

W BOOTH SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY
2022-2023 ACADEMIC SESSION
SEPTEMBER 2022



McMaster University
Hamilton, Ontario, Canada
L8S 4L8

*Please note that if there is any discrepancy between this document and the 2022-2023 Graduate Calendar, the Graduate Calendar prevails.

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Introduction

SPECIAL ATTENTION: Certain sections in this handbook may be 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=46> 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. Zhen Gao, Acting Associate Director, (Graduate) W Booth School of Engineering Practice and Technology, ext. 27102, gaozhen@mcmaster.ca.

Graduate Program Contact Information

A full list of W Booth School of Engineering Practice and Technology Faculty members for the 2022-2023 session may be found here: <https://www.eng.mcmaster.ca/sept/people/faculty>

Faculty Leadership Team

Name	Position	Room	Email Address
Dr. Brian Baetz	Director	ETB 506	baetz@mcmaster.ca
Dr. Zhen Gao	Acting Associate Director (Graduate)	ETB 507	gaozhen@mcmaster.ca
Dr. Dr. Kostas Apostolou	Associate Director (Undergraduate)	ETB 213	apostol@mcmaster.ca

Program Academic Advisors

Dr. Gail Krantzberg	Engineering and Public Policy	ETB 510	krantz@mcmaster.ca
Dr. Marjan Alavi	Manufacturing Engineering	ETB 204	alavis2@mcmaster.ca
Dr. Robert Fleisig	Engineering Design	ETB 503	robert@mcmaster.ca
Dr. Brian Baetz (Acting)	Entrepreneurship and Innovation	ETB 506	baetz@mcmaster.ca
Dr. Lotfi Belkhir	Entrepreneurship and Innovation (Winter 2023 Onward)	ETB 504	belkhir@mcmaster.ca
Dr. Zhen Gao	Systems and Technology	ETB 507	gaozhen@mcmaster.ca

Staff

Dulcie Amaral	Graduate Administrative Assistant (MEST, MEEI, MTEI)	ETB 206	amarald@mcmaster.ca
Salman Bawa	Community Engagement Coordinator	ETB 511	bawask@mcmaster.ca
Michele Mantock	Business Manager	ETB 516	mantock@mcmaster.ca
Jim Morrison	Team Lead, Academic Programs	ETB 207	morrij65@mcmaster.ca
Heather Ouellette	Graduate Administrative Assistant (MED, MEPP, MEME)	ETB 206	ouelleth@mcmaster.ca

Sessional Dates 2022-2023

DEADLINE DATES FOR GRADUATE PROGRAMS	FALL TERM	WINTER TERM	SUMMER TERM
	September - December 2022 September - October, 2022 (1HF) November - December 2022 (2HF)	January - April, 2023 January - February, 2023 (1HF) March - April, 2023(2HF)	May - August, 2023 May – June, 2023 (1HF) July-August, 2023 (2HF)
On-Time Registration	Tuesday, July 5 to Tuesday, August 2	Thursday, November 24 to Thursday, December 8	Thursday, March 30 to Thursday, April 13
Class Start Dates *	Classes begin on or after September 1, 2022- check with program for details	Classes begin on or after January 3, 2023- check with program for details	Class start dates vary - check with program for details
Late Registration (late fees apply)	August 3to September 7	December 9to January 3	April 14 to April 28
Final Dates to Add Courses:			
Multi-term Courses	September 23		
Single-term or 1HF Courses	September 23	January 20	May 12
2HF Course	October 21	February 24	June 23
Final Dates to Drop Courses: **			
Multi-term Courses	February 24	July 28	
Single-term Courses	November 11	March 17	July 14
1HF Courses	October 7	February 10	June 9
2HF Courses	December 9	April 6	August 4
Final Dates to Submit Grades:			
Multi-term Courses		May 1	September 1

Single-term Courses	January 5	May 1	September 1
1HF Courses	October 21	February 24	September 1
2HF Courses	January 5	May 1	September 1
Final Date to Submit Results of Incomplete (INC) Grades for Previous Term with Permission of Associate Dean	March 3	July 7	November 3

Thesis

	FALL 2022	SPRING 2023	FALL 2023
Final Date to Initiate Thesis Defence in Mosaic***	June 24	January 20 <i>(Health Sci.)</i> February 1 <i>(All others)</i>	June 23
Final Date to Submit Master's Theses to Departments (Prior to Defense)	August 5	March 3	August 4
Final Date to File Theses with Graduate Studies and Complete Degree Requirements****			
- Faculty of Health Sciences	September 27	March 31st	September 26
- All Other Faculties	September 27	April 28	September 26

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>

Graduate students may only enroll in undergraduate courses with the approval of their supervisor or graduate program. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate calendar. Graduate students will be graded under the graduate grading scale.

Programs may establish earlier deadlines to add/drop courses but these dates must clearly be communicated to students. Students taking courses outside of their home program of study, must

follow the rules of the program in which the course is offered. Please note that the last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.

*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 approval of the Associate Dean of Graduate Studies (Engineering) which may be requested by 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.

Convocation Dates

Please consult the link below for convocation dates:

<https://registrar.mcmaster.ca/dates-and-deadlines/#tab-20>

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 5 and August 2. Enrollment instructions can be found here: <https://gs.mcmaster.ca/academic-services/how-enroll> **PLEASE NOTE: Failure to register by August 2nd will result in a \$50 late fee*.**

***This late fee does not apply to international students who receive their permits after August 2nd.**

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/services/hsr/>

Career Planning Session

Graduate students entering in 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 9, 2022 or April 3, 2023 to your program administrative assistant. **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 use their online chat at <https://registrar.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 2022

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 5 and August 2, 2022. 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 2, 2022.

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 5 – August 2	On-line Registration Using MOSAIC
Late Registration:	August 3 – September 7	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 mid-August. 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 2022 – 2023 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 MEPP & MEEI/MTEI packages (Graduate supervisor co-op permission form & Graduate Students in Engineering 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 seek permission to take elective 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=46> and 400-level courses (e.g. CE 4D04/Geometric Highway Design) in the Undergraduate Calendar <https://academiccalendars.romcmaster.ca/index.php?catoid=47>. Since all undergraduate classes commence on September 6, 2022, 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)

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 finalizing your courses, you will need to gain approval from your program lead. This discussion occurs during the orientation week and further details will be provided closer to the start of term.

- **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. Brian Baetz (Acting).
- **Master of Engineering Design** students will consult with Dr Robert Fleisig.
- **Master of Engineering in Manufacturing Engineering** students will consult with Dr. Marjan Alavi.
- **Master of Engineering in Systems and Technology** students will consult with Dr. Zhen Gao.

In order to confirm your course selections in Mosaic, students must complete the appropriate “Graduate Student Course Selection 2022-2023” form found in your program package on our website and have it approved by a faculty member from the appropriate program. Details related to this process will be provided during orientation. Please do not attempt to complete this package prior to orientation as instructions will be provided at that time. All forms in the package must be submitted to the W Booth School of Engineering Practice and Technology Graduate Administrative Assistant by Friday, September 16, 2022.

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 students will need to register for the current academic year even if they have finished all their course requirements by adding the placeholder, SGS 700 for the MEEI/MTEI and SGS 711 for the MED, MEPP, MEST and MEME programs.*

Mosaic Registration Procedure

The Online Course Selection of MOSAIC will be accessible from July 5, 2022 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 at the beginning of September, and will need to be verified by a faculty member from your program at the start of term. This process will be handled by the administrative team.
3. If a course requires academic permission, obtain permission from the department that is offering the course, however, please ensure you will meet the degree requirements.

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 MEEI/MTEI or SGS 711 for MED, MEPP, MEST, MEME 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 2022-2023 calendar here: <https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9207>

Critical School of Graduate Studies (SGS) Deadline Dates:

LAST DAY TO ADD COURSES:

Fall Term (1)

Half course (Sept. – Dec.)	Friday, September 23, 2022
Quarter course (Sept. – Oct.)	Friday, September 23, 2022
Quarter course (Oct. – Dec.)	Friday, October 21, 2022

Winter Term (2)

Half course (Jan. – April)	Friday, January 20, 2023
Quarter course (Jan. – Feb.)	Friday, January 20, 2023
Quarter course (Mar. – Apr.)	Friday, February 24, 2023

Summer Term (3)

Half course (May – Aug.)	Friday, May 12, 2023
Quarter course (May – June)	Friday, May 12, 2023
Quarter course (June – July)	Friday, June 23, 2023

LAST DAY TO DROP COURSES:

Fall Term (1)

Half course (Sept. – Dec.)	Friday, November 11, 2022
Quarter course (Sept. – Oct.)	Friday, October 7, 2022
Quarter course (Oct. – Dec.)	Friday, December 9, 2022

Winter Term (2)

Half course (Jan. – April)	Friday, March 17, 2023
Quarter course (Jan. – Feb.)	Friday, February 10, 2023
Quarter course (Mar. – Apr.)	Thursday, April 6, 2023

Summer Term (3)

Half course (May – Aug.)	Friday, July 14, 2023
Quarter course (May – June)	Friday, June 9, 2023
Quarter course (July – August)	Friday, August 4, 2023

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 lead
- 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 for a graduate student in any course taken is a B-, including undergraduate courses or courses taken off campus. 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, per the decision of the Faculty Committee on Graduate Admissions and Study. 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 but must assign an Incomplete grade (INC) at the end of the course. 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 sessional deadline noted as 'Final Date to Submit Results of Incomplete Grades'. If the INC grade is not cleared by the deadline, an F grade will be entered. Milestones are not generally scheduled according to sessional dates and therefore, there is no allowance for an INC grade for such learning activities.

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.

Please note that as of September 2022, Public Policy students are not eligible for a co-op placement.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=46&poid=23950&returnto=9233

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.

Please note that the Digital Reality stream is not being offered in 2022/2023.

Please note that Master of Engineering Design students may not begin a co-op until after completion of their research project.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=46&poid=23951&returnto=9233

Master of Engineering Entrepreneurship and Innovation Program

The Master of Engineering Entrepreneurship and Innovation program is a fast-paced program that will provide new and seasoned engineering professionals with the modern skills and insights needed to confidently bring technology innovation to market. Successful graduates receive the MEng degree.

Innovation and Entrepreneurship Projects

An essential element in the MEEI/MTEI program is an Innovation project (SEP 794). Building on key concepts and outcomes of the core course progression, students will work in groups to develop market-aligned and technologically innovative new venture concepts. The project can be derived from several important sources:

- Inventions and intellectual property developed by McMaster researchers
- Innovation initiatives from sponsoring organizations from the community
- Original concepts or inventions from students.

The project will allow students to experience the full cycle modern engineering and technology innovation including:

- Assessing and characterizing markets and technology spaces
- Developing high and unique value propositions for promising technologies
- Thorough market research, competitive research, and IP management
- Proof of Concept and Minimum viable product definitions
- Framing a promising new business with either entrepreneurial or intrapreneurial intent
- Essential financial and operational models for new ventures

Through the program, student groups who exhibit exceptional potential, through either the SEP 794 / Engineering Innovation Project course or other course activities, may be approved to take the elective SEP 795 / Entrepreneurship Project course elective. This intensive course provides an immersive opportunity for the project team to convert their project concepts into viable ventures that will be ready for either incubation via McMaster's Forge organization or to enter global pitch competitions. Key activities of this process include:

- Rigorous proof of concept in business concept and critical technical elements.
- Detailed, credible operational, financial, and marketing plans suitable for a new venture launch.
- Intensive pitch preparations for competitions and even investment discussions with external parties.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=46&poid=23768&returnto=9233

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 10 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 8 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=46&poid=23952&returnto=9233

Master of Technology in Entrepreneurship and Innovation Program

The Master of Technology Entrepreneurship and Innovation is a fast-paced program that will provide new and seasoned engineering professionals with the modern skills and insights needed to confidently bring technology innovation to market. Successful graduates receive the MTech degree.

Innovation and Entrepreneurship Projects

An essential element in the MEEI/MTEI program is an Innovation project (SEP 794). Building on key concepts and outcomes of the core course progression, students will work in groups to develop market-aligned and technologically innovative new venture concepts. The project can be derived from several important sources:

- Inventions and intellectual property developed by McMaster researchers
- Innovation initiatives from sponsoring organizations from the community
- Original concepts or inventions from students.

The project will allow students to experience the full cycle modern engineering and technology innovation including:

- Assessing and characterizing markets and technology spaces
- Developing high and unique value propositions for promising technologies
- Thorough market research, competitive research, and IP management
- Proof of Concept and Minimum viable product definitions
- Framing a promising new business with either entrepreneurial or intrapreneurial intent
- Essential financial and operational models for new ventures
-

Through the program, student groups who exhibit exceptional potential, through either the SEP 794 / Engineering Innovation Project course or other course activities, may be approved to take the elective SEP 795 / Entrepreneurship Project course elective. This intensive course provides an immersive opportunity for the project team to convert their project concepts into viable ventures that will be ready for either incubation via McMaster's Forge organization or to enter global pitch competitions. Key activities of this process include:

- Rigorous proof of concept in business concept and critical technical elements.
- Detailed, credible operational, financial, and marketing plans suitable for a new venture launch.
- Intensive pitch preparations for competitions and even investment discussions with external parties.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=46&poid=23835&returnto=92

[33](#)

Master of Engineering in Systems and Technology

Students completing the Program on a course-only basis will be required to complete 10 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 eight 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
- Process Systems

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=46&poid=23954&returnto=9233

Graduate Student Policies and Procedures

McMaster Vaccination Policy

As of May 1, 2022, McMaster has paused its Vaccination Policy, but will continue to follow emerging guidance from University experts and Public Health officials.

Should pandemic circumstances shift, the University will review the situation, which may result in the reinstatement of a mask mandate and/or the resumption of a vaccination policy. Resumption of a vaccination policy will require that access to campus be limited to those fully vaccinated against COVID-19, unless a human rights exemption is obtained.

Students will be notified directly upon resumption of a vaccination policy. Students will be expected to adhere to any academic regulations, which are developed in compliance with Public Health guidance and the University's health and safety policies, including any vaccination policy that is in effect. Any applicable deadline(s) for compliance will be clearly communicated.

Presence of Full-Time Graduate Students

The following information includes excerpts from the 2022/2023 School of Graduate Studies Calendar (<https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200>) 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 themselves 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. understand that 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. understand that 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 Regulations for Degree Progression 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 20 hours per week on campus.

Full-time students who are participating in McMaster-based paid employment should work no more than an average of 20 hours a week to a maximum of 1005 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 and OSAP status. For international students with study permits, changing to part-time status may also impact their ability to fulfil the conditions of their study permit and eligibility for the post-graduate work permit.

As defined in Section 2.5.2, the University considers full-time students to be those that have their studies as their main activity. 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.

Students admitted to a degree program on a part-time basis are responsible for maintaining close contact with faculty members and students in their field of study.

Transfers between full- and part-time status must be approved in the School of Graduate Studies based on a program recommendation

Normally, registration in a graduate program at McMaster and another institution is not allowed. Where there is no overlapping time component between two programs, an application for an exception can be made to the Associate Dean responsible for the McMaster program. Please note this regulation doesn't apply to students who are within one term of completing their masters and concurrently starting their Ph.D., as outlined in 2.1, subsection 2c.

Employment Regulations

In the McMaster context, there are three terms in the School of Graduate Studies for purposes of interpreting the rule in Section 2.5.3 (above) limiting employment with the University to twenty hours per week on average: Fall (September through December); Winter (January through April); and Summer (May through August). These are deemed to have 17, 17, and 18 weeks respectively. The twenty-hour limit includes but is not limited to work as a Teaching Assistant at McMaster.

International students must abide by the employment conditions indicated on their study permit.

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.

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 (Change of Status Form). 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.

For international students with study permits, an authorized leave longer than 150 days will impact your ability to fulfil the conditions of your study permit. This may result in losing your study permit and student status. You may also be required to leave Canada.

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 2000 - 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

Tuition Information for MED, MEPP, MEST and MEME - September 2021 Onward

Students who begin the MEME, MEST, MED and MEPP programs as of September 2021 or later have moved to charging tuition per-unit. Per-term tuition is not available for these students.

All four programs require completion of 30 units. This change will allow the students to plan the length of their study as it suits their requirements. Some students may choose to complete all 30 units in 12 months, while others may choose to complete the same 30 units in 16, 20 or 24 months. Total amount of tuition will be based on the number of credit units, not on the number of terms taken to complete the degree.

The vast majority of courses in our programs are 3-unit, with a small number being 1.5 units. The Office of the Registrar posts the cost per unit for each program on the following website:

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

Course fees apply whether the course is taken for credit or the student has elected to audit.

Please note that students who began their studies with full-time status do not have the ability to drop down to part-time fee structures. For students enrolled in MEME, MEST, MED and MEPP programs, this means only that supplementary fees shall not be reduced.

Should you need to drop or withdraw from a course please ensure that you review the course cancellation fees schedule, which can be found here:

<https://www.eng.mcmaster.ca/sept/resources#graduate-students>

Tuition Information for MED, MEPP, MEST and MEME - January 2021 or Earlier

Students who enrolled in the MED, MEPP, MEST and MEME programs in January 2021 or earlier will continue to be charged tuition per term. This means that each term that you are registered you will be charged a flat rate tuition amount. Per-unit tuition is not available for these students.

Tuition amounts for the current year can be found on the following website:

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

Please note that students who began their studies with full-time status do not have the ability to drop down to part-time fee structures.

Tuition Information for All MEEI and MTEI Students

The MEEI and MTEI programs charge tuition per term. This means that each term that you are registered you will be charged a flat rate tuition amount. Per-unit tuition is not available for students in these programs.

Tuition amounts for the current year can be found on the following website:

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

Please note that students who began their studies with full-time status do not have the ability to drop down to part-time fee structures.

Supplementary Fees and UHIP (All Programs)

All SEPT programs are charged supplementary fees each year, regardless of whether the program charges per term or per-unit. Further details regarding supplementary fees can be found on the following website: <https://registrar.mcmaster.ca/fees/graduate/#tab-10> Please note that students who began their studies with full-time status do not have the ability to drop down to part-time fee structures.

The University Health Insurance Plans (UHIP) fees are charged to all international students regardless of program. You can read more about UHIP here: <https://studentsuccess.mcmaster.ca/international-students/health-insurance/>

Student Services

Counselling Services

Equity and Inclusion Office (EIO) - <https://equity.mcmaster.ca/>

Student Affairs/International Student Services – Tel. 905-525-9140 ext. 24254; 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://gsa.mcmaster.ca/>

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 – <https://msumcmaster.ca/service/childcare/>

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

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

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

Special Resource Services/Facilities

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 – <https://mps.mcmaster.ca/>

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

Office of International Affairs – <https://global.mcmaster.ca/>

Academic Sustainability Programs Office - <https://asp.mcmaster.ca/>

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

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

Student Wellness Centre

The 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 (SAS)

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

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

GSA Health and 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
- Back to Mac COVID-19 Training

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 16th, 2022**.

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. Zhen Gao, Acting Associate Director, (Graduate) W Booth School of Engineering Practice and Technology, ext. 27102, gaozhen@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

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/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>

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 2022/2023.

Monday, September 5th	Labour Day
Monday, October 10th	Thanksgiving Day
Monday, December 26th	Boxing Day
Tuesday, December 27th	In lieu of Christmas Day
Wednesday, December 28th	Floater
Thursday, December 29th	Floater
Friday, December 30th	In lieu of New Year's Day 2023
Monday, February 20st	Family Day
Friday, April 7th	Good Friday
Monday, May 22rd	Victoria Day
Saturday, July 1st	Canada Day
Monday, August 7th	Civic Holiday

Graduate Student Teaching Assistant Positions

Students in the School of Engineering Practice and Technology are eligible to apply for Group A Teaching Assistant positions at the University. All available Group A (Graduate Level) Teaching Assistant positions are typically posted 4-6 weeks prior to the start of each term on the Mosaic Careers page. Please note that all Teaching Assistantship positions are competitive and that only successful applicants are contacted. Please also note that graduate students are not eligible for Group B (Undergraduate) TA positions, and that only students who are living in Ontario are eligible to apply.

First Time Teaching Assistants

McMaster University requires all first time TAs to take five hours of training at the start of their first term of employment (i.e. first time a student starts to TA). Those who do not complete all five hours will not receive payment for the training and may, at the discretion of McMaster's Human Resources, incur disciplinary action. All new TAs in Engineering will be required to take MacPherson's online **anti-oppression training** module in AVENUE, which takes two hours to complete. A quiz at the end of the module will record completion of the course. In addition, Engineering TAs **MUST** take the three-hour virtual or in-person **Engineering TA training workshop**. Engineering has carried out this workshop for over three years, consisting information on the professional requirements of a TA and many exercises to help new TAs understand the expectations of marking and running tutorials in the Faculty. Engineering TAs **may NOT substitute** the workshop with other courses through MacPherson, though TAs are welcome to take additional courses through MacPherson's online offerings with no compensation. Once a TAs receives payment for the five hours of training, they will receive no further compensation for any training modules taken, either in the first term or later.

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 T32, Room 106, 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://msumcmaster.ca/service/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/>.

Enquiries should be sent to macoffcampus@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

Student lab access will be provided once the student submits the required documents to the Graduate Administrative Assistant). Upon an email to the Hub, cards may be obtained from JHE, room 216A. 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

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

There are lockers for use by our students.

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

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. Further information will be provided at the beginning of term.

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 <https://www.mathworks.com/academia/tah-support-program/eligibility.html>

OFFICE 365 Access

McMaster students have access to the Microsoft Office 365 suite. You can access the portal and review installation information <https://office365.mcmaster.ca/office-365/getting-started/>.