

**DEPARTMENT OF CIVIL ENGINEERING  
GRADUATE STUDENT HANDBOOK**

**2011/2012 ACADEMIC SESSION**



**McMaster University**

**Hamilton, Ontario, Canada  
L8S 4L7**



## CHAIR'S WELCOME

Welcome to the Department of Civil Engineering, a research intensive department with exciting and innovative research programs in key areas of civil engineering. Thanks to the high calibre of its internationally recognized faculty, its state-of-the-art research facilities and the superior quality of its students, the department has gained national and international recognition as a premier centre of learning, scholarship and innovation in several areas of civil and environmental engineering. To ensure the relevance of their research to real problems faced by the civil engineering profession and by society at large, our faculty interact and collaborate closely with other universities, private industry and public agencies on problems of major concern and mutual interest. While we are committed to continuing education and training of engineering professionals, the department's graduate studies are focussed principally on original research and scholarship. Students are guided and mentored by the faculty, but it is a fundamental tenet of our educational philosophy that they learn to think critically and pursue independent research. We adhere to the highest standards of academic integrity and ethical conduct in research and expect all our students to be guided by this ideal.

I hope that you find your stay with us academically rewarding and personally satisfying. Should you need any assistance with respect to your graduate studies, please do not hesitate to contact your thesis supervisor, the graduate advisor, the graduate secretary, or other faculty and staff in the department. The professional staff in the department are here to help you and to make your educational experience at McMaster enjoyable.

Best wishes for a happy and successful academic year.



Dr. Brian Baetz, P.Eng., FCSCE

Professor and Chair





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## Department of Civil Engineering Personnel

### FACULTY

- Dr. Brian W. Baetz** Professor, Department Chair, and Director of Engineering and Society, JHE-333  
**baetz@mcmaster.ca**  
Design of sustainable communities.
- Dr. Samir E. Chidiac** Professor and Director of Walter G. Booth School of Engineering Practice,  
**Chair in Effective Design of Structures**, JHE-334 **chidiac@mcmaster.ca**  
Durability of structures; finite element analysis of heat, air, moisture and salt in porous media; material science; service life modelling of concrete structure seismic evaluation and upgrading of historic stone masonry.
- Cameron Churchill** Assistant Professor and Program Chair of Civil Engineering Infrastructure Technology,  
ETB-215 **church@mcmaster.ca**  
Design of sustainable communities
- Dr. Paulin Coulibaly** Associate Professor, BSB-336 **couliba@mcmaster.ca**  
Water resources engineering; environmental data analysis and modelling; climate trends/variability and water resources planning and management.
- Dr. Sarah Dickson** Associate Professor, JHE-225, **sdickso@mcmaster.ca**  
Contaminant hydrogeology; transport, fate, and remediation of non-aqueous phase liquid (NAPL) contaminants in groundwater.
- Dr. Wael W. El-Dakhakhni** Associate Professor, JHE-338 **eldak@mcmaster.ca**  
**Martini, Mascarin and George Chair in Masonry Design**  
Behaviour of Masonry and Concrete Structures, Fibre Reinforced Polymers applications in Civil Engineering, Seismic Rehabilitation and Retrofit, Structural Health Monitoring of and Damage Detection in Composite Structures.
- Dr. Peijun Guo** Associate Professor, JHE-227 **guop@mcmaster.ca**  
Geomechanics, geotechnical engineering and finite element applications.
- Dr. Yiping Guo** Associate Professor, JHE-226 **guoy@mcmaster.ca**  
Engineering hydrology and hydraulics, simulation and modelling of water resources systems, uncertainty analysis and assessment.
- Dr. Dimitrios Koustantinidis** Assistant Professor, JHE-336 **koustan@mcmaster.ca**  
Dynamics, earthquake engineering
- Dr. Gail Krantzberg** Professor and Director, Centre for Engineering and Public Policy,  
School of Engineering Practice, ITB-109 **krantz@mcmaster.ca**  
Interjurisdictional Ecosystem Management; The Interface of Science and Policy Formulation; Great Lakes Remediation and Protection
- Dr. Stan Pietruszczak** Professor, JHE-228 **pietrusz@mcmaster.ca**  
Structural and geotechnical materials – constitutive relations and finite element applications; biomechanics
- Dr. A. Ghani Razaqpur** Professor, JHE-230 **razaqpu@mcmaster.ca**  
Reinforced and prestressed concrete, fibre reinforced polymer (FRP) applications in structures, advanced numerical modelling of structures, durability of concrete and reinforcement corrosion, design of structures against blast loads, bridge engineering.

<b>Dr. Saiedeh Razavi</b>	Assistant Professor, JHE-337 <b>Chair in Heavy Construction</b> Sensing, automation and information technology for construction, infrastructure management, transportation	<b>razavi@mcmaster.ca</b>
<b>Dr. K. S. (Siva) Sivakumaran</b>	Professor, JHE-229 Advanced composite material structures, cold-formed steel structures, structural dynamics, finite element analysis.	<b>siva@mcmaster.ca</b>
<b>Dr. Dieter F. E. Stolle</b>	Professor, JHE-302 Applied mechanics; geotechnical engineering and finite element applications	<b>stolle@mcmaster.ca</b>
<b>Dr. Michael Tait</b>	Associate Professor, JHE-335 <b>Joe Ng-JNE Consulting Chair in Design, Construction and Management of Infrastructure Renewal</b> Structural dynamics, structural monitoring and control, retrofit/rehabilitation of structures	<b>taitm@mcmaster.ca</b>
<b>Dr. Ioannis K. Tsanis</b>	Professor, JHE-143 Hydraulics, air-water interaction, lake hydrodynamics, diffusion and dispersion of pollutants.	<b>tsanis@mcmaster.ca</b>
<b>Dr. John C. Wilson</b>	Professor, JHE-224 Structural dynamics and earthquake engineering, bridge engineering	<b>jcwilson@mcmaster.ca</b>

### **PROFESSORS EMERITUS**

<b>Dr. Robert G. Drysdale</b>	Professor Emeritus, JHE-142 Reinforced and prestressed concrete; building science; properties of masonry; design of masonry structures.	<b>drysdale@mcmaster.ca</b>
<b>Dr. Ahmed Ghojarah</b>	Professor Emeritus, JHE-230 Dynamic analysis of structures and earthquake engineering. Rehabilitation of structures and seismic upgrade of existing structures using advanced composites.	<b>ghobara@mcmaster.ca</b>
<b>Dr. Arthur C. Heidebrecht</b>	Professor Emeritus, JHE-119 Earthquake engineering and structural dynamics; seismic analysis of buildings and nuclear power plant structures; seismic qualification of equipment in nuclear power plants.	<b>heidebr@mcmaster.ca</b>
<b>Dr. Robert M. Korol</b>	Professor Emeritus, JHE-116 Plastic theory of metal structures; inelastic buckling; limit analysis; environmental assessment and life cycle analysis methodologies.	<b>korol@mcmaster.ca</b>
<b>Dr. Gunhard Oravas</b>	Professor Emeritus	
<b>Dr. Alan A. Smith</b>	Professor Emeritus Water Resources	<b>alan@alanasmith.com</b>
<b>Dr. W. K. Tso</b>	Professor Emeritus, JHE-119 Dynamic stability of structures; earthquake engineering; high-rise building design and analysis.	<b>tsowk@mcmaster.ca</b>

### **TECHNICIANS**

<b>Peter Koudys</b>	Technician, JHE-113, Ext. 24839	<b>pkoudys@mcmaster.ca</b>
<b>Dave Perrett</b>	Technician, ADL-105, Ext. 22031	<b>perrett@mcmaster.ca</b>
<b>Anna Robertson</b>	Technician, JHE-223/A, Ext. 27074	<b>rbertson@mcmaster.ca</b>
<b>Kent Wheeler</b>	Senior Technician/ADL Supervisor, ADL-105, Ext. 22031	<b>wheelek@mcmaster.ca</b>

## **ADMINISTRATIVE STAFF**

<b>Tatiana Dobrovska</b>	Administrator, JHE-301/A, Ext. 24746	<b>dobrov@mcmaster.ca</b>
<b>Carol Robinson</b>	Graduate Administrative Secretary, JHE-301, Ext. 24287	<b>crobin@mcmaster.ca</b>
<b>Rebecca Woodworth</b>	Administrative Secretary, JHE-301, Ext. 24315	<b>woodwor@mcmaster.ca</b>

## **ADJUNCT PROFESSORS**

Dr. Z. Adeel (United Nations University – International Network on Water, Environmental and Health (UNU – INWEH))	Professor (Adjunct)	<b>adeelz@inweh.unu.edu</b>
Dr. Tai Bui	Assistant Professor (Adjunct)	
Dr. Moe M.S. Cheung	Professor (Adjunct)	
Dr. J. J. Emery Geotech Eng. Ltd.	Professor (Adjunct)	<b>jemery@jegel.com</b>
Dr. Jon K. Galsworthy	Associate Professor (Adjunct)	<b>Jon.Galsworthy@rwdi.com</b>
Dr. Diana Hurdowar-Castro	Assistant Professor (Adjunct)	
Dr. Dean Inglis	Assistant Professor (Adjunct)	<b>dean.inglis@sympatico.ca</b>
Dr. Shesha Jayaram	Professor (Adjunct)	<b>jayaram@ece.uwaterloo.ca</b>
Dr. Susan Masten	Professor, (Adjunct) Use of chemical oxidants for the remediation of soils, water, and leachates contaminated with hazardous organic chemicals	<b>masten@egr.msu.edu</b>
Dr. Syed Moin (Environment Canada)	Assistant Professor (Adjunct) Water resources.	<b>moins@ottawa.ijc.org</b>
Dr. Waleed Makky	Assistant Professor (Adjunct)	<b>Waleed.mekky@amec.com</b>
Dr. Leila Raki	Professor (Adjunct)	

## Other Websites of Interest

Civil Eng. Undergraduate Course Schedule	<a href="http://registrar.mcmaster.ca/scheduling/coursett.html">http://registrar.mcmaster.ca/scheduling/coursett.html</a>
Civil Eng. Graduate Course Schedule	<a href="http://www.eng.mcmaster.ca/civil/gradcrseofferings201112.pdf">http://www.eng.mcmaster.ca/civil/gradcrseofferings201112.pdf</a>
Graduate Studies Dates and Deadlines	<a href="http://graduate.mcmaster.ca/images/stories/201112_Sessional_Dates.pdf">http://graduate.mcmaster.ca/images/stories/201112_Sessional_Dates.pdf</a>
International Student Services	<a href="http://oisa.mcmaster.ca">http://oisa.mcmaster.ca</a>
Parking and Transit Services	<p>Parking: <a href="http://parking.mcmaster.ca/">http://parking.mcmaster.ca/</a></p> <p>Office of Sustainability – Alternative Transportation:  <a href="http://www.mcmaster.ca/sustainability/alternative_transportation.html">http://www.mcmaster.ca/sustainability/alternative_transportation.html</a></p>
Setting up your McMaster Email Address	<a href="http://www.mcmaster.ca/uts/gradstudentemail.htm">http://www.mcmaster.ca/uts/gradstudentemail.htm</a>
McMaster Campus Health Centre	<a href="http://www.mcmaster.ca/health/">http://www.mcmaster.ca/health/</a>
SWHAT (Students Walk Home Attended Team)	<a href="https://www.msumcmaster.ca/servicesandbusiness/swhat/generalInfo/main.htm">https://www.msumcmaster.ca/servicesandbusiness/swhat/generalInfo/main.htm</a>
W.H.M.I.S. Training Schedule	<a href="http://www.workingatmcmaster.ca/eohss/">http://www.workingatmcmaster.ca/eohss/</a>
UHIP	<a href="http://oisa.mcmaster.ca/handbook/health_care.cfm">http://oisa.mcmaster.ca/handbook/health_care.cfm</a>

## Graduate Course Requirements

**M.A.Sc. Degree:** Candidates will be required to complete satisfactorily the equivalent of at least two full courses, of which at least one must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Master's candidates must register, attend and participate in CIV ENG 761 – Graduate Seminar Course for the first 6 terms (24 month) of study. A dissertation must be presented which will embody the results of an original investigation; the dissertation is to be defended in a oral examination. This program is intended mainly for full-time candidates but may be taken on a part-time basis.

**M. Eng. Degree:** Candidates will be required to complete satisfactorily the equivalent of at least three full courses, of which at least 1.5 must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate's project supervisor. In addition to the above course requirements, all full-time Master's candidates must register, attend and participate in CIV ENG 761 – Graduate Seminar Course for the first 6 terms (24 month) of study. A report must be presented on a project which demonstrates ability to carry out independent study and reach a satisfactory conclusion. The report must be approved by the department and presented orally to the department. This program is primarily intended for part-time M. Eng. Candidates, but may be taken by full-time students.

**Ph.D. Degree:** Candidates will be required to complete satisfactorily the equivalent of at least two full courses in addition to the course requirement for an M.A.Sc. degree, of which at least one must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Ph.D. candidates must register, attend and participate in CIV ENG 761 - Graduate Seminar Course for the first 12 terms (48 month) of study.

The Ph.D. candidate will be evaluated by the Ph.D. Supervisory Committee after two academic terms in the Ph.D. Program. This will be based on an evaluation of the candidate's ability to think, intellectual background, and general calibre as a doctoral student. The candidate must also pass a Comprehensive Examination which is normally taken in the second year of the doctoral program. The purpose of this examination is to test the candidate's acquisition of knowledge and maturity of approach to problems in the major field of study, as well as in appropriately chosen cognate subject areas. The detailed regulations governing these examinations may be obtained from the Department. Part-time doctoral studies are permissible. Graduate students will also be required to present seminars related to their research topics.

## Courses

The Department offers quarter courses (6 weeks), identified by a pound (#) sign, and half courses (12 weeks), identified by an asterisk (\*), at the 700-level. The quarter courses are designed to permit students to acquire a greater breadth of advanced level knowledge than would be possible where selections are limited to full or half courses. In addition, specialized advanced level material is made available to permit in-depth studies of particular subject areas. Students are also encouraged to include minor areas of study in addition to their major area.

600-level half courses are offered for graduate credit, and are also available to senior undergraduate students. In accordance with the School of Graduate Studies regulations, M. Eng. students will not normally be permitted to take more than one full 600-level course, and M.A.Sc. and Ph.D. students will not normally be permitted to take more than a half course at the 600 level.

## Course Registration

Each term there is a deadline for registration and change in course registration (drop/add). Students adding a course after the appropriate deadline will not receive academic credit for that course. Also, students dropping a course after the deadline will receive a failing grade in that course. The extra course designation should *only* be used when you clearly intend for the course in question not to count for graduate degree credit. Students wishing to drop/add extra courses must do so in accordance with the School of Graduate Studies deadlines.

Deadlines for such drop/adds are detailed on School of Graduate Studies website at

[http://graduate.mcmaster.ca/images/stories/201112\\_Sessional\\_Dates.pdf](http://graduate.mcmaster.ca/images/stories/201112_Sessional_Dates.pdf). Students are to register for their courses through MUGSI's online SOLAR Registration system. *All* students *must* meet with their supervisors, and complete and submit a Department of Civil Engineering Graduate Course Registration Worksheet before registering for courses online. This worksheet does not register you for your courses; it simply assures the department that you have met with your supervisor to plan your course of study. Any student who needs make changes to his/her course selections after these deadlines will need to obtain a "Petition for Special Consideration to the Committee on Graduate Admissions and Study" from the departmental Administrative Secretary.

**Note: Any change in a student's program requires the approval of the student's Supervisor, Chair, or the Graduate Student Advisor.**

Appendix D provides information regarding the SOLAR registration system.

## GENERAL INFORMATION FOR NEW GRADUATE STUDENTS

### 2011/2012 Academic Year

The following information is offered to assist incoming graduate students in establishing their programmes of study and research.

**Programme Counselling:** The Graduate Student Advisor is Dr. Stan Pietruszczak, located in JHE 228. Dr. Pietruszczak will advise students on the design of programmes of study and will be available to answer questions concerning general graduate student issues. The Administrative Secretary, Carol Robinson, will be available in JHE 301 to assist with registration and general orientation.

During the period from September 1 to 12, 2011 students should discuss course content and research interests with appropriate faculty members so that study programmes can be developed which best suit the student's particular area of interest. All course descriptions are available in the Graduate Calendar, and a list of those offered by the department this year can be found on our website at <http://www.eng.mcmaster.ca/civil/gradcrseofferings201011.pdf>

**Courses:** Graduate courses will commence in the week beginning September 12, 2011. ALL students should register in their chosen courses, and indicate if they are working on their research, thesis/project for Terms I and II via MUGSI's Student On-Line Academic Registration System (SOLAR) by September 30, 2011. You *must* meet with your supervisor to discuss which courses you should register for and complete the Department of Civil Engineering Course Selection Worksheet **PRIOR TO** going on to the SOLAR System. Completed worksheets are to be returned to Carol Robinson, Administrative Secretary by no later than September 30, 2011. Please note, for record keeping purposes, all of your courses for the entire year must be entered.

Students should note that certain courses available for graduate credit are offered concurrently with undergraduate courses. These are designated as 600-level courses (e.g. CE 6D04/Geometric Highway Design) in the Graduate Calendar and 400-level courses (e.g. CE 4D04/Geometric Highway Design) in the Undergraduate Calendar. Since all undergraduate classes commence on September 8th, graduate students contemplating registration in such a course(s) should try to attend the first lectures in that week. Timetable and room schedule details are available from the Departmental office. Similarly, it should be noted that students taking graduate classes outside of the department (e.g. in Chemical Engineering) should ensure that their enrolment intentions are made known to the appropriate department. The most effective liaison is by personal contact with the course instructor.

## ADMINISTRATIVE INFORMATION

**Payment of Department Scholarships and Teaching Assistantships:** Monthly payments are made on the last Thursday of the month, and will be deposited directly to your bank account. A voided cheque is required in advance to set up the direct deposit process. Visa students must show their current visa, and leave one copy in our Department office and one copy with the School of Graduate Studies. Should you have questions concerning your monthly payment, please contact our Administrator, Ms. Dobrovolska, at ext. 24746 (E-mail: [dobrov@mcmaster.ca](mailto:dobrov@mcmaster.ca)). It is important for you to recognize that the Departmental Scholarship support does not extend beyond the first 20 months of a Master's programme. Only under very special circumstances are exceptions made to this policy. For the Ph.D. programme the funding period is 48 months.

**Attendance of Full-time Graduate Students:** As indicated in the *School of Graduate Studies 2011-2012 Calendar, Section 2.4.6. 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 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. Exception above this amount requires approval from the supervisory committee.”

### **Section 1.3 Responsibilities of Graduate Students to the University - School of Graduate Studies 2010 - 2011**

**Calendar:** “Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Vacation entitlement is discussed in Section 2.4.6. Students always require their supervisor’s approval to be absent from campus for a week or more. If the absence exceeds two weeks, the approval of the department chair is also required. In accordance with government regulations (see Section 2.4.2) students who will be absent from campus for more than four weeks in any one term require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies. Note that this permission is needed even for field work or study elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office. Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be “fulltime off-campus” for periods of up to a year. In cases of unauthorized absence the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made.”

**W.H.M.I.S. - Workplace Hazardous Materials Information System:** Provincial legislation requires that all people employed in a workplace where hazardous materials are used attend the W.H.M.I.S. training session. The training is *mandatory*, not optional, for all graduate students in our Department. If you have already had this training, please provide proof to Carol Robinson. The Environmental and Occupational Health Support Services office conducts training sessions in WHMIS on a regular basis; you will be contacted as soon as dates for these sessions have been established. These dates are posted on the EOHSS department website at <http://www.workingatmcmaster.ca/eohss/training/>.

**Degree Examination Regulations:** The M.A.Sc., M.Eng. and Ph.D. examination regulations are attached (Appendices A and B). Read these carefully to avoid problems, which can arise from lack of knowledge of these requirements.

**Ph.D. Defences & Binding of Ph.D. and M.A.Sc. Theses:** Information on how to write, defend and submit your Doctoral and Master's theses can found at <http://graduate.mcmaster.ca/current-students/completing-your-degree>. If you have any questions regarding your Ph.D. defence or the submission of your e-thesis, you should contact the Thesis Coordinator at the School of Graduate Studies. The Coordinator's email address is [gthesis@mcmaster.ca](mailto:gthesis@mcmaster.ca).

**Submission of M.Eng. Projects:** Once you have successfully presented your M.Eng. project and all corrections have made, required by your presentation committee, you must submit an electronic copy of your project to our department. This electronic copy must be in a PDF format. Submissions are to be emailed to our Graduate Secretary. Once this document is received, the appropriate paperwork indicating that you have successfully completed the degree requirements will be submitted to the School of Graduate Studies.

**Academic Dishonesty and Plagiarism:** Plagiarism and other forms of academic dishonesty are considered serious offences at McMaster, the commitment of which could result in imposition of severe penalties on the offender, including expulsion from the program. Therefore, it is essential that all students familiarize themselves with the University policies on this issue. We draw your attention to Appendix C, which further clarifies this matter.

## DEPARTMENTAL ADMINISTRATIVE INFORMATION

**Departmental Photocopying:** The department has a photocopier in Room 302. To use this copier, you must first obtain a copying account code. Personal copying can be done on this machine at a rate of approximately \$0.06 per page; a code can be obtained from the department office and copying is billed at the end of the semester. For further information regarding photocopying accounts, please contact Rebecca Woodworth ([woodwor@mcmaster.ca](mailto:woodwor@mcmaster.ca)), Department Secretary.

**Computer Facilities:** Graduate students who need to use computers for their research will be provided access to a computer by their research supervisors. For larger scale computation, access can be gained to the SHARCHET supercomputer facilities at McMaster. All graduate students' rooms are equipped with high-speed internet connections.

**Your McMaster Email Address:** As soon as you are issued your McMaster email address, please notify our Graduate Secretary. *All* email communication to students is done through your McMaster email account. We *do not* send emails to YAHOO or Hotmail accounts.

**Graduate Student Representative for 2011-2012:** The department is currently seeking a graduate student representative to liaise between the department and graduate students. This section will be updated once the position is filled.

**Convocating Students:** When you have completed all of the requirements for your degree and you are about to submit the final electronic copy of your thesis, revised as directed by your defence examining committee to the School of Graduate Studies, please see Carol Robinson, Graduate Secretary to obtain our Departmental Exit Sign-Off sheet. Additionally, we will be happy to forward your mail via Canada Post for up to three months after you have left if you provide us with a sheet of labels with your forwarding address.

## **APPENDIX A**

### **M.A.Sc. and M.Eng. Examination**

#### **Regulations**

**(A) M.A.Sc. RESEARCH THESIS**

**(B) M.Eng. PROJECT REPORT**



**DEPARTMENT OF CIVIL ENGINEERING**

**McMaster University**

**Hamilton, Ontario**

**MASTER OF APPLIED SCIENCE EXAMINATION REGULATIONS**

**(A. Research Thesis; B. Project Report)**

**A. RESEARCH THESIS**

All M.A.Sc. (thesis) candidates are required to present a thesis, which embodies the results of an original research investigation. The following regulations apply to theses submitted in partial fulfillment of the M.A.Sc. degree requirements.

**1. Examination Committee**

Each M.A.Sc. candidate must successfully defend her/his thesis in an open oral examination before a committee appointed by the Department Chair. The committee shall be composed of at least three voting members (at least two from the Department), including the candidate's supervisor, and chaired by a non-voting member.

Proposed examination committee voting membership will be made known to each candidate, who has the right to express her/his own opinion concerning this membership to the Graduate Student Advisor. It is the responsibility of the supervisor to inform the candidate of the proposed voting membership of the examination committee.

**2. Thesis Examination**

It will be the responsibility of the candidate to submit the thesis to members of the examination committee a minimum of two (2) weeks prior to the tentative date of the oral defence.

In the event that a voting member indicates that gross deficiencies exist in the thesis, the examination committee chair will convene a meeting of the voting members to discuss the thesis at least two (2) days before the anticipated date of defence. The purpose of that meeting will be to recommend one of the following courses of action, based on a majority vote:

- (a) that the thesis is not acceptable for defence in its present form, and return it to the candidate with explicit comments as to why it is not acceptable;
- (b) that specific modifications in the thesis are required prior to formal defence, and direct the candidate to effect those changes; or
- (c) that the thesis be formally defended with/without minor modifications.

### 3. Seminar

Each M.A.Sc. candidate must present a seminar on the completed research work. For M.A.Sc. thesis candidates, this seminar will normally be held on the day of the oral examination. Attendance at that seminar is open to all interested persons.

### 4. Oral Defence

The examining committee chair will convene an oral defence only after receiving from voting members written confirmation that the thesis is acceptable for defence. Formal presentation of the thesis work will normally not be required during an oral examination. **The examination will be open to all interested persons.**

### 5. Examination Outcome

A successful defence will include acceptance, by a majority of voting members, of the written thesis and of the oral defence. The outcome of the oral defence will be limited to one of the following, based on majority vote:

- (a) the oral defence and thesis are satisfactory; the candidate is passed;
- (b) either the thesis or the oral defence is unsatisfactory and the candidate is given an opportunity to be re-examined only once; or
- (c) the thesis and/or the oral defence is unsatisfactory; the candidate is failed.

(Rev. 07.08.29)

**DEPARTMENT OF CIVIL ENGINEERING**

**McMaster University**

**Hamilton, Ontario**

**MASTER OF ENGINEERING PROJECT REPORT GUIDELINES**

All Master of Engineering (project) candidates are required to submit a project report. The report will be subject to examination by the department, and will embody the results of an approved study, which is intended to test the candidate's ability to carry out independent work and reach a satisfactory conclusion.

A project report normally constitutes a level of effort equivalent to three (3) one-term graduate courses or approximately equivalent to three (3) months' full-time effort.

The project topic will be approved by the candidate's supervisor and need not be original research. Project studies could incorporate the synthesis and application of existing information, involve pre-determined use of specified analytic techniques, or encompass a well-defined study approach. Consequently, the scope and/or depth of study would normally be significantly less than that required for thesis research. An annotated bibliography or other form of literature search would not be deemed satisfactory.

All project reports submitted for examination will be subject to the same standards as theses. The format and style will comply with the School of Graduate Studies guidelines for thesis preparation.

A list of some recent project reports, and the regulations governing the examination of Master of Engineering project reports are available from the department. Should the candidate desire clarification of any matter related to the project report, the Graduate Student Advisor should be contacted.

**B. PROJECT REPORT**

Project reports submitted in partial fulfillment of the Master of Engineering degree requirements will be examined in the following manner:

**1. Examination Committee**

The project report will be examined by at least two faculty members of the Department, appointed by the Department Chair, including the candidate's supervisor. A third examining member will only be appointed when required to cast a determining vote for an examination outcome in 4 below.

## **2. Project Report Examination**

The examination will consist of a detailed review of the project report by the examination committee. The examination committee may require an oral defence.

## **3. Seminar**

Each M.Eng. candidate must present a seminar on their project topic. Attendance at that seminar is open to all interested persons.

## **4. Examination Outcome**

A successful examination will include acceptance, by a majority of voting members, of the written project report. The outcome of the examination will be limited to one of the following:

- (a) the project is satisfactory; the candidate passes;
- (b) the project report is unsatisfactory and the candidate is given an opportunity to have the report re-examined only once; or
- (c) the project report is unsatisfactory; the candidate is failed.

(Rev. 07.08.29)

## **APPENDIX B**

### **Ph.D. REGULATIONS**

**(see also current Graduate Studies Calendar)**

- (i) Ph.D. SUPERVISION AND RESPONSIBILITIES OF Ph.D. SUPERVISORY COMMITTEE**
- (ii) COMPREHENSIVE EXAMINATION REGULATIONS**



## **DEPARTMENT OF CIVIL ENGINEERING**

**McMaster University**

**Hamilton, Ontario**

### **Ph.D. SUPERVISION AND RESPONSIBILITIES OF Ph.D. SUPERVISORY COMMITTEE**

During the academic year 1987-88, the Department decided to abolish the Ph.D. Preliminary Examination and redefine the responsibility and terms of reference of the Ph.D. supervisory committee. Most of the procedures and regulations regarding supervision are described in the School of Graduate Studies Calendar. Those paragraphs, relevant to the description of the responsibility and terms of reference of the Ph.D. supervisory committee, are reproduced here.

#### **SUPERVISION (General)**

**(Sections 2.6, School of Graduate Studies Calendar)**

“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 department/program should ensure that the members of a supervisory committee are sufficiently competent and experienced to serve at the required level. In identifying a supervisory committee, the department/program should consider the following, among other things: the balance of the committee by rank and experience; publications and other demonstrations of competence in scholarship or research on the part of the supervisor. Supervisory committees for Ph.D. candidates shall be reviewed annually by the department/program. While the supervisor and student have a mutual obligation to meet on a regular basis, the department/program shall ensure there is a formal regular meeting of each Ph.D. supervisory committee at least once a year, and possibly more often, to discuss the student’s progress. Each Ph.D. supervisory committee must report annually on the student’s progress and the department/program chair must forward such reports to the School of Graduate Studies. The report formally documents the supervisory committee’s assessment of the progress of the student’s program. The department/program should prepare a set of guidelines for supervisors and students. The guidelines should deal with the selection and functioning of supervisory committees and should cover the joint responsibilities of faculty members and graduate students. The guidelines may be attached to or incorporated in department/program handbooks which give regulations supplementary to those in the Calendar. Items relevant to graduate supervision should be approved by the appropriate Faculty Committee on Graduate Admissions and Study. A copy of the guidelines shall be given to each faculty member and each graduate student.”

## **SUPERVISION (for Ph.D.)**

### **(Section 4.5, School of Graduate Studies Calendar)**

“The general regulations in regard to supervision, described earlier (Section 2.6), apply to doctoral students. Students will be expected to confer with the Chair of the Department/Program and others in choosing a supervisor for their entire doctoral program, including the proposed research. As soon as possible, and in any case not later than six months following their arrival, a supervisory committee will be appointed by the department/program, on the recommendation of the students and their possible supervisors. The supervisory committee will consist of at least three members. Two, including the supervisor, must be from within the department/ program. A third member, whose scholarly interests include the area of the student’s main interest, may be from outside the department/ program. One member may be appointed from outside the University with the permission of the Dean of Graduate Studies. If the need arises, the membership of a supervisory committee will be subject to change by the same procedures involved in its appointment. Supervisory committee members, including supervisors, may not resign without the department’s/program’s approval.

The duties of the Ph.D. supervisory committee will be as follows:

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

The supervisory duties of the department/program will be as follows:

- to provide all Ph.D. students in its doctoral program with copies of the complete departmental regulations of the program (such regulations are subject to approval by the Faculty Committee on Graduate Curriculum and Policy);
- to approve the membership and work of the supervisory committee; and, when necessary, to make changes in the membership;
- to report this membership to the Faculty Committee on Graduate Admissions and Study;

- at least once a year to review each student's course grades and research progress, as reported by the supervisory committee;
- to conduct comprehensive examinations;
- to conduct or arrange for language examinations when these are required;
- to attest to the Faculty Committee on Graduate Admissions and Study that all departmental and University requirements for the degree have been satisfied;
- to name any departmental representatives to the examination committee for the final oral defense of the thesis;
- to replace any members of the supervisory committee, including the supervisor when on leave of absence or, if necessary, when on research leave.

Part-time students must have their course grades and research progress reviewed at least once a year by the supervisory committee. “

In addition to the guidelines provided by the School of Graduate Studies, as described above, the department also requires an early assessment by the Ph.D. supervisory committee of a Ph.D. student in an explicit manner. The format of this assessment is exhibited in the attached assessment form and must be prepared within the first year of a student's program.

It is important not to confuse the early assessment by the Ph.D. supervisory committee with a formal examination. The members of a Ph.D. supervisory committee can ask relevant questions in the main area of a Ph.D. candidate's research as well as cognate subject areas and yet fully recognize that the candidate may not have acquired any level of maturity in the major area at this early stage. A Ph.D. supervisory committee may meet more than once to arrive at the required assessment.

A copy of the Ph.D. supervisory committee report form is also attached to the end of this appendix.

Please read pages 1 to 12 of the School of Graduate Studies Calendar for other relevant information and pages 75 to 79 for more specific information on Graduate Degrees offered in the Department of Civil Engineering. Further information can be obtained from the Graduate Student Advisor or Chair of the Department.

(Rev. 07/08/31)

**DEPARTMENT OF CIVIL ENGINEERING**  
**Ph.D. Supervisory Committee Assessment of Ph.D. Student**

Name of Ph.D. Student:

Area of Research:

Date of Enrollment in Ph.D. Programme:

Date of Assessment Submission:

Number of Ph.D. Supervisory Committee Meetings held to date:

Membership of Ph.D. Supervisory Committee:

**RANKING OF PH.D. STUDENT:**

	Satisfactory	Unacceptable
Intellectual background		
Initiative		
General calibre as a doctoral student		
Academic performance		

Any Weaknesses observed? Please identify:

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**DECISION:**

Should the student be allowed to continue in the Ph.D. program? Yes \_\_\_\_\_ No \_\_\_\_\_

**ASSESSMENT:**

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**Signatures of the Ph.D. Supervisory Committee:**

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Student's Signature

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Student ID# 0000000 First Name \_\_\_\_\_ Family Name \_\_\_\_\_

**Program** \_\_\_\_\_

Date student began PhD studies at McMaster: \_\_\_\_\_

Date of last Supervisory Meeting: \_\_\_\_\_ **Date format: YYYY-MM-DD**

Date of This Meeting: \_\_\_\_\_

**This report must be returned to the School of Graduate Studies, at least once a year, for every Ph.D. student.**

Please indicate if student is scholarship holder of OGS  SSHRC  NSERC  Other (specify)  \_\_\_\_\_

The School of Graduate Studies Calendar states that the Comprehensive Examination for full-time students will normally have taken place between 12 and 20 months from commencement of PhD studies with an upper limit of 24 months.

Please complete **Part A** if comprehensive is complete since last committee meeting or **Part B** if comprehensive is still to be completed.

<b>Part A:</b> The Comprehensive Examination requirement was completed on	Date:	Grade: (P+, P, or F)
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<b>Part B:</b> The Comprehensive Examination is expected to be completed by	Date:
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Please justify an expected date of completion that exceeds 20 months in the program in the comments section.

With some qualifications, the Calendar (Section 2.7.2) states that supervisors should respond to a draft of the PhD thesis within two months. Providing comments on individual chapters will take place proportionately less time. Please answer the following only if draft research was submitted by the student during the year.

Entire thesis draft  Response time \_\_\_\_\_  
 Portions of thesis  Response time \_\_\_\_\_  
 Other Research Material  Response time \_\_\_\_\_

Does the committee think that this is satisfactory in light of the Calendar standard and the norms within the discipline?  
 Yes  No

**Supervisor's report**

**Part A: Progress**

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since beginning the program if this is the first report):

(i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications).

Student ID# 0000000 First Name \_\_\_\_\_ Family Name \_\_\_\_\_

**Part B Goals**

Specific goals for the next interval of \_\_\_\_ months (attach an additional page if necessary):

Anticipated date for the completion of degree requirements:

Date:

**Part C Comments:**

**Committee's Report**

Evaluation of overall progress since last report:

**RATING** [E] Excellent [G] Good [M] Marginal\* [U] Unsatisfactory\*

	Print Name	Email address (McMaster if available)	Rating	Signature
Supervisor	_____	_____	_____	_____
2 <sup>nd</sup> Member	_____	_____	_____	_____
3 <sup>rd</sup> Member	_____	_____	_____	_____
4 <sup>th</sup> Member	_____	_____	_____	_____

\*Where progress is deemed marginal or unsatisfactory, attach a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.

This completed report has been seen by me.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

The student may append additional comments. A student who thinks that s/he is receiving unsatisfactory supervision is urged to follow the recommended grievance procedure for the Department or Program and/or to contact the Department Graduate Advisor, Department/Program Chair, or the Associate Dean of Graduate Studies.

The student's single page report on his/her progress **must** be appended to this page.

Student ID# \_\_\_\_\_ First Name \_\_\_\_\_ Family Name \_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT and SUBMITTED FOR THE COMMITTEE MEETING**

Details of progress made since the last report (or toward meeting degree requirements since beginning the program if this is the first report), i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisory Committee Members: Initial below to affirm that you have read the student's report on this page.

Supervisor: \_\_\_\_\_ Committee Member: \_\_\_\_\_ Committee Member: \_\_\_\_\_ Committee Member: \_\_\_\_\_



**DEPARTMENT OF CIVIL ENGINEERING**

**McMaster University**

**Hamilton, Ontario**

**Ph.D. COMPREHENSIVE EXAMINATION REGULATIONS**

**1. Purpose**

The purpose of this examination is to test the candidate's acquisition of knowledge and maturity of approach to problems in the major field of study, as well as in appropriately chosen cognate subject areas. It is intended that this examination will also be used to test the candidate's competence and ability to conduct research in the chosen speciality.

**2. Membership of the Ph.D. Examination Committee**

The Ph.D. Examination Committee shall consist of a non-voting Chair of the Committee, and four voting members as follows: two representatives from the candidate's supervisory committee (this representation will be decided by the members of the supervisory committee), and two department representatives who are not part of the candidate's Supervisory Committee.

In case of a re-examination the provision of 6(b) shall also apply.

**3. Chair of the Ph.D. Examination Committee**

This position shall be taken by rotation of the Department faculty. The candidate's supervisor(s), the Graduate Student Advisor or the Department Chair shall in no instance be the Ph.D. Examination Committee Chair. The role of the Committee Chair is fundamentally administrative, and does not include voting rights regarding examination outcome.

**4. (a) Timing**

The examination will normally be scheduled during the September to May period at a time that is mutually satisfactory to both the candidate and the members of the Ph.D. Examination Committee. The examination will normally take place between 12 and 20 months after registration in the Ph.D. programme, with an upper limit of 24 months. It is the responsibility of the Supervisory Committee to recommend to the Department, at least two months in advance, that a candidate is ready to take the examination. Upon receipt of that recommendation, the Ph.D. Examination Committee Chair shall establish the date of the examination.

**(b) Research Proposal**

Prior to the examination, the candidate is required to prepare the Ph.D. Research Proposal. The research proposal must be submitted at least 3 weeks before the scheduled date of the first Ph.D. Examination Committee meeting (to set the questions) and it must include the signature(s) of the supervisor(s) indicating their approval.

The proposal is to be a maximum of 25 pages long (12 pt Times New Roman font and double line spacing) and must address the following: (i) the scope and objectives of research,(ii) a *brief* literature review with the reference list, (iii) methods and proposed approach, (iv) schedule of activities.

**(c) Notification**

Each candidate shall receive, from the Committee Chair, written notification of the examination date at least one (1) month in advance. It is the responsibility of the Supervisory Committee to fully explain the importance, intent and scope of the examination, and to identify the preparation required for it.

**5. Form of Examination**

The examination shall consist of a written and an oral component. The written component of the examination will take the form of a "take-home" examination; the candidate shall have seven (7) days to complete the examination. Members of the Ph.D. Examination Committee shall agree on the form and content of this examination; the emphasis shall be on comprehension rather than on detail. The meeting for setting the written part of the examination will be convened by the Graduate Student Advisor.

Upon submission of the written answers, the Committee shall conduct an oral examination with the candidate no later than one week after completion of the written part.

**6. Outcome of the Examination**

There shall be only two possible outcomes of the Ph.D. Comprehensive Examination. The Committee shall render one of the following decisions:

- (a) when there are three or more positive votes then the Committee rules that the candidate passed the examination. The Committee assesses the performance with a designation of "Pass";
- (b) when there are two or more dissenting votes there shall be a re-examination within six (6) months. In the event of are-examination a fifth voting member, from the Department shall be appointed to the Committee by the Department Chair. There shall be only one re-examination.

**7. Notification of Outcome**

The Chair of the Ph.D. Examination Committee shall verbally inform the candidate of the Committee's decision based on one of the two possible outcomes above. That decision shall be conveyed to the candidate immediately after the Committee has concluded discussion.

Formal written notification of the Committee ruling will be provided by the Graduate Student Advisor upon receipt of the Committee report.

**APPENDIX C**

**ACADEMIC INTEGRITY, APPEAL PROCEDURES AND  
ACADEMIC DISHONESTY EXPLANATIONS**



## **ACADEMIC INTEGRITY**

(School of Graduate Studies Calendar 6.1)

The following brief statement is excerpted in part from the McMaster University Academic Integrity Policy. For guidance on how to proceed in the case of suspected academic dishonesty, please consult the Office of Academic Integrity and the complete policy at <http://www.mcmaster.ca/academicintegrity>. The Associate Deans of Graduate Studies are available for confidential consultations on matters related to academic integrity.

### **ACADEMIC WORK**

Academic work includes any academic paper, term test, proficiency test, essay, thesis, research report, evaluation, project, assignment or examination, whether oral, in writing, in other media or otherwise and/ or registration and participation in any course, program, seminar, workshop, conference or symposium offered by the University.

For graduate students, comprehensive/qualifying exams, any research work, and thesis work (a thesis proposal, or thesis draft, or draft of one or more chapters) also constitute academic work and must adhere to standards of academic integrity.

### **ACADEMIC DISHONESTY**

#### **Definition**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. Wherever in this policy an offence is described as depending on “knowingly,” the offence is deemed to have been committed if the person ought reasonably to have known.

#### **Students (Undergraduate and Graduate)**

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- (a) following the expectations articulated by instructors for referencing sources of information and for group work;
- (b) asking for clarification of expectations as necessary;
- (c) identifying testing situations that may allow copying;
- (d) preventing their work from being used by others, e.g., protecting access to computer files; and
- (e) adhering to the principles of academic integrity when conducting and reporting research.

Students are responsible for their behaviour and may face penalties under this policy, if they commit academic dishonesty.

## **Graduate Students**

Graduate students, having been deemed admissible to higher studies, are expected to be competent in the acknowledgement of other people's work, whether that work is in print or electronic media.

Graduate students are expected to understand the demands of ethical conduct of research and reporting research results. All graduate students are responsible for familiarizing themselves with the definition of research misconduct in the University's policy, namely, "a researcher must be honest in proposing, seeking support for, conducting, and reporting research; a researcher must respect the rights of others in these activities."

## **Code of Conduct**

McMaster University is a community dedicated to furthering learning, intellectual inquiry, and personal and professional development. Membership in the community implies acceptance of the principle of mutual respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it.

The *Code of Conduct* outlines the limits of conduct considered to be consonant with the goals and the well-being of the University community, and defines the procedures to be followed when students fail to meet the accepted standards.

Copies of the *Code of Conduct* may be obtained from the website at <http://www.mcmaster.ca/policy/student.htm>

## **APPEAL PROCEDURES**

(School of Graduate Studies Calendar 6.3)

The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising from University regulations, policies and actions that affect them directly. The procedures described in the Student Appeal Procedures are intended to provide a mechanism to remedy injustices and may culminate in a hearing before the Senate Board for Student Appeals.

Students are strongly encouraged, however, to pursue any complaint or grievance through informal channels, before following the formal procedures. Experience has shown that many complaints can be resolved satisfactorily through informal communication. A graduate student should consult with the Chair of his/her Supervisory Committee (or the Department Graduate Advisor where no committee exists), the Department Chair and/or the Associate Dean of Graduate Studies before beginning the formal appeal process.

Students should seek remedies for their grievances as promptly as possible, and must do so within six months of the academic year in which the grievance occurred (i.e., March 1 of the subsequent academic year).

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

Copies of the Student Appeal Procedures may be obtained from the website at:

<http://www.mcmaster.ca/policy/student.htm>.

## ACADEMIC DISHONESTY EXPLANATIONS

### Explanation

1. Academic dishonesty may occur in a variety of situations. This Appendix includes many examples, but is not an exhaustive list of examples of academic dishonesty.

### Plagiarism

2. Plagiarism, which is the submission of material that has been, entirely or in part, copied from or written by another person, without proper acknowledgment, is probably the most common form of academic dishonesty. All material, including information from the internet, anonymous material, copyrighted material, published and unpublished material and material used with permission, must be properly acknowledged. There are two aspects to using material from other sources of which students should be aware. In a direct quotation of text or material, it is important to distinguish the text or material that has been taken from the other source. Common methods of identification of directly quoted material include indentation, italics, quotation marks or some other formatting change to separate the quoted material from the student's own work. Indirectly quoted material involves expressing an idea, concept or interpretation that one has obtained from another source, in one's own words. Direct and indirectly quoted material requires a reference or footnote in the text and full citation in the references or bibliography, in accordance with the standards appropriate to the discipline.

### Oral Presentations

3. In the case of oral presentations, the use of material that is not one's own, without proper acknowledgment or attribution, constitutes plagiarism and, hence, academic dishonesty.

### Music

4. In Music, the imitation of style is an integral part of the student's work. In applied music, for example, a student may be required to model an interpretation of a piece around that of a particular performer, and in music theory courses it is a routine procedure to imitate the stylistic characteristics of particular periods and even of particular composers. Nevertheless, it is possible to draw certain lines. For example, it would obviously be improper for a student to submit as personally representative, a tape recording of someone else performing. It would also be wrong, just as it would be in the case of an essay, for a theory or composition student to hand in as personal work, material composed by another. Clearly, the imitation of style ceases to be legitimate when the student begins to draw upon actual notes or sounds attributable to another person. This would not preclude a professor from, say, giving the student material to work with from a preexistent composition (for example, a figured bass, or a fugue subject) providing the sum and substance of the work from that point on were the student's own.

### Studio Art

5. Students of studio art (painting, sculpture and print-making) may be guilty of plagiarism if they submit for evaluation as course assignments works executed in their entirety by someone else, or in part by someone other than the

instructor. Similarly, copying works from sources not authorized by the instructor may be regarded as improper borrowing, which is analogous to plagiarism and is an act of academic dishonesty.

### **Computer Software**

6. The improper use of the computer files and programs of others may constitute academic dishonesty. The instructor who is responsible for specifying the way in which the work is to be done determines the degree of permissible cooperation among students. Students who allow their computer files or assignments to be copied are as guilty of academic dishonesty as those who copy. Each student is responsible for protecting his or her computer file by keeping the password secret and changing it frequently.

### **Multiple Submissions of the Same Material**

7. The submission of an assignment, report or essay, which has been submitted at an earlier date for a different course, is an act of academic dishonesty unless the instructor has specifically authorized it in advance. The submission of the same essay in each of two courses, which are being taken concurrently, is acceptable only if both instructors have given prior approval.

### **In Tests and Examinations**

8. In all tests and examinations, including take-home examinations, students are expected to work strictly on their own, using only aids authorized for use in the examination or test area by instructors or invigilators, or when group work has been explicitly authorized by the instructor. Copying or using unauthorized aids constitutes academic dishonesty.

### **Inappropriate Collaboration**

9. Collaborative learning is a valuable method of instruction that is utilized by many instructors at McMaster University. Students will often be encouraged to discuss ideas and concepts with one another to facilitate the learning process. A distinction must be drawn, however, between collaborative learning and collaboration on assignments. Assignments, projects, reports, etc. are required to be completed by an individual unless the instructor indicates some kind of collaboration is permissible.
10. Inappropriate collaboration occurs when students work together on an assignment that was intended as an individual assignment or when students work together in groups beyond the degree of permissible collaboration.
11. Instructors are expected to outline the appropriate level of collaboration on course outlines and/or on each assignment. When group work is acceptable, but not required, the instructor is responsible for specifying the way in which the work is to be done and for determining the degree of permissible collaboration among the students.
12. Students are directed to assume all assignments are intended to be done individually unless otherwise directed by the instructor. Students are expected to ask questions and clarify the collaboration expectations for each assignment if

they are unsure of the instructor's expectations. Students are also expected to use standard citation rules to identify any part or section of their assignment that is not original.

### **Research Misconduct**

13. The two principles underlying integrity in research in a University setting are these: a researcher must be honest in proposing, seeking support for, conducting, and reporting research; a researcher must respect the rights of others in these activities. Any departure from these principles will diminish the aegis of McMaster University. It is incumbent upon all members of the University community to practice and to promote ethical behaviour. (Please refer to the "Research Ethics at McMaster University" policy for more details.)

Taken from the *Academic Integrity Policy, Appendix A* – September 1, 2008

Senate Secretariat website [http://www.mcmaster.ca/policy/ac\\_ethics.htm](http://www.mcmaster.ca/policy/ac_ethics.htm)

## **APPENDIX D**

### **SOLAR REGISTRATION SYSTEM INFORMATION**



## McMaster University School of Graduate Studies 2010 - 2011 On-Line Course Selection

Before going on SOLAR

1. Make sure you have your McMaster Student Number and PIN ready
2. Refer to the graduate calendar for your program requirements
3. Choose your courses and complete the Department of Civil Engineering Graduate Course Registration worksheet in consultation **with your supervisor or the Graduate Student Advisor.**
4. If a course requires academic permission, obtain permission from the department that is offering the course.

***Finished all your course requirements?*** You will still be expected to complete the course registration worksheet in consultation with your supervisor. Please add the Graduate Seminar (761 or 762) to your worksheet and indicate whether you are working on your Research, Project or Thesis. When you enter this information on SOLAR, your selection will be displayed on your transcript.

### How do I go to SOLAR?

Go to MUGSI through <http://www.mcmaster.ca> or <http://www.mcmaster.ca/graduate/solarinfo.htm>

- Enter your Student Number and PIN
- Click on My Academics
- Select Solar
- Click on Course Selection for Graduate for the Sep 2010 session
- Read the Accountability statement and Conditions and Restrictions and click on Continue

\*\*\*For processing purposes please register for ***all*** of the courses you intend to take over the academic year.

- Conduct your course selections as follows:
  1. ADD courses
  2. DROP courses
  3. VERIFY your changes
  4. APPLY your requested changes
  5. Confirmation screen will return with your confirmation number
  6. Print or record the number
- Click on Exit
- Click on Close Window, then LOGOFF