

Department of Engineering Physics

Graduate Program Handbook 2026/2027

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WELCOME NOTE (2026/2027)

Welcome to Graduate Studies in 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.

It's 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 (2026-27), available at [Academic Calendars 2026-27](#)

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

An aerial photograph of a university campus. In the center is a large, modern building with a curved, light-colored facade and large glass windows. The building is surrounded by a paved area and green lawns. A large, dark spiral logo is painted on the lawn in front of the building. The image is overlaid with a semi-transparent red curved band that sweeps across the lower half of the frame. The text "GENERAL INFORMATION" is written in white, bold, sans-serif capital letters across the middle of the image, partially obscured by the red band.

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 \(2026-2027\)](#)
- [General Regulations on Supervision](#)
- [Dates and Deadlines](#)
- [Policies, Procedures and Guidelines](#)
- [Accommodations, Appeals and Petitions](#)
- [Student Appeal Procedures](#)
- [Student Code of Conduct](#)
- [Copyright Policy \(FAQ IP and Commercialization\)](#)
- [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, Teams 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.

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.

Students should review vacation entitlements in [Section 2.5.8](#) of the Graduate Calendar. International students should consult immigration@mcmaster.ca to understand implications of leaves of absence or extended vacations from study. Admissibility into Canada is assessed at every entry.

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

[HRDR Program](#) 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 Equity Inclusion and Anti-Oppression Program](#) specializes in providing education and support regarding race, equity and inclusion, and human rights. The Equity Inclusion and Anti-Oppression Program

also provides support to the President's Advisory Committee on Building an Inclusive Community (PACBIC), the McMaster Accessibility Council and the Sexual Violence and Response Task Force

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 and Exchange Student Experience \(IESE\) 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 / Dialogue

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 1-855-853-0565

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 via live chat on [the SGS website](#).

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 around disposal of chemical and other waste products can be found [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)

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). Use of GenAI without supervisor consent may be a breach of the Academic Integrity Policy.

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 Joint Intellectual Property 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*

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.
- 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.
- 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 for Teaching Assistants](#)
- [Payment Schedules](#)
- [Pay Statement Guide](#)
- [Graduate 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 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 2026, Winter 2027 and Spring/Summer 2027 terms by August 1, 2026, your payments will be delayed until a correction is made.

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. See the calendar for more details: [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, parenting and compassionate or personal. See the calendar for more details: [2.5.7 Leaves of Absence](#)

Pregnancy/Parental Leaves

To address a gap in funding provided to MASc 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 MASc 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 MASc program in the Faculty of Engineering and is in receipt of McMaster Graduate Scholarship Funds;
2. The student has been enrolled in their current MASc 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 salehl5@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](#).

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 term.

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 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 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 [McMaster's International and Exchange Student Experience 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.

See the calendar for more details: [2.5.8 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 be 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](#)
- [Getting the Supervisory Relationship Off to a Good Start](#) Guide

Letter/Verification Requests

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

- [Degree verification](#)
- [Enrolment verification](#)
- [Graduation verification](#)
- [Letter Request Form](#)
- [Transcript request](#)

MacQuest

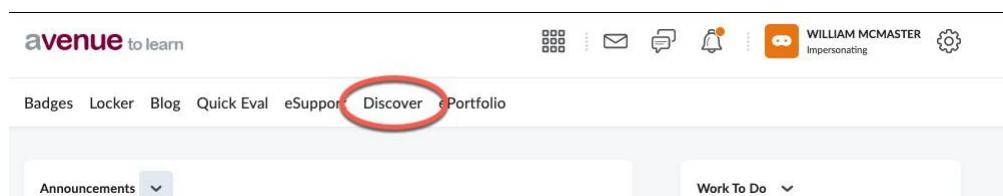
MacQuest provides on-campus searchable navigation, including indoor floor map visualization and other campus-related services. Users can use the app to navigate from class to class; it also lists last, next, and following bus arrival times near campus by bus stop and route number. It also allows users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

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 team at immigration@mcmaster.ca

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.

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](#). There are two CARP (Career Action Report Planning) sessions held in each fall and winter term. Students must register for one session in OSCARplus and are required to attend - the recording is not sent out after. Students must complete the report and submit 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](#).

Supervisory Committee Meetings

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

M.A.Sc. Supervisory Committee Meeting

The supervisor shall meet with the student between 9 months to 12 months of commencement of the program for a formal review of progress. The student will complete the M.A.Sc. supervisory committee report form and submit to the supervisor at least one week in advance of the meeting. The supervisor will complete [Masters Supervisory Committee Meeting Report](#) and submit it to the Department Graduate

Administrative Assistant at the end of the progress review meeting. For students enrolled in the M.A.Sc. beyond 24 months, an annual supervisory committee meeting should take place.

Student Responsibility

1. Set up the meeting with supervisor within 12 months of starting.
2. Complete the student sections of the M.A.Sc. supervisory committee report form. (Details of progress towards meeting degree requirements since beginning of program).
3. Submit the form with a critical literature review of your research area to your supervisor at least one week before the meeting.

Supervisor Responsibility

1. Complete Part A: Progress made towards meeting degree requirements.
2. Complete Part B: Specific goals for next number of months.
3. Complete Part C: Areas for improvement.
4. Provide an overall assessment.
5. Review the form with student, sign and submit to the Graduate Administrative Assistant.

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.

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 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 term or more is November 30, 2026 or within ONE year of starting the PhD program, whichever comes **FIRST**.

Student start date of January or May 2026:	Deadline is November 30, 2026
Student start date of September 2026:	Deadline is November 30, 2027
Student start date of January or May 2027:	Deadline is November 30, 2027

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.

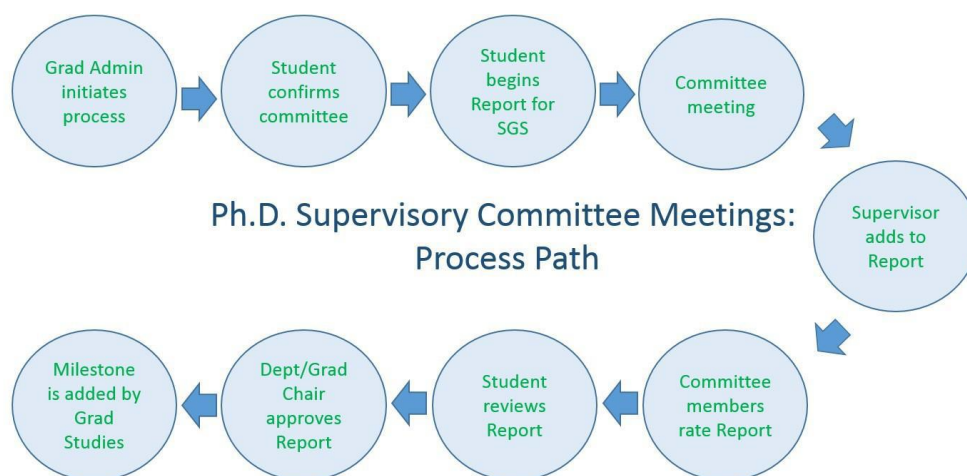
[Link to student's report]

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
Markle-reid	Maureen Frances	Supervisor	mreid@mcmaster.ca
Ashfar-daneshi	Noori	Member	daneshi@mcmaster.ca
McKey	Colleen	Member	mckeyt@mcmaster.ca

[Continue](#)

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 [New Meeting](#)

Please enter the meeting date: (YYYY-MM-DD)

The date you began this degree studies at McMaster (YYYY-MM-DD)

Please indicate if you are a scholarship holder [Select Scholarship](#) Other

With some qualifications, the Calendar (Section 2.7.3) states that supervisors should respond to a draft of the PhD thesis within two months. Providing comments on individual chapters will take place proportionately less time.

Have you submitted draft research this year? ☐ Yes ☒ No

Details of progress made since the last report

[Submit](#)

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: [View Student Report](#)

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

Is Comprehensive Examination complete? ☐ Yes ☒ No

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

The Comprehensive Examination is expected to be completed by: YYYY-MM-DD

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:

Anticipated date for the completion of degree requirements: YYYY-MM-DD

Comments:

Please specify members who will rate student report by checking the checkbox beside each member below:

Member	Row #	Title	First Name	Last Name	Email
☒	1	Supervisor	Markie-reid	Naureen Frances	markie@uoguelph.ca
☒	2	Member	Ashley-danesh	Nouri	daneshn@uoguelph.ca
☒	3	Member	Mickey	Colleen	micklen@uoguelph.ca

[Submit](#)

Committee Rates the Report

When the supervisor clicks the Submit button, each selected committee members 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: [View Student Report](#)

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

Rating:

Comments:

[Submit](#)

The information below is for your review only:

Supervisor Report

The Comprehensive Examination requirement was completed on: YYYY-MM-DD Grade:

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

The Comprehensive Examination is expected to be completed by: YYYY-MM-DD

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:

☒ By checking 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 Grade:

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

The Comprehensive Examination is expected to be completed by YYYY-MM-DD

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:

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.

Supervisory Committee Meetings on Co-op or Leave of Absence

Students are not required to have a supervisory committee meeting while on an approved co-op or leave of absence (LOA). When returning from LOA, as required by **Section 3.1 of the Graduate Calendar**, they should have an **ungraded committee meeting** within three months of return, and a **graded meeting** within six months. Students on co-op should determine with their supervisory committee if a meeting before co-op or after would be appropriate based on timing. It is recommended that they have at a minimum an ungraded meeting three months after return, and a graded meeting to align with the annual cycle thereafter.

An aerial photograph of a modern building with a curved, stone-clad facade. The building is surrounded by a paved area with a large spiral logo in the center. There are trees and landscaping around the building. A red banner is overlaid on the bottom half of the image.

DEPARTMENT SPECIFIC INFORMATION

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. Adrian Kitai (Associate Chair, Graduate Studies)

- 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 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

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
Health & Safety Orientation
Violence & Harassment Prevention
WHMIS 2015

Chemical Handling & Spills
Gas Cylinder
Hydrogen Fluoride
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/live-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.

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."

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

Course Requirements for All Graduate Students - Mandatory

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

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

Programs in Engineering Physics

The Department of Engineering Physics offers a Ph.D. program, 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 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, 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 Department of Engineering Physics 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](#)

Supervisory Committee Meeting

Refer to “M.A.Sc. Supervisory Committee Meeting” under [Faculty of Engineering Requirements > Master of Applied Science \(M.A.Sc.\)](#)

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: [Masters Supervisory Committee Meeting Report](#)

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

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.

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 1¼ 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](#).

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

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/>

M.A.Sc. defences are normally conducted in person. The M.A.Sc. defence may be conducted in a hybrid format, but this option is limited to members of the defence committee. The student must attend the defence in person and be physically present with at least one committee member for the duration of the defence.

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 ENGPYYS 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 term 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 term (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 Department of Engineering Physics 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.

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

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

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.

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.

The Ph.D. student's supervisory committee shall meet with the student a minimum of once a year. 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.

The School of Graduate Studies requires students to complete the Ph.D. Supervisory Committee Report, which is due November 30th each year with all the required approvals completed. To meet this requirement, the Department has set an earlier deadline of **September 30th** every year for students to complete their Supervisory Committee meeting, allowing sufficient time for all approvals to be obtained and for the report

to be submitted. This deadline is applicable to all students including students who start their studies in January and May. Students who begin their studies in September must hold their first Supervisory Committee meeting by September 30th of the following year.

Supervisory Committee Meetings will normally be conducted in-person.

Supervisory Committee Report Deadlines

The department deadline for completion of the supervisory committee report for students who have been in the program for one term or more is September 30, 2026 or within ONE year of starting the PhD program, whichever comes **FIRST**.

Student start date of January or May 2026:	Department Deadline is September 30, 2026
Student start date of September 2026:	Department Deadline is September 30, 2027
Student start date of January or May 2027:	Department Deadline is September 30, 2027

Once a meeting has been organized, students must talk to the Graduate Administrative Assistant to initiate the online report.

Refer to “Ph.D. Supervisory Committee Meeting” under [Faculty of Engineering Requirements > Doctor of Philosophy \(Ph.D.\)](#).

Ph.D. Comprehensive Examination

Comprehensive Exams

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

The Comprehensive Exam is an oral examination to test 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 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.

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. At a minimum, the student and one member of the examination committee shall be present 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 remedial readings and practice sessions.

Comprehensive Examination Timing

Comprehensive Exams are normally scheduled in the students' fourth academic term. The expected examination period depends on the students' program start date, as follows:

Program Start Date	Expected Comprehensive Exam Period
September	September – December of the following year
January	January - April of the following year
May	May - August of the following year

You will be notified once your comprehensive exam has been scheduled. An official examination notice will be sent to you three weeks before the examination date. 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.

For part-time students, comprehensive exams are normally scheduled in the students' eighth academic term.

Comprehensive Examination Results

The candidate's performance will be judged as: Pass with Distinction, Pass, or Fail on the written and oral parts of the examination. The Examining Committee report may make recommendations 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 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 be scheduled as soon as possible 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.

The Graduate Associate Chair will communicate the results of the examination orally to the candidate immediately after the examination and subsequently, in writing, to submit the result to School of Graduate Studies.

PhD Thesis Proposal

PhD students will present a thesis proposal to their Supervisory Committee, normally at the first supervisory meeting after completion of one term in their program.

A written report must be submitted to their 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.

You must submit your approved thesis proposal to the Graduate Administrative Assistant for submission to the School of Graduate Studies.

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.

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

DEPARTMENT SOCIALS

Department Social Media

Connect with us!



Website <https://www.eng.mcmaster.ca/engphys/>



Instagram <https://www.instagram.com/macengphys/>



Facebook [Engineering Physics, McMaster University](#)

Department Feedback

Any questions, reach us at engphys@mcmaster.ca