W BOOTH SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY

2020-2021 ACADEMIC SESSION

SEPTEMBER 2020

McMaster University
Hamilton, Ontario, Canada
L8S 4L8

*Please note that if there is any discrepancy between this document and the 2020-2021 Graduate Calendar, the Graduate Calendar prevails.

Contents

Introduction

SPECIAL ATTENTION: Certain sections in this handbook may vary or made inaccurate due to COVID-19 restrictions, especially around registration, employment and/or funding. The University reserves the right to change its policies this year in the face of government and public health announcements.

This Graduate Student Guide has been prepared to compile instructions and information which should be helpful for new and continuing graduate students in the W Booth School of Engineering Practice and Technology at McMaster University.

The information in this Guide is specific to the W Booth School of Engineering Practice and Technology.

Graduate students are responsible for reading the Calendar of the School of Graduate Studies https://academiccalendars.romcmaster.ca/index.php?catoid=42 **and taking the necessary action regarding registration, submission of projects and so on that are specified therein.**

As changes in the School of Graduate Studies or changes to departmental or program-specific regulations occur, the W Booth School of Engineering Practice and Technology will attempt to keep the graduate students informed. Questions arising from a study of the calendar should be directed to the attention of the faculty member of the appropriate program or to the Associate Director, (Graduate) of the W Booth School of Engineering Practice and Technology.

Graduate students finding errors or ambiguities in this Guide, or have any suggestions for additional material, are urged to make their comments known, in writing, to Dr. Vladimir Mahalec, Associate Director, (Graduate) W Booth School of Engineering Practice and Technology, ext. 26386, mahalec@mcmaster.ca

Graduate Program Contact Information

A full list of W Booth School of Engineering Practice and Technology Faculty members for the 2020-2021 session may be found here: https://www.eng.mcmaster.ca/sept/people/faculty

Faculty Leadership Team

Name	Position	Room	Email Address
Dr. Mohamed Elbestawi	Director	ETB 506	elbestaw@mcmaster.ca
Dr. Vladimir Mahalec	Associate Director (Graduate)	ETB 505	mahalec@mcmaster.ca
Dr. Dan Centea	Associate Director (Undergraduate)	ETB 513	centeadn@mcmaster.ca

Program Academic Advisors

Name	Position	Room	Email Address
Dr. Gail Krantzberg	Engineering and Public Policy	ETB 510	krantz@mcmaster.ca
Dr. Eu-Gene Ng	Manufacturing Engineering	ETB 216	nge@mcmaster.ca
Dr. Robert Fleisig	Engineering Design	ETB 503	robert@mcmaster.ca
Dr. Lotfi Belkhir	Entrepreneurship and Innovation	ETB 504	belkhir@mcmaster.ca
Dr. Zhen Gao	Systems and Technology	ETB 206	gaozhen@mcmaster.ca

Staff

Name	Position	Room	Email Address
Dulcie Amaral	Administrative Assistant	ETB 509	amarald@mcmaster.ca

Salman Bawa	Community Engagement Coordinator	ETB 511	bawask@mcmaster.ca
Anita Blaney	Graduate Administrative Assistant	ETB 509	blaneya@mcmaster.ca
Michele Mantock	Business Manager	ETB 516	mantock@mcmaster.ca
Sarah Sullivan	Team Lead, Academic Programs	ETB 213	sullivsb@mcmaster.ca

Sessional Dates 2020-2021

DEADLINE DATES FOR GRADUATE PROGRAMS	FALL TERM	WINTER TERM	SUMMER TERM
	September - December 2020 September - October, 2020 (1HF) November - December 2020 (2HF)	January - April, 2021 January - February, 2021 (1HF) March - April, 2021(2HF)	May - August, 2020 May - June 2021 (1HF) July-August 2021 (2HF)
On-Time Registration	Tuesday, July 7 to Tuesday, August 4	Thursday, November 26 to Thursday, December 10	Thursday, April 1 to Thursday, April 15
Class Start Dates *	Classes begin on or after September 2, 2020- check with program for details	Classes begin on or after January 4, 2021- check with program for details	Class start dates vary - check with program for details
Late Registration (late fees apply)	August 5 to September 9	December 11 to January 4	April 16 to April 30
Final Dates to Add Courses:			
Multi-term Courses	September 25		
Single-term or 1HF Courses	September 25	January 22	May 14
2HF Course	October 23	February 26	June 25
Final Dates to Drop Courses: **			
Multi-term Courses	February 24	July 26	
Single-term Courses	November 13	March 19	July 16
1HF Courses	October 7	February 10	June 9
2HF Courses	December 9	April 7	August 5
Final Dates to Submit Grades:			

	FALL 2020	SPRING 2021	FALL 2021
Multi-term Courses		May 3	September 3
Single-term Courses	January 4	May 3	September 3
1HF Courses	October 23	February 26	September 3
2HF Courses	January 4	May 3	September 3
Final Date to Submit Results of Incomplete (INC) Grades for Previous Term with Permission of Associate Dean	March 5	July 9	November 5

Thesis

	FALL 2020	SPRING 2021	FALL 2021
Final Date to Initiate Thesis Defence in Mosaic***	June 26	February 3	June 25
Final Date to Submit Master's Theses to Departments (Prior to Defense)	August 7	March 5	August 6
Final Date to File Theses with Graduate Studies and Complete Degree Requirements****	September 28	April 23	September 27

The University welcomes and includes students, staff, and faculty from a wide range of cultural, traditional, and spiritual beliefs. As per the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances, the University will arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays. For more information, please refer to https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-Observances.pdf

 *The precise dates of commencement of courses are determined by the program; students are urged to contact their program for details. SGS maintains the 13-week graduate instruction period; however, if a course does not fall into the traditional 13-week period, the graduate program will inform students of important dates and deadlines in the course syllabus. There is no official fall break or reading week for graduate students (except MBA). Students should check with their program and their course instructor(s) as to whether classes will be held during these periods. Please see sections 1.3 (Responsibilities of Graduate Students to the University) and 2.5.6 (Vacations) of the calendar for more information.

**All courses on a student's record after these dates will require a grade. Exceptions require submission of an In-Program Request Form. Graduate programs may establish earlier deadlines for completion of course work and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes known to the class the methods by which student performance shall be evaluated.

General Information for New Graduate Students

Registration Requirements

Graduate students are required to register with School of Graduate Studies using the Mosaic system between July 7 and August 4. Enrollment instructions can be found here: https://gs.mcmaster.ca/academic-services/how-enroll **PLEASE NOTE: Failure to register by August 4th will result in a $50 late fee.**

International students will receive the message "Study Permit Required" when enrolling. You will receive further information regarding study permit submission from the School of Graduate Studies.

Email

The School of Graduate Studies and the W Booth School of Engineering Practice and Technology will use electronic mail to communicate directly with graduate students at various times during the year. University Technology Services (UTS) provides each student with an e-mail address. You can read about the email service, and access your McMaster email, via this webpage: https://mcmaster.ca/uts/gmailforstudents/ Please note that your McMaster email will not work until you are enrolled in classes. **This is how we keep you informed. We will use your McMaster email account only. Students are expected to read their e-mail on a regular basis.**

Address Changes

Students are responsible for keeping their personal contacts, such as addresses and phone numbers up to date. You can update these details using your Mosaic Student Center.

Bus Passes

The HSR Bus Pass gives you unlimited access to HSR transit from September 1 to August 31. You cannot opt out of the bus pass fee. For full details, please click here: https://gsa.mcmaster.ca/2020/08/06/update-on-gsa-and-hsr-fees/**Career Planning Session**

Graduate students entering in a Masters or Doctoral programs within the Faculty of Engineering are required to complete a career planning exercise within their first academic term. Students in the MEME, MEST, MED, MEPP, MEEI/MTEI program will receive an email from the Engineering Co-op and Career Services office and will book a planning session with a career specialist within the faculty and subsequently submit the Career Planning form by December 7, 2020 or April 5, 2021 to Dulcie Amaral at amarald@cmamster.ca. This is mandatory for all full time and part time students.

Fees

Students can view any tuition fees owed by going to their Mosaic Student Center. All calculated fees will appear in the Finances section. Students can also make payments from this section. Students having any questions or concerns can email student.services@mcmaster.ca

Graduate students are responsible for their student account and you must check this regularly to ensure you are aware of any charges incurred

GRADUATE STUDIES AT MCMASTER

Registration September 2020

Stage I - Registration with the School of Graduate Studies (already completed)

All students (returning and new) are expected to register with the School of Graduate Studies using the MOSAIC online Registration system between July 7 and August 4, 2020. To access this system, please visit the School of Graduate Studies website at https://gs.mcmaster.ca/academic-services/how-enroll

PLEASE NOTE: All students will face a late fee of $50 if they do not register online by August 4, 2020.

International students must register online, but will receive the message "Study Permit Required" when enrolling. You will receive further information regarding study permit submission from the School of Graduate Studies.

On-time Registration: July 7 – August 4   On-line Registration Using MOSAIC
Late Registration: August 5 – September 9   On-line Registration Using MOSAIC

Stage II - Registration with the W Booth School of Engineering Practice and Technology

You will have received an email outlining registration information in July. This email will contain information related to a new student package that you are required to complete and return to the department. This will include:
   a)   Personal Information Form
   b)   W Booth School of Engineering Practice and Technology 2020 – 2021 timetable
   c)   Course registration worksheet
   d)   Key registration deadlines
   e)   Campus map
   f)   NDA form
   g)   Photography release form
   h)   2 Co-op forms, excluding MEEI/MTEI packages (Graduate supervisor co-op permission form & Graduate Students in Engineering and Computer Science co-op registration agreement)

Stage III – Selecting Courses for Online Registration

Due to the interdisciplinary nature of our programs, students in the Master of Engineering and Public Policy program, the Master of Engineering Entrepreneurship and Innovation program, Master of

Technology Entrepreneurship and Innovation program, Master of Engineering Design program, Master of Engineering in Manufacturing Engineering and Master of Engineering in Systems Technology program may be required to take courses outside of the W Booth course offerings. Students must check the course offerings at the applicable department website to determine the date, time and location of those courses. Students taking graduate classes outside the W Booth (e.g. in Chemical Engineering) should ensure that their enrolment intentions are made known to the appropriate Department. The most effective liaison is by email contact with the course instructor or department graduate administrative assistant. Please check the appropriate website for email contacts.

Students should note that certain courses available for graduate credit are offered concurrently with undergraduate courses. These are designated as 600-level courses (e.g. CE 6D04/Geometric Highway Design) in the Graduate Calendar   https://academiccalendars.romcmaster.ca/index.php?catoid=42 and 400-level courses (e.g. CE 4D04/Geometric Highway Design) in the Undergraduate Calendar https://academiccalendars.romcmaster.ca/index.php. Since all undergraduate classes commence on September 8, 2020, graduate students contemplating registration in such a course(s) should try to attend the first lectures in that week.

Required Courses for all Graduate Students
All graduate students, including part-time students, must complete the following non-credit courses:

SGS 101# – Academic Research Integrity and Ethics

SGS 201# – Accessibility for Ontarians with Disabilities Act (AODA)

SEP 772 - Innovation Studio (MEME students exempted)

All **full-time** graduate students must also complete the course:

SEP 771 – W Booth School of Engineering Practice and Technology Practitioner's Forum. Part I & II

SGS#101 - **Academic Research Integrity and Ethics**

All graduate students, including part-time students, must complete the course ***SGS#101 - Academic Research Integrity and Ethics***

This course will introduce incoming graduate students to the standards of academic integrity expected at McMaster. It will provide examples of acceptable and unacceptable practices and will clarify the responsibility and expectations of graduate students with respect to academic integrity. Students will be exposed to the Academic Integrity Policy of McMaster and best practices will be described that will minimize the likelihood of incorrectly attributed work from appearing in their assignments and research records. Students may not graduate or register for subsequent years in a graduate program at McMaster unless they have received a passing grade in SGS #101.

SGS #201 - Accessibility for Ontarians with Disabilities Act (AODA

All graduate students, including part time are required to complete appropriate training required to complete their research and studies (health and safety training, ethics training, biosafety training, etc.), as determined by their home Department or Program. All graduate students also are required to

complete training on the Accessibility for Ontarians with Disabilities Act (AODA), which can be completed on-line [avenue.mcmaster.ca]. Having an understanding of how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions. Students may not graduate or register for subsequent years in their program until they have completed their required training.

Before registering in your courses, you will need to discuss your course selection with the Faculty member of your program.

- **Master of Engineering and Public Policy** students will consult with Dr. Gail Krantzberg.
- **Master of Engineering Entrepreneurship and Innovation** and **Master of Technology Entrepreneurship and Innovation** students will consult with Dr. Lotfi Belkhir
- **Master of Engineering Design** students will consult with Dr Robert Fleisig
- **Master of Engineering in Manufacturing Engineering** students will consult with Dr. Eu–Gene Ng.
- **Master of Engineering in Systems and Technology students will consult w**ith Dr. Zhen Gao

In order to record your course selections in Mosaic, students must complete the appropriate "Graduate Student Course Selection 2020-2021" form found in your program package on our website and have it approved by a faculty member from the appropriate program.   All forms in the package must be submitted to the W Booth School of Engineering Practice and Technology Graduate Administrative Assistant by Monday, September 14, 2020.

All full time and part time graduate students in the W Booth School of Engineering Practice and Technology will be required to register on-line using Mosaic. Returning s*tudents will need to register for the current academic year even if they have finished all their course requirements by adding the placeholder, SGS 700.*

Mosaic Registration Procedure

The Online Course Selection of MOSAIC will be accessible from July 7, 2020 onwards.
Before going on MOSAIC

1. Check the graduate calendar for your program's requirements
2. Choose the remaining of your courses and complete the Graduate Student Course Selection form, which will be given to you during orientation week, and will need to be verified **with a faculty member from your program at the start of term.**
3. If a course requires academic permission, obtain permission from the department that is offering the course.

Finished all your course requirements? You are still required to register on MOSAIC for the upcoming academic year if you are working on your project. Please select SGS 700 for **all academic terms** even if you plan to complete your degree requirements in the first term.

Instructions for enrolling on Mosaic can be found here: http://graduate.mcmaster.ca/academic-services/how-enroll

Graduate Studies policies regarding registration and withdrawal dates

There is a deadline date for both registration and changes (drop and add) to courses.
Students are obligated to review the sessional dates outlined in the School of Graduate Studies 2020-2021 calendar here: https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8741

Critical School of Graduate Studies (SGS) Deadline Dates:

LAST DAY TO ADD COURSES:
Fall Term (1)
Half course (Sept. – Dec.)   Friday, September 25, 2020
Quarter course (Sept. – Oct.)   Friday, September 25, 2020
Quarter course (Oct. – Dec.)   Friday, October 23, 2020

Winter Term (2)
Half course (Jan. – April)   Friday, January 22, 2021
Quarter course (Jan. – Feb.)   Friday, January 22, 2021
Quarter course (Mar. – Apr.)   Friday, February 26, 2021

Summer Term (3)
Half course (May – Aug.)   Friday, May 14, 2021
Quarter course (May – June)   Friday, May 14, 2021
Quarter course (June – July)   Friday, June 25, 2021

LAST DAY TO DROP COURSES:
Fall Term (1)
Half course (Sept. – Dec.)   Friday, November 13, 2020
Quarter course (Sept. – Oct.)   Wednesday, October 7, 2020
Quarter course (Oct. – Dec.)   Wednesday, December 9, 2020

Winter Term (2)
Half course (Jan. – April)   Friday, March 19, 2021
Quarter course (Jan. – Feb.)   Wednesday, February 10, 2021
Quarter course (Mar. – Apr.)   Wednesday, April 7, 2021

Summer Term (3)
Half course (May – Aug.)   Friday, July 16, 2021
Quarter course (May – June)   Wednesday, June 9, 2021
Quarter course (July – August) Thursday, August 5, 2021

STUDENTS WISHING TO CHANGE COURSES AFTER DEADLINES

In certain circumstances, it is possible to change course selection; however, this will require special approval from:
-- the program academic advisor
-- the W Booth School of Engineering Practice and Technology Associate Director of Graduate Studies and
-- the Associate Dean, School of Graduate Studies

To request this change, you would need to complete an In-progress request form or Petition for Special Consideration form at the following link: https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/ Once complete, please submit to W Booth School of Engineering Practice and Technology graduate assistant for appropriate processing.

STUDENTS WHO HAVE BEEN AWARDED A FAILING GRADE

The minimum passing grade in a graduate course is a B-. Failure in either a course or a milestone is reviewed by the appropriate Faculty Committee on Graduate Admissions and Study or the Associate Dean. The Faculty Committee on Graduate Admissions and Study or the Associate Dean acting on its behalf requests a departmental recommendation regarding the student, and this recommendation is given considerable weight. In the absence of a departmental recommendation to allow the student to continue, the student will be required to withdraw. Those allowed to remain in the program must either repeat or replace the failed course or milestone. A failing grade in a Certificate, Diploma, Master's or Doctoral course remains on the transcript. Students who fail a second course or milestone will not normally be allowed to continue in the program.

Under exceptional circumstances a course instructor may approve an extension for the student for the completion of work in a course and assign an Incomplete grade (INC). The instructor will submit an incomplete grade with a 'Lapse To' grade, which is the grade that will default to at the date to clear incomplete grades. Normally this extension is in the range of a few weeks. A student who receives an incomplete grade must complete the work as soon as possible, and in any case early enough to allow the instructor to report the grade by the 'Final Date to Submit Results of Incomplete Grades'. If the INC grade is not cleared by the deadline, the lapsed grade will be recorded.

PROJECT SELECTION AND PROPOSALS
Project selection and proposals will be discussed during the first term of your studies.

PROGRAM-SPECIFIC REQUIREMENTS FOR GRADUATE STUDENTS

Master of Engineering and Public Policy Program

Curriculum

The curriculum has the following components:

1. Core courses that provide the content and methodological skills necessary for understanding and analyzing societal issues for which engineering and science can contribute to public policy solutions;

2. Focus elective courses that allow students to deepen their knowledge of a range of engineering, science and social science applications;

3. The completion of a substantive research paper on a problem at the interface of engineering, science and public policy

Research Project - Inquiry/Thesis in Engineering and Public Policy

Students select a research topic at the interface of engineering, science and public policy which is of interest to them and carries out inquiry-driven research; completes a formal research paper and prepares to publish their results for broad dissemination.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22447&returnto=8767

Master of Engineering Design Program

The curriculum has three main components:

1. Professional Development courses that will enable M.Eng. Design graduates to deal with complex situations in the work environment, to lead teams, and to manage projects.

2. Courses Relevant to the selected stream: some courses are mandatory for a given stream while others are elective.

3. An M.Eng. project that requires synthesis of knowledge from various disciplines.

Product Design Stream

Innovative and creative systems, solutions, and product designs are emphasized through design in a collaborative design studio environment. The interdisciplinary nature of the program enables its participants to work on a variety of design work, such as industrial machinery, consumer products, automotive, etc.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22441&returnto=8767

Master of Engineering Entrepreneurship and Innovation Program
Courses

A candidate is required to complete successfully two one-term advanced engineering courses and the six compulsory Innovation and Entrepreneurial Skills Development module courses. Additionally, full-time students must successfully complete SEP 771 part I and II and SEP 772.

Innovation and Entrepreneurial Skills Development

Six compulsory enterprise modules will focus on providing the Master's degree candidate basic skills to select an idea with good potential, manage the innovation process, then create and manage the business outcome. The skills will broadly cover all the business life cycle from start, growth and sustainability. The modules will develop an understanding of both the innovation and the entrepreneurial processes through lectures, workshops and hands-on work as well as embed sustainability into their enterprise project as a source of competitive advantage.

Each module is considered the equivalent of a half-course as defined by the School of Graduate Studies, but will contain elements of lecture, group work, presentation and other activities as defined in the course outline. The module courses will be delivered in an intensive format. The module courses are:

SEP 6E03 / Entrepreneurial Opportunity Identification
SEP 773 / Leadership for Innovation
SEP 753 / Enterprise Opportunity Development
SEP 755 / Business Launch and Development
SEP 770 / Total Sustainability Management
SEP 790 / Proof-of-Concept Studio

All full-time candidates are required to successfully complete:
SEP 771 / W Booth School of Engineering Practice and Technology Practitioner's Forum Part I
SEP 771 / W Booth School of Engineering Practice and Technology Practitioner's Forum Part II
SEP 772 / Innovation Studio

Engineering Enterprise Project

The Engineering Enterprise Project will run throughout the entire study period and will result in both a business and a viable Proof-of-Concept defined as the combination of (i) a technical plan for an engineering prototype product (ideally with an actual prototype device or software produced) plus (ii) an identified customer base and a plan outlining the way to commercialization. The project will bring together the two complementary streams of activities, one technical and the other commercial, to bring an idea to the proof of concept phase. The Entrepreneurial course stream, which will run coincidentally with the advanced engineering studies, will guide the technological work performed in the research laboratory so that the concept becomes, by the end of the degree, the nucleus of a business proposition. The Engineering Enterprise Project will have three phases, which will end with project gate assessments to determine the project's readiness to proceed to the next phase:

Phase 1 - Project Preparation: Market research to arrive at a proposed product or service with clear value proposition; define the market for the intended product or service revealing competitive threat, opportunities, and margins and volumes projections; draw up development plans for the product or

service indicating the required resources and estimated investment cost; seek the resources within the university and without; build a team of support that might include a partner.

Phase 2 - Technical Research and the Development of the Engineering Prototype: Develop an engineering research plan, identifying key issues and opportunities (with the assistance of academic technical and business supervisors); conduct technical research and development; implement the engineering research plan within the research group in the host-engineering department; build a development network within the engineering research community; ready the technology for transfer to market; conduct initial market engagement to get customer feedback and reactions.

Phase 3 - Technology Transfer to Market: Apply for IP protection if applicable; develop a path-to-market strategy; develop a business case; seek out financing and explore business arrangements; plan for business start-up. Each phase has two equally important components, one technical and the other business:

>**Phase I**: Concept initiation proposal; Technology development plan presentation and documentation

>**Phase II**: Technical Proof-of-concept; Draft financial plan presentation and documentation

>**Phase III**: Business Strategy and Go-to-market plan or a Venture feasibility presentation and documentation

The Phase 3 evaluation will be a defense of your project in an oral examination to your board (technical mentor, enterprise advisor, business advisor and your business mentor). Candidates are required to complete and pass through each phase in order to graduate.

View list of required and elective courses here:
https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22442&returnto=8767

Master of Engineering in Manufacturing Engineering Program

Delivery of the program includes a strong emphasis on project-based experience within the Manufacturing Industry, which is obtained through an industry-based project and through projects defined within courses. Requirements for these are outlined below. Due to the strong practical orientation of the project components of the program, successful completion requires that students have strong interpersonal and communication skills.

Students completing the Program on a course-only basis will be required to complete 8 courses from the approved list of courses. Course selection must be done in consultation with the program lead.

Students completing the Program via course and project work will be required to complete six courses from the approved list of courses, and also successfully complete the M.Eng. project. Course and project selection must be done in consultation with the program lead.

Project

Students wishing to pursue the course plus project-based option must submit a project proposal for approval by both the faculty lead as well as the Associate Director of Graduate Studies in SEPT. If the project is not approved by either individual, students will be reverted to the course-based option. Students are encouraged to develop their own ideas and find industrial sponsors. Projects are ideally undertaken at local companies but may be conducted at locations inside Canada or abroad with the Program Lead's approval and provided that none of the work on the project was done prior to admission into the program. Project groups or individuals will have an industry-based supervisor (stakeholder) with whom the student team can discuss progress, arrange trials etc. Students will also have an academic supervisor who will normally have expertise in the subject area. It is expected that the teams will meet with their supervisors on a regular basis to discuss their progress.

The project team will orally defend their final project report to an examination committee comprised of their academic supervisor and the second reader (faculty member).

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22560&returnto=8767

Master of Technology in Entrepreneurship and Innovation Program

A candidate is required to complete successfully two one-term advanced graduate courses and the six compulsory Entrepreneurship and Innovation module courses. Additionally, full-time students must successfully complete SEP 771 part I and II and SEP 772. A faculty advisor will assist the student in selecting relevant graduate courses. Students will normally be required to complete two graduate level courses. The objective is to acquire leading-edge skills and apply them to the enterprise project.

Innovation and Entrepreneurial Skills Development

Six compulsory enterprise modules will focus on providing the Master's degree candidate with basic skills to select an idea with good potential, manage the innovation process, then create and manage the business outcome. The skills will broadly cover all the business cycle from start, growth and sustainability. The modules will develop an understanding of both the innovation and the entrepreneurial processes through lectures, workshops and hands-on work, as well as embed sustainability into their enterprise project as a source of competitive advantage.

Each module is considered the equivalent of a half-course as defined by the School of Graduate Studies, but will contain elements of lecture, group work, presentation and other activities as defined in the course outline. The module courses will be delivered in an intensive format. The module courses are:

SEP 6E03 / Entrepreneurial Opportunity Identification (Module 1)
SEP 773 / Leadership for Innovation
SEP 753 / Enterprise Opportunity Development
SEP 755 / Business Launch and Development
SEP 770 / Total Sustainability Management
SEP 790 / Proof-of-Concept Studio
All full-time candidates are required to successfully complete:
SEP 771 / W Booth School of Engineering Practice and Technology Practitioner's Forum Part I
SEP 771 / W Booth School of Engineering Practice and Technology Practitioner's Forum Part II
SEP 772 / Innovation Studio

Enterprise Project

The Enterprise Project will run throughout the entire study period and will result in both a business and a viable Proof-of-Concept defined as the combination of (i) a technical plan for an engineering prototype product (ideally with an actual prototype device or software produced) plus (ii) an identified customer base and a plan outlining the way to commercialization. The project will bring together complementary streams of activities, one technical and the other commercial to bring an idea to the proof of concept phase. The Entrepreneurial course stream, which will run coincidentally with the advanced engineering studies will guide the technological work performed in the research laboratory so that the concept becomes, by the end of the degree, the nucleus of a business proposition.

The Enterprise Project will have three phases, which will end with project gate assessments to determine the project's readiness to proceed to the next phase:

Phase 1 - Project Preparation

Market research to arrive at a proposed product or service with clear value proposition; define the market for the intended product or service revealing competitive threat, opportunities, and margins and volumes projections; draw up development plans for the product or service indicating the required resources and estimated investment cost; seek the resources within the university and without; build a team of support that might include a partner.

Phase 2 - Technical Research and the Development of the Prototype

Develop a research plan, identifying key issues and opportunities (with the assistance of academic technical and business supervisors); conduct technical research and development; implement the engineering research plan within the research group in the host-engineering department; build a development network within the engineering research community; ready the technology for transfer to market; conduct initial market engagement to get customer feedback and reactions.

Phase 3 - Technology Transfer to Market

Apply for IP protection if applicable; develop a path-to-market strategy; develop a business case; seek out financing and explore business arrangements; plan for business start-up. Each phase has two equally important components, one technical and the other business:

Phase I

Concept initiation proposal; Technology development plan presentation and documentation

Phase II

Technical Proof-of-concept; Draft financial plan presentation and documentation

Phase III

Business Strategy and Go-to-market plan or a Venture feasibility presentation and documentation

The Phase III evaluation will be a defence of your project in an oral examination to your board (technical mentor, enterprise advisor, business advisor and your business mentor). Candidates are required to complete and pass through each phase in order to graduate.

Leadership Skill Development and the Enterprise Project

The ability to effectively work in a team environment is an important learning outcome of team-based project work on the Enterprise project. The MEEI and MTEI programs use a confidential service to provide each individual with personalized performance feedback from their peers on a period basis. Approaches to improving ones own performance include mentoring and guidance by their Enterprise Advisor.

View list of required and elective courses here:
https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22509&returnto=8767

Master of Engineering in Systems and Technology

Students completing the Program on a course-only basis will be required to complete 9 courses from the approved list of courses. Course selection must be done in consultation with the program lead.

Students completing the Program through course and project work will be required to complete six courses from the approved list of courses, plus successful completion of the project. Course and project selection must be done in consultation with the program lead.

Project

Students wishing to pursue the project-based option must submit a project proposal for approval by both the faculty lead as well as the Associate Director of Graduate Studies in SEPT. If the project is not approved by either individual, students will be reverted to course-based stream. Students are encouraged to develop their own ideas and find industrial sponsors. Projects are ideally undertaken at local companies but may be conducted at locations inside Canada or abroad with the Program Lead's approval and provided that none of the work on the project was done prior to admission into the program. Project groups or individuals will have an industry-based supervisor (stakeholder) with whom the student team can discuss progress, arrange trials etc. Students will also have an academic supervisor who will normally have some expertise in the subject area. It is expected that the teams will meet with their supervisors on a regular basis to discuss their progress.

The project team will orally defend their final project report to an examination committee comprised of their academic supervisor and the second reader (faculty member).

Curriculum
Students enrolling in the program choose their courses in one of the following streams:
- Automation and Smart Systems
- Digital Manufacturing
- Automotive (not offered in the Fall of 2020)

Each stream has a set of core courses and a set of recommended elective courses. Students can take maximum of 2 half courses (one term courses) at 600 level. Students wishing to take an elective course outside of the recommended electives need to obtain a written permission from their graduate advisor. Students have to complete the minimum required number of core courses in order to complete the program.

View list of required and elective courses here:
https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22656&returnto=8767

Graduate Student Policies and Procedures

Presence of Full-Time Graduate Students

The following information includes excerpts from the 2020/2021 School of Graduate Studies Calendar and applies to **all** graduate students. Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Vacation entitlement is discussed in 2.5.8. Any student who is away from campus for longer than one week, which is not part of the student's vacation entitlement, requires their supervisor's approval in writing. If this period of time exceeds two weeks, the approval of the department chair is also required. In accordance with government regulations (see Section 2.5.2) students who will be away from campus for more than four weeks in require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies and must submit a Request to be Full Time Off Campus. Note that this permission is needed even for field work or study elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office. Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be "full-time off-campus" for periods of up to a year. Students will also be required to complete the Risk Management Manual (RMM) 801 forms and gain approval through EOHSS. In cases of unauthorized absence the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made. An exception to this policy would be programs that deliver their curriculum either partially or fully in on-line formats. Please refer to details in individual program descriptions.

The appropriate forms may be obtained at https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/

Definition of Full- and Part-time Status

A full-time graduate student must:

a. have been admitted to a graduate program as a full-time student;
b. be pursuing their studies as a full-time occupation;
c. identify themself as a full-time graduate student;
d. be designated by the university as a full-time graduate student;
e. for most programs (and all research-based programs) be geographically available and visit the campus regularly. Other programs may have different requirements and may be conducted fully on-line. Without forfeiting full-time status, a graduate student, while still under supervision, may be away from the university (e.g. visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such period exceeds four weeks in any one term, written evidence shall be available in the Graduate Studies Office to the effect that this request has the approval of the department or program Chair and Graduate Associate Dean. For information on full time off campus please consult section 2.5.6.
f. be considered to be a full-time graduate student by their supervisor or equivalent (designated by the program office)
g. students who change status from full to part-time, do not receive any more time to complete their program and will continue to be charged tuition fees at the full-time level.
h. students who change part to full time will have their term count re-set on a ratio of 2:1

All active graduate students other than full-time graduate students as defined above are part-time graduate students. See also section 3.6 or 4.6 for more information on program progression.

McMaster University's Regulations for Full- and Part-time Status

In accordance with the above provincial regulations, McMaster requires students to register annually, and to confirm their status as a full-time graduate student. Only full-time graduate students are eligible for scholarship support.

McMaster University complies with the OCGS document "Principles for Graduate Study at Ontario's Universities" (March 2017) which, in Resolution 5, states the following:
"Full-time graduate students are expected to pursue their graduate degree on a full-time basis and make satisfactory progress toward timely completion of all program requirements. It is not possible, or desirable, for the university to monitor and enforce the employment activities of its graduate students outside the university. However, it is both possible and desirable for the university to ensure that it does not itself create a structural situation that jeopardizes the ability of the graduate student to make full-time progress towards the completion of graduate program requirements. Accordingly, OCGS is committed to the principle that full-time graduate students are employed no more than an average of 10 hours per week on campus."

Full-time students who are participating in McMaster-based paid employment should work no more than an average of 10 hours a week to a maximum of 505 hours in the academic year. Normally students who exceed this limit are asked to drop down to part-time status, to stop working or reduce their hours of work. Changing student status from full-time to part-time will affect a student's scholarship funding, OSAP, and student visa status.

The University considers full-time students to be those that have their studies as their priority. All full-time students must be available to conduct research (as appropriate), participate in courses and the other activities required by their program. In some cases award holders may face employment restrictions, but it is the responsibility of the student to ensure their work arrangements are compliant with the terms of their awards.

All active graduate students other than full-time graduate students as defined above are part-time graduate students.

_{Vacations}Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3. In addition to statutory holidays (see Sessional Dates) and the closure of the University normally late December until early January, normal vacation entitlement for a graduate student is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor. An exception to this allotment requires approval from the supervisor or in the supervisor's absence a member of the supervisory committee.

Students who are also employees of the University must seek vacation approval from their employment supervisor and are entitled to vacation time pursuant to the terms of their employment contract.

Leaves of Absence

Graduate students are required to be continuously registered to support the timely completion of their degree. Students may apply for a Leave of Absence in one of four categories (see below for the specifics for each type of leave):

1. Medical or disability leave;

2. Parenting leave;

3. Compassionate or personal leave; or,

4. No course available leave

General Notes for Leaves of Absence

Leaves of Absence ("LOA") are normally granted on a term-by-term basis. Whenever possible the LOA should start and end at the beginning of a term (i.e., January 1, May 1, or September 1). During an LOA the student will not receive supervision or be entitled to use the University's academic facilities for the purposes of academic progression. No tuition will be charged, nor will the student be eligible for any scholarship support. Please note students on an LOA have to pay applicable supplemental fees and will be able to use the services associated with those fees (please direct questions to Student Accounts). The length of time for completing the degree, and for scholarship support eligibility (see qualifier below), will be extended by the duration of the LOA on the resumption of studies. If an LOA begins or ends in the middle of a term, term count will be determined upon return in consultation with the Associate Dean.

It is understood that when a student takes a LOA, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in his or her graduate studies program. On occasion a student may take a leave of absence starting mid-term. This may have impacts on tuition, pay and term count, students should contact their program office or the School of Graduate Studies for more information.

Students should be aware that in the event of an LOA, continuation of the same research project and/or supervisor cannot be guaranteed. In order that the student's supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student's LOA, students are expected to provide as much notice as possible of the intention to take a LOA.

Note: Students who hold fellowships, scholarships or grants from NSERC, SSHRC, CIHR, or OGS should be aware that these agencies or any other external funding source may have policies governing the interruption and continuation of awards that may differ from the University's policy on LOA. Students holding such awards and who intend to keep them are responsible for ensuring that any LOA taken does not conflict with the granting agency's regulations. The appropriate agency should be contacted for details. In addition, domestic students should remain cognizant of OSAP rules regarding LOAs. For further questions regarding OSAP, please contact Student Services at McMaster.

Students returning earlier than planned from an LOA must provide written notice to the School of Graduate Studies a minimum of four weeks in advance of the new return date.

LOA affecting Teaching Assistantship duties are covered by the Collective Agreement with Local 3906 (Unit 1) of the Canadian Union of Public Employees. Please refer to the collective agreement for additional information: http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit1/

Alternatively, the student may request to withdraw (Withdrawal at the Request of the Student). Should the student opt to withdraw, they may be eligible for reinstatement at the University's discretion upon reapplication.

Please note in all cases leaves of absence have the potential to impact term counts. Students on a leave will have their term counts adjusted - if they are off for one or two months out of a term, the term is counted, in cases where they are off three or four month the term is not counted toward their overall term count.

1. Medical or disability leave:

A medical or disability LOA is permitted for reasons of illness or disability, provided that the request is supported by adequate medical documentation. Absences are approved for up to 12 months at a time.

Students wishing to return from a medical LOA must provide a medical note indicating they are fit to continue with their studies.

2. Parenting leave:

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

According to the Employment Standards Act 200 - May 7, 2018 version Part XIV, a "parent" includes: "a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own".

While students are not covered by the Employment Standards Act, McMaster grants students a Parenting Leave for a maximum of four consecutive terms. A student electing not to take the maximum amount of time available for Parenting Leave will not have the option of taking any unused portion at a later date. Students returning from a leave should consult with their programs and should note that course availability may be affected by the timing of their return.

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

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

3. Compassionate or personal leave:

Students who have successfully completed at least one full year in a graduate program may apply for an LOA once for up to one year for personal circumstances, or work experience provided that the student's supervisor and the department support the request.

An LOA will not be granted to pursue another program of study.

Under certain circumstances the Vice-Provost and Dean of Graduate Studies may allow for a special leave of absence. In this case, application should be made directly to the Vice-Provost and Dean of Graduate Studies.

4. No course available leave:

This leave is available only for graduate programs that have indicated on their website that the 'no course available leave' is an option. This leave is available to students who have yet to complete course work and no suitable course is offered in a given term; the student may petition for a 'no course available leave' for that term. This leave is not available if the student is registered in a program that requires a thesis/dissertation or a major research paper.

General Information

Counselling Services
Equity and Inclusion Office (EIO) - https://equity.mcmaster.ca/

Student Affairs/International Student Services – Tel. 905-525-9140 ext. 24748; iss@mcmaster.ca

Ombuds Office – http://www.mcmaster.ca/ombuds/

Financial Aid and Scholarships – https://registrar.mcmaster.ca/financial-aid/

Student Success Centre – https://studentsuccess.mcmaster.ca/

Environmental and Occupational Health Support Services – Tel. 905-525-9140 Ext. 24352

Health Services
Ontario Health Insurance Card – Tel. 1-866-532-3161 (Service Ontario)

GSA Health and Dental Plan - http://www.studentcare.ca/View.aspx?locale=en&uid=McMasterUniversity_Home&

or 1-866-358-4434

Conference and Event Services – http://conference.mcmaster.ca

Housing and Conference Services and Hospital Services
Hospitality Services – http://hospitality.mcmaster.ca

Off-Campus Housing – http://macoffcampus.ca   (Off-Campus Resource Centre)

On-Campus Housing – http://housing.mcmaster.ca   (Housing and Conference Services)

Graduate Students Association (GSA) – https://gsamcmaster.org/

Student Associations
McMaster University Alumni Association – http://www.mcmaster.ca/ua/alumni

Athletics and Recreation – http://www.marauders.ca/

Other University Services/Facilities
Bookstore – https://campusstore.mcmaster.ca/   (Titles Bookstore)

Day Care Facilities at McMaster

• McMaster Children's Centre – https://mcmasterchildrenscentre.wordpress.com/

• McMaster Students' Union Child Care Centre – Tel. 905-526-1544; E-mail: dthomson@msu.mcmaster.ca

Parking Services – http://parking.mcmaster.ca

Security Services – http://security.mcmaster.ca

University Chaplain Centre – http://www.mcmaster.ca/chaplain

Centre for Continuing Education – https://www.mcmastercce.ca/

Paul R. MacPherson Institute for Leadership, Innovation & Excellence in Teaching (MI) - http://mi.mcmaster.ca/

McMaster Media Production Services – http://media.mcmaster.ca

McMaster Museum of Art – https://museum.mcmaster.ca/

Office of International Affairs – https://oia.mcmaster.ca/

Academic Sustainability Programs Office - https://asp.mcmaster.ca/academic-programs-overview/

University Library – http://library.mcmaster.ca/

University Technology Services (UTS) – http://www.mcmaster.ca/uts/

CAMPUS HEALTH CENTRE
Student Wellness Centre is located in the Peter George Centre for Living and Learning in room 210/201. They can be reached at 905-525-9140 x27700. https://wellness.mcmaster.ca/

STUDENT ACCESSIBILITY SERVICES
Student Accessibility Services (SAS) provides academic accommodation assistance and related supports to students with disabilities at McMaster. SAS is available to assist students transitioning from high school, other post-secondary institutions, undergraduate, continuing and graduate students. Please visit http://sas.mcmaster.ca/

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

GSA HEALTH & DENTAL PLAN
Most Graduate Students at McMaster University are covered by ONE of two dental plans in addition to a health plan:

1. The dental plan administered by CUPE 3906
2. The health & dental plan administered by the Graduate Student Association (GSA)

For help determining which plan you will be enrolled in and/or for general dental inquiries, please do not hesitate to contact either the GSA or CUPE 3906.

GSA plan information and contact: http://www.studentcare.ca/View.aspx?locale=en&uid=McMasterUniversity_Home& or 1-866-358-4434. If further assistance is still required, please then contact macgsa@mcmaster.ca

CUPE contact information: http://www.cupe3906.org/wordpress/about/contact

UHIP (UNIVERSITY HEALTH INSURANCE PLAN)
The Ontario Ministry of Health does not extend health coverage to International students. The University has developed a plan called the University Health Insurance Plan (UHIP). Insurance coverage is mandatory

and all fully registered International students must arrange payment for a full-year's premium at registration in September or January. The premium assessed depends upon the number of dependents requiring insurance coverage. For more information, please call visit the McMaster UHIP website: https://studentsuccess.mcmaster.ca/international-students/health-insurance/or call ext. 24254. You can also apply in person at Gilmour Hall 110 or via e-mail at studentsuccess@mcmaster.ca

Health and Safety Training Required for W Booth Students

Health & Safety:
All graduate students in the masters' programs in the W Booth School of Engineering Practice and Technology are required to complete the following health and safety training:

- Asbestos Awareness
- Ergonomics
- Fire Safety
- Health & Safety Orientation Training
- Slips, Trips and Falls
- Chemical Handling & Spills On-Line (for MED students only)
- Violence and Harassment Prevention in the Workplace
- WHMIS 2015

W.H.M.I.S. - WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM
Provincial legislation requires that all people employed in a workplace where hazardous materials are used, attend training sessions on the W.H.M.I.S.

The training is **mandatory**, not optional.

You can register and complete the training for all these Health and Safety modules on-line in Mosaic. You are required to provide the Graduate Administrative Assistant with a hardcopy of the screen shot indicating the completion of the above modules. It is expected that the student will complete this requirement by **September 13th, 2020.**

REPORTING OF A SAFETY INCIDENT
Any incident, which could have resulted in injury, must be reported to the School immediately. The

School contacts are:

- Dr. Vladimir Mahalec, Associate Director, (Graduate) W Booth School of Engineering Practice and Technology, ext. 26386, mahalec@mcmaster.ca
- Michele Mantock, Business Manager, mantock@mcmaster.ca The university is required by law to report such incidents to the Workplace Safety and Insurance Board (WSIB).

FIRE SAFETY PROCEDURE
In the case of fire, or the sounding of an alarm "**Get Out and Stay Out"** You should be at least 50 feet away from the building and not return until the "All Clear" is given.

SECURITY

McMaster's location can sometimes make you forget that the world is not always a nice place. Theft, particularly of bicycles and computers can be a problem. You are encouraged to ID your bicycle, computers and other valuables. Be aware of your surroundings. There have been thefts of personal belongings and research equipment from laboratories and offices. If you are leaving your desk area, even for 5 minutes, ensure your belongings are locked in a secured area.   If you are using the library or other common areas, do not ever leave valuables (wallets, purses, etc.) where they can be taken.

McMaster Security Officers act under the authority of the Ontario Police Act to enforce federal and provincial regulations. They are here to protect, not to harass you. Students who violate these statutes and bylaws are subject to arrest, prosecution and/or disciplinary action under McMaster's Student Code of Conduct.

EMERGENCY

The Emergency call number is 88; the office is located in E. T. Clarke 201 and they are responsible for overall security on campus and can be contacted at ext. 24281. In addition, they operate a Lost and Found service (ext. 23366). Any materials will be held by them for 60 days.

INTERNATIONAL STUDENT SERVICES – MACABROAD

The International Student Services in Gilmour Hall, Room 104 is also available to assist you. The extension to contact is 24254. Their email is iss@mcmaster.ca. Their internet address is https://iss.mcmaster.ca/

Graduate Forms (Students)

https://gs.mcmaster.ca/resources

Graduate Student Holidays

Graduate students should discuss any vacation request with their supervisor(s). Vacation must be approved in advance by the student's supervisor(s). Vacation should not be taken during the academic terms when you are registered for courses and especially if you are assisting with TA duties. Students are asked to inform the W Booth School of Engineering Practice and Technology office when they are going to be away.

The University will be closed for Holidays on the following days for 2020/2021.

Monday, September 7	Labour Day Holiday
Monday, October 12	Thanksgiving Day
Friday, December 25	Christmas Day
Monday, December 28	Floater
Tuesday, December 29	Floater
Wednesday, December 30	Floater
Thursday, December 31	Floater
Friday, January 1st	New Year's Day 2021
Monday, February 15	Family Day
Friday, April 2	Good Friday
Monday, May 24	Victoria Day
Thursday, July 1	Canada Day
Monday, August 2	Civic Holiday

Parking and Transit Services

There are a limited number of parking facilities on campus. Travel to and from the University on foot, by bicycle, by public transportation or in car pools are encouraged. To find out more about our on-campus car pool program please visit the ACT Office (All-modes Commuting Transportation office) website at:

https://facilities.mcmaster.ca/services/sustainability/transportation/If you do require parking for an extended period, please contact the Parking Office in the E. T. Clarke Centre, Room 201, where you will have to present a current University Identification Card, vehicle registration and payment of the parking fee. Special arrangements can be made for disabled parking privileges.

Student Safety Service - SWHAT (27500)

During the months of September through April, students operate a safety service, "Student Walk Home Attendant Team" (SWHAT). After dark, if you telephone ext. 27500, you can arrange to be escorted to your car or residence by a male and a female student. This service is provided for your protection and should therefore be utilized.

During the months, May to August, the Campus Security will look after escorting you to your car or residence.

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

Housing

In order to help students get started in their search for housing, the University operates an Off-Campus Resource Centre. A current list of prospective housing accommodation in the Hamilton and surrounding areas is available as well as brochures, area maps, transit maps, and telephones for local calls. Staff are available on a year-round basis to assist students in locating suitable housing. This information can be accessed at: http://macoffcampus.mcmaster.ca/.

The office is located in the McMaster University Student Centre B112. Enquiries should be directed to the Co-ordinator, (905) 525-9140 Ext. 24086 (email - ocho@mcmaster.ca)

Appeal Procedures

The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of University regulations, policies and actions that affect students directly. The procedures described in the Student Appeal Procedures are intended to provide a mechanism to fairly address alleged injustices.

Students who wish to raise questions or who have a concern are strongly encouraged to communicate informally with their instructors, or the Associate Director, Graduate, or the Associate Dean of Graduate Studies, the University Ombuds, or the appropriate administrative officer before seeking a review under the formal procedures. Experience has shown that many complaints can be resolved satisfactorily through informal communication. Students are requested to speak with the University Secretary regarding a complaint before submitting an application.

Students should seek remedies for their grievances as promptly as possible and must do so within the time limitations set out in the Student Appeal Procedures.

A Master's or Ph.D. thesis, and a Ph.D. comprehensive exam are specifically excluded from the re-read procedures identified in the Student Appeal Procedures. If a student does poorly in any of these examinations, the original examining committee is required to allow the student a second opportunity at the examination after at least a week. If the student fails on that second attempt, no additional examinations are permitted.

The Student Appeal Procedures may be found at:

https://www.mcmaster.ca/policy/Students-AcademicStudies/

Appeals and Petitions for Special Consideration

The University wishes to assist students with legitimate difficulties. It also has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. Please note that academic accommodation requests related to a disability are processed under the Academic Accommodation of Students with Disabilities policy. This includes accommodation requests for Permanent Disability, Temporary Disability, and Retroactive Accommodation.

In those instances where a student acknowledges that the rules and regulations of the University have been applied fairly, but is requesting that an exception be made because of special circumstances (compelling medical, personal, or family reasons) the student may submit, in a prompt and timely manner, a Petition for Special Consideration. The appropriate form is available on the School of Graduate Studies website. The student's supervisor and Associate Chair are normally required to provide their independent assessments of the student's statement in the petition. Supporting documentation will be required but will not ensure approval of the petition. The authority to grant petitions lies with the School of Graduate Studies and is discretionary. It is imperative that students make every effort to meet the originally-scheduled course requirements and it is a student's responsibility to write examinations as scheduled.

In accordance with the Student Appeal Procedures, decisions made on Petitions for Special Consideration cannot be appealed to the Senate Board for Student appeals. Where any student feels there may have been discrimination on grounds in a protected social area as outlined in the Ontario Human Rights Code, they may contact the Equity and Inclusion Office to discuss initiating a complaint (Room 212 of the McMaster University Student Centre). In Health Sciences, Graduate Students should also consult the Advisor on Professionalism in Clinically-Based Education.

SCHOOL SPECIFIC - ADMINISTRATIVE INFORMATION
SEMINARS IN THE SCHOOL/PROGRAMS

All full-time students are required to successfully complete SEP 771 W Booth School of Engineering Practice and Technology Practitioners Forum, Part I & II.

In addition, each program arranges several seminars each year at which outstanding scientists/engineers/entrepreneurial speakers address the faculty and students. Full time graduate students are **REQUIRED** to attend and participate in their program-related seminars.

Seminars are normally advertised 7-10 days in advance by e-mail.

ETB GRADUATE ROOM ACCESS

Please note that students will not have any building access until the University reopens. Once the University reopens then student lab access will be provided. You will receive information pertaining to this at a later date, and will be required to submit documents to the Graduate Administrative Assistant. Please note there is a $10 deposit fee per card issued. The deposit will be refunded to you when the card is returned to JHE, room 216A.

BUILDING HOURS

Please note that our building is closed to students until the University reopens. Once the University reopens the Engineering Technology Building (ETB) will be open for the following hours.

Mon – Thurs.:   7:00 am - 11:00 pm
Fri/Sat   7:00 am - 8:00 pm
Sunday   8:00 am - 5:00 pm

You will not be able to enter the building outside of these hours without a proximity card.

STUDY SPACE

Please note that our building is closed to students until the University reopens. There are lockers for use by our students.

Available for your use on the 5th floor of ETB once the University reopens:

Collaborative study areas

SEPT kitchen area

PHOTOCOPYING (located in ETB 524)

The W Booth School of Engineering Practice and Technology has a photocopier for students to use once the University reopens. Personal copying can be done on this machine at a rate of $0.06 for black and white copies and $0.25 for colour copies per page. Instructions will be emailed to you at the beginning of the term you commence your studies.

FINAL SUBMISSION OF PROJECT

Please follow your programs procedures on how to submit your final project.

MATLAB ACCESS

Students can access a generic Matlab campus license using their McMaster email address here.

OFFICE 365 ACCESS

McMaster students have access to the Microsoft Office 365 suite. You can access the portal and review installation information here.