

# Engineering Physics Graduate Handbook 2023 - 2024

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McMaster  
University 

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**ENGINEERING**  
Engineering Physics

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# *Welcome to Graduate Studies with the Department of Engineering Physics!*

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

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

You are advised to familiarize yourself with the regulations in the School of Graduate Studies Calendar (2023-24), available at

<https://academiccalendars.romcmaster.ca/index.php?catoid=48>

This Handbook specifies regulations for graduate study, which are particular to the Department of Engineering Physics.

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

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

## *Department Contacts*

<b>Dr. Rafael Kleiman</b>	Department Chair	x26290	<a href="mailto:kleiman@mcmaster.ca">kleiman@mcmaster.ca</a>
<b>Dr. Adrian Kitai</b>	Graduate Associate Chair	X24973	<a href="mailto:kitaia@mcmaster.ca">kitaia@mcmaster.ca</a>
<b>Robert Laidler</b>	Administrator	x24474	<a href="mailto:laidlerr@mcmaster.ca">laidlerr@mcmaster.ca</a>
<b>Samantha Leung</b>	Graduate Administrative Assistant	x24545	<a href="mailto:leungs41@mcmaster.ca">leungs41@mcmaster.ca</a>
<b>Emma Trueman</b>	Graduate Administrative Assistant (On Leave)	x24545	<a href="mailto:truemaeh@mcmaster.ca">truemaeh@mcmaster.ca</a>
<b>Mohammadreza Shahzadeh</b>	Instructional Assistant		<a href="mailto:shahzm14@mcmaster.ca">shahzm14@mcmaster.ca</a>
<b>Catie Luck</b>	Instructional Assistant		<a href="mailto:luckc@mcmaster.ca">luckc@mcmaster.ca</a>
<b>Ramis Arbi</b>	Instructional Assistant		<a href="mailto:arbir@mcmaster.ca">arbir@mcmaster.ca</a>

## *School of Graduate Studies Contacts*

Gilmour Hall, Room 212, x23679, <https://graduate.mcmaster.ca/>

Use the following emails for your inquiries:

- [leungs41@mcmaster.ca](mailto:leungs41@mcmaster.ca) – Questions about your application to the Department of Engineering Physics
- [askgrad@mcmaster.ca](mailto:askgrad@mcmaster.ca) – General inquiries for the School of Graduate Studies (not pay-, admissions-, or records related)
- [gradpay@mcmaster.ca](mailto:gradpay@mcmaster.ca) – Questions about your pays (TA/RA, Research Scholarships, external scholarships, etc.)
- [graduatescholarships@mcmaster.ca](mailto:graduatescholarships@mcmaster.ca) – Scholarship questions and student inquiries
- [student.accounts@mcmaster.ca](mailto:student.accounts@mcmaster.ca) – Questions about your tuition and fees and the status of your account.

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

## **RESPONSIBILITIES OF GRADUATE STUDENTS TO THE UNIVERSITY**

Just as the University has responsibilities to you as a graduate student, you have responsibilities to the University. Your responsibilities include, but are not limited to: registering annually until graduation, withdrawal, or withdrawal in good standing due to time limit; paying fees as required; complying with the regulations of the School of Graduate Studies as set out in the School of Graduate Studies Calendar.

When applicable, you are responsible for complying with such conditions as may be laid out in a letter of offer accepted by you. You are also responsible for complying with the regulations of the Ontario Council of Graduate Studies and McMaster University with respect to full-time and part-time status and, in particular, for informing the School of Graduate Studies of any change in employment status.

You are further responsible for informing the School of Graduate Studies, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, Canadian residency status, etc. You must also report through the Department any change in your student status, course registration, or withdrawal.

With regard to research and study, you are responsible for maintaining contact and meeting regularly with your faculty advisor, thesis/project supervisor or supervisory committee, for observing departmental guidelines, and for meeting the deadlines of the department and the School of Graduate Studies.

If you experience a problem with supervision, it is your responsibility to contact the Associate Graduate Chair.

When you undertake to write a Master's or Doctoral thesis, you assume responsibility both for creating drafts of the thesis and for responding to direction from the Supervisor and the Supervisory Committee (in the case of Doctoral Students). You have the responsibility to write and ultimately to defend the thesis; the Supervisor/Supervisory Committee has the responsibility to offer guidance in this process, and to recommend or not recommend the completed thesis for defense.

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

Registration allows you to access libraries and certain other academic facilities, which in turn implies a commitment on your part to use such facilities in accordance with applicable rules.

Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Students who absent themselves from campus for more than two weeks during the fall or winter terms or four weeks in the summer term without permission from the Department will be deemed to have withdrawn voluntarily from graduate study. Students may arrange through the Department to be "full-time off-campus" for periods of up to a year. In cases of unauthorized absence, the student will have to petition for readmission. The appropriate Committee on Graduate Admissions and Study will rule on each request on a case-by-case basis. No guarantee of readmission or of renewal of financial arrangements can be made.

NOTE: in the changing COVID-19 situation, different rules for presence on campus may apply.

## **GRADUATE WORK SUPERVISION GUIDELINES FOR FACULTY AND STUDENTS**

[https://gs.mcmaster.ca/app/uploads/2019/10/graduate\\_work\\_supervision\\_guidelines\\_1.pdf](https://gs.mcmaster.ca/app/uploads/2019/10/graduate_work_supervision_guidelines_1.pdf)

This document provides suggestions to initiate, promote, and sustain successful Student/Supervisor/Advisor relationships.

Please also see the Graduate Calendar for more information about supervision:

<https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9201>

## **NEW STUDENT INFORMATION**

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

- Come to the Departmental Office in John Hodgins Engineering Building, Room A315 (JHE A315).
- Provide a copy of your offer letter and all official documents as indicated in your offer letter to clear your conditions. These may include Official Transcripts, Official Translations in English, Confirmation of Degree completion, etc.
- For international students, please submit your work permit to the School of Graduate Studies (SGS), with a copy to the Departmental Office.
- Complete your online registration on Mosaic.
- Activate your Mac ID and McMaster Email through University Technology Services (UTS). Your McMaster Email will be the means of communication throughout your studies in Engineering Physics at McMaster. Information here: <https://uts.mcmaster.ca/services/accounts-and-passwords/macid/>
- Check in with your supervisor.
- Attend the New Student Orientation Meeting (date and location will be emailed to you).
- Email is the official communication within the department. You are expected to check your email regularly as that is how information is conveyed for things like: Events, Scholarships, TA assignments, Grad course info etc.
- Arrange for parking if required.
- Review your Health & Safety requirements and complete the necessary training and courses.

## **CAMPUS MAP**

Located in beautiful West Hamilton, McMaster's main campus is bicycle and pedestrian friendly and easily accessed by municipal transport (HSR bus service) and provincial GO Transit.

Campus Map: <https://discover.mcmaster.ca/map/>

## **DEPARTMENTAL OFFICE**

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



Office hours are 8:00 am – 4:00 pm.

## **YOUR MAILBOX**

You will be given a mailbox in the Departmental Office, JHE A315 for any hard-copy distributed information and individual mail and parcels related to your work. Please check it frequently.

## **SPACE**

The Department has assigned seating and “Hotel” seating for graduate students. Assigned seating is limited but is available upon request on a first come first serve basis. Hotel seating is available for all other students. In the hotel seating areas, students are able to pick a desk to work for the day and are asked to clear the space when finished for the next student to use. Lockers are available and locks will be provided.

## **CONNECTING TO THE INTERNET**

Visit University Technology Services’ site for information on how to connect using your wireless devices, such as your smartphone and/or laptop.

<https://uts.mcmaster.ca/services/infrastructure/wireless-at-mcmaster/>

## **PRINTING AND PHOTOCOPYING**

Send an email to the Department’s Graduate Administrative Assistant to obtain a photocopier code. This code will direct the charges to be paid by your supervisor. Use should be limited to your research needs. If you are printing for a course, request a code from the Course Instructor. The photocopier is in JHE A303.

## **COMPUTER PROBLEMS**

Contact one of our Instructional Assistants in case of computer problems. Staff email addresses can always be found on our website: <https://www.eng.mcmaster.ca/engphys/people/staff>

## **GRADUATE STUDENT ORIENTATION WELCOME EVENTS**

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

## **DEPARTMENTAL ORIENTATION EVENTS**

Several Departmental orientation events will be held:

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

These will be announced through email; watch for them!

## **CAREER PLANNING – Mandatory**

Graduate students entering into Master’s or Doctoral programs within the Faculty of Engineering are required to complete a career planning exercise within their first academic year. The report may be of any length and must be submitted to the Graduate Administrative Assistant before the end of your first year. The Career Planning Template can be found here: <https://gs.mcmaster.ca/app/uploads/2020/02/Career-Planning-Template.docx>

## **SAFETY & SECURITY**

### **Emergency Contact Information**

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

### **Training and Required Courses**

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



You will then need to click “Search by Course Name” and search for all the training you will need. Ensure you select online training.

## Request Training Enrollment

Nicole Macdonald

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

Search by Course Name

Search by Course Number

Search by Location

Search by Date

Go To

Self Service

Learning and Development

Training Summary

Professional Training

To determine what training you will need, follow this link and refer to the “Laboratory” category:  
[https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/our-safety/health-and-safety-training/](https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/)

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

The general training for TA and laboratory roles includes:

- Asbestos Awareness
- Chemical Handling & Spills
- Ergonomics
- Fire Safety
- COVID-19 Awareness
- Health & Safety Orientation
- Slips, Trips & Falls
- Violence & Harassment Prevention
- WHMIS 2015
- Other training as directed by supervisor

Online Training Reminder: 24 hours after registering in Mosaic to complete an online session, the course content and quiz will become available in your Avenue to Learn account (<https://avenue.mcmaster.ca/>, (MacID login required). Your training summary, accessible in Mosaic, will reflect successful completion of training one (1) business day after successfully completing the course quiz.

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

Consult with your Supervisor as well as with the Graduate Administrative Assistant to ensure that you are completing all necessary courses. You can refer to the Department’s Health and Safety pages for more information.

### **ENVIRONMENTAL & OCCUPATIONAL HEALTH SUPPORT SERVICES (EOHSS)**

EOHSS is a team of health, safety and risk management specialists committed to supporting the University’s commitment to creativity, innovation, and excellence, and strives to achieve these standards in the areas of environmental and occupational health, safety, loss prevention and mitigation.

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

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

Please send a copy of the JHA Summary to [engphys@mcmaster.ca](mailto:engphys@mcmaster.ca)

Contact the Graduate Administrative Assistant if you have trouble completing the JHA requirement.

## **LAB SAFETY**

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

## **REPORTING OF A SAFETY INCIDENT**

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

## **FIRE SAFETY PROCEDURE**

In the case of fire, or the sounding of an alarm: "Get Out and Stay Out". You must leave the building immediately and stay at least 20 meters away from the building and not return until the "All Clear" from the local fire wardens.

## **SECURITY**

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

## **WALKING HOME SAFELY– SWHAT**

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

<https://msumcmaster.ca/service/swhat/>

## **MCMASTER VACCINATION POLICY:**

As of May 1, 2022, McMaster 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 medical or 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.

## **UNIVERSITY NETWORK ACCESS CONNECTION FOR COMPUTERS**

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

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

IP addresses for wired connections are assigned by one of our Instructional Assistants. Any computer connected to the University network and assigned an IP address must have a registered operating system (OS) which has current security patches and updates applied. If the OS is not registered, then it will not be connected to the University network and no IP address will issued.

All computers within the Department that are connected to the University network must have operational anti-virus (AV) software running. The AV software must have current updates and virus definitions applied. The lack of current AV software or the lack of current OS updates may cause University Technology Services (UTS) to block the machine's IP address. The most common reasons for blocked IP addresses are: virus/worm infection; compromised or vulnerable host; unusually high traffic volume; using unauthorized IP address.

Trend Micro OfficeScan is available for free to all employees of McMaster University (e.g. when you are a TA) and on all McMaster owned devices (e.g. a lab computer). Students can get a personal license for a minimal fee. Information and downloads are available at [Antivirus at McMaster - Information Technology Security](#).

Computers within the Department are behind a firewall to protect against unauthorized access. You may access them from home or from the McMaster WIFI using a Virtual Private Network (VPN). For more information, see <https://uts.mcmaster.ca/services/computers-printers-and-software/virtual-private-networking/>

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

## **SOCIAL MEDIA**

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

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

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

Follow on Twitter ([www.twitter.com/mcmastersgs](http://www.twitter.com/mcmastersgs))

and Instagram ([www.instagram.com/mcmastergradstudies](http://www.instagram.com/mcmastergradstudies))

# *YOUR STUDIES*

## **REGISTRATION AND ENROLLMENT**

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

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

Select the placeholder course, SGS 700, for each term to ensure you are fully registered. The course is at no cost and is used to ensure you are properly enrolled. The course is for Research/Writing and is used to show on your transcript that you are active.

## **GRADUATE COURSE OFFERINGS**

A complete listing of all graduate courses can be found on the Department's Graduate Courses page. Not all of the courses that are listed are offered every year, so please plan accordingly. Please check regularly as this list is often updated: <https://www.eng.mcmaster.ca/engphys/programs/course-listing#graduate>

The Grad Calendar (Sec. 2.6.4) states, "Graduate students are normally required to complete their course degree requirements by taking courses from within their program. As a minimum, at least 50% of courses taken for fulfillment of degree requirements must be listed or cross-listed in the calendar under the degree program."

[https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-6-4\\_course\\_requirement\\_designations](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-6-4_course_requirement_designations)

## **ADVISING AND COUNSELLING SERVICES**

Student Success Centre: <https://studentsuccess.mcmaster.ca/>

Guide to accessing Academic Advisement Reports:

[https://gs.mcmaster.ca/app/uploads/2020/02/academic\\_advisement\\_-\\_accessing\\_advisement\\_reports.pdf](https://gs.mcmaster.ca/app/uploads/2020/02/academic_advisement_-_accessing_advisement_reports.pdf)

## **COURSE REQUIREMENTS FOR ALL GRADUATE STUDENTS – Mandatory**

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

1. **SGS-101**-Academic Research Integrity & Ethics
2. **SGS-201**-Accessibility for Ontarians with Disabilities Act (AODA) Training.
3. **SGS 700** – you must select this placeholder course for any term you are not taking a regular course

## PROGRAMS IN ENGINEERING PHYSICS

The Department of Engineering Physics offers a Ph.D. program, M.A.Sc. program, and a M.Eng. program. Details can be found on our website: <https://www.eng.mcmaster.ca/engphys/programs/degree-options>

M.Eng. students will be advised by our Graduate Associate Chair.

M.A.Sc. and Ph.D. students have a direct supervisor.

The Graduate Calendar will prevail if there any discrepancies on requirements for M.A.Sc., M.Eng. and Ph.D. degrees.

## REQUIREMENTS FOR M.ENG. PROGRAM

A candidate for the M.Eng. degree is required to complete a minimum of **eight half courses** (the equivalent of five half courses must be at the 700-level). The candidate must attain a grade of at least B– in each of the selected courses. As a minimum, at least 50% of courses taken for fulfillment of degree requirements must be listed or cross-listed in the calendar under the degree program. To fulfil this requirement, at least three of these half courses must be from Engineering Physics; The remaining half courses must be technical courses for which the candidate must obtain permission from the Department Associate Chair (Graduate). In addition, the candidate must complete the course **ENG PHYS 733** (six units), an on-campus research project of four months duration to be pursued under the supervision of a faculty member in the Department. The subject area is to be chosen in consultation with the Department Associate Chair (Graduate) and the supervising faculty member. The project requires full-time attention and as such the student is expected not to take any other courses while undertaking the project. The project will normally take place during the summer term. The total unit count required for completion of the program is 30.

Students currently enrolled in the M.Eng. program may request advance credit for one course based on courses taken in their undergraduate degree at McMaster. The **Advanced Credit Option** is open to students who were undergraduates in the Engineering Physics program at McMaster University who graduate with an overall average (CGPA) of at least B. The Advanced Credit Option allows graduate credit for one 600-level course taken in the final undergraduate year.

After a minimum of one year in the M.Eng. program, a student may transfer to the Ph.D. or M.A.Sc. program without completion of the Master's, upon successful completion of a transfer examination. The transfer examination will be completed with the intended Ph.D. Supervisory Committee. The transfer exam will count towards the requirement of the Ph.D. thesis proposal. A written report must be submitted prior to the transfer exam, which itself is oral and includes a presentation

More information about the M.Eng. Program on our website:

<https://www.eng.mcmaster.ca/engphys/programs/degree-options/meng/engineering-physics#program-structure>

## REQUIREMENTS FOR M.A.Sc. PROGRAM

A candidate for the M.A.Sc. degree is required to complete a minimum of **three half courses** and a **thesis**; one of the three half courses may be at the 600-level; another one may be a non-technical course with written approval from the Supervisor. As a minimum, at least 50% of courses taken for fulfillment of degree requirements must be



listed or cross-listed in the calendar under the degree program. In addition to the minimum of three half courses, M.A.Sc. candidates are required to complete the seminar half course **ENG PHYS 702**. A minimum grade of B- must be obtained for all courses. The thesis topic is chosen in consultation with the Supervisor and must result in a written thesis.

After one year in the M.A.Sc. program, students must complete a **Masters Supervisory Committee Meeting** with their supervisor. The report can be found here: <https://gs.mcmaster.ca/app/uploads/2020/02/Masters-Supervisory-Committee-Meeting-Report-June-2022.pdf>

Students currently enrolled in the M.A.Sc. program may request advance credit for one course based on courses taken in their undergraduate degree at McMaster. The **Advanced Credit Option** is open to students who were undergraduates in the Engineering Physics program at McMaster University who graduated with an overall average (CGPA) of at least B. The Advanced Credit Option allows graduate credit for one 600-level course taken in the final undergraduate year.

After a minimum of one year in the M.A.Sc. program, a student may transfer to the Ph.D. program without completion of the Master's, upon successful completion of a transfer examination. The transfer examination will be completed with the intended Ph.D. Supervisory Committee. The transfer exam will count towards the requirement of the Ph.D. thesis proposal. A written report must be submitted prior to the transfer exam, which itself is oral and includes a presentation.

## **MASTER'S STUDENTS – MID-PROGRAM PROGRESS REVIEW**

All M.A.Sc. students are required to have a year-one program review with their supervisor(s). A report form must be filled out and signed by you and your supervisor and in cases where there is a co-supervisor it must also be reviewed and signed by them. Master's students in Engineering Physics do not have supervisory committees. The report template can be found here: <https://gs.mcmaster.ca/app/uploads/2020/02/Masters-Supervisory-Committee-Meeting-Report-June-2022.pdf>

The review should be completed within the first 12 months of the program. For students in an accelerated program, this review should be conducted once the Master's program has started to help the student get started and within six months of starting. Part-time students must also complete the review after their first year. A student starting in September must have the report done by September 1<sup>st</sup> the following year; starting in January it is due January 1<sup>st</sup>; starting in May it is due May 1<sup>st</sup>.

## **REQUIREMENTS FOR Ph.D. PROGRAM**

**Students with a Master's degree** (from McMaster or elsewhere) are required to take **two half courses**, both at the 700 level. As a minimum, at least 50% of courses taken for fulfillment of degree requirements must be listed or cross-listed in the calendar under the degree program. Students transferring from the M.A.Sc. program at McMaster to the Ph.D. program **without completing the Master's degree** or students entering the Ph.D. program directly from a Bachelor's degree without beginning an M.A.Sc. must complete a minimum of **one additional half course at the 700 level** beyond the M.A.Sc. requirement. In addition to the aforementioned

courses, all Ph.D. candidates are required to complete the mandatory **seminar half course ENG PHYS 702** once in either the M.A.Sc. or Ph.D. program. A minimum grade of B– must be obtained for all courses.

Ph.D. students must present a thesis proposal to their Supervisory Committee, normally at the first Supervisory meeting after completion of one term in their program.

Doctoral candidates are required to pass a Departmental **Comprehensive Examination** whose purpose is to ensure that the candidate possesses sufficient knowledge and maturity of approach. The examination format is oral and will test the student's knowledge and understanding of mathematics, physics, and the engineering sciences. This assessment and feedback will normally begin between the 12th and 20th month after the student begins doctoral-level work at McMaster University, with an upper limit of 24 months. For a part-time Ph.D. student the upper limit is 36 months. The Comprehensive Examination includes a provision for second opportunity for assessment should the student fail the first attempt. This second assessment is given in place of any "re-read" of a comprehensive evaluation, which is explicitly excluded from the Student Appeal Procedures. The second opportunity will normally occur between one to six months after the student was notified that they had failed the original assessment. It is preferred that it occur within the first month of a term. A failure at the second assessment will require the student to withdraw from the program. If the student decides not to take up the option of the second attempt then the failure stands.

## **DOCTORAL STUDENTS – SUPERVISORY COMMITTEE REPORT**

Doctoral students are each assigned a supervisory committee (three or four committee members including the supervisor). The committee must meet with you at least once per academic year (September through August). The School of Graduate Studies requires students to complete a progress report form, which becomes part of the overall Ph.D. Supervisory Committee Report and is due Aug 31<sup>st</sup> every year, this is applicable to all students including students who start their studies in January and May. Please refer to [https://www.eng.mcmaster.ca/sites/default/files/supervisory\\_committee\\_meeting\\_online\\_reporting\\_system\\_students.pdf](https://www.eng.mcmaster.ca/sites/default/files/supervisory_committee_meeting_online_reporting_system_students.pdf) for guidance on navigating the online reporting system for supervisory committee meetings.

Once you have organized a time for your meeting, please email the Graduate Administrative Assistant to initiate the online reporting process.

## **COMPREHENSIVE EXAMS**

During their course of study, doctoral candidates will be required to pass a Departmental Comprehensive Examination whose purpose is to ensure that the candidate possesses sufficient knowledge and maturity of approach.

The Comprehensive Exam is an oral examination to test your undergraduate level of knowledge and understanding of mathematics, physics, and the engineering sciences. The oral examination is conducted with three departmental committee members. You will receive three questions or topics, three weeks in advance of the exam. You will be required to give a presentation on each of the three topics which should not exceed seven minutes. After each presentation, the examination committee members will ask questions related to the topic as well as questions aimed at general knowledge and comprehension. Both breadth and depth of knowledge will be assessed.

Recognition will be given to the fact that it is impossible to cover all areas of a topic completely. However, you should demonstrate an overall comprehension of topics in general, and the ability to solve selected problems.

### **COMPREHENSIVE EXAM TIMING**

You will normally take the comprehensive exam within 12 months of admission to the doctoral program, and no later than the first 20 months of study.

Typically, Comprehensive Exams are scheduled October to December and January to March. You will be notified when the exam will be scheduled, with a chance to notify us of any conflicts. It is recommended that you consult with your supervisor regarding procedures and best practices. It is your responsibility to ensure all resources are booked in advance, including but not limited to a laptop, projector, and any other resources that you may require. Typically, if you are scheduled to have your exam in Term 1, you would be notified in early October. If you are scheduled to have your exam in Term 2, you will be notified by December.

### **COMPREHENSIVE EXAMINATION RESULT**

The candidate's performance will be judged as: Pass with Distinction, Pass, or Fail on the written and oral parts of the examination. The Examining Committee report may make recommendations with regards to remedial actions necessary to overcome deficiencies in the candidate's background.

A candidate who fails the Comprehensive Examination will be given a second opportunity for a retake on the portions of the comprehensive examination deemed to have been failed. There is no opportunity for a third attempt. According to Section I and Section III.C of the [Senate Policy for Student Appeal Procedures](#), the student may file an appeal only on the basis of injustice in the decision (such as bias or unfair treatment) and not on the basis of the academic merit of the performance of the examination. Procedures for filing an appeal are provided in the linked document, specifically section III.D.16 and Form B (Application for a Formal Inquiry).

The Chair of the Examining Committee will communicate the results of the examination orally to the candidate immediately after the examination and subsequently, in writing, to the Associate Chair (Graduate), who will follow up as required with the candidate.

The Comprehensive Examination may be rescheduled due to documented medical or other emergencies that preclude the originally chosen date. The Examining Committee may recommend a retake of the examination only in unusual situations, in writing to the Associate Chair (Graduate) who will take appropriate actions.

### **PHD TRANSFER POLICY**

Students enrolled in a Master's program may be transferred to the Ph.D. program prior to completion of the Master's degree. Not sooner than two terms and no later than 22 months after initial registration in the Master's program, students may request to be reclassified as Ph.D. students. After proper review, the department will recommend one of the following:

- a. admission to Ph.D. studies following completion of the requirements for the Master's degree;

- b. admission to Ph.D. studies without completion of a Master's program (i.e. via a transfer process);
- c. admission to Ph.D. studies but with concurrent completion of all requirements for a Master's degree within one term from the date of reclassification;
- d. refusal of admission to Ph.D. studies.

Please note that students still enrolled in a Master's (with thesis) program beyond 22 months must complete the degree requirements, including the thesis, prior to admission to the Ph.D. program.

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

## **PHD TRANSFER EXAM**

A student transferring from the Master's to the Ph.D. program is required to complete a transfer exam. The transfer examination will be completed with your intended PhD Supervisory Committee (for the purposes of the transfer exam, this committee will be referred to as the Examination Committee). The transfer exam will count towards the requirement of the PhD thesis proposal (see PhD Thesis Proposal section). A written report must be submitted to the Examination Committee two weeks prior to the Examination Committee meeting. The report should be 20-25 pages in length (no longer than 25 pages), including figures and references. References should be no more than two pages. The report should follow the guidelines for the preparation of theses regarding line spacing, font size, margins, and reference listing.

You will be required to give a 20 minute presentation to the Supervisory Committee which addresses the content of the report, followed by questions related to the presentation and written report.

The focus of the report and presentation should be:

- A literature review or survey describing the current status of the field;
- A description of the fundamental concepts involved and a discussion on the gaps and discrepancies in the existing knowledge base related to the thesis topic;
- The details of the research plan to address these gaps and discrepancies in the existing knowledge base; and
- A brief summary of the research achievements up to this point.

Sufficient detail on the research methods should be provided so that the Supervisory Committee can judge its technical feasibility, the availability of resources and the suitability of the timeframe.

## **PHD THESIS PROPOSAL**

PhD students will present a thesis proposal to their Supervisory Committee, normally at the first supervisory meeting after completion of one term in their program. For students starting in September or January, this would normally occur at your first supervisory meeting prior to the next August 31<sup>st</sup>. For students starting in May, this would occur no later than your second supervisory meeting prior to August 31<sup>st</sup> of the next year.

A written report must be submitted to your Supervisory Committee two weeks prior to the Supervisory Committee meeting. The report should be 20-25 pages in length (no longer than 25 pages), including figures and references. References should be no more than two pages. The report should follow the guidelines for the preparation of theses regarding line spacing, font size, margins, and reference listing.

You will be required to give a 20-minute presentation to your Supervisory Committee which addresses the content of the report, followed by questions related to your presentation and written report.

The focus of your report and presentation should be:

- A literature review or survey describing the current status of the field;
- A description of the fundamental concepts involved, and a discussion on the gaps and discrepancies in the existing knowledge base related to your thesis topic;
- The details of your research plan to address these gaps and discrepancies in the existing knowledge base; and
- A brief summary of your research achievements up to this point.

Sufficient detail on the research methods should be provided so that the Supervisory Committee can judge their technical feasibility, the availability of resources and the suitability of the timeframe.

The thesis proposal is meant as an educational and planning tool. It should in no way prevent the student, the Supervisor or the Supervisory Committee from making needed changes during the duration of the program in the normal manner.

The thesis proposal is intended to assist in guiding the student towards successful completion of their dissertation and to provide additional context at a critical stage to the Supervisory Committee. It is not an academic assessment and its presentation to the Supervisory Committee does not constitute a 'thesis proposal defence'.

The thesis proposal will not exempt the student from other reports normally provided to the Supervisory Committee on their progress since starting the program or since their last Supervisory Committee meeting.

## **DEPARTMENTAL AND UNIVERSITY THESIS PROCEDURE**

The School of Graduate Studies has forms, regulations and information regarding thesis preparation, available from the School of Graduate Studies website: <https://gs.mcmaster.ca/current-students/completing-your-degree/doctoral-degree/>

## **GENERATIVE ARTIFICIAL INTELLIGENCE IN TEACHING AND LEARNING**

Please refer to this website of the MacPherson Institute for guidelines regarding the use of generative AI (e.g. OpenAI's ChatGPT) in teaching and learning: <https://mi.mcmaster.ca/generative-artificial-intelligence-in-teaching-and-learning/#tab-content-provisional-guidelines>

These guidelines were developed by the Task Force on Generative AI in Teaching and Learning and will continue to be updated as the Task Force explores additional topics and as technology rapidly changes.

## **PLAGIARISM CHECKING SOFTWARE**

**Effective October 1st, 2023, the University requires all Master's and Doctoral theses to be scanned for originality using iThenticate, a plagiarism checking software, before being seen by an external reviewer (Doctoral) or the finished copy submitted (Master's). The supervisor will be required to sign off on the originality report. Students are expected to change their theses accordingly and re-scan if necessary before submitting their theses to the School of Graduate Studies. This requirement is not meant to catch plagiarism, but rather to prevent it. By helping students detect sections of text requiring revision before the document is released to the public, the use of this tool can avoid otherwise serious allegations.**

Each faculty member has access to the software through AVENUE and is responsible for providing access to their students. Student and supervisor will work together to revise any sections of the thesis that may be overlapping with previously published content that the student does not have permission to copy; sandwich theses are expected to have a substantial amount of already published content, but in this case the student should have sought, and been granted, permission to use it in their document. The student's supervisor is responsible for confirming the thesis is ready to submit. It is expected that the software will be useable by September 2023.

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

Supervisors should respond to the draft of a thesis within two months. Providing comments on individual chapters will take proportionately less time. Very long theses or chapters may take more time. There are busy periods within the academic year when the time taken to provide comments might be a bit longer than this norm. However, in no case should the response time exceed three months. For Master's theses, the corresponding times are one month and two months, respectively.

## **DEFENDING YOUR MASTER'S THESIS**

Your Supervisor will give you an indication if you are ready to defend and will form or help you form a defence committee. Once a defence date has been finalized, the Graduate Admin. Assistant will send a notice out. You must provide a copy of your defence to all defence committee members ten business days prior to the defence date. It is your responsibility to ensure all resources are booked in advance, including but not limited to a laptop, projector, and any other resources that you require. Website: <https://gs.mcmaster.ca/current-students/completing-your-degree/>

## **DEFENDING YOUR PHD THESIS**

The PhD Defence is completely administered by the School of Graduate Studies. You must review the information below, and follow the steps outlined by the School of Graduate Studies. Any questions regarding this process should be directed to the Thesis Coordinator in the School of Graduate Studies.

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

## **SANDWICH THESES**

In some disciplines, a “sandwich thesis” composed of journal length articles connected by general introductory and concluding chapters will be appropriate. In the case of sandwich theses involving papers with multiple authors, the student must make substantial and significant contributions to the composition of text in each paper, and to be judged to have an intellectual leadership role with respect to the overall body of work.

If some of the research undertaken expressly for the degree has previously been published or prepared for publication by the student as one or more journal articles, or parts of books, those items may be included directly within the thesis subject to the School of Graduate Studies’ regulations and to obtaining permission from the supervisory committee. Please consult the “[Guide for the Preparation of Master’s and Doctoral Theses](#)” for more detailed information on Sandwich Theses. Note that you may wish to temporarily embargo the thesis if text from the thesis will be submitted to journals for publication.

## **E-THESIS FILE NAME CONVENTIONS FOR MACSPHERE**

For your e-thesis to be published via MacSphere, the final version of your thesis should be named using the following file naming convention: familyname\_firstname\_middleinitial\_finalsubmissionyearmonth\_degree

## **PAYMENT OF DEPARTMENTAL SCHOLARSHIP & TEACHING ASSISTANTSHIP**

Graduate student stipends or research funding (excluding TA monies) will be paid out in a lump sum at the beginning of each term (September, January, and May). Your TA salary is paid biweekly during the term that you are working your TA hours. Payment schedules here: <https://gs.mcmaster.ca/scholarship-payment-schedules/>

## **TEACHING ASSISTANTSHIP**

Graduate research students (M.A.Sc. or Ph.D.) who are not overtime are provided with at least one Teaching Assistantship every year. M.A.Sc. students will receive 2 Teaching Assistantships, and Ph.D. students will receive 1 Teaching Assistantship, per school year for the duration of their in-time programs. If you intend to decline the Teaching Assistantship, please contact the office for further instructions.

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

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

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

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

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

## **CUPE**

If you are receiving a Teaching Assistantship or a Research Assistantship, you are a member of the Canadian Union of Public Employees, Local 3906 for the term(s) you hold the position. Union dues are deducted when you receive TA/RA monies. The union office is located in KTH B111.

<http://www.cupe3906.org>

Dental Plan – All full-time graduate students who are receiving a TA and/or an RA of 130 hours or greater will have dental plan premiums deducted each month for the full year (September to August). Provisions for opting out of the dental plan or for obtaining family coverage are covered in a separate document which describes the CUPE Dental Plan. Dental claim forms and opt-out forms are available in PDF-format at <http://www.cupe3906.org/wordpress/benefits-forms/unit-1-benefits/dental>.

Collective agreement for TA/RA can be found here: <https://cupe3906.org/tas-unit-1>

## **MANDATORY TEACHING ASSISTANT TRAINING**

### **First Time Teaching Assistants (TA)**

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.



## **FAILING GRADES AND INCOMPLETE GRADES**

Please see the calendar for Incomplete Grades:

[https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-6-10\\_incomplete\\_grades](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-6-10_incomplete_grades)

Please see the calendar for Failing Course/Milestones:

[https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-6-11\\_milestones](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-6-11_milestones)

## **OVER TIME AND OUT OF TIME / PROGRAM PROGRESSION**

The M.A.Sc. is a 2-year program, the M.Eng. is a 16-month program, and the Ph.D. is a 4-year program.

From the calendar, the guidelines on Ph.D. Program Progression can be found here:

[https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9201#3-4-2\\_program\\_progression](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9201#3-4-2_program_progression)

From the calendar, the guidelines on M.A.Sc. Program Progression can be found here:

[https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9201#3-3-2\\_program\\_progression](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9201#3-3-2_program_progression)

Overtime status is defined as more than 6 terms for a full-time Master's and 12 terms for a full-time PhD. Out of Time is defined as more than 9 terms for a full-time Master's and 18 terms for a full-time PhD. Overtime students are not guaranteed funding.

## **AUDITING COURSES**

You may audit a graduate course under regulations given in the School of Graduate Studies Calendar. Auditing allows you to participate in a course without receiving a mark. The course will show up on your transcript as an audited course, but it will not count as an M, D, or EC course nor can it be used to satisfy any degree program requirements. To audit a course, permission must be granted by the instructor.

To apply to audit a course, you must complete the Audit Graduate Course Form provided by SGS here:

<https://gs.mcmaster.ca/app/uploads/2019/10/Request-to-Audit-a-Graduate-Course.pdf>

## **STUDENT ACCESSIBILITY SERVICES (SAS)**

Student Accessibility Services (SAS) provides academic accommodation assistance and related supports to students with disabilities at McMaster. Please visit <http://sas.mcmaster.ca/>

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

## **STUDENT ACCOUNTS**

As a student at McMaster, it is important that you understand your student account. You can view it on Mosaic. Visit Student Accounts and Cashiers if you have any questions about your student account.

## **TRAVEL AND EXPENSE CLAIMS**

If you require a reimbursement for travel or other expenses, you may submit Travel and Expense claims through the Mosaic system by logging in with your Mac ID. To get to the Travel and Expense module use the following path:

*Mosaic Home > Employee Self Service > Travel & Expenses*

Contact the Graduate Administrative Assistant if you have any questions about this process. Please note that these claims will require a valid chartfield string and approval from your supervisor.

## **NEW VISA STUDENTS**

Visa Students must register on-line but initially will receive the message "Study Permit Required". Registration will not be complete until a copy of the study permit has been presented to the School of Graduate Studies office.

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

## **E-MAIL**

The School of Graduate Studies and the Department will use electronic mail to communicate directly with graduate students at various times during the year. University Technology Services (UTS) provides each student with an e-mail address. If you have any problems, call the UTS help line at x24357. You are expected to check your e-mail regularly (you may want to check your junk mail and spam as well). Any communication sent to you by the university is deemed to have been received and read.

## **BUS PASSES**

The HSR U-Pass PRESTO card is available for pick up inside the Campus Bookstore when you are fully registered. More information is available from the MSU website at <https://msumcmaster.ca/info/hsr-bus-pass/>

## **DIRECT DEPOSIT – MANDATORY**

All payments to graduate students will be deposited directly into their bank accounts. This method of payment is mandatory. A "Statement of Earnings", showing details of your payment, can be accessed on Mosaic.

## **EMPLOYMENT REGULATIONS**

There are three terms in the School of Graduate Studies: Fall (September to December), Winter (January through April), and Summer (May through August). Students who begin as full-time students are expected to remain full-time until the degree requirements are completed, or until they take up employment. If they are no longer full-time students, they will continue to pay the fee schedule set out for the regular program. Once the student has ceased full-time status, it cannot be regained unless approved by both the Department and the School of Graduate Studies. The approval of the School of Graduate Studies is required if the student is to be hired for University teaching.

## **GRADUATE CO-OP PROGRAM**

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>

## **PETITION FOR SPECIAL CONSIDERATION**

You may contact the Graduate Administrative Assistant if you need to complete a petition. The form may be found here: <https://gs.mcmaster.ca/app/uploads/2020/02/Petition-for-Special-Consideration.pdf>

## **LEAVES OF ABSENCE (LOA)**

Leaves of Absence 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. The length of time for completing the degree, and for scholarship support eligibility, 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.

[https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-5-7\\_leaves\\_of\\_absence](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-5-7_leaves_of_absence)

## **PARENTING LEAVE**

The parenting leave policy is intended to assist you as a parent in successfully combining your graduate studies and family responsibilities. The duration of the leave will not be counted towards the time limits required to complete or make progress in your graduate studies program. See [https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-5-7\\_leaves\\_of\\_absence](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-5-7_leaves_of_absence) for regulations and the form here: <https://gs.mcmaster.ca/app/uploads/2020/02/Parenting-Leaving-Form.pdf>

## **FULL TIME OFF CAMPUS (FTOC)**

Students who will be off campus for more than two-weeks for purposes related to research must apply to be full-time off campus and complete the required form. See regulations at [https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-5-6\\_full\\_time\\_on\\_campus](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-5-6_full_time_on_campus) and the form here: <https://gs.mcmaster.ca/app/uploads/2020/02/Full-Time-Off-Campus-request.pdf>

## VACATION

Full-time graduate students are expected to be on campus for all three terms of the university year. In addition to statutory holidays and the weeklong closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement with the research Supervisor and the employment Supervisor. Exceptions to this allotment require approval from the supervisor(s) or in the supervisor's absence a member of the supervisory committee, if more than four weeks.

[https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2\\_5\\_9\\_vacations](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2_5_9_vacations)

**Note:** Students who hold fellowships, scholarships or grants from NSERC, SSHRC, CIHR, or OGS should be aware that these agencies or any other external funding source may have policies governing the interruption and continuation of awards that may differ from the University's policy on LOA. Students holding such awards, and who intend to keep them, are responsible for ensuring that any LOA taken does not conflict with the granting agency's regulations. The appropriate agency should be contacted for details.

Contact the School of Graduate Studies for questions on the administration of the Policy.

Other Leaves of absence are medical, internship and personal.

See the calendar for more details:

[https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-5-7\\_leaves\\_of\\_absence](https://academiccalendars.romcmaster.ca/content.php?catoid=46&navoid=9200#2-5-7_leaves_of_absence)

## REQUEST FOR SPECIAL LETTERS

You can request a letter directly on your Student Center on Mosaic. Go under the "Finances" drop-down menu "Other Financial..." and select "Enrolment/Financial Letters" and the ">>" icon. It will bring you to request a few options for a letter, which you can save as a PDF file. Visit the School of Graduate Studies' website for their registrar services: <https://gs.mcmaster.ca/ive-accepted-my-offer/registrar-services/>

If you require a letter for other reasons such as work authorization, visas, travel, etc., not included on Mosaic, please email the Graduate Administrative Assistant, and provide details in the email. When requesting such letters, please be specific especially if you will require financial details. Allow at least three days for the letter to be prepared.

## TRANSCRIPTS

Copies of your unofficial transcript are available through Mosaic. If you require an official transcript, contact the Office of the Registrar (Room 108, Gilmour Hall) or go on-line and request the transcript.

## SCHOLARSHIPS AND AWARDS

There are three types of scholarships offered to graduate students:

- (1) those that require an application form (major awards, e.g. NSERC)
- (2) those that are by nomination from your Department (internal scholarships and bursaries, e.g. International Excellence Award) and
- (3) a limited number of travel awards that are funded in the current academic year (apply through SGS).

## Policy on Major Graduate Scholarships

For the purposes of this policy, a “major graduate scholarship” includes the following: NSERC CGS-M, CGS-D, PGS-D, Vanier Graduate Scholarship, OGS, QEII GSST, or any other award valued at \$10,000 or greater.

If you hold a major graduate scholarship, the total stipend provided by the program cannot be reduced by more than \$2,500 per term for each term in which you hold the award (i.e., maximum stipend clawback of \$7,500 per year).

In no case can the total support provided to the student be less than the greater of the Faculty of Engineering minimum support level or the value listed in the admission letter for the student.

Information on Scholarships and Awards can be found here: <https://gs.mcmaster.ca/current-students/scholarships/>

## **INTELLECTUAL PROPERTY**

During your studies at McMaster University, you may create or be involved with intellectual property. Direct questions you may have to your supervisor first. McMaster University has a policy on Intellectual Property. See details at <https://secretariat.mcmaster.ca/app/uploads/Joint-Intellectual-Property.pdf>

## **HOUSING**

In order to help students get started in their search for housing, the University operates an Off-Campus Housing Office. The office is in University Centre, Room UB112.

General Inquiries: (905) 525-9140, ext. 24086

Email: [ocho@mcmaster.ca](mailto:ocho@mcmaster.ca)

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

There is no on-campus housing for Graduate Students.

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

## **PARKING AND TRANSIT SERVICES**

There are a limited number of parking facilities on campus. Travel to and from the University on foot, by bicycle, by public transportation and by carpools, is encouraged. If you do require parking for an extended period, contact the Parking Office in the E.T. Clarke Centre, Room 102, where you will have to present a current University Identification Card, vehicle registration and payment of the parking fee. Special arrangements can be made for disabled parking privileges.

## **SPIRITUAL COMMUNITY AND SUPPORT**

The [Spiritual Care and Learning Centre \(SCLC\)](#) can connect you with spiritual guidance from qualified spiritual leaders and help you get involved with various religious, secular and spiritual (RSS) communities. They work collaboratively with specific RSS communities to promote shared learning and mutual support for everyone at McMaster and in the larger community.

## **BOOKSTORE**

Stationery, lab coats, lab books, and computer supplies are available in the Campus Store, in GH-B101. <https://campusstore.mcmaster.ca/>

## **STUDENT WELLNESS CENTRE**

You can access health services on campus in the Campus Health Centre, which is in the McMaster Student Centre B101 ext. 27700. The Centre provides medical care like a family physician, and health care is available throughout the year for all students. There is also a pharmacy located in the McMaster Student Centre. For more information on health care and wellness services and office hours, visit <http://wellness.mcmaster.ca/>

## **CAREER AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Visit this website for Career and Professional Development opportunities: <https://gs.mcmaster.ca/current-students/resources/career-and-professional-development/>

## **FINANCIAL AID & SCHOLARSHIPS**

The Office of Financial Aid is in GH-120 and can help you address the financial obligations associated with University study through loans (i.e. OSAP, BCSAP), bursaries, work programs and scholarships. <https://registrar.mcmaster.ca/aid-awards/>

## **HOSPITALITY SERVICES**

Visit <http://mealcard.mcmaster.ca> for meal plans, meal card info., account status & history, meal card deactivation, and other on-campus dining. Office location CB-116; <http://hospitality.mcmaster.ca/>

## **HUMAN RIGHTS & EQUITY SERVICES**

The services offered by HRES are available to the entire McMaster community – students, staff and faculty. The overall goal is to create an environment where everyone can learn, work, teach or live in an atmosphere free from all forms of violence, harassment, and discrimination. For more information, visit <https://equity.mcmaster.ca/>

## **ACADEMIC INTEGRITY OFFICE**

Handles academic dishonesty, research integrity and intellectual ownership. For more information, visit <http://www.mcmaster.ca/academicintegrity/>. Office is in MUSC 211.

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

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

## **OMBUDS OFFICE**

The Ombuds Office provides impartial, independent, and informal dispute-resolution advice and assistance to all members of the McMaster University community, free of charge. It is available to handle university-related complaints and concerns, whether they are of academic or non-academic nature. The Ombuds Office is in MUSC 210. See website here: <https://www.mcmaster.ca/ombuds/>

## **ATHLETICS & RECREATION**

The Athletics and Recreation department aims to enhance the student experience and the McMaster community through engagement in programs and services built on a foundation of physical activity, health, wellness, and sport. It is located at the David Braley Athletic Centre. <https://rec.mcmaster.ca/facilities>

## **UNIVERSITY PLANS, POLICIES, PROCEDURES & GUIDELINES**

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

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

Office location: Gilmour Hall, room 210

Discrimination and Harassment: Prevention & Response

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

List of all policies and guidelines for students: <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/quick-link-students/>

## **GRADUATE STUDENTS ASSOCIATION (GSA)**

The mandate of the GSA is to promote the welfare and interests of the members through the provision of facilities and opportunities for social, athletic and intellectual activities, to represent the members before the duly elected and appointed authorities of McMaster University, and to promote communication and participation in all matters of common interest between the members of other student organizations, both at McMaster and in other educational institutions.

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

Office location: Refectory, 2nd Floor

## **ENGINEERING GRADUATE SOCIETY (EGS)**

The Engineering Graduate Society at McMaster University was founded in late 2014 to represent the opinions and interests of all Engineering graduate students to other University organizations, such as the Graduate Student Association (GSA) and CUPE, among others.

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

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

## **APPEAL PROCEDURES**

The University Senate Policy on Student Appeal Procedures outlines the conditions and procedures under which students can make appeals for re-assessment of a course, exam, assignment, or program component based on errors in academic assessment or non-academic issues such as bias, unfair treatment, or other unjust circumstance. The policy also outlines procedures for appeals based on decisions or actions of University officials which are unrelated to courses or program requirements. Students who wish to make an appeal should review the Senate policy document and discuss the issue with the Associate Chair (Graduate) if possible.

<https://gs.mcmaster.ca/current-students/resources/student-appeals/>

## **INTERNATIONAL STUDENT SERVICES (ISS)**

ISS is a vibrant and essential part of Student Affairs and as a student service aims to provide core services and programs for international students, visiting scholars, post-doctoral fellows and faculty at McMaster University and their families. They are very helpful, especially in matters concerning health care, tax problems, and visas. In early September, the office organizes a week of activities to help you get to know Hamilton and features of the McMaster Campus.

ISS also provides information to students at McMaster on a range of options from independent study and externally sponsored programs, formal student exchange programs, and opportunities to work and study abroad. ISS is also responsible for the administration of the University Health Insurance Plan (UHIP) for all international students. Office location is GH-110.

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

## **ENGLISH LANGUAGE SUPPORT**

Whether English is your second or even third language, the Student Success Centre offers several services to help non-native speakers improve their spoken and written English. They provide the Speakeasy Program (one-on-one support from a volunteer student) and Conversation Circle (group-based support). Visit the Student Success Centre for more details.



## **STUDENT VISA, EMPLOYMENT AUTHORIZATION**

Visa students are required to provide photocopies of their study permit and/or employment authorization to the School of Graduate Studies at Graduate Registration and each time such authorizations are renewed. Failure to do so will result in the withholding of their pay or the inability to enroll in classes. Please contact the Graduate Administrative Assistant to provide a copy of your study/work permit and to leave a copy of your forms.

Contact International Student Services if you need help with your student visa:

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

## **IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA (IRCC)**

The local IRCC office is located at 55 Bay Street North, Ground Floor (Market St. entrance), Hamilton ON L8R 3P7.

Telephone number: +1 (888) 242-2100. IRCC Webpage: <http://www.cic.gc.ca/>

## **SOCIAL INSURANCE NUMBER (SIN)**

You need to have a social insurance number (SIN) if you have been assigned a teaching assistant or research assistant position. If you do not have a SIN number, please apply immediately through the Human Resources and Development Canada (HRDC) web page at: <http://www.servicecanada.gc.ca/en/sc/sin/index.html>

It will take three or four weeks to receive your card in the mail. Your new SIN card will have the same expiry date as your study permit. Please inform the department of your number once you have received this document. Remember to renew both documents at the same time and give copies to the department. NOTE: under COVID-19, wait times and procedures may be different.

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

Permanent residents who require health coverage under OHIP may obtain application kits from the Student Wellness Centre in the McMaster Student Centre, Room B101 (on campus). You may also download the application form at: <http://www.health.gov.on.ca/en/public/programs/ohip/>

Completed applications should be delivered as soon as possible to the Ministry of Health Office at 119 King Street West (the 10<sup>th</sup> floor of the Convention Centre) in Hamilton. The telephone number is (905) 521-7100. You will be required to produce two pieces of identification (e.g. birth certificate, driver's license).

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

UHIP is a mandatory, comprehensive health insurance plan that provides health coverage for international and incoming exchange students. UHIP covers medically necessary doctors and hospital visits within Ontario for international students, incoming exchange students and dependants (spouse and children).

Go to <https://studentsuccess.mcmaster.ca/international-students/health-insurance/> for information.

## *RESOURCES*

<a href="#">School of Graduate Studies Calendar</a>	Review the SGS Graduate Calendar for your program requirements
<a href="#">Eng Phys Grad Student Resources</a>	Explore “Resources” on our website for information on degree options, course options, and more!
<a href="#">SGS Student Resources</a>	Forms and policies for graduate students
<a href="#">Tuition Fees</a>	Information regarding tuition fees for graduate students
<a href="#">Fees and Payment</a>	Information regarding fees and payments.
<a href="#">Policies, Procedures, and Guidelines</a>	Important policies to review relating to students
<a href="#">Student Accessibility Services</a>	Provides academic accommodation assistance and supports to students with disabilities at McMaster.
<a href="#">Completing your degree</a>	Important information about completing your degree
<a href="#">Thesis Completion</a>	Guide for the preparation of Master’s and Doctoral Theses
Unofficial Transcripts / Milestones	Contact the Graduate Admin. Assistant for the instructional document to view unofficial transcripts and milestones.
<a href="#">Immigration</a>	Information about study permit, visas, and working in Canada.

## *MOSAIC STUDENT CENTRE, EXPLAINED*

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

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

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

For a complete list of all services and help with your MAC ID, please visit <https://www.mcmaster.ca/uts/macid>

*If there are any missing links please let us know!*

## *Any Questions?*

*Reach us at [engphys@mcmaster.ca](mailto:engphys@mcmaster.ca)*