

Department of Chemical Engineering

Graduate Program Handbook 2026/2027

Updated: July 2026

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WELCOME NOTE (2026/2027)

Welcome to the Chemical Engineering graduate program! We're excited to have you join our community of scholars and innovators. As you begin this journey, you'll engage in impactful research, work alongside leading faculty, and develop skills to address global challenges. We look forward to your contributions and growth.

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 Chemical Engineering.

Disclaimer:

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



GENERAL INFORMATION

IMPORTANT UNIVERSITY POLICIES AND REGULATIONS

Quick Links

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

- The School of Graduate Studies Graduate Calendar (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 througha 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 semester.

Important notes:

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

For more information, please refer to the links below:

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

Returning Teaching Assistants

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

Resources and Useful Information for Teaching Assistants

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

1. TA Hours of Work Form
2. TA Performance Expectations Form

A useful guide is provided here.

Travel and Expense Claims

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

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

University Health Insurance Plan (UHIP)

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

For more information, click here.

Coverage

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

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

Enrolment 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

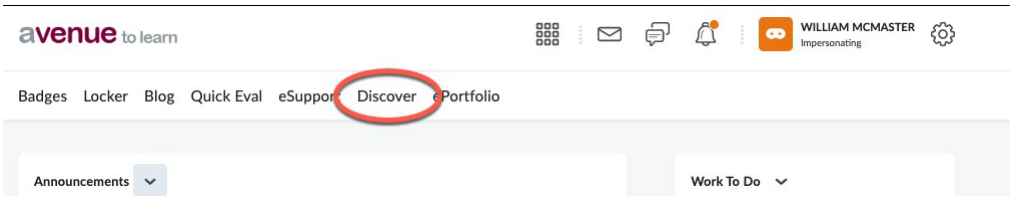
MacQuest provides on-campus searchable navigation, including indoor floor map visualization and other campus-related services. Users can use the app to navigate from class to class; it also lists last, next, and following bus arrival times near campus by bus stop and route number. It also allows users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

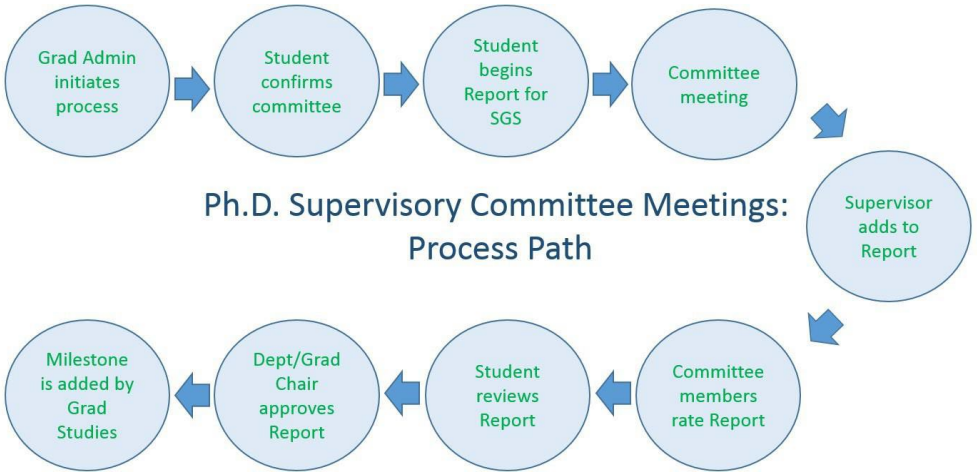
Students must talk to the Graduate Administrative Assistant to initiate the report. Students will receive this message via email:

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]

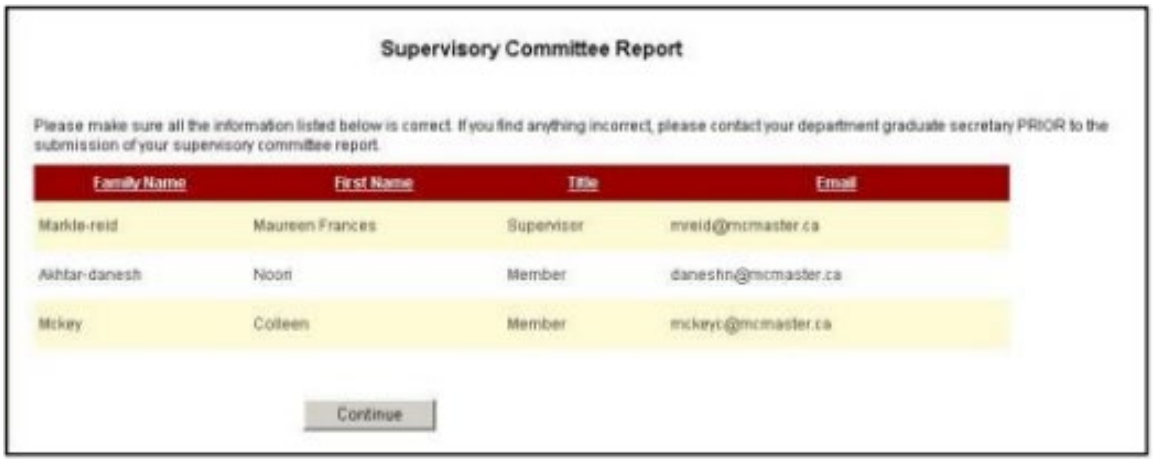
Follow the instructions at the link in the email to complete your Annual Supervisory Committee Report. (Images from the online report appear on the next page.)

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.



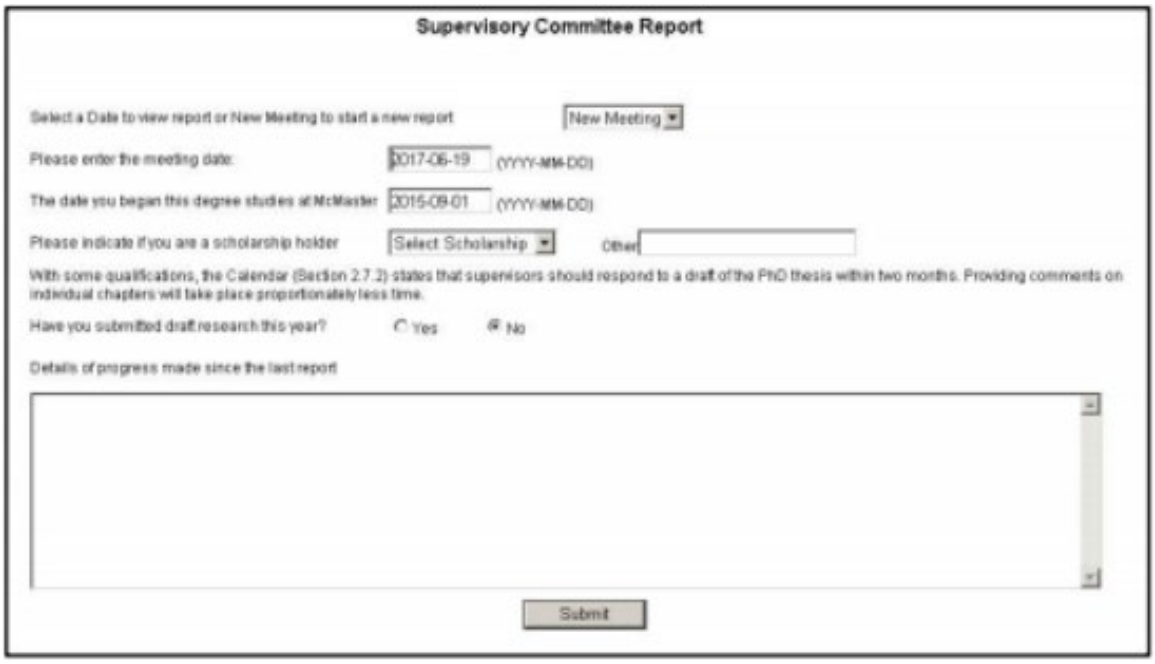
If the committee is correct, select Continue.
If the committee is incorrect, close the page and contact the Graduate Administrative Assistant.

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).

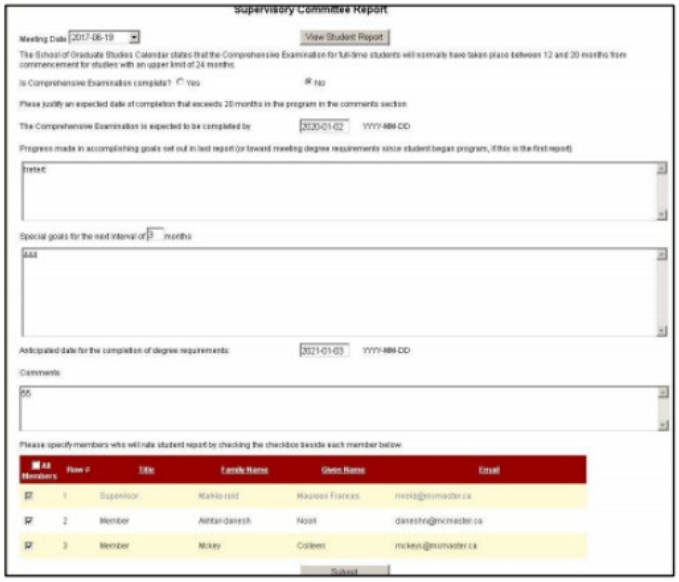
The student will click Submit, and the primary supervisor will receive an email.



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.



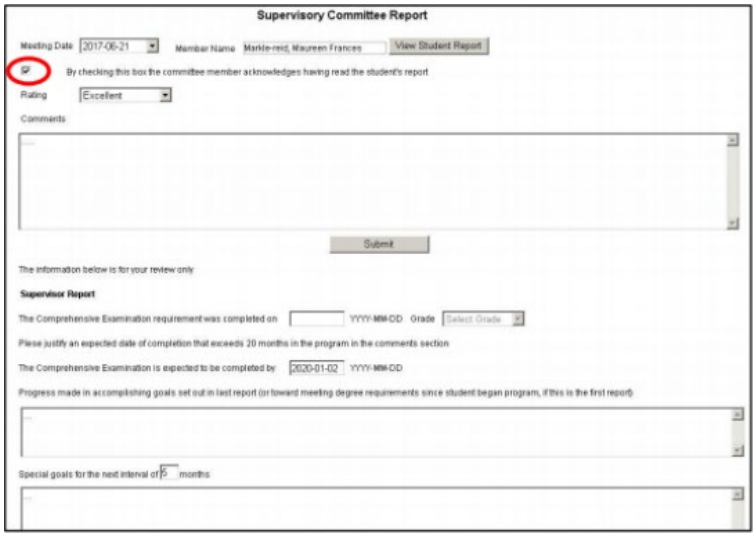
Committee Rates the Report

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.

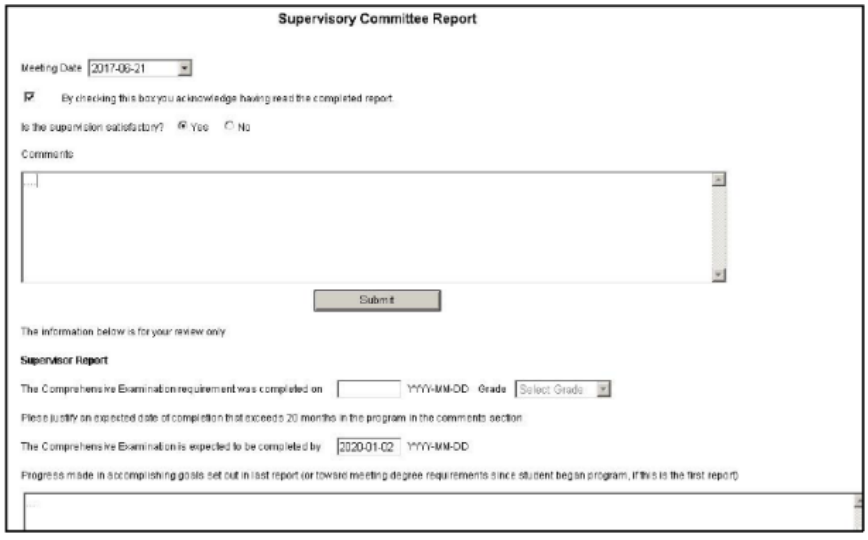
The system now sends the report back to the student to view.



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.



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.



DEPARTMENT SPECIFIC INFORMATION

DEPARTMENT CONTACTS

Dr. Nease (Department Chair)

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

Dr. Xi (Associate Chair, Graduate Studies)

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

Kristina Trollip (Academic Department Manager)

- Email: trollip@mcmaster.ca
- First point of contact for all financial matters.

Michelle Whalen (Graduate Administrative Assistant)

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

Nicole Gregan (Undergraduate Administrative Assistant)

- Email: gregann@mcmaster.ca
- First point of contact for all undergraduate program administrative matters.

Lisa Laframboise (Technical Staff)

- Email: lisa.laframboise@mcmaster.ca
- First point of contact for laboratory or workshop matters.

Tim Stephens (Technical Staff)

- Email: steph2 @mcmaster.ca
- First point of contact for laboratory or workshop matters.

Justin Bernar (Technical Staff)

- Email: justin.bernar@mcmaster.ca
- First point of contact for laboratory or workshop matters.

Mike Clarke (Technical Staff)

- Email: mclarke@mcmaster.ca
- First point of contact for laboratory or workshop matters.

GETTING STARTED: KEY DEPARTMENT RESOURCES

Building Access and Keys

All key requests should go through the Undergraduate Administrative Assistant, Nicole Gregan (gregann@mcmaster.ca)

Graduate Student Offices/Desks Policy

The Department of Chemical Engineering allocates graduate student and postdoctoral office space according to the following priorities:

1. **Full-time, in-time Chemical Engineering graduate students**
   Priority for desk space is given to full-time graduate students who are within the normal time limits of their program.
2. **Full-time Chemical Engineering postdoctoral fellows**
   After in-time graduate students have been assigned space, full-time postdoctoral fellows within the Department will be accommodated.
3. **Overtime (beyond-time-limit) Chemical Engineering graduate students**
   If space is available, overtime graduate students may be accommodated at the discretion of their supervisor in consultation with the department.
   - If space is not available in the student's assigned area, and space exists in the postdoctoral area, the student may be temporarily assigned there.
   - Please note that overtime students assigned to such spaces may be required to relocate if the space is needed for an in-time graduate student or postdoctoral fellow.
4. **Non-Chemical Engineering graduate students**
   The Department of Chemical Engineering does **not** provide office space to graduate students registered in other departments, even if they are co-supervised by a Chemical Engineering faculty member. These students must be accommodated within their home department.

Meeting Rooms

Meeting rooms can be booked through the Graduate Assistant
Michelle Whalen (whalenm@mcmaster.ca) or Undergraduate Assistant – Nicole Gregan (gregann@mcmaster.ca)

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.

Lab Safety Reports

Before the start of an experimental program, all graduate students, PDF's, plus all other researchers are required to submit a safety report to the Departmental Safety Committee. No one can commence their experimental work until their report is submitted and approved. The report must be updated regularly or when a significant change in the experimental work occurs. Safety Report forms and instructions can be downloaded here. If you are carrying out computational work, you are still required to submit a safety report.

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.

SEMINARS AND CONFERENCES

Department Seminar Series

The Department arranges a series of seminars each year at which outstanding scientists and engineers address the faculty and students. Full-time graduate students are REQUIRED to attend and participate in these seminars. Seminars for which mandatory attendance is required are indicated on the seminar notice, and attendance will be taken at the seminar. All full-time students, **are required to register in the course Chem Eng 700** – Chemical Engineering Seminar Series **for both Fall and Winter terms** during their entire in-time status. Passing the course depends on the student's attendance to mandatory seminars.

Beyond the formal department seminar series, research groups organize smaller, specialized seminars. These seminars are arranged by the students and faculty involved.

Graduate students should note that other departments, programs, centres of Science and Engineering as well as neighboring universities hold regular seminars in which they might be interested. Notices concerning such seminars will be posted on the bulletin board outside the Departmental Office.

Seminar Presentation Requirement for Ph.D. Students

Each Ph.D. student must present a seminar lecture (in addition to their oral defence) on the results of his/her research or study project to the department. Typically, this requirement is satisfied by presenting an **oral presentation** at one of the following venues:

- Department Seminars;
- McMaster University Chemical Engineering Conference (MUCEC);
- McMaster Engineering Technology Research and Innovation Conference (METRIC).

(Poster presentations do not meet the requirement.) Presentations in other events will only be considered in exceptional circumstances and prior approval (before the start of the event) must be obtained from the Associate Chair (Graduate).

We encourage all interested persons to attend these seminars. This presentation is an important component of your studies at McMaster, both for yourself and also for the Department. It is hoped that you receive valuable feedback on your presentation as well as informing the Department on research being done. Each Ph.D. student will present his or her seminar after completing nine terms of study (but prior to his/her Ph.D. defence).

McMaster University Chemical Engineering Conference (MUCEC)

Graduate students also organize a very successful Seminar/Research Day in which graduate students are expected to participate. This day is set aside for the graduate students plus research staff to give seminars and/or posters about their work. Everyone in the department is invited to attend, with the event normally held in April. The A.E. Hamielec Award is presented annually at this event to the student giving the best presentation, with prizes also given for the best poster.

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

Program Requirements

Students are required to present a thesis, which constitutes an original contribution to Chemical Engineering. The thesis must be defended in an oral examination.

Course requirements depend on the date you entered the Master's program. Please carefully review what requirements apply to your degree. It is ultimately your responsibility to ensure you are meeting your degree requirements. If you have any questions as to what rules apply to you, consult the Graduate Assistant or the Associate Chair (Graduate).

A candidate is required to complete successfully at least three (3) half courses with an M designation where at least two (2) courses should be at the 700-level and at least two (2) are required to be a Chemical Engineering course. One non-technical course at the 600- or 700-level may be selected (upon written approval from the Supervisor) among the three required one-term courses. Two 1.5-unit quarter courses are considered to be equivalent to one 3-unit half course for meeting these requirements.

All full-time students are required to enroll into the mandatory seminar course (ChE-700) for fall and winter terms during their in-time status.

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.)

Master 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. A member of the committee, other than the supervisor, will be appointed to chair the committee. The committee shall be composed of 3 (three) members, including the supervisor. In the case of co- supervision, the committee will consist of 4 (four) members including the supervisors.

Plagiarism Check

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

Procedure

The thesis defence starts with the candidate's presentation of the main elements of the thesis, including the relevance of their work, approach, samples of the most important findings, and contributions. The presentation should not exceed 20 minutes. This is followed by one round of questions and another round of follow-up questions, as appropriate. The duration of the Master's defence (including the candidate's presentation) is expected to vary from 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.

M.A.Sc. Defence Procedures/Timelines

The sequence of events is as follows:

1. The student's supervisor gives him/her permission to prepare his/her thesis. The student is responsible for submitting a thesis, which is reasonably free of grammatical, typographical and technical errors. If the thesis is found to contain an excessive number of errors, it will be returned to the student and the oral examination postponed until a satisfactory thesis has been resubmitted.
2. It is strongly recommended that a student submit a first draft of his/her thesis, acceptable to the supervisor, before taking up full time employment. Past experience has shown that students who do not follow this recommendation are seriously delayed in completing their thesis, and in some cases never graduate.
3. The candidate should inform the Department of his/her intention to submit the thesis at least 6 weeks prior to the anticipated defense date so that an examining committee can be struck and an oral defense date set.
4. An electronic copy and any requested printed copies must be submitted to the Defence Committee at least 2 weeks prior to the defense date.
5. One of the defence committee members (apart from the supervisor/cosupervisor) may be from a department other than Chemical Engineering. The Chair, with the advice of the research supervisor, appoints the examining committee.
6. The student may elect to ask the audience to leave the room during the examination committee's question period; in this case, the audience must be given a chance to ask questions before they leave.
7. Upon successful completion of this examination, the candidate is requested to correct any misprints that may exist in the thesis and to submit the thesis to the School of Graduate Studies. The School of Graduate Studies maintains an updated list of deadlines for the revised submission by term and degree here.
8. Upon completion of all degree requirements, the student will be required to "sign out" from the department. A checklist has been compiled for this purpose. Keys must be returned and your lab and study areas be left tidy. Please leave a forwarding address with office. Financial assistance for preparation of the master's thesis may be available for additional copies if requested by the advisor.

Accelerated M.A.Sc. Option

Undergraduate students in chemical engineering who are interested in the M.A.Sc. program can apply for the Accelerated Option during their final year of their undergraduate program. In exceptional circumstances, students from other engineering departments at McMaster may apply for this Option by contacting the Associate Chair (Graduate). Undergraduate students can take one 600 level chemical engineering course which can count both toward their undergraduate requirements and, if accepted into the M.A.Sc. program, toward their M.A.Sc. degree requirements. In addition, undergraduate students must conduct at least one term (4 months) of research with their supervisor (typically in the penultimate summer of their undergraduate degree) that can then be used toward the M.A.Sc. thesis requirements. A maximum of 8 months of undergraduate research can be used toward the M.A.Sc. thesis, thus resulting in a shorter time requirement to complete the M.A.Sc. Any work completed as an undergraduate in the Chem Eng 4Y04 independent study course while enrolled in the Accelerated M.A.Sc. program can also be used to contribute to the M.A.Sc thesis, which is equivalent to a maximum of two months of full-time research. However, enrollment in 4Y04 is not a condition of the program. For more details, including eligibility requirements, see: https://www.eng.mcmaster.ca/chemeng/programs/deg

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.

M.A.Sc. students transferring to Ph.D. will need to have:

1. completed a minimum of TWO terms of study in the M.A.Sc. program;
2. completed a minimum of TWO half courses at the 700 level with a minimum average of A- (McMaster 10/12);
3. completed their M.A.Sc. supervisory meeting and received a rating of EXCELLENT on their report;
4. garnered a strong letter of support from their supervisor.

If a student would like to transfer to Ph.D., their supervisor will have to inform the Graduate Administrative Assistant via email with their letter of support attached.

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.

Doctor of Philosophy (Ph.D.)

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

Ph.D. Comprehensive Exam

The purpose of the comprehensive examination is to test the breadth of knowledge and maturity of approach over a range of topics that are both within and peripheral to the student's discipline. The student's level of achievement in this examination will determine possible academic background deficiencies that the candidate may have. Successful completion of the comprehensive examination is a necessary requirement for the candidate to continue in the program.

Comprehensive Exams are private examinations, open only to the student and their comprehensive examination committee.

The student is expected to complete all requirements of the comprehensive examination **within 12 to 20 months of first registration in the Ph.D. program, with an upper limit of 24 months.** Part-time students must take the comprehensive examination by the end of their 36th month. Students who transferred from M.A.Sc. to Ph.D. without completion of M.A.Sc. are expected to complete their comprehensive exam 2 years from initial start date of their M.A.Sc. Special exceptions require the approval of the Department Chair or designate and the Graduate School. Normally, course requirements will be completed before the Comprehensive Exam, but this is not a requirement. Likewise, preliminary research results are not required, but the student is expected to present and defend a viable research proposal including anticipated new contributions to the existing scientific literature.

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

Examination Result

- The candidate's achievement in each of the parts shall be judged as: Pass or Fail.
- **The candidate must pass all parts to successfully complete the comprehensive exam.**
- The committee chair shall communicate the result of the examination to the Graduate Administrative Assistant.
- Should the candidate fail any part, they may request a re-examination. **The re-examination will follow the same format, and must be completed between one to six months after the student was notified that they had failed the original assessment.** The candidate will be allowed only one re-examination of each part.
- Once the candidate completes all parts of the examination, the Graduate Administrative Assistant will submit the official result to SGS so that the student's academic record will be updated.

Ph.D. Thesis Defence

Plagiarism Check

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

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

Procedure

The thesis defence starts with the candidate's presentation of the main elements of the thesis, including the relevance of their work, approach, samples of the most important findings, and contributions. The

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

Regulations/guidelines for thesis writing, submittal and defence can be found here.

Review the following:

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

DOCTOR OF PHILOSOPHY (Ph.D.)

Program Requirements

Course requirements depend on both the date you entered the PhD program as well as the pathway through which you entered the program. Please carefully review what requirements apply to your degree. It is ultimately your responsibility to ensure you are meeting your degree requirements. If you have any questions as to what rules apply to you, consult the Graduate Assistant or the Associate Chair (Graduate).

Students who held a M.A.Sc. degree (or equivalent) prior to entering the Ph.D. program:

For students entering the PhD program September 1, 2018 or later: PhD candidates are required to complete three (3) half courses, at least two (2) of which should be at the 700 level and at least two (2) of which are required to be a Chemical Engineering course. One non-technical course at the 600- or 700-level may be selected (upon written approval from the Supervisor) among the three required one-term courses.

For students entering the PhD program prior to September 1, 2018: PhD candidates are required to complete three (3) half courses, at least two (2) of which should be at the 700 level and at least two (2) of which are required to be a Chemical Engineering course. There is no option to take a nontechnical course as one of your required courses.

Students who transferred from the M.A.Sc. program to the PhD program without completing the M.A.Sc. degree

For students who transferred to the PhD program September 1, 2018 or later: PhD candidates are required to complete the M.A.Sc. course requirements that apply to their start date in the M.A.Sc. program IN ADDITION TO one (1) additional 700 level technical half-course within Chemical Engineering.

For students who transferred to the PhD program prior to September 1, 2018: PhD candidates are required to complete three (3) half courses, at least two (2) of which should be at the 700 level and at least two of which are required to be a Chemical Engineering course, IN ADDITION TO the M.A.Sc. course requirements that apply to their start date in the M.A.Sc. program. For example, for a student who entered the M.A.Sc. program prior to Sept 1, 2014 and transferred into the PhD program, at least four of the seven total graduate courses must be a Chemical Engineering course and at least four of the seven total graduate courses must be at the 700 level. For a student who entered the M.A.Sc. program between Sept 1, 2014 and August 31, 2018 and then transferred into the PhD program, at least four of the six total graduate

courses must be a Chemical Engineering course and at least four of the six total graduate courses must be at the 700 level.

Students who entered the PhD program directly from a Bachelor's program

For students entering the PhD program September 1, 2018 or later: PhD candidates are required to complete the current M.A.Sc. course requirements (as of September 1, 2018) in addition to one (1) additional 700 level technical half-course within Chemical Engineering.

For students entering the PhD program between September 1, 2014 and August 31, 2018: PhD candidates are required to complete a total of six (6) half courses, at least four (4) of which should be at the 700 level and at least four (4) of which are required to be a Chemical Engineering course.

For students who entered the PhD program before September 1, 2014: PhD candidates are required to complete seven (7) half courses, at least four (4) of which should be at the 700 level and at least four (4) of which are required to be a Chemical Engineering course.

For all course requirements above, two 1.5-unit quarter courses are considered to be equivalent to one 3-unit half course.

All full-time students are required to enroll into the mandatory seminar course (ChE-700) for fall and winter terms during their in-time status.

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

Refer to "Ph.D. Supervisory Committee Meeting" under Faculty of Engineering Requirements > Doctor of Philosophy (Ph.D.).

Ph.D. Comprehensive Examination

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

Structure of Examination Committee

The comprehensive examination committee shall consist of:

1. Committee chair;
2. Student's supervisor;
3. At least two (2) other members of the supervisory committee (apart from the student's supervisor).

Changes to the above compositions are allowed only in exceptional circumstances and upon written approval of the Associate Chari (Graduate).

Format of the Examination

The Comprehensive Examination will consist of a written part and an oral part.

Written Report

The candidate will be required to submit a proposal, up to 25 pages in length, on a research topic related to, but not the same as, the Ph.D. research topic. The topic is selected by the examination committee and approved by the Associate Chair (Graduate).

The candidate will be required to prepare this report, within 21 days of receiving the proposal topic, without aid from any other individual. The candidate should specify in their report the tools they used to aid the development of their proposal and must fully grasp the content, which is subject to examination by the examination committee. The candidate has the option of meeting with the Supervisor and Comprehensive Examination Committee Chair one week after the topic is received if clarifications on the interpretation of the topic are sought.

The written report must include:

1. a critical survey of the directly related literature in the field,
2. an explanation of the relevant background in terms of chemical engineering principles, and
3. a research proposal related to the topic.

Copies of the report must be submitted to the Examination Committee at least one week prior to the date of the oral examination. Late submissions without an explanation acceptable to the Examining Committee will be deemed to be a failure by default. Candidates are also expected to submit their report to turnitin.com for plagiarism checking – consult with the Graduate Assistant for details on how to do this.

Queries by the candidate on matters related to the comprehensive examination must be directed, in writing, to the Committee Chair.

Oral Examination

The oral examination will be conducted in a private meeting with the supervisory committee. The candidate will be required to make a brief presentation of the report (no more than 15 minutes), followed by questions from the examination committee. In addition to questions directly related to the report, the student should also expect general questions in three subject areas within the discipline of chemical engineering and related to their research field. The three subject areas are determined by the examination committee, approved by the Associate Chair (Graduate), and released to the student together with the examination topic.

A typical oral examination will contain two rounds of questions. The first round will usually be more directly related to the report, while the second round will probe the candidate's general comprehension of the research field and peripheral areas. However, the committee may choose to adjust the order of questions at its discretion. The oral examination will normally require two hours to complete, but in no case will continue for more than three hours.

Additional Policies of the Examination

Comprehensive Examination Result

The candidate's performance will be judged as: Pass with Distinction, Pass, or Fail on the written and oral parts of the examination. The Examination Committee report may make recommendations with regards to remedial actions necessary to overcome deficiencies in the candidate's background. A candidate who fails the Comprehensive Examination will be given a second opportunity for a retake on the portions of the comprehensive examination deemed to have been failed. There is no opportunity for a third attempt.

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

Rescheduling of the Oral Examination

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

If a comp exam in progress cannot reasonably be accommodated or completed due to a major disruption such as a pandemic, the exam can be terminated without judgement (it will not count as a pass or failure, it will be as if the exam never took place). The student will need to take a new comprehensive exam at a later date, with a different topic/question.

Appeal Procedures

The University Senate Policy on Student Appeal Procedures outlines the conditions and procedures under which students can make appeals for re-assessment of a course, exam, assignment, or program component based on errors in academic assessment or non-academic issues such as bias, unfair treatment, or other unjust circumstance. According to Section I and Section III.C of the Senate Policy for Student Appeal Procedures, the student may file an appeal only on the basis of injustice in the decision (such as bias or unfair treatment) and not on the basis of the academic merit of the performance of the examination.

The policy also outlines procedures for appeals based on decisions or actions of University officials which are unrelated to courses or program requirements. Students that wish to make an appeal should review the Senate policy document and discuss the issue with the Associate Chair (Graduate) as soon as possible. Cut-off dates for making an appeal are usually less than one term after the alleged event, which are posted on the University Secretariat's website.
http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentAppeal.pdf

Ph.D. Thesis Defence

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

Ph.D. Defence Procedures/Timelines

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

Length of Ph.D. Thesis

Doctoral students and their supervisors should keep in mind that theses of extraordinary length are to be discouraged. The preparation of a lengthy Ph.D. thesis almost certainly extends the time that the student takes to complete his or her degree. As a general rule, doctoral students are urged to limit theses to no greater length than three hundred (300) manuscript pages. In cases where students and their supervisors believe that responsible scholarly treatment of the thesis topic requires substantially greater length than that specified above, they are expected to receive written approval from the Associate Dean of Graduate Studies before the thesis is submitted for the defence.

Sandwich Thesis

If some of the research undertaken expressly for the degree has previously been published or prepared for publication by the student as one or more journal articles, or parts of books, those items may be included directly within the thesis subject to the School of Graduate Studies' regulations and to obtaining permission from the supervisory committee. Please consult the "Guide for the Preparation 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 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 Club Name

Chemical Engineering Graduate Student Society (ChEGSS)

The Department will work through the executives of the ChEGSS to obtain students' input on various departmental decisions and seeking representation on certain committees affecting the graduate students. The Society will also organize various social events throughout the year. These are usually transmitted by e-mail and posted on bulletin boards. The Society has put together a large amount of useful information and links for all students, which can be accessed at https://chegss.wixsite.com/mcmaster. The Society operates a buddy system for new students, where we link you to the more senior students who can help out in your first few weeks of your student life at McMaster.

Department Social Media

Connect with us!

Website

@mac_chemeng

Department Feedback

Our department sincerely invites our graduate students to provide feedback on your graduate experience. Your feedback will guide our department to create an inclusive and uplifting environment that will make your graduate experience more enjoyable and productive. This annual feedback form (https://forms.office.com/r/3egXaavxKQ) allows you to communicate directly with our department faculty committee to provide general feedback and to raise non-time-sensitive issues. For time-sensitive matters, please directly contact the Department Associate Chair (graduate).