

Department of Engineering Physics

Graduate Program Handbook 2025/2026

Updated: August 2025



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WELCOME NOTE (2025/2026)

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 (2025-26), available at [Academic Calendars 2025-26](#)

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

Please note that this handbook is comprised of two sections: the first contains general information which graduate students in all Faculty of Engineering departments will find useful; the second includes information specific to the Department of Engineering Physics.

Disclaimer:

In the event of a discrepancy between the information provided in this handbook and The School of Graduate Studies Calendar, the latter prevails.



GENERAL INFORMATION

IMPORTANT UNIVERSITY POLICIES AND REGULATIONS

Quick Links

Students are expected to familiarize themselves with and abide by the regulations, policies and procedures below.

- [The School of Graduate Studies Graduate Calendar \(2025-2026\)](#)
- [General Regulations on Supervision](#)
- [Dates and Deadlines](#)
- [Policies, Procedures and Guidelines](#)
- [Accommodations, Appeals and Petitions](#)
- [Student Appeal Procedures](#)
- [Student Code of Conduct](#)
- [Copyright Policy \(MILO\)](#)
- [Discrimination, Harassment and Sexual Harassment Prevention and Response Policy](#)
- [Research Integrity Policy](#)
- [Thesis Completion and Defence](#)
- [Collective Agreement for TA/RA in lieu of TA](#)

Conduct Expectations

As a McMaster graduate student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all our living, learning and working communities. These expectations are described in the [Code of Student Rights and Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

Responsibilities of Graduate Students to the University (Section 1.3 Of The Graduate Calendar)

Just as the University has responsibilities to graduate students, they have responsibilities to the University. The student's responsibilities include, but are not limited to:

1. Maintaining current contact information with the University, including address, phone numbers, and emergency contact information.
2. Using the University provided e-mail address or maintaining a valid forwarding e-mail address.
3. Regularly checking the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
4. Maintaining contact and meeting regularly with the 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.
5. 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.
6. 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 and a decision on readmission is not subject to appeal.
7. Reviewing and complying with the University's [Code of Student Rights and Responsibilities](#)
8. Registering annually until graduation, withdrawal, or withdrawal in good standing due to time limit.
9. Paying fees as required.
10. If there is a problem with supervision, it is the student's responsibility to contact the Associate Chair (Graduate) with their concerns.

Extreme Circumstances

The University reserves the right to change the [dates and deadlines](#) for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily

IMPORTANT UNIVERSITY AND FACULTY SERVICES

Academic Accommodation for Religious, Indigenous or Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO policy](#). Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation, or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Academic Accommodations of Students with Disabilities

Students with disabilities who require academic accommodation must contact [Student Accessibility Services \(SAS\)](#) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

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

Engineering Support Services (The Hub)

Services include managing keys and access cards, meeting rooms, and more.

JHE 216A

Ext. 27291

thehub@mcmaster.ca

Equity and Inclusion

The [Equity and Inclusion Office \(EIO\)](#) is a central resource where expertise is proactively drawn upon by administrators, faculty, staff, and students: to advance unit-specific and institutional equity, diversity, inclusion, and accessibility goals; to enact inclusive excellence principles; and to establish respectful living, learning, and working environments that are free from harassment and discrimination, and sexual violence including through timely and procedurally fair investigative and alternative dispute resolution processes.

Human Rights and Dispute Resolution (HRDR) Program

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

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

International Student Services (ISS)

At McMaster, international students have access to accredited experts on staff who offer extra guidance on academics, health, wellness, immigration, finances, housing, cultural and social matters. More information can be found on the [International Student Services \(ISS\) website](#).

Mental Health

Resources on Campus

No issues are too big or small. Request support for depression, anxiety, grief, relationship problems, adjusting to life in a new country, addictions, mild substance abuse, educational conflict, disordered eating, and more.

There are many on-campus resources students can reach out to:

- [Student Wellness Centre: Mental Health Resources](#)
- [TalkSpot: A Mental Health Service Exclusively for Mac Eng Students](#)

It is not recommended that students email about a crisis. In a crisis you can call one of the following:

Good2Talk

This is a free, confidential helpline providing professional counselling and information and referrals for mental health, addiction and well-being to post-secondary students in Ontario. Available 24/7/365.

Call 1-866-925-5454 or dial 211 and ask to be connected to Good2Talk.

Empower Me

This is an accessible counselling service which includes crisis support, as well as mental health services. You can also speak to a life coach about things like personal performance, well-being and growth, career, relationships, and finances. Available 24/7/365.

Call 1-844-741-6389.

Crisis Support

If you have immediate safety concerns for yourself or others, call campus security at 905-522-4135 if you are on campus or call 911 if you are off campus. More information is available on [Student Wellness Centre website](#).

School of Graduate Studies (SGS)

The School of Graduate Studies website provides robust pages of information and resources including academic services, awards and funding, news, and events. Select the Accepted My Offer tab to help you get started at McMaster and the Current Students tab for important information and resources to help you on your graduate journey.

The School of Graduate Studies offices are located in Gilmour Hall, Room 212, or can be reached by phone at ext. 23679

Additional SGS resources can be found here:

- [SGS Main Page](#)
- [Graduate Studies Forms and Policies for Graduate Students](#)

Security

Emergency

In case of emergency, dial 88 from any campus phone. The McMaster Security office is located in the E. T. Clarke Centre, room 201, and can be contacted at ext. 24281. This office is responsible for overall security on campus. In addition, they operate a Lost and Found service (ext. 23366). Any lost items will be held for 30 days.

Emergency First Response Team (EFRT)

In cases of serious injury or accidents, McMaster University's Emergency First Response Team (EFRT) can provide advanced emergency first aid. The EFRT team is staffed by trained, certified student volunteers. The team responds to incidents across campus. To access EFRT assistance, dial 88 and Security Services will dispatch EFRT to your location.

Escort Service (SWHAT)

During the months of September through April, students operate an escort service, "Students Walk Home Attendant Team" (SWHAT). After dark, if you call (905)525-9140 ext. 27500, you can arrange to be escorted to your car or residence by a male and a female student. During the months, May to August, the Campus Security will look after escorting you to your car or residence. The extension remains the same x27500.

McMaster Safety App

Download the McMaster Safety App for safety alerts, such as campus closures and emergency instructions. The app is available for free download on the Apple and Android app store. For more information, click [here](#).

McMaster Security Office

McMaster Security Officers act under the authority of the Ontario Police Act to enforce federal and provincial regulations. They are here to protect, not to harass you. Students who violate these statutes and bylaws are subject to arrest, prosecution and/or disciplinary action under McMaster's Student Code of Conduct. The Security Office can be reached at ext. 24281.

University Technology Services (UTS)

UTS is McMaster's central IT department, providing IT services and support to students, faculty, and staff. Services include help with emails, passwords, Office 365, and more.

[University Technology Services](#) can be reached on ext. 24357, or via live chat or by submitting a service ticket [here](#).

HEALTH AND SAFETY

Core Health and Safety Courses

All students must successfully complete *and abide by* the following [core health and safety courses](#):

- SAFE training (*replacing Slips, Trips and Falls, Asbestos Awareness, Fire Safety, Ergonomics*)
- Health and Safety Orientation
- Violence and Harassment Prevention
- WHMIS 2015

Job Hazard Analysis (JHA) Forms

All students must complete a [Job Hazard Analysis](#) with your supervisor and read and follow the appropriate Standard Operating Procedures (SOPs).

Note: In the context of safety, all graduate students are considered “workers”.

McMaster University Laboratory Manual

This manual is intended to provide basic rules for safe work practices in a laboratory. The procedures may be supplemented with Standard Operating Procedures (SOP) where applicable and with information on roles, responsibilities and specific procedures outlined in the university's Risk Management Manual (RMM). This is mandatory reading for all employees, graduate students and volunteers working in laboratories. This manual applies to all campus labs. The manual is available on the [human resources website](#).

Eye Safety Regulations

All people entering an active laboratory must wear eye protection. The specific type of protection will be determined by the actual hazards present. Graduate students should discuss this with their Faculty Supervisor.

Fire Safety Procedure

In the case of fire, or the sounding of an alarm, “Get Out and Stay Out”. Evacuate the building by the closest exit. You should be at least 50 feet away from the building and not return until the “All Clear” is given by the Fire Warden. Please become familiar with the closest fire exit to your lab, office and classrooms.

Chemical Waste Disposal

- Hazardous chemical waste will be picked up from your laboratory every Tuesday
- You must wait for the waste management company to arrive at your laboratory for the pickup.
- By Friday 9:00 AM prior to the pick-up on Tuesday, you are required to provide EOHSS with a copy of the chemical waste disposal record by e-mail at waste@mcmaster.ca.

- All waste must be identified and properly labeled. Unlabeled waste will not be accepted.
- Do not pour hazardous chemicals down the drains, including any organic solvent or acids/bases that have not been fully neutralized.
- Sharps, broken glass and pipette tips are disposed of as hazardous or biohazardous waste.
- Do not throw hazardous chemical waste into the garbage bins.

Full guidelines are available [here](#).

IT Security

With an increase in online work, there is an increase in cyber threats. Email phishing and malware attacks are on the rise. [Click here](#) to learn more about email phishing, anti-virus software and tips for creating a strong password. Consider taking the UTS Phishing Course on Avenue to Learn.

Reporting of a Safety Incident

Any incident, which could have resulted in injury, must be reported to the Department immediately, through your Faculty Supervisor. The University is required, by law, to report such incidents to the Workplace Safety and Insurance Board (WSIB).

The online [Injury/Incident Report](#) is available on the [Human Resources website](#), under “Quick Links”.

OTHER ACADEMIC POLICIES

Copyright and Recording

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by university instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

Generative Artificial Intelligence (AI)

Guidelines for the Use of Generative AI in Teaching and Learning

Please refer to the [MacPherson Institute Guidelines](#) regarding the use of generative AI (e.g. OpenAI's ChatGPT) in teaching and learning. 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.

Provisional Guidelines for the Use of Generative AI in Research

While generative AI offers promising new avenues for enhancing pedagogical approaches and advancing research, we approach its integration with thought and consideration. As we explore its applications, we continue to prioritize the informed engagement of our community. We invite our students, faculty, alumni, and partners to join us in this exploration, ensuring that our approach to AI remains rooted in our collective values and the broader interests of our community.

The guidelines can be reviewed [here](#). All graduate students are expected to engage in discussions with their supervisors around GenAI and confirm if or how GenAI may be used in their research or milestones. It is the student's responsibility to seek clarification from the Associate Chair (Graduate).

Intellectual Property and Student Ownership

More than roughly 80% of the research carried out in the Faculty of Engineering is done with industry. The university signs intellectual property and ownership agreements with a company and hence the terms of these agreements apply to all members of McMaster, not just the project supervisor. Students are encouraged to talk to their supervisors about the terms covering their research project to understand how their contributions will be weighted in the intellectual property generated and whether any review of theses and papers is required by the industrial sponsor before public disclosure. Student should review the IP Policy [here](#).

Plagiarism-Checking Software (iThenticate)

Effective December 1, 2023 the University requires all Master's and Doctoral theses to be reviewed by iThenticate, a plagiarism-checking software, before being seen by an external reviewer (Doctoral) or the finished copy submitted (Master's). This requirement can be found in the University's [Research Plagiarism Checking Policy](#), which can be found on the Secretariat website. 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.

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.

GRADUATE PROGRAM REGULATIONS – ENROLLMENT

Matters With Regard to Enrollment ([Section 2.5 Of The Graduate Calendar](#))

1. Full-Time Student

A full-time student is one who is studying on a full-time basis; treating studies like a full-time job; attending to coursework and research in a professional manner; being in consultation with and available to their supervisor at regular intervals (daily and/or weekly by mutual agreement) to monitor progress.

2. Part-Time Student

A part-time student is one who usually has a full-time job outside the university, but wants to work towards his or her graduate degree on a part-time basis. A part-time student is limited to 3 graduate courses (9 units) per academic session (Sept 1 – Aug 31) and will usually take more time to complete the degree [M.A.Sc. program: up to 15 terms from the original date of registration if student began as “part-time”; Ph.D. program: up to 24 terms from the original date of registration if student began as “part-time”]. Part-time students are not eligible for financial support from the department; nor teaching assistantships; nor scholarship equivalent.

3. Status Changes (FT to PT; PT to FT; Withdrawal; Re-admission to Defend; Program Transfers, Leaves of Absence and Parenting Leave; Full-time Off-Campus)

Students who wish to change their status (full-time to part-time; part-time to full-time; transferring from M.A.Sc. to Ph.D.; withdrawal from the program; going on [leave of absence](#), [studying full-time off-campus](#)), and former students who wish to be readmitted to the program, are expected to complete paperwork within a timeframe that permits their change to be effective on the first day of the next term (September 1st, January 1st or May 1st). Paperwork should be submitted to SGS at least one month in advance of an expected transition. Please see the Graduate Administrative Assistant well in advance to ensure that all paperwork is completed in a timely manner.

Engineering Co-op Program

The Engineering Co-Op Program for graduate students is an optional program for full-time domestic and international M.A.Sc., M.Eng., and Ph.D. students in good academic standing, that allows students to gain engineering work experience prior to graduation. Students have the option to complete 4 to 12 months of co-op experience. It is administered by the Career Development and Relationship Manager - Graduate Studies.

Centre for Career Growth and Experience Contact Information

Gerald Hatch Experiential Centre, Room JHE H301, ext. 22571

Email: gradcoop@mcmaster.ca

More information is available on the [Co-op for Graduate Students website](#).

Student Responsibilities

Students who are interested in the Co-op Program must follow the following steps:

1. Enrol in the Co-Op Program

- a. Complete the [Graduate Supervisor Permission Form](#). The student's academic supervisor must indicate on the form which academic term(s) the student is approved to work.
- b. Submit the signed graduate supervisor permission form to gradcoop@mcmaster.ca.
- c. Enrol in ENGINEER 701 – C01 Work Term Preparation (Lecture) course via Mosaic.
- d. Complete the ENGINEER 701 co-op registration process (link available [online](#)).
- e. Complete the ENGINEER 701 – C01 Work Term Preparation (Lecture) course.

2. Engage in Job Search

Students will engage in co-op job search 4-6 months in advance of the term that has been approved for work. Students can work a maximum of 12 months. If they do not secure a job during their approved work term(s), they may submit an amended permission form to access jobs posted for future work terms

3. Register Your Co-Op and Drop Courses

- a. [Register the co-op](#) by completing and submitting the co-op confirmation form, and if applicable, the RMM-801 form (for co-ops taking place outside Canada) to thecentre@mcmaster.ca.
- b. Contact their Graduate Administrative Assistant (after receiving confirmation from the Centre that co-op is approved) to specify the course(s) they want to drop from their MOSAIC record while on work term.

FINANCIAL MATTERS

Quick Links

- [Payroll Information](#)
- [Payment Schedules](#)
- [Pay Statement Guide](#)
- [Tuition Fees](#)
- [Refunds](#)
- [Scholarships Database](#)
- [Graduate Students Association \(GSA\) Health and Dental Insurance Plan](#)
- [University Health Insurance Plan \(UHIP\) for International Students](#)
- [OSAP/Government Aid](#)
- [Social Insurance Number \(SIN\)](#)

Cost of Living and Tuition Fees

Topics, such as cost of living and tuition fees, can be found on [The School of Graduate Studies' website under "Cost of Living"](#) or on [The Registrar's website under "Graduate Fees": Tuition and Supplementary Fees.](#)

Grad Pay

Most full-time graduate students admitted to the thesis-based M.A.Sc. and Ph.D. programs in McMaster Engineering will receive financial support in the form of a research scholarship, a teaching assistantship and a departmental scholarship. The minimum level of support varies from year to year.

Research scholarships and departmental scholarships are paid as one lump sum two or three weeks into the start of a new term; TA income is paid biweekly during the term(s) in which you are a TA.

In order to receive research scholarships and TA income, you will need to ensure that you are properly set up on the Student Centre module (under Graduate Studies' Banking webpage, click "If you are receiving a Research Scholarship, TA, and/or RA in Lieu of TA" to see instructions on how to [enrol in direct deposit](#))

In addition to the above, **to receive TA income**, ensure that you are properly set up on the Human Resources module (students must [submit their payroll information](#) via the online Employee Self-Service portal in Mosaic).

If you do not see the Enrol in Direct Deposit (Student) tile on your Mosaic Homepage, please log into University Technology Services' (UTS) [Client Services Portal](#) (again, using your MacID and password) and select:

1. “General Requests”; then
2. “Report a Problem”.
3. Detail your issue in the blank field, then click “Create”. Please monitor the portal for confirmation that the tile has been added to your Mosaic Homepage. Detail your issue in the blank field, then click “Create”. Please monitor the portal for confirmation that the tile has been added to your Mosaic Homepage.

***IMPORTANT:** If you complete any of the previous steps improperly and/or are not fully enrolled in the Fall 2025, Winter 2026 and Spring/Summer 2026 terms by August 1, 2025, your payments will be delayed until a correction is made.

Pregnancy/Parental Leaves

To address a gap in funding provided to MSc students during pregnancy and parental leave, the Faculty of Engineering invites eligible applicants to apply for support.

Eligibility: A parental leave fund of up to \$4,000 will be provided to eligible MSc students in the Faculty of Engineering who take an approved parental leave for one term or more, provided that:

1. The student is currently enrolled in a full-time MSc program in the Faculty of Engineering and is in receipt of McMaster Graduate Scholarship Funds;
2. The student has been enrolled in their current MSc program for a minimum of one term;
3. The applicant is in good standing at the time that this leave of absence is requested;
4. This leave of absence has been approved by the Department's Associate Chair (Graduate);
5. The student is ineligible for funding from either CUPE or NSERC/CIHR (whether that be directly through a graduate scholarship, or via a supervisor's grant);
6. The student has applied for funding from all other sources for which they are eligible;
7. The application below is completed and submitted to the Graduate Studies Administrator four weeks before the leave;
8. The student provides a medical note for their pregnancy or that of their partner from a licenced Canadian healthcare provider (i.e., the physician, midwife or nurse practitioner that is providing pregnancy care) or an adoption certificate issued from the Canadian government;
9. The student is the primary caregiver for the duration of the Parenting Leave

Important:

- This funding may be accessed by a student one time only
- Students receiving Tri-Agency scholarships are ineligible for this funding as they are eligible for Tri-Agency Paid Parenting Leave supplements

- Students who continue to receive research funding from their supervisor are ineligible for this funding
- Fund recipients who return to their program prior to the approved leave of absence end date may be required to return a portion of the funding
- Students who do not return to their studies after their leave must repay the amount received in full
- Multiple births on the same occasion (e.g., twins) do not increase funding duration or value
- If the student wishes to take a leave of less than one term, then the amount for which they are eligible is pro-rated to \$1,000/month
- The application should be initiated by the student, who will be responsible for obtaining the approval of their supervisor and Associate Chair (Graduate), before submitting it to the Graduate Studies Administrator at saleh15@mcmaster.ca for approval by the Associate Dean Graduate Studies

Note: PhD students should refer to the equivalent supports provided by the School of Graduate Studies [Parenting Grant](#).

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=61&navoid=13481#2-5-7-leaves-of-absence>

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=61&navoid=13481#2-5-7-leaves-of-absence>

Scholarships, Fellowships, Bursaries and Other Awards

Graduate students are encouraged to apply for any scholarships for which they are eligible. A list of scholarships available can be found on the [Graduate Studies Scholarships page](#) and the [Engineering Funding & Awards page](#).

Keep an eye on your email; many of these opportunities will be advertised through that medium. Awards such as NSERC Canada Research Graduate Scholarships are announced in the Fall term, as well as most donor-funded awards. Ontario Graduate Scholarship (OGS) applications are announced in the Winter term. Department-specific awards are often announced between the Winter and Spring terms.

If a graduate student holds a major award (such as NSERC, CGS-M, CGS-D, PGS-D, OGS, QEII GSST, Vanier, etc.), the total stipend provided by the program may be reduced by up to \$2,500 per term for each term in which the student holds the award. Any scholarship greater than \$10,000 is considered a major scholarship.

Teaching Assistantships

First Time Teaching Assistants (TA)

All first time TAs 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).

Self-registration for training courses is available through the Regulatory Training Tile on the [Mosaic](#) homepage. Once registered, carefully follow the directions under on the welcome page on [Avenue to Learn](#). More detailed instructions will be emailed to students before the beginning of each semester.

Important notes:

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

For more information, please refer to the links below:

1. [Mandatory TA/RA in Lieu Training \(Anti-Oppression and Pedagogy\)](#)
2. [MacPherson Institute New TA Programming](#)

Returning Teaching Assistants

If for any reason, a returning TA has not taken the five-hours of mandatory training (due to being away on a leave of absence or co-op placement), the TA will be required to complete this training and will be compensated accordingly.

Resources and Useful Information for Teaching Assistants

Before commencing your Teaching Assistantship duties, you must complete all TA training and complete the following forms in consultation with the course instructor and submit the completed forms to the Graduate Administrative Assistant.

1. [TA Hours of Work Form](#)
2. [TA Performance Expectations Form](#)

A useful guide is provided [here](#).

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 and Expenses*

Please note that these claims will require a valid chartfield string and approval from your supervisor.

University Health Insurance Plan (UHIP)

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).

For more information, click [here](#).

Coverage

Through UHIP, your necessary medical costs are covered for the entire academic year, from September 1 to August 31 with a few exceptions for incoming exchange students and other students with plans to study at McMaster for fewer than 12 months.

Your UHIP coverage begins on the tenth day of the month before your academic term start date or your scheduled arrival date in Canada, whichever is later. If you plan to arrive in Canada before your UHIP coverage begins, the department recommends that you purchase additional medical insurance. This way, you'll be covered if you need to access health care before your UHIP coverage starts.

Enrolment in UHIP

If you're an international student, you're automatically enrolled in UHIP every year. However, it's your responsibility to ensure your coverage is correct. Check your account on your *Mosaic Student Center > Finances > Other Financial > View/Maintain UHIP*.

UHIP Card

In late August/early September, your UHIP provider, Sun Life Financial, will send an email to your McMaster email account with your UHIP card attached. To make sure you receive your UHIP card, please make sure you've activated your McMaster email account.

When you receive your UHIP card, print a copy, and always carry it with you. This way, you'll have it easily accessible in case you need to seek medical care.

If you have dependents living in Ontario with you, please contact the university's international student services (ISS) at uhip@mcmaster.ca for further information on how to register your dependents for UHIP. **Dependents must enrol in UHIP within 30 days of arrival in Canada.** More information is available on the [university's international student services \(ISS\) website](#).

Vacation

Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in [Section 1.3](#). In addition to statutory holidays (see [Sessional Dates](#)) and the closure of the University normally late December until early January, normal vacation entitlement for a graduate student is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor or in the case of a course-based program by mutual agreement with the graduate chair or equivalent. If this period of time exceeds two weeks, the approval of the supervisor or in the supervisor's absence a member of the supervisory committee is also required, and should be documented by the supervisor and Department. It is understood that any risks with travel taken during vacation time are the student's responsibility to assess and consider potential impacts to their degree progression.

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

A period of absence longer than 4 weeks that is not Full Time Off Campus requires the student to withdraw in good standing or go on a leave of absence.

https://academiccalendars.romcmaster.ca/content.php?catoid=61&navoid=13481#2_5_9_vacations

STUDENT LIFE

Quick Links

- [Information for Incoming Graduate Students](#)
- [Housing and Student Life](#)
- [Graduate Student Orientation Hub](#)
- [Advice From Current Graduate Students](#)
- [Athletics and Recreation](#)

McMaster Engineering Graduate Society (EGS)

The EGS is a student run organization dedicated to supporting engineering graduate students in any way possible, including hosting fun events, running professional development workshops, and providing travel bursaries. The EGS has three major mandates:

- To represent the interests of Engineering Graduate Students to the Faculty and other organizations, making sure your voice is heard.
- To help create an open and welcoming community of Engineering Graduate Students
- To advance Academic and Professional Development at McMaster Engineering.

More information is available on the [Engineering Graduate Society website](#).

Graduate Students Association (GSA)

The Graduate Student Association (GSA) advocates for the needs of the collective, acts as a resource, and provides support and services that improve the graduate student experience. Some of the service available include Health and Dental, HSR Bus Pass, and Empower Me. The GSA also hosts a number of events, clubs and recreational activities throughout the year. Visit the Graduate Student Association page for more details.

Studentcare Health Plan/Dental Plan

Initiated by your student association, the Studentcare Health Plan provides students with unique health benefits. The Plan was designed by students for students to provide many important services and cover expenses not covered by a basic health-care plan (i.e. OHIP), or the equivalent (e.g. UHIP for international students) such as prescription drugs, health practitioners, medical equipment, travel health coverage, and more. A comprehensive dental plan was added to cover those graduate students who were not covered by the CUPE 3906 plan (except for Divinity students).

Please note all GSA members are automatically enrolled in the Studentcare dental plan and are assessed the fees as part of their supplementary fees paid in September. Students who have a TA, or

an RA in lieu, will be covered by the CUPE 3906 dental plan are automatically opted out of the Studentcare dental plan and will receive a reimbursement cheque.

Graduate students who are covered by an alternative health and/or dental plan can upload proof of coverage using the [Studentcare's secure website](#).

Please remember that you need to pay the Studentcare plan fees on your student account. As mentioned above, once you are opted out, you will receive your reimbursement cheque directly from Studentcare. More information, including opt out dates, is available on the [Graduate Student Association website](#).

MISCELLANEOUS INFORMATION AND RESOURCES

Quick Links

- [Campus Map](#)
- [Accessibility Floor Plans](#)
- [Parking and Transit Services](#)
- [OMBUDS Office](#)
- [Supervisory Relationships](#)

Letter/Verification Requests

Please refer to the list below for instructions on requesting various letters and verifications:

- [Degree verification](#)
- [Enrolment verification](#)
- [Proof of graduation](#)
- [Study permit /Extension of study permit](#)
- [Transcript request](#)

MacQuest

MacQuest provides on-campus searchable navigation, including indoor floor map visualization and other campus-related services. Users can use the app to navigate from class to class; it also lists last, next, and following bus arrival times near campus by bus stop and route number. It also allows users to look for nearby bathrooms, stairs and elevators.

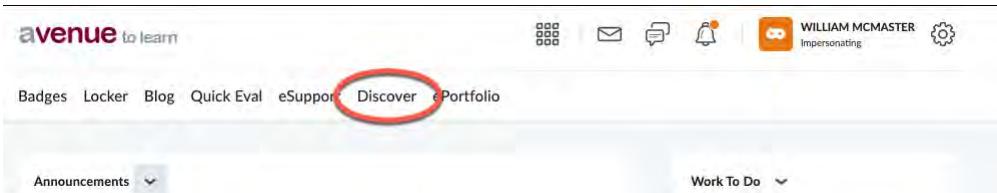
The app is available for free download on the Apple and Android app store. For more information, click [here](#).

Professional Development

Build Professional and Technical Skills

Discover the Technical Communications for Graduate Students module on Avenue2Learn: The Art and Science of Persuasion, Audience Analysis, Writing for Publications, Proposing and Reporting a Project, Presentations and Visualizing Data, How to Give an Oral Presentation. All essential skills for success in today's competitive market.

After logging in, click on the 'Discover' link, and search for 'Technical Communications for Graduate Students' to find the course.



Thesis Writing and English Language Skills Development

If you are having difficulty with the English language and thesis writing, there are several on campus resources available to help you. The following are particularly useful:

McMaster Office for the Development of English Language Learners (MODEL). This is a FREE service designed to help students with the English Language. They offer training, workshops and support to meet student needs of all academic backgrounds and English language proficiency. You can get more information at [MODEL | MELD Office](#).

The School of Graduate Studies also offers help with Thesis writing. Often, the Thesis writing can be the stumbling block for students to graduate on-time. Using their resources at the start of one's graduate study can significantly help with the writing process. Please check out their resources at [Graduate Writing – School of Graduate Studies](#).

The [Student Success Centre](#) also has resources to support student development and careers.

FACULTY OF ENGINEERING REQUIREMENTS

All Degrees

In order to receive a degree, students must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. Students who have outstanding financial accounts at the end of the academic year will not receive their academic results, diplomas, or transcripts.

Upon Arrival

Please refer to the arrival plan communicated by your Graduate Administrative Assistant prior to your arrival. Arrival processes will differ depending on term start. For helpful information on your journey to McMaster as an incoming student, please visit [McMaster Engineering Incoming Student Page](#). For information on your McMaster ID card, please visit [MacCard](#).

Condition Clearing

Conditions must be cleared by the date indicated on your offer letter. This does not restrict your current enrolment. However, failure to clear conditions by the deadline may result in your offer being rescinded. Please follow the instructions as indicated by the Graduate Administrative Assistant and the School of Graduate Studies regarding condition clearing. More information can be found on the [Conditions of Admissions page](#).

Student Authorizations (International Students Only)

International students admitted to graduate studies degree programs must have a valid study permit issued by Immigration, Refugees and Citizenship Canada (IRCC), provided that their program of study is longer than six months. A copy of the study permit must be submitted to their department upon arrival at the university. Incoming graduate students should email their Graduate Administrative Assistant a copy of their Port of Entry (POE) letter or Letter of Introduction (LOI) as soon as possible. Students will not be allowed to enrol without it.

Student permit extensions take some time to process, so please plan accordingly. Last-minute requests do not constitute urgency. Canadian Social Insurance Numbers (SIN), study permits and passports have expiry dates. The responsibility for maintaining up-to-date documentation lies with you – the graduate student.

Note: Department staff cannot provide information about Visa or immigration. Students should contact the Immigration and Mobility Advisor via the [university's international student services \(ISS\) website](#).

SGS 101 / SGS 201

Graduate students are required to complete the following two (2) online courses:

- SGS 101 – Academic Research Integrity and Ethics
- SGS 201 – Accessibility for Ontarians with Disabilities Act – AODA Training

Students are required to take [these online courses in Mosaic](#) only once during their graduate career at McMaster University. All students must pass and abide by the content of these online SGS courses. Each course takes approximately one hour to complete and consists of watching an online presentation followed by a test. Anyone who has not completed either of the courses by the deadline provided by SGS will be automatically assigned an F grade.

Check your Mosaic Student Centre to ensure that you are registered in these courses. If they do not appear in your course schedule or in Avenue to Learn, please contact the School of Graduate Studies at sgsrec@mcmaster.ca.

SGS 700 / SGS 711

Graduate students are required to enrol in the [placeholder course, SGS 700 or SGS 711](#), if they are not taking another course in that term (SGS 700 for programs charged per term; SGS 711 for programs charged per course). If you do not add a course in each term, you may have impacts on aspects of your student life, including scholarships, fee assessment and ordering transcripts.

Career Planning Reports

Incoming graduate students to the Faculty of Engineering are required to complete a [career planning report](#) **within their first year of study**. Students must first book a career planning session with the faculty's career development specialist before submitting a career planning report. The report should not exceed 2 pages and must be submitted to their Graduate Administrative Assistant to be evaluated by the Associate Chair (Graduate).

Note: Industrial PhD students and students registered in the School of Engineering Practice and Technology are exempt from this requirement.

Additional Information

Academic Advisement Reports

Mosaic offers graduate students the Academic Advisement report tool as a method of tracking your progress towards graduation via completion of your curriculum requirements. A guide on how to use it can be found [here](#).

Failing a Course or Milestone

The minimum passing grade in a graduate course is a B- (70-72%). Failure in either a course or a milestone is reviewed by the appropriate Faculty Committee on Graduate Admissions and Study or the Associate Dean Graduate Studies in the Faculty, and may result in withdrawal from the program. Those allowed to remain in the program must either repeat or replace the failed course or milestone, per the decision of the Faculty Committee on Graduate Admissions and Study. Further details can be found in [Section 2.6.11 of the Graduate Calendar](#).

Regulations for Degree Progression

It is the student's responsibility to follow the academic calendar's degree progression in order to successfully obtain their degree. Further details can be found in [Section 3 of the Graduate Calendar](#).

Master of Applied Science (M.A.Sc.)

Supervision of M.A.Sc. students is governed by the School of Graduate Studies regulations as outlined in [Section 3.1 of the Graduate Calendar](#).

Refer to the department section of the handbook for additional information.

M.A.Sc. Thesis Defence

Examination Committee

Each M.A.Sc. student must successfully defend their thesis in an oral examination before a committee proposed by the supervisor and approved by the Department Chair or their delegate. The committee shall be composed of 3 (three) members, including the supervisor. In the case of co-supervision, the committee will consist of 4 (four) members including the supervisors.

Plagiarism Check

Thesis candidates are required to use plagiarism-checking software, iThenticate, before submitting. Students must speak with their supervisor for directions on how to submit their thesis through the plagiarism-checking software. The supervisor must sign off on the originality report of the student's thesis after they scan their theses for originality using iThenticate.

Procedure

The thesis defence starts with the candidate's presentation of the main elements of the thesis, including the relevance of their work, approach, samples of the most important findings, and contributions. The presentation should not exceed 20 minutes. This is followed by one round of questions and another round of follow-up questions, as appropriate. The duration of the Master's defence (including the candidate's presentation) is expected to vary from 1½ to 1¾ hours, but it normally should not exceed 2 hrs. If the examining committee is not satisfied with the candidate's performance in the thesis defence, the candidate must retake the defence after completing any thesis revisions which may be recommended by the examining committee. The student must be informed in writing of the conditions they must meet to be able to succeed in the second and final defence.

Regulations/guidelines for thesis writing, submittal and defence can be found [here](#).

Please refer to the department section of the handbook for program specific details of procedure and timelines.

Transferring from M.A.Sc. to Ph.D. Without Completing M.A.Sc. Degree

Students currently enrolled in the M.A.Sc. program may be transferred to the Ph.D. program before they complete their M.A.Sc. degree requirements. Regulations governing this scenario can be found in [Section 2.1.4 of the Graduate Calendar](#).

Transferring from M.A.Sc. to Ph.D. While Completing M.A.Sc. Degree

If a student is granted permission to enter the Ph.D. program while concurrently completing the M.A.Sc. program, the School of Graduate Studies requires the student to complete all requirements

for the M.A.Sc. program (including defence and submission of thesis for binding) within four (4) months of the date of entry into the Ph.D. program. Students who do not complete the requirements for the Master's degree within the four months will lose their status as a Ph.D. student and be returned to Master's status.

Accelerated M.A.Sc. Option

Refer to the department section of the handbook for details if an accelerated M.A.Sc. option is available.

Master of Engineering (M.Eng.)

Supervision of M.Eng. students is governed by the School of Graduate Studies regulations as outlined in [Section 3.1 of the Graduate Calendar](#).

Doctor of Philosophy (Ph.D.)

Supervision of Ph.D. students is governed by the School of Graduate Studies regulations as outlined in [Section 3.1 of the Graduate Calendar](#).

Ph.D. Supervisory Committee

As soon as possible, and no later than nine (9) months after commencing doctoral studies, a supervisory committee for the student shall be approved by the Department Chair or their delegate, on the recommendation of the supervisor and in consultation with the student. Exceptions apply to the 9-month rule for January and May starts.

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 Vice-Provost & Dean of Graduate Studies.

Ph.D. Supervisory Committee Meeting

The Ph.D. student's supervisory committee shall meet with the student a minimum of once a year and submit their complete report before November 30th. Committee meetings should be planned and scheduled with this deadline in mind. Additional and/or subsequent meetings shall be held to monitor progress towards the comprehensive exam as well as the completion of the thesis, as needed.

Supervisory Committee Report Deadlines

The deadline for completion of the supervisory committee report for students who have been in the program for one semester or more is November 30, 2025 or within ONE year of starting the PhD program, whichever comes **FIRST**.

Student start date of January or May 2025: Deadline is November 30, 2025

Student start date of September 2025: Deadline is November 30, 2026

Student start date of January or May 2026: Deadline is November 30, 2026

Ph.D. Supervisory Committee Meeting Procedures

Students must talk to the Graduate Administrative Assistant to initiate the report. Students will receive this message via email:

Dear Student Name,

All PhD students must meet at least once a year with their supervisor and committee.

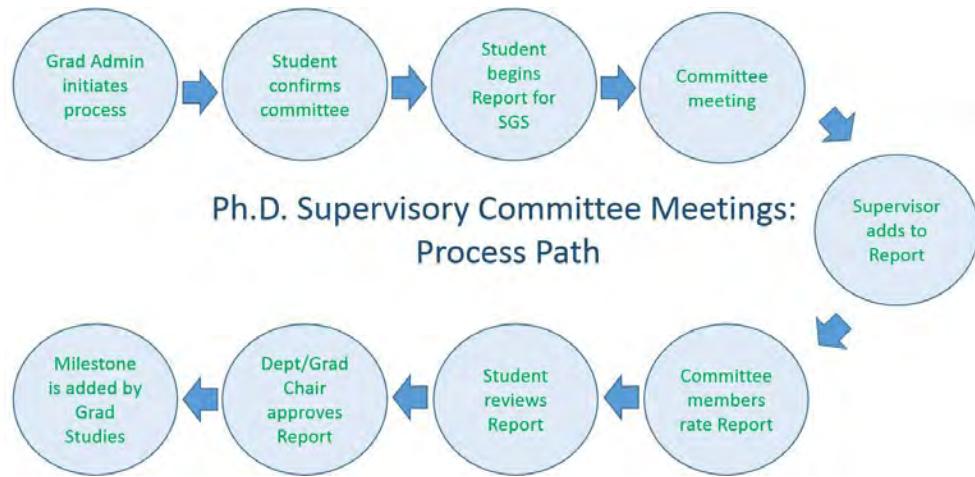
Our records indicate that you should have a meeting this year. Please work with your supervisor, and/or graduate office to arrange a meeting date and time. Once a date has been fixed, please click on the link below to initiate the report to be submitted by you to your committee and supervisor, prior to the meeting.

[Link to student's report]

Student Records
School of Graduate Studies

Follow the instructions at the link in the email to complete your Annual Supervisory Committee Report. (Images from the online report appear on the next page.)

Please refer to the department section of the handbook for program specific details of procedure and timelines.



Ph.D. Supervisory Committee Meeting Online Report

The link will bring the student to the following screen.

Supervisory Committee Report			
Please make sure all the information listed below is correct. If you find anything incorrect, please contact your department graduate secretary PRIOR to the submission of your supervisory committee report.			
Family Name	First Name	Title	Email
Malke-reid	Maureen Frances	Supervisor	mreid@mcmaster.ca
Akbar-danesh	Noon	Member	daneshm@mcmaster.ca
Milkey	Coleen	Member	milkey@mcmaster.ca

If the committee is correct, select Continue.

If the committee is incorrect, close the page and contact the Graduate Administrative Assistant.

Student Begins Report

Once the student confirms their committee, they'll be shown a screen where they will begin to enter information about their new meeting.

They'll also be asked to report on their progress since their last report (or since they started their research if this is the first report).

The student will click Submit, and the primary supervisor will receive an email.

Supervisory Committee Report

Select a Date to view report or New Meeting to start a new report

Please enter the reporting date:

The date you began this degree studies at McMaster:

Please indicate if you are a scholarship holder:

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 manuscript chapters will take place proportionately less time.

Have you submitted draft research this year? Yes No

Details of progress made since the last report:

Supervisor Adds to Report

After the student clicks Submit, the primary supervisor will receive an email inviting them to see what their student submitted.

The supervisor will complete their portion of the report and select the members who will be signing off on the report. An email with a link will be sent to each selected member of the committee.

Supervisory Committee Report

Meeting Date

The Ethics of Graduate Studies Calendar states that the Comprehensive Examination for full-time students normally takes place between 12 and 30 months from commencement for students with an initial level of 24 credits.

The Comprehensive Examination completed by

Please justify an expected date of completion that exceeds 20 months in the comments section.

The Comprehensive Examination is expected to be completed by

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since student began program, if this is the first report).

Rated:

Special goals for the next interval of months.

Anticipated date for the completion of degree requirements:

Comments:

I have identified members who will read student report by striking the checkbox beside each member below:

Members	Name	Faculty Name	Open Name	Grade
<input checked="" type="checkbox"/>	Chair	William Smith	William Smith	<input type="button" value="View Grade"/>
<input checked="" type="checkbox"/>	Member	John Doe	John Doe	<input type="button" value="View Grade"/>
<input checked="" type="checkbox"/>	Member	Jane	Jane	<input type="button" value="View Grade"/>

Committee Rates the Report

When the supervisor clicks the Submit button, each selected committee member, including the Supervisor, will receive an email with a link inviting them to review the report.

The committee member can view the student's report and must click the tick box acknowledging they've read it.

The committee member will also rate the report from the drop down. The default is Excellent.

The system now sends the report back to the student to view.

Supervisory Committee Report

Meeting Date Member Name

By checking this box the committee member acknowledges having read the student's report

Rating

Comments

The information below is for your review only.

Supervisor Report

The Comprehensive Examination requirement was completed on

Please justify an expected date of completion that exceeds 20 months in the comments section.

The Comprehensive Examination is expected to be completed by

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since student began program, if this is the first report).

Special goals for the next interval of months.

Student Reviews the Report

The student receives a final email to view their supervisor's report, committee rating and if they are satisfied with the supervision.

When they select Submit, the report will be sent to the Department Chair/Associate Chair (Graduate) for approval.

Supervisory Committee Report

Meeting Date: 2017-06-21

By entering this box you acknowledge having read the completed report

Is the supervision satisfactory? Yes No

Comments:

The information below is for your review only.

Supervisor Report

The Comprehensive Examination requirement was completed on: 11/11/2016 Grade:

Please indicate the latest date of completion that is acceptable to all members of the program in the comments section:

The Comprehensive Examination is expected to be completed by: 2020-01-02 11/11/2016

Progress made in accomplishing goals set in first report for course meeting degree requirements (here is next report). This is the first report.

Department Chair Approval

An email is sent to the Department Chair/Associate Chair (Graduate). They can see the report and choose to approve it.

The default is Yes.

Clicking Submit will complete the report.

Ph.D. Thesis Defence

Plagiarism Check

Thesis candidates are required to use plagiarism-checking software, iThenticate, before submitting. Students must speak with their supervisor for directions on how to submit their thesis through the plagiarism-checking software.

The supervisor must sign off on the originality report of the student's thesis after they scan their theses for originality using iThenticate.

Procedure

The thesis defence starts with the candidate's presentation of the main elements of the thesis, including the relevance of their work, approach, samples of the most important findings, and contributions. The presentation should not exceed 20 minutes. This is followed by one round of questions and another round of follow-up questions, as appropriate. The duration of the PhD defence (including the candidate's presentation) will not normally exceed three hours. If the examining committee is not satisfied with the candidate's performance in the thesis defence, the candidate must retake the defence after completing any thesis revisions which may be recommended by the examining committee. The student must be informed in writing of the conditions they must meet to be able to succeed in the second and final defence.

Regulations/guidelines for thesis writing, submittal and defence can be found [here](#).

Review the following:

- [Ph.D. Defence Flowchart](#)
- SGS Final Submission – Final Thesis Checklist ([PhD \(Doctoral\) > Step 3. Submit](#))

Please refer to the department section of the handbook for program specific details of procedure and timelines.



DEPARTMENT SPECIFIC INFORMATION

DEPARTMENT CONTACTS

Dr. Rafael Kleiman (Department Chair)

- Email: kleiman@mcmaster.ca
- Point of contact for any issues that cannot be resolved by the Associate Chair (Graduate).

Dr. Adriaan Buijs (Associate Chair, Graduate Studies - Interim) July - Dec 2025

- Email: buijsa@mcmaster.ca
- First point of contact for all graduate program academic matters.

Dr. Adrian Kitai (Associate Chair, Graduate Studies) January - June 2026

- Email: kitaia@mcmaster.ca
- First point of contact for all graduate program academic matters.

Robert Laidler (Academic Department Manager)

- Email: laidlerr@mcmaster.ca
- First point of contact for all graduate program financial matters.

Clara Lau (Graduate Administrative Assistant)

- Email: clara.lau@mcmaster.ca
- First point of contact for all graduate program administrative matters.

Mohammadreza Shahzadeh (Instructional Assistant)

- Email: shahzm14@mcmaster.ca
- First point of contact for teaching laboratory matters.

Catie Luck (Instructional Assistant)

- Email: luckc@mcmaster.ca
- First point of contact for teaching laboratory matters.

GETTING STARTED: KEY DEPARTMENT RESOURCES

Departmental Resources

Building Access and Keys

Students requesting access to any laboratory must obtain approval from their supervisor, complete all required departmental training, and submit proof of training completion to the Department Office before access will be granted.

Graduate Student Offices/Desks

The Department has assigned seating for PhD students, and “Hotel” seating for all Master’s students. Assigned seating is limited but is available upon request on a first come first serve basis. 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 to store your belongings.

Meeting Rooms

Send an email to the Department’s Graduate Administrative Assistant for meeting room requests.

Departmental Computer Facilities

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>

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/>

Departmental Specific 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.

For more Lab Safety information, refer to “McMaster University Laboratory Manual”, “Reporting of a Safety Incident”, “Eye Safety Regulations”, and “Waste Chemical Disposal” under [General Information > Health and Safety](#).

Details on departmental required Graduate Safety Training will be sent out by email.

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 “TA/RA Training Matrix”: https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/

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

The general training for TA and laboratory roles includes:

SAFE Training	Chemical Handling & Spills
Health & Safety Orientation	Gas Cylinder
Violence & Harassment Prevention	Hydrogen Fluoride
WHMIS 2015	Machine Guarding Awareness
	AODA (Accessibility for Ontarians with Disabilities Act) and Human Rights Code
	Primer on Privacy
	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 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.

Job Hazard Analysis (JHA) Forms

All students must complete a [Job Hazard Analysis](#) with your supervisor and read and follow the appropriate Standard Operating Procedures (SOPs).

All Graduate Students entering a lab or fulfilling TA duties will need to complete the Job Hazard Analysis (JHA) Form: <https://hr.mcmaster.ca/resources/job-hazard-analysis-form-general/>

Instructions on completing the JHA Requirement:

https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/job-hazard-analysis-jha/

Please send a copy of the JHA Summary to engphys@mcmaster.ca

Departmental Office

The Departmental office is in John Hodgins Engineering Building, Room A315 (JHE A315).

Office hours are 8:00 am – 4:00 pm (Closed for Lunch Hours 12:00 pm – 1:00 pm)

Our office operates under a hybrid schedule. When team members are working remotely, you can contact them via email or Microsoft Teams. For specific contact details, please refer to the department contact information.

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:

- 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 a copy of your study/work permit 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 and Department Health and Safety Training (date and location will be emailed to you).
- Email is the official communication within the department. You are expected to check your McMaster 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

ESSENTIAL REQUIREMENTS

As per Section 1.3 of the Graduate 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. Students must be geographically available and visit the campus regularly which normally means multiple times per week; written permission from the department/supervisor is required for studies to be off campus. In all such cases, Full Time Off Campus status must be formally submitted to SGS.

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!

Registration and Enrollment (Section 2.5 Of The Graduate Calendar)

All students are required to register online through 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** (Fall, Winter and Summer) to be properly registered, even if you do not plan to be on campus for one of the terms. 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 for Research/Writing and is used to show on your transcript that you are active.

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

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."

[General Regulations of the Graduate School - Academic Calendars 2.6.4](#)

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

Programs in Engineering Physics

The Department of Engineering Physics offers a Ph.D. program, an M.A.Sc. program, and an 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 are any discrepancies on requirements for M.A.Sc., M.Eng. and Ph.D. degrees.

MASTER OF APPLIED SCIENCE (M.A.Sc.)

Program Requirements

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.

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 during their final undergraduate year.

Supervision

Supervision of M.A.Sc. students is governed by the School of Graduate Studies regulations as outlined in [Section 3.1 of the Graduate Calendar](#).

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 1st the following year; starting in January it is due January 1st; starting in May it is due May 1st.

M.A.Sc. Thesis Defence

Refer to "M.A.Sc. Thesis Defence" under [Faculty of Engineering Requirements > Master of Applied Science \(M.A.Sc.\)](#)

M.A.Sc. Defence Procedures/Timelines

Your supervisor will give you an indication if you are ready to defend and will form or help you form a defence committee. Please inform the Graduate Administrative Assistant via email 3-4 weeks before the date you wish to defend. Once a defence date has been finalized, the Graduate Administrative Assistant will send a notice out. You must provide a copy of your thesis 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/>

Accelerated M.A.Sc. Option

An **Accelerated Option** is also available to students currently enrolled at McMaster as undergraduate students in the Department of Engineering Physics. The accelerated credit and thesis-related research work completed under the Accelerated Option are expected to reduce time to completion of the M.A.Sc. program. In exceptional circumstances, students from other Engineering departments in McMaster applying for entry into the M.A.Sc. program in Engineering Physics may apply for the Accelerated Option with the permission of the Department Associate Chair (Graduate). Application for entry into the Accelerated Option occurs in the penultimate year of undergraduate studies. Applicants must have an overall average (CGPA) of at least B at the time they are applying for the option. The Accelerated Option requires students to complete the equivalent of at least one term of their thesis-related project with a Supervisor from the Department prior to completion of their undergraduate degree. For students enrolled in the Accelerated Option, research conducted in ENGPHYS 3H04, 4H04 or the equivalent may count towards the Accelerated Option and therefore towards partial fulfillment of the graduate M.A.Sc. thesis work. A 600-level course offered by the Department is required under the Accelerated Option in the final undergraduate year for graduate credit. Students must enter into the M.A.Sc. program under the Accelerated Option less than one year after they complete their undergraduate degree and they must meet the same requirements for admission as other candidates. The Advanced Credit Option may not be used in conjunction with the Accelerated Option.

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 15th of the month prior to the start of the new semester (August 15th, December 15th, April 15th). 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.

MASTER OF ENGINEERING (M.Eng.)

Program Requirements

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.

Supervision

Supervision of M.Eng. students is governed by the School of Graduate Studies regulations as outlined in [Section 3.1 of the Graduate Calendar](#).

M.Eng. Project

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.

DOCTOR OF PHILOSOPHY (Ph.D.)

Program Requirements

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.

Supervision

Supervision of Ph.D. students is governed by the School of Graduate Studies regulations as outlined in [Section 3.1 of the Graduate Calendar](#).

Supervisory Committee Meeting

Supervisory committees (three or four committee members including the supervisor) for the student shall be approved by the Department Chair or their delegate, on the recommendation of the supervisor(s) and in consultation with the student.

The committee must meet with you at least once per 'academic year' (which is December 1 through November 30 for this purpose). 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 **November 30th** every year. However, the Department has set an earlier deadline of **September 30th** of every year to hold the supervisory committee meeting, in order to allow time for completion and submission of the report. The September deadline is applicable to all students including students who start their studies in January and May. Students starting in September must have their first meeting by the following September 30th.

Please refer to <https://gs.mcmaster.ca/current-students/resources/graduate-supervision/supervision-guidelines-for-programs/> guidance on navigating the online reporting system for supervisory committee meetings.

Once you have organized a time for your meeting, please prepare and submit the student's report **at least 1 week in advance** of the meeting. Refer to "Ph.D. Supervisory Committee Meeting" under [Faculty of Engineering Requirements > Doctor of Philosophy \(Ph.D.\)](#).

Ph.D. Comprehensive Examination

Refer to "Ph.D. Comprehensive Exam" under [Faculty of Engineering Requirements > Doctor of Philosophy \(Ph.D.\)](#).

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. Successful completion of the comprehensive examination is a necessary requirement for the candidate to continue in the program.

The Comprehensive Exam is an oral examination to test the student's proficiency in topics related to their PhD discipline or sub-discipline to which their field of research belongs, at an undergraduate level. The oral examination is conducted with three departmental committee members. You will receive three 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.

Examination Committee

The comprehensive examination committee shall consist of:

1. Graduate Associate Chair who will chair the Committees to ensure uniformity
2. Two additional faculty members

Normally 2 of the 3 faculty members will be knowledgeable in the student's area of specialization.

Comprehensive Exams are private examinations, open only to the student, their supervisor(s) and their Comprehensive Examination Committee.

The Supervisor(s) of the student being examined must be present to observe but is (are) not permitted to ask questions or vote.

Examinations will normally be conducted in-person.

While it is the student's responsibility to prepare for the Comprehensive Exam, the Supervisor(s) may support the student's preparation through suggested remedial readings and practice sessions.

Comprehensive Examination Timing

PhD Candidates must take the comprehensive exam **within 12 to 20 months of first registration in the Ph.D. program, with an upper limit of 24 months**. Part-time students must take the comprehensive examination by the end of their 36th month. Students who transferred from M.A.Sc. to Ph.D. without completion of M.A.Sc. are expected to complete their comprehensive exam 2 years from initial start date of their M.A.Sc. Special exceptions require the approval of the Department Chair or designate and the Graduate School. Normally, course requirements will be completed before the Comprehensive Exam, but this is not a requirement.

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(s) 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 Results

- The candidate's performance will be judged as: Pass with Distinction, Pass, or Fail.
- **The candidate must pass all parts to successfully complete the comprehensive exam.**
- The Committee Chair will communicate the results of the examination orally to the candidate and the Graduate Administrative Assistant immediately after the examination.
- The Examining Committee report may make recommendations to the Supervisor(s) and Supervisory Committee with regards to remedial actions necessary to overcome deficiencies in the candidate's background, however these may not substitute for passing the exam.
- A candidate who fails any part of the Comprehensive Examination will be given an opportunity for a re-examination on the portions of the comprehensive examination deemed to have been failed. 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 follow the same format and will normally occur between one to six**

months after the student was notified that they had failed the original assessment. There is no opportunity for a third attempt.

- Once the candidate completes all parts of the examination, the Graduate Administrative Assistant will submit the official result to SGS so that the student's academic record will be updated.

PhD Thesis Proposal

PhD students will present a thesis proposal to their Supervisory Committee at the first supervisory meeting for January and September starts and at the first or second supervisory meeting for May starts.

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.

Ph.D. Thesis Defence

Refer to "Ph.D. Thesis Defence" under [Faculty of Engineering Requirements > Doctor of Philosophy \(Ph.D.\)](#)

Ph.D. Defence Procedures/Timelines

The PhD Defence is 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/doctoral-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 subject 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

OTHER PROGRAM REQUIREMENTS

Teaching Assistantships

Graduate thesis students (M.A.Sc. or Ph.D.) who are not overtime are provided with at least one Teaching Assistantship every year. 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 complete these forms:

1. [Job Hazard Analysis](#)
2. [TA Hours of Work Form](#)
3. [TA Performance Expectations Form](#)

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

Refer to “Teaching Assistantships” under [Faculty of Engineering Requirements > Teaching Assistantships](#)

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>

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/3.4.2ProgramProgression>

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

<https://academiccalendars.romcmaster.ca/3.3.2ProgramProgression>

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.

https://academiccalendars.romcmaster.ca/overtime_or_outoftime

Failing Grades and Incomplete Grades

Please see the calendar for Incomplete Grades: [General Regulations of the Graduate School - Incomplete Grades](https://academiccalendars.romcmaster.ca/GeneralRegulations/IncompleteGrades)

Please see the calendar for Failing Course/Milestones: [General Regulations of the Graduate School - Failing a course or Milestone](https://academiccalendars.romcmaster.ca/GeneralRegulations/FailingACourseOrMilestone)

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>

Graduate Co-op Program

The Co-op Program for Graduate students is an optional program for full-time domestic and international Master's 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 4-months of work experience and a maximum of 12-months of work experience prior to graduation. Students are not eligible to go on Co-op after submission and defence of their theses. Master's students can go on Co-op after 2 terms of study, while PhD students can go on co-op after completing 2 years of study or after the comprehensive exam.

All graduate students must complete the [Graduate Supervisor Permission Form](#) and obtain approval from their academic supervisor or department administrator before enrolling in the ENGINEER 701 – C01 Work Term Preparation (Lecture) course. Only students who submit a completed Graduate Supervisor Permission Form prior to the final date to add courses will be eligible to participate. In Engineering Physics, the time away on co-op is not counted towards your normal program duration or guaranteed funding duration. However, the experience you gain in Co-op may accelerate your research and shorten the time required to graduate – please discuss the implications of Co-op on funding and program duration with your Graduate Supervisor in advance.

The Co-op program is administered by the Career Growth and Experience with details: [Co-op for Graduate Students website](#).

RESOURCES

Academic Calendars - School of Graduate Studies	Review the SGS Graduate Calendar for your program requirements
Eng Phys Grad Student Resources	Explore “Resources > Graduate” on our website for information on degree options, course options, and more
SGS Forms & Policies	SGS Forms and policies for graduate students
Tuition Fees	Information regarding tuition fees for graduate students
Fees and Payment	Information regarding fees and payments.
Policies & Resources	Policies to review relating to students
Student Accessibility Services	Provides academic accommodation assistance and supports to students with disabilities at McMaster.
Completing your degree	Important information about completing your degree
Thesis Completion	Guide for the preparation of Master’s and Doctoral Theses
Immigration - Study permit & work visa	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:

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

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>

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Any questions, reach us at engphys@mcmaster.ca