



**COMPUTING AND SOFTWARE  
GRADUATE STUDENT HANDBOOK  
2023 - 2024**



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## Introduction

### Graduate Student Handbook: Welcome to Computing and Software

This is your all-in-one guide to helpful information for graduate students and other researchers in the Department of Computing and Software at McMaster University. Some of the information is specific to the Department of Computing and Software but other information generic for all graduate studies is also included for your convenience.

All students should familiarize themselves with the regulations in the School of Graduate Studies Calendar, available at: [McMaster University \(romcmaster.ca\)](https://www.mcmaster.ca/romcmaster)

The regulations for graduate studies in effect in the Department of Computing and Software are documented in this Handbook. As changes in the School of Graduate Studies or Departmental regulations occur, the department will endeavor to keep students informed through either email or via its website.

**Please note: if there is any discrepancy between a department or program handbook and the School of Graduate Studies Calendar, then the School of Graduate Studies Calendar shall prevail.**

School of Graduate Studies Calendar, 2023-2024: [McMaster University \(romcmaster.ca\)](https://www.mcmaster.ca/romcmaster)

Collective Agreements: [Collective Agreements - Human Resources \(mcmaster.ca\)](https://www.mcmaster.ca/humanresources)

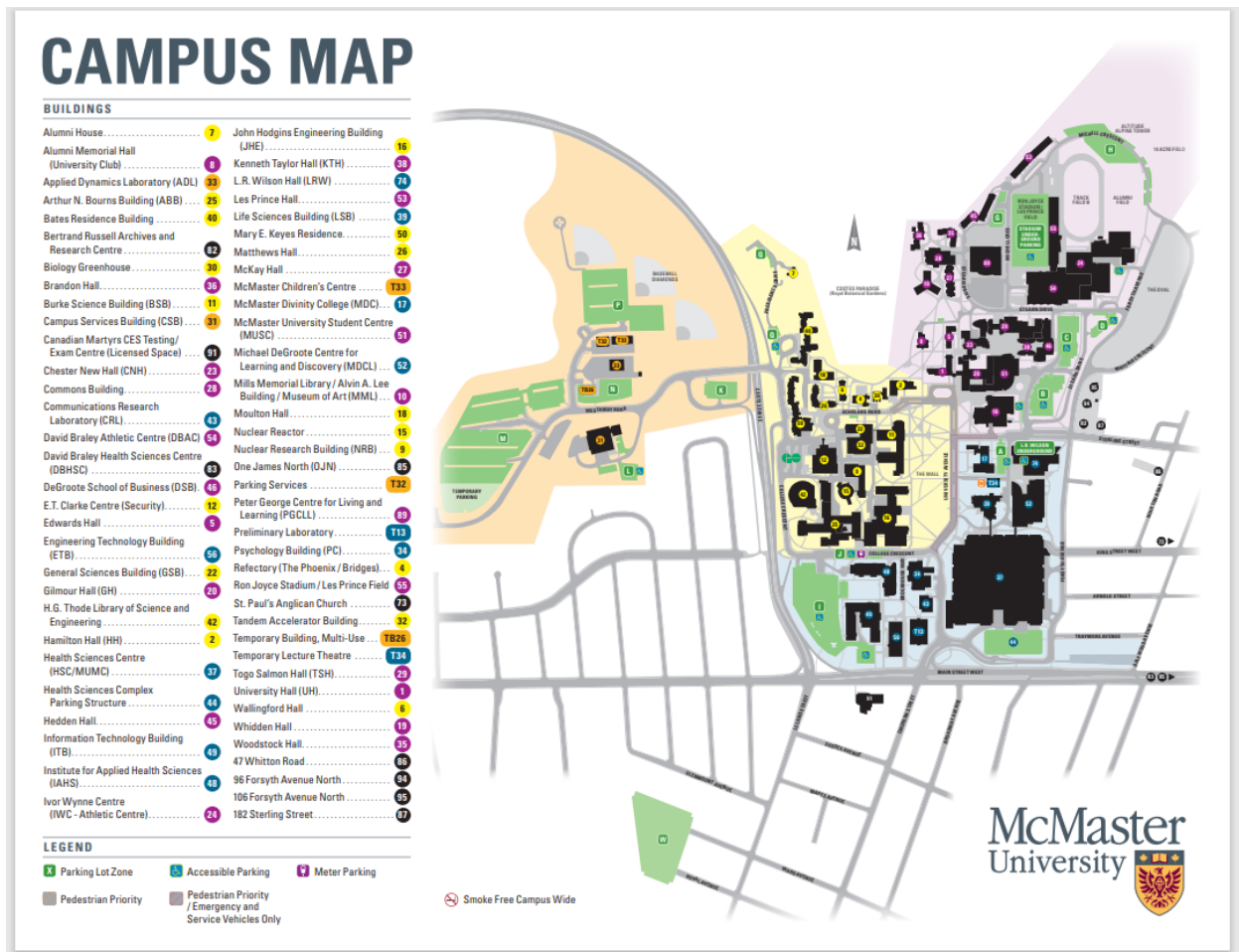
Campus Map: [Visit - Future Students - McMaster University](https://www.mcmaster.ca/visit)

Graduate Studies: [School of Graduate Studies \(mcmaster.ca\)](https://www.mcmaster.ca/graduate)

Contact List for Graduate Studies Staff: [Contacts – School of Graduate Studies \(mcmaster.ca\)](https://www.mcmaster.ca/graduate/contacts)

Health and Safety: [Health and Safety – Department of Computing and Software \(mcmaster.ca\)](https://www.mcmaster.ca/graduate/health-safety)

## Campus Map



Virtual Campus Tour Map: [Campus Map](#) | [Virtual Campus Tour](#) | [McMaster University](#)

Accessibility Floor Plan: [McMaster University's Campus Maps: Buildings List](#)

Directions: [Directions to McMaster](#) | [University Student Campus](#)

McMaster Directory: [Directories \(mcmaster.ca\)](#)

## Security and Emergency

### Emergency Notification Systems

#### Methods of Notification:

- [Smartphone app based alert \\*NEW\\*](#)
- [Alertus Desktop](#) computer alerts
- Video Information Screens in most campus buildings
- Campus Telephone Operator greeting message
- McMaster main web page / [Daily News](#)
- [CFMU](#)
- **Red Assistance Phones:** Push the button on Red Assistance phones for security assistance
- [Locations \(PDF\)](#) of Red Assistance Phones

When on campus dial '88' from any university phone or call 905-522-4135

Refer to the [Emergency Guide Book](#) for other phone numbers

## Department Contacts

Contact	Role	Email	Extension	Room
Dr. Mark Lawford	Department Chair	<a href="mailto:chaircas@mcmaster.ca">chaircas@mcmaster.ca</a>	24911	ITB 202B
Dr. Jacques Carette	Graduate Chair	<a href="mailto:casacgs@mcmaster.ca">casacgs@mcmaster.ca</a>	26869	ITB 168
Dr. Spencer Smith	Graduate Advisor - Software Engineering	<a href="mailto:smiths@mcmaster.ca">smiths@mcmaster.ca</a>	27929	ITB 167
Dr. Ryszard Janicki	Graduate Advisor - Computer Science	<a href="mailto:janicki@mcmaster.ca">janicki@mcmaster.ca</a>	23919	ITB 217
Dr. Ned Nediakov	Graduate Advisor – M. Eng	<a href="mailto:nedialk@mcmaster.ca">nedialk@mcmaster.ca</a>	24161	ITB 123
Laurie Leblanc	Academic Department Manager	<a href="mailto:leblanl@mcmaster.ca">leblanl@mcmaster.ca</a>	22887	ITB 202A
Connie Carrabs	Academic Program Team Lead	<a href="mailto:carrabs@mcmaster.ca">carrabs@mcmaster.ca</a>	23053	ITB 202
Mary Peressini	Administrative Assistant	<a href="mailto:peressim@mcmaster.ca">peressim@mcmaster.ca</a>	24614	ITB 202
Aquisha Lewis	Undergraduate Assistant	<a href="mailto:casug@mcmaster.ca">casug@mcmaster.ca</a>	22852	ITB 202
Stefanie Bittcher	Graduate Assistant	<a href="mailto:gradcas@mcmaster.ca">gradcas@mcmaster.ca</a>	27863	ITB 202

Department Website: [Department of Computing and Software – FACULTY OF ENGINEERING \(mcmaster.ca\)](http://www.cas.mcmaster.ca)

\* **Please Note:** the appropriate Graduate Advisor, then Graduate Associate Chair are the first point of contacts for any issues.



## Quick Links

Mac ID Set Up: [MacID - UTS \(mcmaster.ca\)](#)

Mac Email Set UP: [McMaster Mail - Office 365 Hub](#)

UHIP Information: [UHIP \(International Student Health Insurance\) | Office of the Registrar | McMaster University](#)

Avenue to Learn: [Avenue to Learn \(mcmaster.ca\)](#)

Graduate Students Associations (GSA): [Graduate Students Association of McMaster University](#)

OSAP/Government Aid: [OSAP/Government Aid | Office of the Registrar | McMaster University](#)

Scholarships and Bursaries: [Scholarships – School of Graduate Studies \(mcmaster.ca\)](#)

Department Clubs: Life in Computing and Software (LICS)- **Email:** [gsalics@mcmaster.ca](mailto:gsalics@mcmaster.ca)

## Getting Started as a Grad Student

### Where to find key dates and deadlines:

- For the most up to date information on **Registration dates:**  
[Dates and Deadlines – School of Graduate Studies \(mcmaster.ca\)](#)
- Information on **tuition payment** deadlines:  
[Dates and Deadlines – School of Graduate Studies \(mcmaster.ca\)](#)
- First day of Class/**Course timetable:** Please check with instructor & course schedule:  
[Current Graduates – Department of Computing and Software \(mcmaster.ca\)](#)

### What to do prior to arrival:

- Contact or meet with your supervisor in person or remotely; activate web services; training; OHIP; UHIP; Review departmental/University policies; register; prepare all documentation that is required; if you are an international student, familiarize yourself with Canadian currency and banking, permits/VISA's; housing/accommodations; working while studying; study permits; etc.
- Registration: Make sure to register on time. There are 3 terms in an academic year (fall/winter/summer). **You MUST enroll in at least one course for each term you are at McMaster. If you are not taking an academic course, you must enroll in a placeholder course** (info you will find within this document on placeholders)
- ENROLLING IN YOUR PROGRAM FOR THE FIRST TIME - Approximately two weeks before enrollment opens (mid-July, mid-November, mid-March) you will receive an email notifying you about the opening of enrollment. If you have any questions in the interim, please contact your program or supervisor directly and check our website periodically for news and updates about how to enroll and information regarding scholarship deadlines and other important information.
- How to enroll for courses: [How to Enrol – School of Graduate Studies \(mcmaster.ca\)](#)

### When you arrive:

- Visit the CAS main office (ITB-202) and advise them of your arrival. Submit all required documentation (study permit, official transcript, etc)
- Bus Pass: is included in your supplement fees for full time students. The pass is also known as Presto Card. You can pick up your Presto Card from Campus Store (bookstore). You will need your student card before this step. <https://gs.mcmaster.ca/ive-accepted-my-offer/graduate-student-orientation/>
- Student Cards: pickup your student card from Graduate Studies – Gilmour Hall, Room 212 (In Mosaic go to your Student Centre; Demographic Data; upload photo button)
- For **International students:** Banking in Canada: There are 5 major Canadian Banks – Royal Bank, ScotiaBank, TD Bank, Bank of Montreal and CIBC – please note that our office does not endorse any one bank. You can find any of these banks throughout the McMaster community. To open a Canadian bank account you will need your passport, study permit and offer of admission plus address verification.
- Budgeting and Cost of Living: You can see updated list of how much things cost in Hamilton here: [Residence Fees & Other Costs - Living At McMaster](#)

- Take advantage of student discounts on transit (Greyhound/Presto), Phoenix food discount 5% with GSA sticker, etc.
- Key point: Check your payment schedule. During TA term, you get paid more –SAVE IT!
- How to pay your tuition and fees: Bank transfer is the most convenient, secure and recommended method.
- Check your tuition and fee amount on your student account: once enrolled, there are several ways to check your financial account information: Student Centre – Finances section. You will NOT receive a bill or invoice. You can print invoices directly from your student center if needed.
- **Please check your profile on Mosaic to make sure all information is correct – program/plan, etc.**

### **Student Cards**

To create your McMaster ID card, please visit the [Mosaic Student Centre](#) (Personal Information > Demographics) to upload your photo.

### **Picking up your Student Card:**

- Starting August 28, students can pick up their McMaster student ID card in Gilmour Hall, 108
- McMaster University Student Centre (MUSC) Marketplace – this pickup is open to undergraduate and graduate students.
  - August 25: 10 a.m. to 4 p.m.
  - August 26 and 27: 11 a.m. to 6 p.m.
- Graduate Student Resource Fair on the third floor of the McMaster University Student Centre. Cards will be available in Room 311
  - September 6: 10:30 a.m. to 2:30 p.m. at the Graduate Resource Fair in CIBC Hall (graduate students only at this event)

### **When you are picking up your card, you will need to:**

- bring government photo ID (driver's license, PR card, passport etc.)
- be enrolled

Your first graduate student ID card is free of charge. Replacement student ID cards are \$30.

## Graduate Courses and Selection

The graduate courses in Computing and Software are listed in the School of Graduate Studies Calendar [Course Listings - McMaster University \(romcmaster.ca\)](#)

The CAS courses which are offered in 2023 - 2024 year are shown below:

**\*Note: Not all courses are offered in each academic year**

### Term 1

CAS Course	Course Title	Instructor	Course Category
CAS 701	Logic and Discrete Mathematics	Dr. Ryszard Janicki	Theory
CAS 702	Data Structures and Algorithms	Dr. Antoine Deza	Theory
CAS 720	Foundations of Future Resilient Databases	Dr. Jelle Hellings	Systems
CAS 722	Computing Patterns in Strings	Dr. Neerja Mhaskar	Theory
CAS 735	(Micro)service-oriented architectures	Dr. Sebastien Mosser	Software
CAS 736	Analysis of Stochastic Networks	Dr. Douglas Down	Theory
CAS 738	Algebraic Methods in Software Engineering and Computer Science	Dr. Ridha Khedri	Software
CAS 739	Evolutionary Computation	Dr. Stephen Kelly	Theory
CAS 750	Model-Based Image Reconstruction	Dr. Christopher Anand	Systems
CAS 751	Information-Theoretic Methods in Trustworthy Machine Learning	Dr. Shahab Assodeh	Theory
CAS 764	Advance Topics in Data Management	Dr. Fei Chiang	Systems
CAS 775	Theoretical Foundations of Unsupervised Learning	Dr. Hassan Ashtiani	Theory
CAS 781	Advanced Topics: Mobility in the Aging Population	Dr. Rong Zheng	Systems
CAS 781	Medical Robotics	Dr. Onaizah Onaizah	Systems

### Term 2

CAS Course	Course Title	Instructor	Course Category
CAS 703	Software Design	Dr. Richard Paige	Software
CAS 704	Embedded, Real-Time Software Systems	Dr. Ryan LeDuc	Software
CAS 707	Formal Specification Techniques	Dr. Emil Sekerinski	Software
CAS 708	Scientific Computing	Dr. Ned Nedialkov	Theory
CAS 721	Combinatorics and Computing	Dr. Franya Franek	Software
CAS 723	Human-Robot Interaction	Dr. Denise Geiskkovitch	Systems
CAS 737	Computer Animation	Dr. Yingying Wang	Systems
CAS 741	Development of Scientific Computing Software	Dr. Spencer Smith	Software
CAS 747	Machine Learning on Graphs	Dr. Lingyang Chu	Systems
CAS 760	Logic for Practical Use	Dr. William Farmer	Theory
CAS 761	Generative Programming	Dr. Jacques Carette	Software
CAS 781	Time Series Analysis	Dr. Martin Von Mohrenschildt	Systems
CAS 781	Computer Vision Topics in Medical Imaging	Dr. Mehdi Moradi	Systems

Course Categories: [Current Graduates – Department of Computing and Software \(mcmaster.ca\)](#)

## Registration and Enrollment

- Course selection is done by the graduate student and requires the approval of the research supervisor.
- All students should endeavor to have their course program selected for all terms and register for these courses by the appropriate dates.
- Students who have not yet completed the course requirements for their degree are required to sign up for these courses via the online course selection process (Mosaic). Initial course selections, as well as subsequent additions and deletions, are done using this process.

\* Please note that all students must register using this process. If you have completed your course requirements and are working only on a project or thesis, you enroll in the placeholder course, **SGS 700** (*this is how Mosaic will recognize you as a student without taking an actual course*)

### Placeholder Courses:

To complete registration at least one course needs to be added for each term. If the student is not taking an academic course in a term, there are two different placeholder courses.

- SGS 700 - for students who are in programs that are costed on a per term basis
- SGS 711 - for students who are in programs that are costed on a per course basis

## Registration and Enrollment

- Graduate students are responsible for ensuring that registration and course information as shown on their Mosaic profile is correct.
- It is also **your** responsibility to ensure that your course selections meet the course requirements for your program.
- The department will not consider requests to change the program regulations to accommodate course selections that do not meet the requirements.
- Where a student wishes to designate a particular course towards a program other than their primary academic program, a special request is required during the normal add period outlined in the sessional dates. The requirement designation form is available here: [request for in program course adjustment \(mcmaster.ca\)](#)

**How to Enrol:** [How to Enrol – School of Graduate Studies \(mcmaster.ca\)](#)

### SGS 201 and 101

**How to enrol in – and complete – SGS 101 and 201:** [How to enrol in – and complete – SGS 101 and 201 – School of Graduate Studies \(mcmaster.ca\)](#)

\*\*Every graduate student is required to complete **SGS #101 - Academic Research Integrity and Ethics**, during the first year of their program. This course offering is available on-line with no limited enrollment in each term. Prior to completing the course, please register for it via Mosaic. The course is completed through “Avenue to Learn”: <http://avenue.mcmaster.ca/>

\*\*Every graduate student is also required to complete **SGS #201 – AODA Training**, during the first year of their program. This course offering is available on-line with no limited enrollment in each term. Prior to

completing the course, please register for it via Mosaic. The course is offered by Accessibility McMaster and is accessed through the following link: <http://www.mcmaster.ca/accessibility>. This is part of the mandatory requirements to graduate and to register for courses.

### 2.5.1 Continuity of Registration

***All graduate students, in both the regular and part-time programs, are required to enroll and pay supplementary fees annually and tuition fees term by term (within the first month of the term) until they graduate or withdraw. If they fail to do so they do not retain the status of graduate student, will be withdrawn in good standing, and must apply for re-admission if they wish at a later date to continue their studies.*** If the department approves re-admission, a student may be allowed to begin graduate work in the winter or summer term (January or May), in which case they will first register at the start of that term, but in any following years will enroll in September for all three terms. A student can either be:

- readmitted to defend if all that remains is the thesis defence and student is readmitted for one term only
- if a student needs more than one term to complete - they should be readmitted to program and maintain continuous enrollment until they complete their studies

A student who does not enroll for each term of the academic year will be withdrawn in good standing unless there is a scheduled break in the program. Programs that include a scheduled break, will list it in the program-specific section of the calendar.

See also section 3 [Regulations for Degree Progression](#) for more information on program progression.

## Program Degrees and Regulations

For more information, please visit: (Before selecting courses, please discuss with your supervisor)

[Degree Options – Department of Computing and Software \(mcmaster.ca\)](#)

### **1. Master of Engineering (M.Eng):** [reg\\_meng\\_2016.pdf \(mcmaster.ca\)](#)

This program is intended for those interested in a career as a practicing professional in Computing and Software related fields. Students must:

1. Successfully complete six half (one-term) graduate courses.
2. Complete an independent project demonstrating the ability to carry out independent studies and reach a satisfactory conclusion in an area of Computing and Software.

### **2. Master of Applied Science (M.A.Sc.):** [reg\\_master\\_se\\_2019a.pdf \(mcmaster.ca\)](#)

M.A.Sc. students must successfully complete the equivalent of four one-term graduate courses and prepare and successfully defend an M.A.Sc. thesis.

#### **Course Requirements:**

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses (See Table in Appendix A).

All students must successfully complete the equivalent of four one-term graduate courses<sup>2</sup> in Software Engineering, Computer Science, or relevant areas such as Electrical and Computer Engineering or Mathematics. Among the four required courses:

1. Two (2) Software courses
2. One (1) course from Theory
3. One (1) course from System
4. One (1) of the non-Software courses may be substituted by a graduate course from outside the department subject to the approval of the students thesis advisor and the graduate advisor
5. At most one 600-level course

#### **Milestones:**

**Departmental seminar attendance:** Full-time students are required to attend minimum 4 times or 50% per academic year, whichever is lower during the first year of the program.

**Technical presentation:** Full-time students are required to participate the graduate poster & demo competition once in the first two years of the program.

**Supervisory meeting:** A supervisor committee should be formed that consists of the student's supervisor and at least one other member of the department. Members from outside the department can be included upon approval by the graduate advisor. Supervisory meetings must be scheduled once a year.

### **3. Master of Science (MSc.) Computer Science: [reg\\_master\\_cs\\_2019a.pdf \(mcmaster.ca\)](#)**

M.Sc. students must successfully complete the equivalent of four one-term graduate courses and prepare and successfully defend an M.Sc. thesis.

#### **Course Requirements:**

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems).

Categorization of existing courses (See Appendix A). All students must successfully complete the equivalent of four one-term graduate courses<sup>2</sup> in Computer Science, Software Engineering, or relevant areas such as Electrical and Computer Engineering or Mathematics. Among the four required courses:

1. One (1) Software course
2. Two (2) Theory courses and one (1) Systems course; or Two (2) Systems courses and one (1) Theory course
3. One (1) course may be substituted by a graduate course from outside the department subject to the approval of the students thesis advisor and the graduate advisor
4. At most one (1) 600-level course

#### **Milestones:**

**Departmental seminar attendance:** Full-time students are required to attend a minimum of 4 times or 50% per academic year, whichever is lower during the first year of the program.

**Technical presentation:** Full-time students are required to participate the graduate poster & demo competition once in the first two years of the program.

**Supervisory meeting:** A supervisor committee should be formed that consists of the student's supervisor and at least one other member of the department. Members from outside the department can be included upon approval by the graduate advisor. Supervisory meetings must be scheduled once a year.

### **4. Doctor of Philosophy in Engineering (PhD) Computer Science: [reg\\_phd\\_cs\\_2019.pdf \(mcmaster.ca\)](#)**

Students must successfully complete the following requirements:

- a. Equivalent of 4 one-term (half course) graduate courses in Computer Science, Software Engineering, or relevant areas of Engineering or Mathematics. At most two courses can be from outside the department, all must be at the 700-level. More than two courses outside the department requires approval of the department. Students may be required to take more courses as judged by the supervisory committee.



- b. Pass a two-part Comprehensive Examination. Part I tests breadth of knowledge ([Part I Syllabus](#)) and Part II is a defense of a thesis proposal.
- c. Prepare and successfully defend a thesis.

**Course Requirements:**

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses can be found in Appendix A.

All students must successfully complete at least 4 one-term graduate courses (beyond those taken for a Master's degree) Computer Science, Software Engineering or other relevant areas, such as Electrical and Computer Engineering or Mathematics. Among the four required courses:

1. At least two (2) Theory courses or two (2) Systems courses
2. At least one (1) course from a category differing from (i)
3. At most one (1) graduate course from outside the department subject to the approval of the student's supervisor and the graduate advisor
4. At most one (1) 600-level course

**Milestones:**

**Departmental seminar attendance:** Full-time students are required to attend minimum 4 times or 50% per academic year, whichever is lower during the first two years of the program.

**Technical presentation:** Full-time students are required to participate the graduate poster & demo competition once in the first two years of the program.

**Supervisory meeting:** Supervisory meetings must be scheduled once a year. Students should submit a supervisory report online at least 1-week before supervisory meetings (except during the years for thesis proposal and dissertation in lieu of supervisory meetings per SGS policies).

**5. Doctor of Philosophy in Engineering (PhD) Software Engineering:** [reg\\_phd\\_se\\_2019.pdf](#)  
[\(mcmaster.ca\)](#)

Students must successfully complete the following requirements:

- a. Equivalent of 4 one-term (half course) graduate courses in Computer Science, Software Engineering, or relevant areas of Engineering or Mathematics. At most two courses can be from outside the department, all must be at the 700-level. More than two courses outside the department requires approval of the department. Students may be required to take more courses as judged by the supervisory committee.
- b. Pass a two-part Comprehensive Examination. Part I tests breadth of knowledge ([Part I Syllabus](#)) and Part II is a defense of a thesis proposal.
- c. Prepare and successfully defend a thesis.

### **Course Requirements:**

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems).

#### **4.1 Regular track**

All students must successfully complete the equivalent of four one-term graduate courses in Software Engineering, Computer Science, or relevant areas such as Electrical and Computer Engineering or Mathematics. Among the four required courses:

1. Two (2) Software courses
2. At least one (1) course from a non-Software category
3. At most one (1) graduate course from outside the department subject to the approval of the student's supervisor and the graduate advisor
4. At most one (1) 600-level course

#### **4.2 Accelerated direct-entry track**

All students must successfully complete the equivalent of six one-term graduate courses in Software Engineering, Computer Science, or relevant areas such as Electrical and Computer Engineering or Mathematics. Among the six required courses:

1. At least two (2) Software courses
2. At least one (1) Theory course
3. At least one (1) System course
4. At most two (2) 600-level courses

### **Milestones:**

**Departmental seminar attendance:** Full-time students are required to attend minimum 4 times or 50% per academic year, whichever is lower during the first two years of the program.

**Technical presentation:** Students are required to participate the graduate poster & demo competition once in the first two years of the program.

**Supervisory meeting:** Supervisory meetings must be scheduled once a year. Students should submit a supervisory report online at least 1-week before supervisory meetings (except during the years for thesis proposal and dissertation in lieu of supervisory meetings per SGS policies).

## **Career Planning Report (CARP)**

Entering graduate students in Masters or Doctoral programs within the Faculty of Engineering are required to complete a career planning exercise (CARP) within their first academic year (September to August). Students will book through the department, a planning session with a career specialist within the faculty and subsequently produce (at most) a two-page report before the end of their first year. The report must be submitted to the corresponding graduate advisor (for computer science or software engineering) before the end of August in their first year. Students entering in May of a given year may choose to submit the report in the second academic year instead. Once filled in, please submit it to the Graduate Assistant in the main office for processing. *(This is a degree requirement)*

Career Planning Report Template: [Forms and policies for graduate students, staff and faculty – School of Graduate Studies \(mcmaster.ca\)](#)

## **Co-op**

The Co-op Program for Graduate students is an optional program for full-time domestic and international Masters and Ph.D. students in good academic standing that allows students to gain engineering work experience prior to graduation. Students are required to complete a minimum of 8-months of work experience for Masters students, and 12-months of work experience for Ph.D. students prior to graduation. It is administered by the Career Development & Relationship Manager - Graduate Studies. <https://www.eng.mcmaster.ca/co-op-career/co-op-program#FAQs>

Co-op email: [gradcoop@mcmaster.ca](mailto:gradcoop@mcmaster.ca)

## **Visiting and Exchange Students**

2.1.10 Visiting Students: [General Regulations of the Graduate School - McMaster University \(romcmaster.ca\)](#)

**Visiting Students** are individuals who are currently registered in a graduate degree program in another university, and who have made arrangements through both their home university and a graduate program at McMaster to spend some time at McMaster as part of their degree program at the home university. While they are visiting students, they will not be enrolled in a degree program at McMaster.

## **Incoming Exchange Students**

Study Abroad at McMaster: [Incoming Exchange Students | Student Success Centre | McMaster University](#)

Student Success Center Email: [studentsuccess@mcmaster.ca](mailto:studentsuccess@mcmaster.ca)

## **Departmental Office Services**

### **Security**

From time to time there have been thefts of personal belongings or research equipment from laboratories or offices. Please ensure that you lock the door each time you vacate a room. Do not ever leave valuables (wallets, handbags, etc.) where they can be taken, particularly in public areas such as the Library or other common areas. Please do not prop open office or laboratory doors.

*\*We cannot stress enough the importance of securing our equipment. Please comply.*

### **Departmental Office Services**

The Departmental Office (Rooms 202) is open from 8:30 a.m. to 4:30 p.m. (closed for lunch from 12:00 to 1:00). It is located on the second floor of the Information Technology Building.

The Academic Team Lead (Connie, ITB 202) will assist graduate students with financial support, TA's, awards, and issuing of keys and space.

The Graduate Assistant, (Room 202) will assist graduate students with registration, course selection, change in status, supervisory committees, thesis defenses and check out procedures.

The Academic Department Manager will assist all PDF's and other researchers with Departmental and University Policies, all aspects of employment such as appointment letter, signing in, ID card, e-mail Login ID, extensions, termination, payment, etc., assignment of office, keys, etc.

It should be noted that the Department does not provide stationery, pencils, transparencies, etc., for students or research staff.

### **Mail Service, Postage and Use of Letterhead**

Mail is delivered to the Departmental Office once a day. Delivery and pickup is around 1:00 p.m. daily. Mail will be placed in the students' individual mailboxes in 203. There are trays in room 203 for outgoing mail.

Stamped, properly addressed letters may be mailed from the Departmental Office, however parcels must be taken to a Post Office Location. Visit the [Canada Post website](#) to find a Post Office near you. The Campus Store hosts a Canada Post Express outlet which features stamps and Xpress post options for letter delivery.

Please do not have personal mail or parcels sent to the department as we will not accept these items.

#### Please note:

- a) Graduate students have access to mail only if writing justifiable letters to suppliers regarding equipment, reprint requests and other correspondence relating to your research.
- b) When sending letters of a personal nature, e.g. writing to a company for a job, please buy stamps.
- c) Computing and Software letterhead can only be used on business matters that have to do with your research, and you must have permission from your supervisor.

Copy Procedures – Please direct all queries to our Administrative Assistant (Mary). Departmental copiers are not available for student’s personal use. Students needing to make copies directly related to their research or for a course to which they have been assigned as a teaching assistant must complete the Photocopier Services Request Form, available in the departmental office, and obtain their supervisor’s approval before a copier account will be set up. Please discuss appropriate use of the copier account with your supervisor. Please note that copier codes are assigned to individuals and are not to be shared.

## **Keys**

**All building and room access is authorized by Laurie.**

Employees are encouraged to apply for their access ID card online: [Technology - Security Services \(mcmaster.ca\)](http://mcmaster.ca/Technology-Security-Services)

Access Cards for graduate students who are not employees are authorized by **Laurie** and are issued by the Hub (JHE 216A). Students will be required to pay a deposit for this card.

**KEYS AND ID CARDS ISSUED TO YOU ARE FOR YOUR PERSONAL USE ONLY. DO NOT LEND THEM OUT. YOU ALONE WILL BE TOTALLY RESPONSIBLE FOR ANY CONSEQUENCES THAT MIGHT ARISE FROM USE OF YOUR KEYS AND CARDS, ESPECIALLY IN TERMS OF SECURITY. LOST KEYS OR ACCESS CARDS MUST BE REPORTED IMMEDIATELY TO THE DEPARTMENTAL OFFICE AS WELL AS THE UNIVERSITY SECURITY OFFICE.**

## **Request for Special Letters**

From time to time special letters are needed for reasons of work such as extension to student’s visa, visitor’s visa, etc. When graduate students, PDF’s or other research staff are requesting such letters, email the **CAS Graduate Assistant** with the request. Please allow one week for the letter to be prepared and returned to you. Thank you.

## **Bulletin Board**

Departmental bulletin boards are located on both floors of the Information Technology Building. Students should check the boards regularly for scholarship announcements, job postings, departmental news, etc. Please contact the main office for permission prior to posting items on the departmental boards.

## **Job Postings**

We are occasionally asked to distribute job postings that may be of interest to graduate students. These may be from external individuals or companies, as well as internal to the university or the department (such as TA positions). Such postings will be listed on our departmental website at:

<https://www.eng.mcmaster.ca/cas/resources#graduate-students> Please check this site regularly if you are interested in obtaining employment.

## **Seminars in the Department**

The Department, as well as various departmental research groups, arranges series of seminars each year at which outstanding scientists and engineers address the faculty, students and research support staff. A

code is given to students that are able to self-report their attendance on A2L. This self-reporting tool is in relation to degree milestone completion.

### **Outside Conferences**

We encourage graduate students to report results of their research at Conferences held outside the university, many of which are attended by Computing and Software professors. The preparation involved with such presentations and financial assistance available should be discussed with your research supervisor.

### **Change of Address**

If there has been a change of address or phone number, either permanent or local even if the change takes place on the last day of your studies in the Department, you are required to change your address online through Mosaic (Student Center – Personal Information tab – choose “Addresses” from the drop-down list).

### **Student Visa**

Visa students are required to provide a photocopy of their study permit at the time they register with the School of Graduate Studies and each time their permit is renewed. Failure to do so will result in the withholding of their pay cheque(s). Please provide the **CAS Graduate Assistant** with a copy of your Study Permit student visa for your student’s file. If your immigration status changes you must provide proper documentation to the Department and the School of Graduate Studies.

### **Graduate Student Offices:**

Most full time thesis based students will be assigned a space in a graduate office. Some will be in ITB, and some will be in ABB. Students in the M.Eng program as well as part time students in other programs will be granted access to a shared office space in one graduate space. Please be reminded that these rooms are intended to provide students with a quiet study space. BE RESPECTFUL OF OTHERS. Noise should be kept to a minimum and visitors are discouraged. You are expected to maintain your space by keeping it clean and in good condition. Any food stored overnight must be placed in a sealed plastic container. There is a Grad Student Lounge located in ITB / 240. Students are responsible for keeping the room tidy and clean.

### **Meeting Rooms:**

The department has a limited number of rooms available for meetings and seminars. Students wishing to reserve a meeting room must have written approval of their supervisor. Rooms are booked through **Mary** in the department office via email.

### **Reimbursement of Travel Expenses and other Expenditures**

The Departmental Office staff will assist graduate students and researchers in obtaining reimbursement for travel expenses and other expenditures that have been approved by the supervisor. You must obtain your supervisor’s approval prior to making any expenditures or travel arrangements for which you will be requesting reimbursement.

You should familiarize yourself with the University's travel and reimbursement policies ([http://www.mcmaster.ca/bms/BMS\\_Policies\\_Procedures.htm](http://www.mcmaster.ca/bms/BMS_Policies_Procedures.htm)) in order to ensure that all expenditures are within approved limits and that you keep adequate documentation. We will not process requests for reimbursement for any expenditures for which you cannot submit the appropriate detailed receipts, statements, boarding passes, etc. If you have questions regarding requirements, speak to Delcia in the departmental office or your supervisor prior to making any such purchases.

#### **Departmental Check-Out Requirements**

Upon completion of all degree requirements, graduate students will be required to "sign out" from the Department. A checklist has been compiled for this purpose and a copy is appended. PDF's and other research and staff members are also required to complete the checkout form at the end of their work term. Please see the Graduate Assistant.

## **Supervision**

### **Supervision – NSERC Highly Qualified Personnel form**

All students must complete & return to Laurie Leblanc, the CAS Dept. Manager an NSERC HQP waiver form: [90085237\\_140842950.pdf \(nserc-crsng.gc.ca\)](#)

\*NSERC requires this consent for not just grad students, but also undergrads who work on research projects.

### **Supervisory Committee Meetings**

It is the responsibility of the department/program to ensure that every graduate student has, at all times, a faculty advisor or a properly constituted supervisory committee. *The supervisor must be declared within the first 5 months of study and the supervisory committee must be declared within the first 12 months of study.*

Supervisory committees for Ph.D. candidates shall be reviewed annually by the department/program. Supervisory committee members are assumed to continue their participation on student committees unless otherwise replaced by the Associate Chair or Graduate Advisor.

**3.1 General Regulations on Supervision:** [Regulations for Degree Progression - McMaster University \(romcmaster.ca\)](#)

### **Guidelines for Graduate Supervision**

The relationship between the graduate student and supervisor/advisor is unique and provides a remarkable opportunity to guide and mentor the student engaged in advanced academic learning.

**Supervision guidelines for graduate students:** [Graduate Supervision – School of Graduate Studies \(mcmaster.ca\)](#)

**Supervision guidelines for supervisors:** [Graduate Supervision – School of Graduate Studies \(mcmaster.ca\)](#)

**A Template to Address Expectations for Graduate Students and their Supervisors:** [Getting Supervisory Relationship off to good start, updated May 2022 \(mcmaster.ca\)](#)

**Graduate Work Supervision Guidelines for Faculty and Students:** [Microsoft Word - Final SGS Guidelines for Supervision - Final Cambria \(mcmaster.ca\)](#)

**PhD Supervisor at McMaster University Policy:** [Complete Policy Title: \(mcmaster.ca\)](#)



## Financial Matters

Payment of Departmental Scholarship, Teaching Assistantship

Scholarship payments for the graduate students are handled by the School of Graduate Studies, while the Human Resources department handles employment income. Scholarship payments are paid as a lump sum at the beginning of each term. Employment income is paid bi-weekly in the term of employment. All payments will be deposited directly into your bank account after enrolling in Direct Deposit. Depending on the type of payment(s) you receive you may have to enroll in 2 places: Mosaic Student Centre (online portal) AND Human Resources (paper form).

Any questions concerning your financial support, contact Connie in the departmental office ([carrabs@mcmaster.ca](mailto:carrabs@mcmaster.ca)).

Payroll information has been provided under separate cover and is available

<https://hr.mcmaster.ca/employees/payroll/>

**Collective Agreement for TA/RA in lieu of TA** : [CUPE-Local-3906 Unit-1-Collective-Agreement FINAL.pdf \(mcmaster.ca\)](#)

## Mandatory TA Training

All first time TA's at McMaster are required to complete **five hours of paid mandatory TA training** which will include instruction on topics in pedagogy and anti-oppression. This mandatory training is a **one-time** requirement separate from, and in addition to, other training that you may be expected to complete as part of your employment (which may include general orientations, institution-wide mandatory health and safety training, and assignment-specific health and safety training required by your Employment Supervisor).

You need to register for this training on **Mosaic**, through the Regulatory Training Tile on the homepage, and then carefully follow the directions under on the welcome page on **Avenue to Learn**. More detailed instructions will be emailed to students before the beginning of each semester.

Important notes:

1. Training should be completed within two weeks of your assignment.
2. A short quiz follows each module on Avenue to Learn, and a score of 100% is required on each quiz. These quizzes can be taken repeatedly until the required score is reached. *These quizzes trigger the payment process - if the quizzes are not successfully completed (i.e. 100%), you risk not being paid for these five hours.*
3. *This training is a one-time requirement for the first time that you TA at McMaster. You will not be paid for more than 5 hours of training, even if you TA for multiple Faculties.*

For additional information please review the frequently asked questions document: [Mandatory TA/RA in Lieu Training \(Anti-Oppression and Pedagogy\) - Human Resources \(mcmaster.ca\)](#)

## **Social Insurance Number (SIN)**

If you are employed as a Teaching or Research Assistant, it is essential that Human Resources have your Social Insurance Number on file. There is no fee to apply. You will need to bring your passport, study permit and offer of admission letter with you. If you do not have a SIN number, please apply at any Service Ontario Centre: [Social Insurance Number \(SIN\) | Office of the Registrar | McMaster University](#)

## **Understanding Your Funding**

In the graduate payment model, tuition is due term-by-term on September 1st, January 1st and May 1st. Interest on tuition will not begin to be collected prior to the second last business day of those months. Each student receiving research scholarship funds will get a lump sum (whole term) payment by mid-September, mid-January, and mid-May. Employment payments are paid biweekly.

***All money goes out to the student and students are solely responsible for paying their tuition.***

Example for Fall Term (which assumes that a student has TA, research scholarship, and scholarship support):

September 1:

- Tuition for term is due

Mid-September:

- Bank deposit of all "research scholarship" (i.e. grant-sourced support) funds for term - paid from the MOSAIC HR module
- Bank deposit for first two weeks of TA pay - paid from the MOSAIC HR module
- Bank deposit of all scholarship funds(excluding research scholarships) for the term - paid from the MOSAIC Student Center Module

End of September:

- Bank deposit of second two weeks of TA pay
- Interest begins to accrue on balance outstanding in student account.

## **Graduate Scholarships**

The School of Graduate Studies announces scholarship competitions throughout the academic year. Such announcements will be forwarded to graduate students in the department by email, and/or posted on the bulletin board located on the second floor of the Information Technology Building. Students are strongly encouraged to apply to any competition for which they meet the eligibility requirements. For some this is a stipulation in their offer of admission. Some major annual scholarship competitions are: NSERC; OGS (Ontario Graduate Scholarships); McMaster Prestige Scholarships. Note that these applications require official copies of all academic transcripts, so be sure to order these sufficiently early to meet departmental deadlines.

**Policy on Major Graduate Scholarships:**

- As of April 12, 2019, there has been a change to “major graduate scholarships”. (NSERC, Vanier, OGS, CREATE, QEII, GSST, CSC ((China)), CNPQ-Brazil KASP ((Saudi Arabia)), and EAA ((Egypt)). The support per year provided to the student who holds a major graduate scholarship **may not be less** than the Faculty of Engineering minimum stipend or the value listed in the admissions letter for the student.
- If the student is currently enrolled in an Engineering-hosted program and receiving a graduate scholarship from the University, the total stipend currently being provided by the program cannot be reduced by more than \$2500 per term for each term in which the student holds the award (i.e. maximum stipend adjustment of \$7500 per year.)
- If the student is a new applicant who brings with them a major graduate scholarship, the total support per year provided to the student cannot be less than the Faculty of Engineering minimum stipend.
- Faculty of Engineering minimum stipend for doctoral students: \$23,000.
- Major Scholarships/Awards are applied to any external scholarship or award valued at \$10,000 or greater.

**Graduate Tuition Fees for 2023/24**

The 2023-2024 fees schedule is in effect for a period of September 1, 2023, to August 31, 2024, and applies to all graduate students whether registered in regular or part-time degree programs. Please consult the Accounts and Cashiers [website](#) for the official graduate fees.

Students with outstanding accounts at the end of the academic year will:

- a. not receive academic results, including but not limited to exams, grades, transcripts, diplomas; and
- b. not be permitted to register for the next academic year until the account is settled.

**Notes:**

Students promoted to a Doctoral program from a Master’s program will be considered as new admissions for the purpose of time limits for completion of the degree requirements, eligibility for financial assistance, and fee assessment. Some international students may be eligible to pay Canadian fees depending on various immigration policies, and the Ministry Funding Manual.

**Program Fees assessed on a term by term basis**

Most students will pay regular tuition fees and these fees are assessed on a term by term basis. Part-time fees apply only to those students originally offered admission to a part-time program. If students change status from full-time to part-time, they will still be required to pay regular (full-time) fees. In most cases part-time fees will allow registration in up to 3 half courses per academic year, in programs where fees are costed on a term by term basis. Students registering in more than 3 half courses will be assessed full-time fees. In situations where a student in a part-time program completes the degree or

withdraws from the university, fees for the academic session will be assessed by the number of terms or number of half courses (whichever is the greater). Term count is adjusted if student changes status from part to full time at a ratio of 2:1.

If a full-time student wishes to change their status from full-time to part-time, they will still continue to pay full-time tuition fees for the entire program. The most common occurrence of this situation would be when a student gains full-time employment, changes in status to part-time will be effective at the start of term. Their mandatory supplementary fees however would be reduced to the part-time rate at the start of the next academic year.

McMaster University aims to provide competitive funding offers to highly qualified candidates recommended for admission to our research-based graduate programs. Each program is responsible for determining the level of funding in their offers, although the School of Graduate Studies (SGS) sets a minimum level of funding for full-time doctoral studies for the first four years of full-time enrolment.

Financial support for Doctoral studies will normally be provided for the first four years of full-time enrolment, and will be comprised of funds from the admitting Faculty or graduate program, including departmental scholarships/awards, research scholarship support, and possibly employment (e.g. teaching assistant). The annual level of financial support will meet or exceed the minimum level of support set by SGS, provided all conditions stated in the Financial Support subsections below are satisfied.

Funding for students enrolled in most research-based Master's programs will normally be provided for the nominal duration of the program (20 months). There is no minimum level of funding stipulated by SGS for Master's programs.

Teaching Assistantships (TA) (or Research Assistantship-in-lieu under the collective agreement between Canadian Union of Public Employees, Local 3906, Unit 1 and McMaster University) and contract employment income are offered to many graduate students registered in full-time programs. TA duties vary according to department but will normally consist of performance in connection with undergraduate teaching, such as leading tutorials, demonstrating labs, and marking assignments.

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 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. See Section 2.5.3 McMaster University's Regulations for Full- and Part-time Status: [General Regulations of the Graduate School - McMaster University \(romcmaster.ca\)](#)

## **Responsibility of Graduate Student**

Just as the University has responsibilities to graduate students, they have responsibilities to the University.

The student's responsibilities include, but are not limited to:

- Maintaining current contact information with the University, including address, phone numbers, and emergency contact information.
- Use the University provided e-mail address or maintaining a valid forwarding e-mail address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accepting that forwarded e-mails may be lost and that e-mail is considered received if sent to the student's @mcmaster.ca account.

Where applicable, students are responsible for complying with such conditions as indicated in the offer of admission. Students are also responsible for complying with the regulations governing graduate students at McMaster University with respect to full- and part-time status (see sections 2.5.2 and 2.5.3). Students are further responsible for informing the School of Graduate Studies within two weeks, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, etc. Students are also responsible for reporting through the department any change in student status, course registration, or withdrawal.

## **Courses**

To receive credit for a course, each student is responsible for confirming in the Mosaic Student Center that their enrollment status is appropriate for that course. Students are responsible for ensuring that they have formally enrolled for the course through their department or graduate program.

## **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.

## **Withdrawal**

A student may withdraw voluntarily from their program at any point and be considered to be in good standing. There are exceptions where a student is being investigated for a breach of university policy and may not be allowed to withdraw until concluded, such as an investigation of academic dishonesty. The withdrawal will be recorded on the student academic record and reflected on the transcript. Re-

admission for a student who has withdrawn in good standing will be made in competition with all other applicants.

Students withdrawn involuntarily will normally not be permitted to seek re-admission to the same program at any future time.

## **UNIVERSITY REGULATIONS AFFECTING GRADUATE STUDENTS**

**We draw your attention to Section 5 of the University Graduate Calendar**, which addresses Academic Integrity, Academic Dishonesty, Code of Conduct, Appeal Procedures, Ownership of Student Work, Policy with Regard to Students with Disabilities, Student/Faculty Non-Disclosure Agreements, Conflict of Interest Guidelines, Student Academic Records, Environmental Health and Safety and Inter-University Cooperation. Please review: [Additional University Regulations Affecting Graduate Students - McMaster University \(romcmaster.ca\)](https://www.mcmaster.ca/romcmaster.ca)

### **Plagiarism Checking Software**

Students will need to scan their theses for originality using **iThenticate** effective **October 1, 2023** and afterwards. Supervisors are required to sign off on the originality report.



## **Graduate Studies in CAS**

### **Failing a Course or Milestone**

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, 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.

### **Audited Courses**

Graduate Students may request to audit Graduate courses only; undergraduate courses may not be audited. Visiting students and post degree students may not audit a course. Audited courses have no academic credit and an audited course may not be retaken for credit. This requires a completed form, signed by the instructor and student's supervisor. Upon completion of the course, and subject to confirmation from the instructor that their expectations regarding the student's participation were met (i.e. that the student attended at least 80% of the class), a grade of "AUD" will be recorded on the transcript. No other grade will be assigned. Students in a course-charged program will be charged a fee to audit a course that is equivalent to the course charge of their program.

### **Definition of Full- and Part-time Status**

#### Full-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 which normally means multiple times per week; written permission from the department/supervisor is required for studies to normally be off campus. 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.

#### Part-Time Status

Part-time studies may or may not be possible in a graduate program; where possible, it will be listed in the program entry in the SGS Calendar. Normally a student's status in the program (full or part-time) is determined at the time of admission.

Students who are registered as part-time are expected to be pursuing their studies on a part-time basis and making commensurate progress.

Transfer from part-time studies to full-time studies requires the approval of the graduate unit and may not be permitted in some programs. This will be described in the individual program section of the Graduate Calendar.

See also Section 3 Regulations for Degree Progression for more information on program progression and Section 4 for financial information.

2.5.3 McMaster University's Regulations for Full- and Part-time Status: [General Regulations of the Graduate School - McMaster University \(romcmaster.ca\)](#)

## **Enrolment - International Students on Study Permits**

International students admitted to graduate studies degree programs must have a valid Study Permit issued by Immigration, Refugees and Citizenship Canada (IRCC) provided that their program of study is longer than six months. A copy of the Study Permit must be submitted to the School of Graduate Studies (SGS) upon arrival at the University. International graduate students without valid Study Permits will not be allowed to enroll.

If a Study Permit expires prior to program completion, students must apply to CIC for renewal and submit a copy of the renewed Study Permit to the School of Graduate Studies (check the 'valid until' date on the Study Permit). Make sure you apply at least 30 days before your current permit expires. If your Study Permit expires and you have made an application to renew it, but have not had a decision yet, you can continue studying until you receive a decision. Proof of application for renewal must be submitted to the School of Graduate Studies to permit continuing enrolment.

There are additional rules for students whose program is delivered either partially or wholly on-line. Students whose program is delivered entirely on-line do not need a study permit. Students whose program is delivered partially on-line and is longer than six months will need a study permit for the period of time when they are required to be on campus - for example to attend a residency week.

For information on status change to permanent resident status during the course of your study, please see section 4.1.4: [Financial Matters - McMaster University \(romcmaster.ca\)](#)

## **Leave of Absence**

Students on leave of absence do not pay tuition fees for any complete months that they are on leave but do pay mandatory supplemental fees. Students who are on leave for a complete academic year do not pay mandatory supplemental fees.

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

Full notes on Leave of Absence can be found on Section 2.5.7 Leaves of Absence: [General Regulations of the Graduate School - McMaster University \(romcmaster.ca\)](#)

## **Graduate Forms**

Graduate Forms for students, faculty and staff can be found on Graduate Studies Website: [Forms and policies for graduate students, staff and faculty – School of Graduate Studies \(mcmaster.ca\)](#)

\*\*Students need to send all graduate forms to the Graduate Assistant to process with SGS.

## Degree Progression

### Thesis Procedures- Completing your Degree

Doctoral Degree: Your first step regarding any questions with respect to writing your thesis is to consult the [School of Graduate Studies' Guide for the Preparation of Doctoral and Masters Theses](#). All graduate theses must conform to the style and form requirements as detailed in the Guide.

[Doctoral Degree – School of Graduate Studies \(mcmaster.ca\)](#)

**Masters Thesis:** [Completing your Masters degree – Thesis – School of Graduate Studies \(mcmaster.ca\)](#)

**Masters- course-based, non-thesis:** [Completing your Master's degree – course-based, non-thesis – School of Graduate Studies \(mcmaster.ca\)](#)

### MacSphere

No research for the Master's or Ph.D. degrees at McMaster may be secret or classified. All e-theses will be available to readers through [MacSphere](#).

### Instructions on Submitting Your M.Eng Report to MacSphere:

[Submitting Your M.Eng. Report to MacSphere.pdf](#)

Individual Departments or graduate programs may issue special instructions concerning the expected forms of graphs, tables, maps, diagrams, and sound and video files which may be included within the e-thesis. Accepted forms of bibliographical reference in the particular discipline and other matters of format should be discussed with the thesis supervisor. Students may also refer to the instructions set forth in Kate L. Turabian's [A Manual for Writers of Term Papers, Theses, and Dissertations](#). In those instances where an examiner requests a printed copy of the thesis, it is the student's responsibility to produce a print version well before the oral examination. Doctoral students and their supervisors should keep in mind that theses of extraordinary length are to be discouraged. The preparation of a lengthy Ph.D. thesis almost certainly extends the time that the student takes to complete his or her degree. As a general rule, doctoral students are urged to limit their theses to no greater length than three hundred (300) pages of text (Master's thesis to less than 200 pages). In cases where students and their supervisors believe that responsible scholarly treatment of the thesis topic requires substantially greater length than that specified above, a written approval from the appropriate Associate Dean of Graduate Studies must be obtained before the external examiner is contacted.

### LaTeX Template Files for Theses and Masters Reports:

In accordance with SGS regulations about thesis and dissertation formatting, LaTeX Template for M.Eng and theses reports have all the necessary front matter pages (e.g. abstract, TOC, academic declaration) and sample files for chapters and appendices. There are two, otherwise identical, .sty files to choose from like the spacing to be single or double. The definitions.tex allows the user to set items like title, author, document type (e.g. "Thesis", "Report") so that there is no need to modify the .sty files.

Download the template with instructions under "Current Graduates" – "Graduate Student Forms" from CAS website: [Current Graduates | Department of Computing and Software \(mcmaster.ca\)](#)

## Safety and Security

SECURITY SERVICES: 905-525-9140 ext 24281, [security@mcmaster.ca](mailto:security@mcmaster.ca)

Download the app at: <https://security.mcmaster.ca/safety-app/>

- 905-522-4135
- Dial "88" from any University phone
- Security Button on all campus pay phones.  
No charge dial
- Red Assistance Phones
- Elevator Phones

## Health and Safety Training

McMaster's Health and Safety Training Program is designed to provide mandatory and site-specific safety training for all employees, grad students, volunteers and visitors working at the University.

Self-registration for training courses offered by UHS, the [Faculty of Health Sciences Safety Office](#) (FHS Safety Office), the [Biosafety Office](#) and the [AODA Office](#) is available through the self-service functionality in [Mosaic](#).

COVID-19 training is no longer required through Mosaic.

[COVID-19 training content](#) remains available and all members of the McMaster community are asked to review this training for the most relevant health & safety information.

## Reporting of Safety/Incident Report

In the event of an injury or an incident that could have resulted in an accident to employees and non-employees, **it must be reported immediately**. In case of an incident or an injury, you are asked to report it immediately to Dr. W. He, Chair of the Departmental Safety Committee. **It is extremely important that you adhere to this regulation.** The Safety-Incident Report must be completed – forms are available in the Departmental Office or online at:

<https://hr.mcmaster.ca/app/uploads/2018/11/injury-incident-report-fillable-1-36.pdf>

## First Aid Stations

First Aid Stations are located in ITB 202 and 242.

## Fire Safety Procedure

McMaster University emergency procedures: [Emergency-Procedures-Poster.docx \(live.com\)](#)

McMaster University

## EMERGENCY PROCEDURES

- **FIRE**
- **SMOKE**
- **EXPLOSION**
- **GAS**

*Pull Fire Alarm,  
and then from a safe location*

**Call 88**

(University Line)

or

**Call 905-522-4135**

### **When Alarm Rings SHUT OFF GAS AND POWER**

**Evacuate ...** Close doors behind you    Use stairs or ramps    Do NOT use elevators

**If Unsafe to Evacuate ...** Shut door    Block cracks    Stay low near window

**If Room Door is HOT ...** Do NOT open door    Stay put    Stay low near window

- **AMBULANCE**
- **MEDICAL**
- **SECURITY**

*and then from a safe location*

**Call 88**

(University Line)

or

**Call 905-522-4135**

This is Building \_\_\_\_\_ Building # \_\_\_\_\_ Room # \_\_\_\_\_

Environmental and Occupational Health Support Services | [eoHSS@mcmaster.ca](mailto:eoHSS@mcmaster.ca) | ext. 24352

This document can be provided in an accessible format upon request

## **University Administrative Information**

### **OHIP (Ontario Health Insurance Plan)**

Graduate students who are Canadian citizens or permanent residents who require health coverage under OHIP may obtain application kits from the Campus Health Centre in the Student Centre on campus. <https://www.ontario.ca/page/apply-ohip-and-get-health-card#section-2>

### **UHIP (University Health Insurance Plan)**

Visa students are required to obtain health coverage under the University Health Insurance Plan. For those students with sufficient funding, UHIP premiums will be deducted from their monthly pay. Note, however, that you must enroll your dependents (spouse and children) if they are with you in Canada, and you must arrange payment for the dependents' coverage. Dependents must be enrolled within 30 days of arriving in Canada.

<https://hr.mcmaster.ca/employees/total-rewards/university-health-insurance-plan-uhip/>

### **Graduate Transcripts**

If you wish to obtain an official McMaster graduate transcript, you can do this by completing the transcript request in the My Academic section of Mosaic.

[Transcripts | Office of the Registrar | McMaster University](#)

In-course students who require a notarized transcript from other institutions (both graduate and undergraduate) can obtain this from the School of Graduate Studies.

**International Student Services** is located in GH, Room 110. Please call ext. 24254 for assistance or you can email [iss@mcmaster.ca](mailto:iss@mcmaster.ca) or [studentsuccess@mcmaster.ca](mailto:studentsuccess@mcmaster.ca). Here you will find all the information and resources you need to support you during your time at McMaster or as you prepare for an outbound exchange. We believe in the importance of promoting an inclusive and culturally sensitive community, and are committed to supporting the academic, personal and professional success of McMaster students. Please visit their website at: <https://iss.mcmaster.ca/>

**Parking and Transit Services:** There are a limited number of parking facilities on campus. Travel to and from the University on foot, by bicycle, by public transportation and in carpools is encouraged. Please visit: <http://parking.mcmaster.ca/>

**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.

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

Student Accessibility Services (MUSC/B107 x.28652) Please visit: <http://sas.mcmaster.ca/>

**Student Wellness Centre** is the place on campus to address your wellness needs providing a range of counselling options, medical services and wellness programs so that a student can get the most out of their McMaster experience, academically and personally. Please visit: <https://wellness.mcmaster.ca/>

**Equity & Inclusion Office:** The Equity and Inclusion Office (EIO) works closely with staff, students and faculty members to advance equity and inclusion by promoting an environment of respect, safety, collegiality and openness. (UH-104, ext. 27581) You can email them at [equity@mcmaster.ca](mailto:equity@mcmaster.ca). // Please visit: <https://equity.mcmaster.ca/>

### **Two Distinct Programs**

The [Human Rights and Dispute Resolution Program \(HRDRP\)](#) offers confidential advice, guidance and consultation to students, staff and faculty members on issues related to human rights.

HRDRP is one of four intake offices listed in McMaster's [Policy on Discrimination and Harassment: Prevention and Response](#) and the [Sexual Violence Policy](#). It is responsible for facilitating the resolution of concerns and complaints and for investigating formal complaints related to issues of discrimination, harassment, and [sexual violence support](#).

The [Education, Outreach and Support \(EOS\)](#) engages students, staff and faculty members through education including workshops and special events. The ESP team works closely with on and off campus partners to advance equity and accessibility and to challenge rape culture on campus. EOS also provides support to the President's Advisory Committee on Building an Inclusive Community (PACBIC), the Anti-Violence Network and the McMaster Accessibility Council.

### **TalkSpot**

TalkSpot is a mental health service exclusively for Mac Eng students. TalkSpot offers informal, confidential consultations with a counsellor through same-day appointments every weekday. You can share what's on your mind to get perspective, problem-solve and hear suggestions for resources or supports.

Book your appointment: [Book Online | TalkSpot \(janeapp.com\)](#)

Learn more about TalkSpot: [TalkSpot – Faculty of Engineering \(mcmaster.ca\)](#)