

# W Booth School of Engineering Practice and Technology

## Graduate Program Handbook 2025/2026

Updated: August 2025



*Innovation in Education • Excellence in Research • Quality of Student Life*

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## WELCOME NOTE (2025/2026)

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*Our graduate programs are founded on practical learning, collaboration, and professional growth. We are committed to equipping students with the knowledge, skills, and experiences they need to excel in their careers and create a positive impact in their communities. Welcome to the W Booth School of Engineering Practice and Technology. We look forward to seeing where your future will take you*

*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 W Booth School of Engineering Practice and Technology.*

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### **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 News, A2L and/or McMaster email.

## 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 Graduate Administrative Assistant **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](mailto: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](mailto: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.

## **Education, Outreach and 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
- Chemical Handling & Spills (**Master of Engineering Design students only**)

## 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](mailto: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 Program Lead. 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](#).

# 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](mailto: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*

SCHOOL OF ENGINEERING AND APPLIED SCIENCES (SEAS) STUDENTS:

- 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](mailto: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.

SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY (SEPT) STUDENTS:

- a. Enrol in ENGINEER 701 – C01 Work Term Preparation (Lecture) course via Mosaic.
- b. Complete the ENGINEER 701 co-op registration process (link available [online](#)).
- c. 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](mailto: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

- [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.](#)

### Scholarships and TA income (if obtained)

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.

### Leaves of Absence Policy

While there are no breaks outside of the Winter Closure break in December, students in the W Booth School of Engineering Practice and Technology may take a leave of absence consistent with [section 2.5.7 of the Graduate Academic Calendar](#)

Graduate students are required to be continuously registered to support the timely completion of their degree. Students may apply for a Leave of Absence in one of four categories (see below for the specifics for each type of leave):

1. Medical or disability leave;
2. Compassionate or personal leave; or,
3. No course available leave

### **General Notes for Leaves of Absence**

Leaves of Absence ("LOA") are normally granted on a term-by-term basis. Whenever possible the LOA should start and end at the beginning of a term (i.e., January 1, May 1, or September 1). During an LOA the student will not receive supervision or be entitled to use the University's academic facilities for the purposes of academic progression. No tuition will be charged, nor will the student be eligible for any scholarship support. Please note students on an LOA have to pay applicable supplemental fees and will be able to use the services associated with those fees (please direct questions to Student Accounts). The length of time for completing the degree, and for scholarship support eligibility (see qualifier below), will be extended by the duration of the LOA on the resumption of studies.

It is understood that when a student takes a LOA, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in his or her graduate studies program. On occasion a student may take a leave of absence starting mid-term. This may have impacts on tuition, pay and term count, students should contact their program office or the School of Graduate Studies for more information. It is the student's responsibility to check with the financial aid office to confirm any impact on OSAP.

Students should be aware that in the event of an LOA, continuation of the same research project and/or supervisor cannot be guaranteed. In order that the student's supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student's LOA, students are expected to provide as much notice as possible of the intention to take a LOA.

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

Students returning earlier than planned from an LOA must provide written notice to the School of Graduate Studies a minimum of four weeks in advance of the new return date.

LOA affecting Teaching Assistantship duties are covered by the Collective Agreement with Local 3906 (Unit 1) of the Canadian Union of Public Employees. Please refer to the collective agreement for additional information: <https://hr.mcmaster.ca/resources/collective-agreements-contracts/>

Alternatively, the student may request to withdraw (Change of Status Form). Should the student opt to withdraw, they may be eligible for reinstatement at the University's discretion upon reapplication.

Please note in all cases leaves of absence have the potential to impact term counts. Students on a leave will have their term counts adjusted - if they are off more than 50 percent of the term, the term is counted toward the overall term count. Term length is defined in the sessional dates. For international students with study permits, an authorized leave longer than 150 days may impact their ability to fulfil the conditions of their study permit. For more information about conditions for study permit holder in Canada and the possible consequences of not meeting these conditions, visit the Government of Canada's website.

### **Medical or Disability Leave**

A medical or disability LOA is permitted for reasons of illness or disability, provided that the request is supported by adequate medical documentation. Students are limited to a cumulative total of 12 months of leave. Students who require consideration for a LOA, including for instances where their leave might exceed a total of 12 months due to a disability, are encouraged to visit the Student Accessibility Services (SAS) for an academic accommodation process.

Students wishing to return from a medical LOA must provide a medical note indicating they are fit to continue with their studies.

### **Compassionate or Personal Leave**

Students who have successfully completed at least one full year in a graduate program may apply for an LOA once for up to one year for personal circumstances, or work experience provided that the student's supervisor and the department support the request.

An LOA will not be granted to pursue another program of study.

Under certain circumstances the Vice-Provost and Dean of Graduate Studies may allow for a special leave of absence. In this case, application should be made directly to the Vice-Provost and Dean of Graduate Studies.

### **No Course Available Leave**

This leave is available only for graduate programs that have indicated on their website that the 'no course available leave' is an option. This leave is available to students who have yet to complete course work and no suitable course is offered in a given term; the student may petition for a 'no course available leave' for that term. This leave is not available if the student is registered in a program that requires a thesis/dissertation or a major research paper.

### **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](#).

### **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 of 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](mailto: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](#).

# 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](#)

If you require a letter with specific wording or that is outside the scope of the letters listed, please submit a service request through Mosaic to request the letter. Please note that there may be a \$50 letter fee (subject to change). If there is a fee, you will be notified before the letter is sent to you. Here is the information in the link to provide a service request, [Student guide to Service Requests – School of Graduate Studies](#)

## 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.

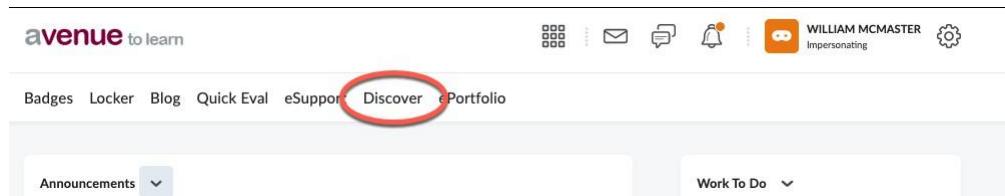
The app is available for free download on the Apple and Android app store. For more information, click [here](#).

## 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.



### **Report and 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 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 following 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](mailto: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.

## **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 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](#).

### **M.Eng. Project Defence**

#### *Examination Committee*

The examination committee will be comprised of the student's academic supervisor and a second reader (faculty member).

#### *Plagiarism Check*

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

#### *Procedure*

The project provides an opportunity for students to demonstrate that they can apply what has been learned in the program. Project selection and proposals will be discussed during the first term of studies with the supervisor, and possibly in collaboration with industry. If the project is in collaboration with industry, it could be completed at a company, but it must be conducted under the supervision of a faculty member. The duration of a project is typically eight consecutive months. Students must submit the project, including all documentation, to the Examination Committee for evaluation before the end of the final term of the degree program. The student will orally defend their final project report to an examination committee, who will determine an outcome of a pass or fail. If the decision is a fail, comments must be provided to aid in a revision. The decision must be made within three weeks of receipt of the project. Once all corrections have been made as required by the examination committee, the student must submit an electronic copy of the final project (in a PDF format) to the Graduate Administrative Assistant. Once this document is received, the appropriate paperwork indicating the successful completion of degree requirements will be submitted to the School of Graduate Studies.



# DEPARTMENT SPECIFIC INFORMATION

## DEPARTMENT CONTACTS

### Dr. Zhen Gao (Associate Director, Graduate Studies)

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

### Dr. Robert Fleisig (Program Lead, MED)

- Email: [RobertFleisig@mcmaster.ca](mailto:RobertFleisig@mcmaster.ca)
- First point of contact for all MED program academic matters.

### Dr. Seshasai Srinivasan (Program Lead, MEEI/MTEI)

- Email: [ssriniv@mcmaster.ca](mailto:ssriniv@mcmaster.ca)
- First point of contact for all MEEI/MTEI program academic matters.

### Dr. Silvie Tanu-Halim (Program Lead, MEME)

- Email: [tanuhasm@mcmaster.ca](mailto:tanuhasm@mcmaster.ca)
- First point of contact for all MEME program academic matters.

### Dr. Rashid Abu-Ghazalah (Program Lead, MEMEBio)

- Email: [abughar@mcmaster.ca](mailto:abughar@mcmaster.ca)
- First point of contact for all MEMEBio program academic matters.

### Dr. Greig Mordue (Program Lead, MEPP)

- Email: [mordueg@mcmaster.ca](mailto:mordueg@mcmaster.ca)
- First point of contact for all MEPP program academic matters.

### Dr. Marjan Alavi (Program Lead, MEST)

- Email: [alavis2@mcmaster.ca](mailto:alavis2@mcmaster.ca)
- First point of contact for all MEST program academic matters.

### Michele Vaz (Academic Department Manager)

- Email: [mvaz@mcmaster.ca](mailto:mvaz@mcmaster.ca)
- First point of contact for all financial matters.

### Graduate Administrative Assistants (All Programs)

- Email: [wbooth@mcmaster.ca](mailto:wbooth@mcmaster.ca)

**Dulcie Amaral (Graduate Administrative Assistant, MEEI/MTEI and MEST)**

- Email: [amarald@mcmaster.ca](mailto:amarald@mcmaster.ca)
- First point of contact for MEEI/MTEI and MEST graduate program administrative matters.

**Krystal Flemming (Graduate Administrative Assistant, MED, MEME /MEMEBio, and MEPP)**

- Email: [flemmk1@mcmaster.ca](mailto:flemmk1@mcmaster.ca)
- First point of contact for MED, MEME and MEPP graduate program administrative matters.

**Omar Dante (Facilities Manager)**

- Email: [btechts@mcmaster.ca](mailto:btechts@mcmaster.ca)
- First point of contact for laboratory or workshop matters.

**Graduate Student Representatives**

- Email: [septsoc@mcmaster.ca](mailto:septsoc@mcmaster.ca)
- Point of contact for graduate student networking events and department liaison.

# GETTING STARTED: KEY DEPARTMENT RESOURCES

## Building Access and Keys

Students must first complete their orientation packages provided to them after Orientation in the first week of their first term. These are due by the following dates:

September start	September 15 <sup>th</sup>
January start	January 15 <sup>th</sup>

The Orientation package includes the following items:

1. Personal information sheet
2. Non-disclosure agreement
3. Photography Release form
4. Screenshot of completed Health and Safety Modules
  - a. SAFE
  - b. Health and Safety Orientation
  - c. WHMIS 2015
  - d. Violence and Harassment Prevention in the Workplace
  - e. Chemical Handline & Spills (Master of Engineering Design students only)

Once these items are submitted through MacDrive, an email will be sent to the student with instructions on how to obtain the access card.

Students with access cards only have access to the following areas:

- Outside doors of the Engineering Technology Building (ETB)
- Door to ETB 524 (Grad Student Study Lounge)

Students taking SEP 760 and/or 761 will be provided access to ETB 539 for the duration of the course.

Students do not have access to computer labs or classrooms outside of class time. If students require access outside of class time, they must arrange for their instructor to be present during the time needed.

Please allow the graduate administrative one to two weeks to grant you access after the due date.

## **Graduate Student Offices/Desks**

The Grad Student Study Lounge is only available for W Booth graduate students use and comes equipped with audio-visual equipment, a printer/copier, a microwave, a sink and comfortable seating for many people so please do not hesitate to use it.

Please feel free to come and study, practice your presentations, or just eat your lunch somewhere quiet.

## **Departmental Communication**

### **Avenue to Learn**

The department will communicate with students any messages via Avenue to Learn and post information for any events taking place. We encourage you to activate your notifications to ensure that you do not miss any important information or events. Here is the link for Avenue to Learn, <https://avenue.mcmaster.ca/>. Students can also find useful resources under the W Booth School of Engineering Practice and Technology such as:

1. Course cancel fee Adjustment schedule
2. Graduate Handbook
3. W Booth course timetable

Please check this course shell regularly.

### **Email**

The department may send time-sensitive emails directly to your McMaster email. Please ensure that you monitor your email daily. Please take action when necessary.

## **Departmental Photocopying**

Photocopying can be done in the Grad Student Study Lounge

## **Departmental Specific Lab Safety**

### **Standard Operating Procedures (SOP)**

Before the start of an experimental program all graduate students, PDF's, plus all other researchers are required to submit an SOP of the experimental procedure and any relating SOP(s) for any new equipment used in the procedure or any change to the SOP of an existing experimental procedure or an existing machine use case in that experiment. These SOP(s) will be submitted to the Department Safety Committee for review by both the department and the Engineering JHSC. No one can commence their experimental work until their experimental procedure is submitted and approved. The policy can be found in the link below:

<https://hr.mcmaster.ca/app/uploads/2019/01/RMM-301-Standard-Operating-Procedures.pdf>

Samples of SOPs can be found on the HR site at the link below:

[https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/our-safety/occupational-safety/](https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/occupational-safety/)

### **Biohazard Utilization Protocols (BUP)**

Additionally for any biological experiment program there may be the need for "Project-Based Biohazard Approval". An approved Biohazard Utilization Protocol (BUP) is required if you are planning to work with or import microorganisms, biological material, or toxins in the laboratory. The approval process involves a review of the biological inventory items, procedures, and physical facilities you plan to use. The BUP information will be submitted to the Presidential Biosafety

Advisory Committee upon which point a risk assessment will be done to verify the requested containment level for the agents and procedures.

See [https://biosafety.mcmaster.ca/biosafety\\_bup.htm](https://biosafety.mcmaster.ca/biosafety_bup.htm) for more information.

## **Procedure for In-Program Course Adjustment**

### **1. Initial Review**

- The student submits a course request to the program lead.
- The program lead reviews and either approves or denies the request.

### **2. Secondary Review**

- The request is forwarded to the graduate chair for further review and approval or denial.

### **3. Final Review**

- If the request is approved by both the program lead and associate director of graduate studies and does not require approval of the AD according to the calendar, it is processed.
- If the request is approved by both the program lead and associate director of graduate studies and does require approval of the AD according to the calendar, it is forwarded to Graduate Studies for final approval and processing.
- If the request is denied at either the program lead or associate director of graduate studies level, it is not automatically forwarded to Graduate Studies. The student is informed of why the course is not approved according to the program requirements in the calendar. If the student disagrees, they may request a final decision by the Associate Dean, then the form is forwarded to Graduate Studies with the reason for denial included for final decision and processing.

### **4. Communication**

- Students will be informed of the procedure when they receive denied requests.

## 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.

Classes scheduled in mosaic as "P" for in-person, students must attend classes on campus. For any classes scheduled as "V" for virtual, these courses are offered online.

## MASTER OF ENGINEERING (M.Eng.)

### Program Requirements

Please refer to the academic Calendar (<https://academiccalendars.romcmaster.ca/>) for the year you started your studies for your program requirements for the following programs.

#### **Master of Engineering Design**

- LinkedIn: <https://www.linkedin.com/groups/14418441/>

#### **Master of Engineering Entrepreneurship and Innovation (MEEI) / Master of Technology Entrepreneurship and Innovation (MTEI)**

#### **Master of Manufacturing Engineering**

#### **Master of Engineering and Public Policy (MEPP)**

#### **Master of Engineering in Systems and Technology (MEST)**

## DEPARTMENT SOCIALS

### SEPT Society – School of Engineering Practice and Technology Society

This student-run club plans social and professional development events for students in W Booth School of Engineering Practice and Technology students. For more information, please visit: <https://gsa.mcmaster.ca/septs/>

### Department Social Media

Connect with us!



<https://www.eng.mcmaster.ca/sept/>



[@wboothmcmaster](https://www.instagram.com/@wboothmcmaster)



<https://www.linkedin.com/school/wboothsept/>  
<https://www.linkedin.com/groups/778837/>  
<https://www.linkedin.com/company/septsmcmaster/>



[@wboothschoolofengineeringp2464](https://www.youtube.com/@wboothschoolofengineeringp2464)