has a M.S.W. <https://therapists.psychologytoday.com/rms/state/ON/Hamilton.html>

**Campus Resources –** There are some resources on campus that can still help with specific issues.

##### [Human Rights and Equity Services](http://www.mcmaster.ca/hres/), MUSC 212, Ext 27581

* + Counselling for issues related to sexual assault, harassment, discrimination or stalking

##### [Chaplaincy Centre](http://www.mcmaster.ca/chaplain/), MUSC 231, Ext 24207

* + Counselling on spiritual and cultural issues, bereavement and loss

##### [PRIDE Community Centre](https://www.msumcmaster.ca/services-directory/9-pride-community-centre-pcc) MUSC 221, Ext 27397

* + Student peer support and resources around sexual orientation/ gender identity

##### International Student Service, GH 104, Ext 24748

* + Consultation and support on concerns related to culture and ethnicity for international students

##### [Ombuds Office](http://www.mcmaster.ca/ombuds/), MUSC 210, Ext 24151

* + Advice for students, staff and faculty on options and processes available to solve academic and non-academic concerns

##### [Security Services](http://security.mcmaster.ca/), CUC 201, Ext 24281

* + Consultation on issues of safety

##### [Grad Wellness Initiative](http://www.gradwellnessinitiative.com/), <https://www.facebook.com/gradwellnessinitiative>

* + A grad student run initiative that organizes wellness & mental health workshops on campus for grad students.

##### *Mad Student Society & Other Affiliated Network*

* + Peer support groups for students with mental health & psychiatric disabilities
	+ <http://madstudentsociety.com/>
	+ <http://www.hamiltonmadstudents.ca/>
	+ <http://mindyourmind.ca/>

## Health & Dental Insurance

### GSA Plan (StudentCare through SunLife)

* The breakdown is
	+ $186.00 for Health
	+ $170.00 for Dental coverage
* These costs are covered in your tuition payment.

#### Medical Plan:

* The Plan is provided by your Graduate Students Association (GSA)
* costs $163.00 for full-year coverage (September 1 to August 31)
* automatically paid through your payroll deductions
* You can opt-out of this plan if you provide proof of other equivalent coverage.
* For more information and claim forms go to: <http://www.studentcare.net/displaypage.ch2?start=1&brand=2&language_id=1&UniID=90&x=17&y=1>

#### What does the Plan cover?

* Prescription Drugs & Vaccinations
	+ Prescription drugs and vaccinations covered at 80% including oral contraceptives
	+ Pay-Direct Card
	+ Restricted drug formulary with generic substitution
	+ Smoking cessation devices up to maximum of $500 per policy year
	+ Oral contraceptives covered up to $10/month
* Paramedical Practitioners
	+ Physiotherapists and chiropractors covered for maximum of $35/visit, up to
* $500 per policy year, per category
	+ Naturopath, psychologist, osteopath, speech therapist, podiatrist/chiropodist, massage therapist covered for maximum of $25/visit, up to $300 per policy year per category
* Medical Equipment & Services
	+ 100%: Medical equipment, diagnostic services, dental accident, and home nurse
	+ Orthotics/orthopedics shoes covered at 50%, up to $250 per year
	+ Ambulance covered up to $200 per occurrence
	+ Coverage for semi-private hospital room
	+ Coverage for private tutorial services in the event of accident or illness
* Travel Health Coverage
	+ Unlimited trips; 120 days per trip; $5 million per incident
	+ $1,500 trip cancellation and $5,000 trip interruption coverage
* For more details: [ihaveaplan.ca](file:///C%3A%5CUsers%5Cvkupe%5CAppData%5CLocal%5CTemp%5Cihaveaplan.ca)

McMaster Graduate students who do not qualify for the CUPE 3906 dental plan also have dental coverage through the same provider (i.e. StudentCare).

#### Making a claim through the health plan





#### Opting out of the GSA Health Plan

* If you’re already covered by another extended health and/or dental plan:
	+ you can combine both plans to maximize your overall coverage, or
	+ you can opt out of:
		- the health portion,
		- the dental portion,
		- the plan in its entirety
		during the **change-of-coverage period** (the period at the beginning of the semester when you can either opt out or enroll your spouse and/or dependants in the GSA Health Plan) from **September 4 – 28, 2018**.
* You’ll receive a cheque for the amount of the Plan shortly after the end of the change-of-coverage period.
* Please go to [ihaveaplan.ca](http://ihaveaplan.ca/) and see the coverage section-opt outs.

#### Opting out of GSA Dental Plan (automatic)

Students who have a TA-ship or an RA-ship this academic year are covered by the CUPE 3906 Dental Plan and are **automatically opted out of the GSA Dental Plan.** If you completed the opt-out process for the Dental and/or Health portions of the GSA Plan, your reimbursement will arrive by the method you selected (cheque or direct deposit).

### CUPE Plan

Please see detailed information: <http://cupe3906.org/benefits-forms/unit-1-benefits>

#### Dental plan

The CUPE Dental Plan has no deductibles and provides for 100% coverage for diagnostic, preventive, and palliative services, 100% for restorative, endodontic, periodontic, and surgical procedures. You are eligible for up to $1,000.00 every year (Jan 1 - Dec 31).

An employee who is eligible to be covered under the Dental Plan may choose to opt out if he/she provides proof to the spousal coverage or parental coverage under another dental plan. The CUPE Dental Plan Authorization for Change of Status form must be completed and handed back to CUPE office by September 12 to be effective September 1. If Opt-outs submitted after this date and until September 30, they will be effective as of October 1. No Opt-outs would be accepted after September 30.

The Opt-out form must be submitted every year. If an employee who is eligible for the Dental Plan elects to have family coverage for spouse (married, common-law, or same sex) and/or children, he/she will pay for the difference in the cost of the Dental Plan between single and family coverage. The CUPE Dental Plan Authorization for Change of Status form must be completed and handed back to CUPE office by September 12 to be effective September 1. The family opt-in form must be submitted every year.

#### Maternity/Parental Leave; Sick Leave and Grievance Procedures:

For detailed information, consult your CUPE handbook or visit [www.cupe3906.org](http://www.cupe3906.org)





If your claim cannot be filed electronically, you can pay and then file for a reimbursement with the receipts. E.g. CUPE Dental Claim Form: http://cupe3906.org/files/2016/07/Equitable-Dental-Form.pdf

CUPE Health Spending Claim Form: <http://cupe3906.org/files/2013/02/CUPE-3906-Unit-1-Spending-Account-and-Claim-Form-Sept-1-2013-Version-2.pdf>

#### Vision and other medical expenses

<https://cupe3906.org/tas-unit-1/unit-1-benefits/>

A [**Health Care Spending Account** **(HCSA)**](http://cupe3906.org/files/2015/11/CUPE-3906-Unit-1-Spending-Account-and-Claim-Form-Sept-1-2013-Version-2.pdf) exists for all TAs and RAs (in lieu).  The maximum entitlement is $250 per *twenty four month period*.   (This period is currently calculated retroactively from September 1st of the academic year in which you use up your entitlement.  For example, if you make a $250 claim in November, 2017, the next time you will be eligible to make a claim will be September 1st, 2019, provided you are still a member/meet the eligibility criteria.  The entitlement period is subject to change pending funding.)

The Health Care Spending Account (HCSA) enables members to claim a wide range of medical, dental and pharmaceutical expenses not covered (or inadequately covered) by OHIP, UHIP and student extended health plans administered by the GSA and MSU. Vision care products and services such as glasses, contacts and eye exams will remain eligible expenses.

**What sorts of expenses does the Health Spending Account Cover?**

The Health Spending Account is meant to help members with the cost of medical, dental and pharmaceutical costs that are not adequately covered by OHIP, UHIP or the GSA plan. Eligible expenses included, but are not limited to: prescription drugs, glasses, contact lenses, eye exams, dental procedures such as crowns or bridges, casts, crutches, etc. A full list of eligible expenses is available on the Revenue Canada website [here](http://www.cra-arc.gc.ca/tx/ndvdls/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns300-350/330/llwxpns-eng.html#prescrp_drugs). Most members use the HCSA to cover vision-related costs that are not covered by the OHIP, UHIP, GSA or MSU plans (e.g., prescription eye wear, eye exams).

Not sure if an expense will qualify?

**Email**: administrator@cupe3906.org

### International Students Coverage

<https://iss.mcmaster.ca/studentlife/healthcare>

The University Health Insurance Plan (UHIP) is a mandatory, comprehensive health insurance plan that provides health coverage for International and Incoming Exchange Students. UHIP covers medically necessary doctors and hospital visits within Ontario.

It is important to know that when leaving Ontario, eligible expenses covered under UHIP are reduced. If leaving Canada, coverage drops dramatically and very limited coverage is available for a limited number of medical services when received outside of Canada.

McMaster University requires students to obtain supplemental health insurance beyond their UHIP coverage when travelling abroad. Travel insurance is also recommended for any trips outside of the province.

We recommend visiting the UHIP website for the most detailed and up-to-date information and to find out [what is covered](http://uhip.ca/your-coverage.aspx#one) in the plan. You can also email uhip@mcmaster.ca for specific coverage details.

#### UHIP: Introduction

Every year, International students are automatically enrolled in UHIP and it is your responsibility to ensure your coverage is correct. Check your account on [Mosaic.](https://epprd.mcmaster.ca/psp/prepprd/?cmd=login) (Mosaic > Student Center > Finances subheading > Other financial >View/Maintain UHIP). Coverage is currently $612 per person per year. This fee is charged to your student account and is to be paid in full at the beginning of the academic session. [For a full list of UHIP premiums including dependents, visit the UHIP website.](http://uhip.ca/all-about-uhip.aspx#six)

Supplementary coverage (e.g. vision, dental, prescriptions, etc.) is not part of UHIP, but students do have coverage through:

[MSU Health and Dental Plan](https://www.msumcmaster.ca/services-directory/36-health-and-dental-insurance) – Undergraduate students and MBA students\*

[GSA/CUPE Health and Dental Plan](https://gsamcmaster.org/2017/01/31/health-dental/) – Graduate students\*

\*Please keep in mind that exchange students are not eligible for either the MSU or GSA health insurance plans.

International Student Services (ISS) administers UHIP for all students. If you are an employee at McMaster, please contact your HR representative.

If you are admitted to the hospital or having a medical treatment done, please contact us at uhip@mcmaster.ca. To locate a health care provider on the Preferred Provider Network, [visit the UHIP website.](http://uhip.ca/find-a-clinic-or-doctor.aspx)

#### UHIP Claims

If the provider doesn’t bill UHIP directly and you are asked to make a payment, the process for submitting a UHIP claim and being reimbursed for your expense is the following:

1. Before seeking health care, [print off a claim form](http://uhip.ca/_uploads/en_UHIP_ClaimForm.pdf)
2. Complete the form while at the doctor’s office
3. Pay for the care you received
4. Make copies of the claim form, invoice, and proof of payment for your own records
5. Mail the originals of the form, invoice, and proof of payment to the address on the claim form
6. Set up direct deposit if you would like the claim to be paid directly to your bank account (otherwise they will send you a cheque)
7. Wait for UHIP to determine whether the claimed services are covered
8. Receive any applicable payments

What is covered under UHIP? [Find out here.](http://uhip.ca/your-coverage.aspx)

#### UHIP Contact Information

* If any of the following apply, contact us at uhip@mcmaster.ca or by phone at 905-525-9140 ext 20173. Please provide your student number.
* You are not enrolled for the full year (e.g. withdraw from your program, start in January, graduate in December, etc.)
* Your spouse and/or children come to stay with you or leave (coverage for dependents is mandatory and a $500 late registration fee applies)
* You have coverage which is equal to, or better than UHIP and wish to be exempted (Saudi plan, OHIP, etc.)
* If your status changes (e.g., you get Permanent Resident status), you are no longer covered by UHIP, but are now covered by OHIP. You will have to apply for a OHIP card. You can download the registration for coverage form [here](https://www.ontario.ca/page/apply-ohip-and-get-health-card).

# McMaster’s Interfaces

* The Mac ID and Password you set in Mosaic should be the password recognized by all interfaces associated with McMaster

## Student Email

* McMaster’s email system is run through Gmail (Google Mail)
* [studentmail.mcmaster.ca](file:///C%3A%5CUsers%5CChel%5CDocuments%5C2016-2017%5CGraduate%20Representation%5CHandbook%5Cstudentmail.mcmaster.ca)
* This should be your primary email source when communicating with students: McMaster has provided the email address and name according to official documents
	+ Anyone can open a Gmail account under the name “Bill Gates”
* You can add a profile picture to help students identify you as a TA or instructor
* FAQ for McMaster Email: <https://www.mcmaster.ca/uts/selfservice/student_email.html>
	+ Add McMaster Email to your phone: <http://mcmaster.ca/uts/gmailforstudents/index.html>

## Mosaic

* The student portal for:
	+ student center
		- scheduling & enrollment of classes (plus class locations)
		- checking tuition balances
		- personal information & financial information
		- direct deposit
		- electronic tax receipts
	+ pay information (as TA/RA)
	+ setting your password
	+ regulatory training (Ethics & AODA)
* <https://epprd.mcmaster.ca/psp/prepprd/?cmd=login&languageCd=ENG&>
* Mac ID is just the name and number in your McMaster email (don’t include @mcmaster.ca)

## Avenue to Learn

* This is the course communication software platform used by McMaster
	+ “Avenue”, “A2L”
	+ <http://avenue.mcmaster.ca/>
* Mac ID is your McMaster email without @mcmaster.ca
* If you have enrolled in a course, the instructor should have added you to the course’s page
	+ If you are enrolled but do not have Avenue access to a course or you want to audit a course without credit, you can email the instructor to request to be added manually
* As a TA, the instructor may have given you 1 of 6 levels of TA status, or 4 other possible roles for administrating the course
	+ <http://avenue.mcmaster.ca/help/docs/role_list.pdf>
* Avenue also has an internal email system that you can set to forward emails sent to your Avenue email to go to your McMaster Gmail account or to communicate with students in a class
	+ E.g., xxx@avenue.cllmcmaster.ca
* Features in Avenue:
	+ Locker (similar to a Dropbox or Google Drive, 1000KB)
	+ Instant messaging (maybe as an alternative to office hours, if agreed with the teaching instructor)
	+ Within courses:
		- Marking assignments submitted to Avenue (as a TA/Instructor)
		- Posting announcements for classes (as a TA/Instructor)
		- Submitting assignments/quizzes (as a student)
		- Sharing material or readings (as a TA/Instructor or student)
		- Checking the syllabus

## Finding career opportunities

<https://gs.mcmaster.ca/graduate-student-life/opportunities>

# New to Hamilton/Ontario/Canada?

Below are some useful resources to review if you have questions about certain topics.

## CUPE 3906’s Handbook for International Members

<https://cupe3906.org/files/2017/03/A-Guidebook-for-International-Members-CUPE-3906-FINAL-Sept.-2016.pdf>

The CUPE handbook includes an introduction to the union, using internet on campus, housing & furnishing a new apartment, social insurance numbers, getting an OHIP card (post-docs only), transportation in Hamilton and Toronto, and taxes. Additional links include finding childcare, shopping, phone and cable providers, and banking options.

The [International Student Services](https://iss.mcmaster.ca/) site is an excellent resource for students new to Hamilton/Ontario/Canada.

You can also check our department’s Welcome to Hamilton Pamphlet (Appendix C).

# Policies & Forms

* Academic Integrity Policy
	+ <https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>
* Collective Agreement for TA/RA in lieu of TAs
	+ [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-%28TA%29-CBA---FINAL-24FEB2017-1-42.pdf)
* Leaves of Absence:
	+ <http://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572#2-5-7_leaves_of_absence>
* Petition for Special Consideration
	+ <http://graduate.mcmaster.ca/sites/default/files/resources/petition_july2016.pdf>
* Incomplete/Failing Grade:
	+ <http://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572#2.6.4_Failing_Grades_and_Incomplete_Grades>
* Student Code of Conduct:
	+ <http://studentconduct.mcmaster.ca/student_code_of_conduct.html>
* Student Appeals Process:
	+ <http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentAppeal.pdf>
* Copyright Policy:
	+ <https://milo.mcmaster.ca/faqs/copyright_mac>
* Discrimination, Harassment & Sexual Harassment Prevention and Response Policy:
	+ [http://www.mcmaster.ca/policy/General/HR/Discrimination\_Harassment\_Sexual\_Harassment-Prevention&Response.pdf](http://www.mcmaster.ca/policy/General/HR/Discrimination_Harassment_Sexual_Harassment-Prevention%26Response.pdf)
* Research Integrity Policy
	+ <http://www.mcmaster.ca/policy/faculty/Research/Research%20Integrity%20Policy.pdf>

# Links to forms

Guide for the Preparation of Master’s and Doctoral Thesis (December 2016)
<https://gs.mcmaster.ca/sites/default/files/resources/guide_for_the_preparation_of_masters_and_doctoral_theses-_december_2016.pdf>

PhD Supervisory Committee Meeting Report (March 2018)
<http://www.biology.mcmaster.ca/wp-content/uploads/2017/11/PHD_supervisory_committee_report_BIOLOGY_November_2017.pdf>

MSc Supervisory Committee Meeting Report (February 2018)
<https://gs.mcmaster.ca/sites/default/files/resources/masters_supervisory_report_february_2018.pdf>

# Appendices

* 1. Governing bodies at McMaster
	2. Application for travel funds
	3. Welcome to Hamilton Pamphlet (June 2018)

## A. Governing Bodies at McMaster

Board of Governors, Senate, and University Planning Committee

Student members of the Board of Governors, Senate, and University Planning Committee serve two-year terms (or until they graduate or withdraw from the University, whichever is the shorter period). The primary (Spring) election period is held between January 15 to March 31; any vacancies that still exist in the first week in September are filled in the secondary (Fall) election period which must be completed by October 31.

There are sixteen students elected to serve on the governing bodies. Twelve student representatives serve on Senate – one undergraduate and one graduate student from each of the six Faculties: Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences. Two students, one undergraduate and one graduate, serve on each of the Board of Governors and the University Planning Committee. The two-year terms are staggered so that roughly half of the terms end in any given year. In a typical year, then, about eight student vacancies are expected to be filled. In addition to these vacancies, occasionally student representatives graduate at the end of the first year of their terms and new members are elected to finish the final year of those terms.

The call for nominations and the slate of candidates are advertised in The Silhouette at key times during the election period. Notices are posted on the Daily News, the McMaster Update, the University Secretariat website, the University Secretariat’s bulletin board, and on Avenue to Learn throughout the election period. Notices are sent out to all the Faculty Deans, Associate Deans, Chairs of Departments and Directors of Schools, and others to assist in advertising the positions as widely as possible. Throughout the election period, notices and reminders are also sent out to the MSU and its President and to all MSU Clubs, to the GSA and its President, to MAPS, and to all the Faculty student associations with requests to post the notices in offices and circulate the election information to all students in their constituencies.

Board of Governors

The legal responsibilities of the Board of Governors are set out in Section 9 of [The McMaster University Act](https://www.mcmaster.ca/univsec/bylaws/bylaws.cfm), 1976. While the President and senior administrative officers exert the central influence in policy as well as providing the dominant force in management under the authority of the Board, Board members play an important role in the governance of the University, since the Board is the legal owner and the final authority for the institution whose assets and operations the Board holds in trust. Except for such matters as are assigned by the 1976 Act to the Senate, the government, conduct, management and control of the University and of its property, revenues, business and affairs are vested in the Board. In carrying out its financial responsibilities, the Board must accept full accountability for the finances of the University, including monitoring and authorizing the annual operating budget, prudent investments, and comprehensive fund-raising activities, as well as the obligation to ensure that financial assets are appropriately managed. The Board receives nominations from the Senate with respect to the hiring, promoting and suspending of senior administrative and teaching personnel, and delegates the appointment, promotion, suspension or removal of all other officers, agents and employees of the University to officers of the University. The Board conducts its affairs by making by-laws, resolutions and regulations to supplement the Act. The composition of the Board of Governors is described in Section 8 of the [University Act](https://www.mcmaster.ca/univsec/bylaws/bylaws.cfm).

**Standing Committees of the Board of Governors**

The Board has established a number of standing committees where matters are first discussed; final resolutions are then taken to the Board for ratification or further discussion. The terms of reference and composition of these committees are found in the [By-laws of the Board](https://www.mcmaster.ca/univsec/bylaws/bylaws.cfm).

Senate

The Senate has ultimate responsibility for determining academic policy, which includes new academic programs, changes in curriculum, standards for admission to the University, matters arising in connection with the award of scholarships and prizes, examination policy, academic regulations, procedures for student appeals, criteria and procedures for granting tenure and promotion to faculty members, the codes of conduct for students and so on. Website:<http://www.mcmaster.ca/univsec>

**Standing Committees of the Senate**

The Senate has a number of standing committees where many of the matters that come to Senate for approval are discussed in detail first. The terms of reference and the composition of these committees are described in the [Senate By-laws](https://www.mcmaster.ca/univsec/bylaws/bylaws.cfm).

**Councils of Senate**

Two other bodies of Senate are the Graduate Council and the Undergraduate Council. Although they are subordinate bodies of Senate they differ from the standing committees in that Senate has delegated to each of the Councils some major decision-making powers.

The [Undergraduate Council](https://www.mcmaster.ca/univsec/commboard/undergrad.cfm) is responsible for regulating matters concerning undergraduate work. It has the authority to approve curriculum changes recommended by Faculties, to approve minor changes in admission standards, to stipulate the conditions of award for all scholarships and prizes, to decide who will be awarded scholarships and prizes, and to make decisions on any other policies related to undergraduate work such as the academic regulations. The only matters that must be referred to the Senate for final decision are the establishment of new degree programmes, substantial revisions in a Faculty's admission standards and major changes in degree requirements.

The [Graduate Council](http://graduate.mcmaster.ca/grad-council) is similar to the Undergraduate Council except that it is responsible for the regulation of matters concerning graduate work. Again, Senate has delegated to Graduate Council considerable power to make decisions in the area of graduate curriculum and policy, admission standards, awards, scholarships and bursaries.

University Planning Committee

A major committee of the University is the [University Planning Committee](https://www.mcmaster.ca/univsec/commboard/upc.cfm) (formerly the Board-Senate Committee on Academic Planning). This is a joint committee of both the Board of Governors and the Senate. The reason for its being a joint committee relates to its function, which is to make long-range planning recommendations to both the Senate and the Board of Governors. With a joint Board-Senate committee, academic and resource matters can be considered together and appropriate recommendations made to either the Senate or the Board of Governors, or to both.

The University Planning Committee is a joint committee of both the University Senate and the Board of Governors. It is McMaster’s senior planning committee and is, because of its relationship to both governing bodies, unique among Canadian universities with bicameral governing structures. The University Planning Committee has two primary roles, although in both roles its major responsibility is to ensure that academic planning and the management of resources (people, money, space) are fully integrated. In its first, and more formal, role the University Planning Committee is a critical step in the development and approval of plans. Its second role is to serve in an advisory capacity to the senior administration of the University.  The Chair of the University Planning Committee is the Provost & Vice-President (Academic).

The University Planning Committee's fundamental mandate is to coordinate academic and resource planning so that the Senate and the Board may be assured that any proposal presented for approval has academic merit that supports the mission of the University and that resources necessary for the implementation of any proposal have been appropriately assessed. In this context the University Planning Committee shall:

1. review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board;
2. review, for recommendation to the Senate and the Board, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;
3. review and approve annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Associate Vice-President (Academic), the Associate VicePresident (Student Affairs) and Dean of Students, the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Provost, providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board for information;
4. review and approve annual planning reports as prescribed by the Vice-President (Administration) from those administrative and service units that report directly to the VicePresident (Administration), providing comment on how the plans relate to overall University 2 planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
5. review and approve annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research ), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board for information;
6. receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board, future fund-raising priorities and their relationship to the University Plan;
7. provide commentary, with reference to the University Plan and the McMaster University Campus Master Plan, to the relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
8. review, for recommendation to the Senate and the Board, the annual report on the McMaster University Campus Master Plan, including any updates, amendments and elaborations; and
9. report to the Senate and the Board any matters of concern formally identified as such by a majority of the Committee.

CogSciL Graduate Student Travel Grant Application

Name: xxxxxxxxxxxxxxxxxxxxxxxxxxxx Student ID: xxxxxxxx

**1. Purpose of travel (including conference name and presentation title if applicable)**

Name of conference: *xxxxxxxxxxxxxxxxx*

Presentation title: *xxxxxxxxxxxxx*

**2. Location and dates of travel**

*Location:* xxxxx, *Dates:*

**3.** **proposed travel budget in CAD, including transportation, accommodation, registration and any other relevant expenses (add rows as needed)**

|  |  |  |
| --- | --- | --- |
| Expense | Amount | Details |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

**4. The amount and source of any other funding you have received for this travel**

**5. Short (no more than a few sentences) description of how this travel will support your progress toward your career goals**