DEPARTMENT OF CIVIL ENGINEERING
GRADUATE STUDENT HANDBOOK*

2017-2018 ACADEMIC SESSION

McMaster University
Hamilton, Ontario, Canada
L8S 4L7

*Please note that if there is any discrepancy between this document and the 2017-2018 Graduate Calendar, the Graduate Calendar prevails.
CHAIR’S WELCOME

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

I am certain that you find your stay with us both academically rewarding and personally satisfying. If you need any assistance with respect to your graduate studies, please do not hesitate to contact your thesis supervisor, the graduate advisor, the graduate administrative assistant, or other faculty and staff in the department. Our friendly and highly skilled staff members are here to help you and to make your educational experience at McMaster enjoyable.

Best wishes for a happy and successful academic year.

Dr. Michael Tait, P.Eng., FCSCE
Professor and Chair
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Department of Civil Engineering Graduate Program Contact Information

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JHE-301
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x26469

Dr. Tait is the Department Chair and can be contacted regarding questions or concerns you may have that could not be answered by the Graduate Advisor or Graduate Administrative Assistant.

Dr. K.S Sivakumaran, Graduate Advisor
JHE-229
siva@mcmaster.ca
x24814

Dr. Sivakumaran is your point of contact for supervisory or policy related graduate program questions or concerns.

Joanne Gadawski, Administrator
JHE-301
gadawsj@mcmaster.ca
x24746

Joanne Gadawski is your point of contact for teaching assistantship or funding questions.

Sarah Sullivan, Graduate Program Administrative Assistant
JHE-301
sullivsb@mcmaster.ca
x24287

Sarah Sullivan is your first point of contact for all graduate program-related questions or concerns. Sarah is available to meet one-on-one with students to discuss policies, examinations, courses and degree progression. She is the person you should contact prior to the above individuals.
Department of Civil Engineering Personnel

FACULTY

Dr. Brian W. Baetz  
Professor, JHE-119  
Design of sustainable communities.  
baetz@mcmaster.ca

Dr. Tracy Becker  
Assistant Professor, JHE-224  
Base isolation, passive and semi-active structural control, performance-based earthquake engineering, design codes.  
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Dr. Samir E. Chidiac  
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Durability of structures; finite element analysis of heat, air, moisture and salt in porous media; material science; service life modelling of concrete structure seismic evaluation and upgrading of historic stone masonry.  
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Design of sustainable communities.  
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Water resources engineering; environmental data analysis and modelling; climate trends/variability and water resources planning and management.  
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Contaminant hydrogeology; transport, fate, and remediation of non-aqueous phase liquid (NAPL) contaminants in groundwater.  
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Dr. Wael W. El-Dakhakhni  
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Behaviour of masonry and concrete structures, fibre reinforced polymers applications in civil engineering, seismic rehabilitation and retrofit, structural health monitoring of and damage detection in composite structures.  
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Geomechanics, geotechnical engineering and finite element applications.  
guop@mcmaster.ca

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Engineering hydrology and hydraulics, simulation and modelling of water resources systems, uncertainty analysis and assessment.  
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Water/wastewater treatment processes, ion-exchange membrane systems, and microbial fuel cells.  
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Chair in Effective Design of Structures  
Base isolation and structural control; seismic performance of nonstructural components, equipment and contents; performance-based earthquake engineering; structural health monitoring; rocking structures; seismic stability of historical buildings and monuments.  
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Reliability, vulnerability and risk of environmental infrastructure; hydrological risk modeling and probabilistic forecasting; climate change impact assessment; environmental systems optimization.  
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Dr. Moataz Mohammad  
Assistant Professor, JHE-202  
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Dr. Stanislaw Pietruszczak  
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Structural and geotechnical materials – constitutive relations and finite element applications; biomechanics.

Dr. Saiedeh Razavi  
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Dr. K. S. (Siva) Sivakumaran  
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Advanced composite material structures, cold-formed steel structures, structural dynamics, finite element analysis.

Dr. Dieter F. E. Stolle  
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Applied mechanics; geotechnical engineering and finite element applications

Dr. Michael Tait  
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Structural dynamics, structural monitoring and control, retrofit/rehabilitation of structures.

Dr. Lydell Wiebe  
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Earthquake Engineering, structural dynamics, nonlinear dynamic modelling techniques, steel structures, self-centering systems.

PROFESSORS EMERITUS

Dr. Robert G. Drysdale  
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Reinforced and prestressed concrete; building science; properties of masonry; design of masonry structures.

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Dynamic analysis of structures and earthquake engineering. Rehabilitation of structures and seismic upgrade of existing structures using advanced composites.

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**Dr. John C. Wilson**  
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**TECHNICIANS**

<table>
<thead>
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<th>Position</th>
<th>Email</th>
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<tbody>
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**ADMINISTRATIVE STAFF**

<table>
<thead>
<tr>
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<th>Position</th>
<th>Email</th>
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<tbody>
<tr>
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**ADJUNCT PROFESSORS**

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<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
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<tbody>
<tr>
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<td>Professor (Adjunct), University of Regina</td>
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</tr>
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</tr>
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<td>Professor (Adjunct), Institute for Research in Construction, NRC</td>
<td></td>
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<tr>
<td>Dr. C. Schuster-Wallace</td>
<td>Assistant Professor (Adjunct), McMaster University</td>
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<tr>
<td>Dr. Spencer Snowling</td>
<td>Professor (Adjunct), Hydromantis, INC</td>
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**INDUSTRY PROFESSOR**

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<tr>
<th>Name</th>
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</tr>
<tr>
<td>Youngseck Hong</td>
<td>Professor (Adjunct), GE Water</td>
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### Websites of Interest

<table>
<thead>
<tr>
<th>Service</th>
<th>Website/Link</th>
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<tr>
<td>McMaster Engineering Graduate Society</td>
<td><a href="http://www.macegs.com">www.macegs.com</a></td>
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<tr>
<td>McMaster Graduate Students Association</td>
<td><a href="https://gsamcmaster.org/">https://gsamcmaster.org/</a></td>
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<tr>
<td>Civil Eng. Graduate Course Schedule</td>
<td>Available via Mosaic.</td>
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<tr>
<td>Graduate Studies Sessional Dates and Deadlines</td>
<td><a href="http://academiccalendars.romcmaster.ca/content.php?catoid=25&amp;navoid=4674">http://academiccalendars.romcmaster.ca/content.php?catoid=25&amp;navoid=4674</a></td>
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<td>Human Rights and Equity Services</td>
<td><a href="https://eio.mcmaster.ca/">https://eio.mcmaster.ca/</a></td>
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<td>International Student Services</td>
<td><a href="http://iss.mcmaster.ca">http://iss.mcmaster.ca</a></td>
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<td>OMBUDS Office</td>
<td><a href="http://www.mcmaster.ca/ombuds/">http://www.mcmaster.ca/ombuds/</a></td>
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<td>Parking and Transit Services</td>
<td>Parking: <a href="http://parking.mcmaster.ca/">http://parking.mcmaster.ca/</a></td>
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<td>Office of Sustainability – Alternative Transportation:</td>
<td><a href="http://www.mcmaster.ca/sustainability/alternative_transportation.html">http://www.mcmaster.ca/sustainability/alternative_transportation.html</a></td>
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<tr>
<td>Setting up your McMaster Email Address</td>
<td><a href="http://www.mcmaster.ca/uts/students/gettingstarted/activateMACID.html">http://www.mcmaster.ca/uts/students/gettingstarted/activateMACID.html</a></td>
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<tr>
<td>Student Wellness Centre</td>
<td><a href="http://wellness.mcmaster.ca/">http://wellness.mcmaster.ca/</a></td>
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<tr>
<td>SWHAT (Students Walk Home Attended Team)</td>
<td><a href="http://www.msumcmaster.ca/swhat.htm">http://www.msumcmaster.ca/swhat.htm</a></td>
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<tr>
<td>W.H.M.I.S. Training Schedule</td>
<td><a href="http://www.workingatmcmaster.ca/ohss/training/">http://www.workingatmcmaster.ca/ohss/training/</a></td>
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<td>UHIP</td>
<td><a href="https://iss.mcmaster.ca/our-services/university-health-insurance-plan-uhip.html">https://iss.mcmaster.ca/our-services/university-health-insurance-plan-uhip.html</a></td>
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GENERAL INFORMATION FOR NEW GRADUATE STUDENTS
2017-2018 Academic Year

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

Programme Counselling: The Graduate Student Advisor is Dr. K.S Sivakumaran, located in JHE-229. Dr. Sivakumaran will advise students on the design of programmes of study and will be available to answer questions concerning general graduate student issues. The Graduate Administrative Assistant, Sarah Sullivan, will be available in JHE 301 to assist with registration and general orientation.

During the period from September 5th to 12th, 2017 students should discuss course content and research interests with appropriate faculty members so that study programmes can be developed which best suit the student's particular area of interest. All course descriptions are available in the Graduate Calendar, and a list of those offered by the department this year can be found on Mosaic.

Courses: Graduate courses will commence in the week beginning September 5, 2017. All students should register in their chosen courses, or indicate if they are working on their research, thesis/project for Terms I and II via MOSIAC by September 29, 2017. You must meet with your supervisor to discuss which courses you should register for and complete the Department of Civil Engineering Course Selection Worksheet PRIOR TO registering on MOSAIC. Completed worksheets are to be returned to Sarah Sullivan, Graduate Administrative Assistant by no later than September 29, 2017. Please note, for record keeping purposes, all of your courses for the entire year must be entered.

Students should note that certain courses available for graduate credit are offered concurrently with undergraduate courses. These are designated as 600-level in the Graduate Calendar and 400-level courses in the Undergraduate Calendar. Since all undergraduate classes commence on September 5th, graduate students contemplating registration in such a course(s) should try to attend the first lectures in that week. Timetable and room schedule details are available in Mosaic. Similarly, it should be noted that students taking graduate classes outside of the department (e.g. in Chemical Engineering) should ensure that their enrolment intentions are made known to the appropriate department. The most effective liaison is by personal contact with the course instructor.

Note: All graduate students are required to be on campus as of September 5th, 2017 for start of term.
ADMINISTRATIVE INFORMATION

Payment of Scholarships and Teaching Assistantships

Employment income from TA assignments will be paid bi-weekly by direct deposit to the employee, based on when the student is scheduled to work. TA payments are normally in term 1 (September to December, 2017) and/or term 2 (January – April, 2018). For more information about when you are scheduled to work, please refer to your employment contract.

Research scholarships paid by Supervisors from a research grant will be paid via lump sum instalments via direct deposit at the beginning of each term, unless otherwise specified by your supervisor.

All other scholarships will be disbursed to the student in lump sum instalments via direct deposit at the beginning of each term.

Further information about student accounts, timing of payments and payment schedule for the 2017/18 academic year will be sent prior to the Fall. Information regarding the funding model can be found here: https://gs.mcmaster.ca/awards-funding/understanding-your-funding

Should you have questions concerning your monthly payment, please contact our Administrator, Joanne Gadawski, at ext. 24746 (E-mail: gadawsj@mcmaster.ca).

It is important for you to recognize that the Departmental Scholarship support does not extend beyond the first 20 months of a Master's programme. Only under very special circumstances are exceptions made to this policy. For the Ph.D. programme the funding period is 48 months.

Attendance and Vacations of Full-time Graduate Students

As indicated in the School of Graduate Studies 2017-2018 Calendar, Section 2.5.6. Vacations: “Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3. In addition to statutory holidays (see Sessional Dates) and the weeklong closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor and the employment supervisor. An exception to this allotment requires approval from the supervisor or in their absence a member of the supervisory committee.”

Section 1.3 Responsibilities of Graduate Students to the University - School of Graduate Studies 2017-2018 Calendar: “Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Vacation entitlement is discussed in Section 2.5.6. Any absence of one week or longer from campus, which is not part of the student’s vacation entitlement requires the supervisor’s approval in writing. If the absence exceeds two weeks, the approval of the department chair is also required. In accordance with government regulations (see Section 2.5.2) students who will be absent from campus for more than four weeks in any one term require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies and must submit a petition for special consideration. Note that this permission is needed even for field work or study elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office. Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be “full-time off-campus” for periods of up to a year. In cases of unauthorized absence the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made.”
Health and Safety Requirements
Provincial legislation requires that all people employed in a workplace where hazardous materials are used attend the W.H.M.I.S. training session. The training is mandatory, not optional, for all graduate students in our Department.

All graduate students are required to complete the following courses:
Asbestos Awareness
Ergonomics
Fire Safety
WHMIS 2015
Slips, Trips and Falls
Violence and Harassment

Departmental Photocopying
The department has a photocopier in Room 302. To use this copier, you must first obtain permission to do so from your supervisor and then request a copying account code. For further information regarding photocopying accounts, please Tonya Antonecchia, Undergraduate Administrative Assistant.

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

Your McMaster Email Address
As soon as you are issued your McMaster email address, please notify Sarah Sullivan. All email communication to students is done through your McMaster email account. We are unable to send emails to YAHOO, Hotmail or Gmail accounts as per University policy.

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

All required courses must be consistent with the content within the areas of research outlined by the department in the School of Graduate Studies Calendar. Courses outside the seven academic departments of Engineering are generally not eligible for use towards graduate degree requirements unless approved by the department and supervisory committee. Courses in SEP are not acceptable towards a degree requirement. Professional skills and other complementary type courses like EDU 750 (Principles and Practices of University Teaching) are also not acceptable towards a degree requirement.

If your supervisor requires you to take a course outside of the established list approval must be granted by the department. Please see Sarah Sullivan, Administrative Assistant – Graduate Program for details on how to request approval.

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

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

Course Registration

Each term there is a deadline for registration and change in course registration (drop/add). Students adding a course after the appropriate deadline will not receive academic credit for that course. Also, students dropping a course after the deadline will receive a failing grade in that course. Students wishing to drop/add extra courses must do so in accordance with the School of Graduate Studies deadlines. If a student wishes to take “extra credit” courses they must submit a petition via Mosaic. More information can be found in Section 2.6.3 of the 2017-2018 Graduate Course Calendar.

Deadlines for such drop/adds are detailed on School of Graduate Studies website at http://academiccalendars.romcmaster.ca/content.php?catoid=25&navoid=4674. Students are to register for their courses through MOSAIC. All students must meet with their supervisors, and complete and submit a Department of Civil Engineering Graduate Course Registration Worksheet before registering for courses online. This worksheet does not register your for your courses; it simply assures the department that you have met with your supervisor to plan your course of study.

Note: Any change in a student's program requires the approval of the student's Supervisor, Chair, or the Graduate Student Advisor.
Master of Applied Science (M.A.Sc) Degree Requirements

Graduate Career Planning: As of September 1, 2015 all new graduate students in Masters or Doctoral programs within the Department of Civil Engineering and the Faculty of Engineering, are required to complete a career planning exercise within their first academic year (September to August). Students must produce a report before the end of their first year. The report should be no more than two pages and must be submitted to the department’s graduate advisor before the end of August in their first year. For students who start their programs in May or January their career plan must be submitted by the end of their first 12 months in the program. In preparation for writing this career planning exercise, students will be contacted by the Engineering Career Services Dept. for career counseling sessions.

M.A.Sc Course Requirements: Candidates will be required to complete satisfactorily the equivalent of at least two full courses, of which at least one must be from within the Department of Civil Engineering at McMaster University. Please note that the additional course work may be prescribed if deemed necessary by the candidate’s research supervisor. If a student wishes to take “extra credit” courses they must submit a petition via Mosaic. More information can be found in Section 2.6.3 of the 2017-2018 Graduate Course Calendar.

Additional Requirements: In addition to the above course requirements, all full-time Master’s candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day for the first 6 terms (24 month) of study. Master’s candidates who begin studies in September 2017 or later will receive a mid-program progress review from their supervisor. This review must be submitted to the department within 8 months of starting the program for full-time students, and within 16 months for part-time students. Upon completion of all degree requirements, and after the approval of the supervisor, a thesis must be presented which will embody the results of an original investigation; and the dissertation is to be defended in an oral examination. Information pertaining to the thesis defence procedures can be found in the Master of Applied Science Examination Regulations found on page 10.

Supervision: Supervision of M.A.Sc. students is governed by the School of Graduate Studies regulations as outlined in the current “School of Graduate Studies Calendar” (see the following link and refer to Section 3.5: “Regulations for Master’s Degrees” http://academiccalendars.romcmaster.ca/index.php)

Defence & Submission of M.A.Sc. Theses: Information on how to write, defend and submit your Master’s thesis can found at https://gs.mcmaster.ca/academic-services/degree-completion.

Preparation of Theses (Regular and Sandwich): The general requirements for the production of a Master’s or Doctoral thesis can be found in the Guide for the Preparation of Master’s and Doctoral Theses of the School of Graduate Studies https://gs.mcmaster.ca/sites/default/files/resources/guide_for_the_preparation_of_masters_and_doctoral_theses_december_2016.pdf
All M.A.Sc. (thesis) candidates are required to present a thesis, which embodies the results of an original research investigation. The following regulations apply to theses submitted in partial fulfillment of the M.A.Sc. degree requirements.

1. Examination Committee

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

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

2. Thesis Examination

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

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

(a) that the thesis is not acceptable for defence in its present form, and return it to the candidate with explicit comments as to why it is not acceptable;

(b) that specific modifications in the thesis are required prior to formal defence, and direct the candidate to effect those changes; or

(c) that the thesis be formally defended with/without minor modifications.
3. Seminar

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

4. Oral Defence

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

5. Examination Outcome

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

(a) the oral defence and thesis are satisfactory; the candidate is passed;

(b) either the thesis or the oral defence is unsatisfactory and the candidate is given an opportunity to be re-examined only once; or

(c) the thesis and/or the oral defence is unsatisfactory; the candidate is failed.
Master of Engineering (M.Eng) Degree Requirements

Graduate Career Planning: As of September 1, 2015 all graduate students in Masters or Doctoral programs within the Department of Civil Engineering and the Faculty of Engineering, are required to complete a career planning exercise within their first academic year (September to August). Students must produce a report before the end of their first year. The report should be no more than two pages and must be submitted to the department’s graduate advisor before the end of August in their first year. For students who start their programs in May or January their career plan must be submitted by the end of their first 12 months in the program. In preparation for writing this career planning exercise, students will be contacted by the Engineering Career Services Dept. for career counseling sessions.

M.Eng Course Requirements: Candidates will be required to complete satisfactorily the equivalent of at least three full courses, of which at least 1.5 must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate’s project supervisor. If a student wishes to take “extra credit” courses they must submit a petition via Mosaic. More information can be found in Section 2.6.3 of the 2017-2018 Graduate Course Calendar.

Additional Requirements: In addition to the above course requirements, all full-time Master’s candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day for the first 6 terms (24 month) of study. Upon completion of all degree requirements, and after the approval of the supervisor, a report must be presented on a project which demonstrates ability to carry out independent study and reach a satisfactory conclusion. The report must be approved by the department and presented orally to the department. Information pertaining to the project presentation procedures can be found in the Master of Engineering Project Report Guidelines found on page 13.

Supervision: Supervision of M.Eng. students is governed by the School of Graduate Studies regulations as outlined in the current “School of Graduate Studies Calendar” (see the following link and refer to Section 3.5: “Regulations for Master’s Degrees” http://academiccalendars.romcmaster.ca/index.php)

Submission of M.Eng. Projects: Once you have successfully presented your M.Eng. project and all corrections have made, required by your presentation committee, you must submit an electronic copy of your project to our department. This electronic copy must be in a PDF format. Submissions are to be emailed to our Graduate Administrative Assistant. Once this document is received, the appropriate paperwork indicating that you have successfully completed the degree requirements will be submitted to the School of Graduate Studies.
All Master of Engineering (project) candidates are required to submit a project report. The report will be subject to examination by the department, and will embody the results of an approved study, which is intended to test the candidate's ability to carry out independent work and reach a satisfactory conclusion.

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

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

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

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

**PROJECT REPORT**

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

1. **Examination Committee**

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

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

3. **Seminar**

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

4. **Examination Outcome**

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

   (a) the project is satisfactory; the candidate passes;

   (b) the project report is unsatisfactory and the candidate is given an opportunity to have the report re-examined only once; or

   (c) the project report is unsatisfactory; the candidate is failed.
Doctor of Philosophy (Ph.D) Degree Requirements

Graduate Career Planning: As of September 1, 2015 all new graduate students in Masters or Doctoral programs within the Department of Civil Engineering and the Faculty of Engineering, are required to complete a career planning exercise within their first academic year (September to August). Students must produce a report before the end of their first year. The report should be no more than two pages and must be submitted to the department’s graduate advisor before the end of August in their first year. For students who start their programs in May or January their career plan must be submitted by the end of their first 12 months in the program. In preparation for writing this career planning exercise, students will be contacted by the Engineering Career Services Dept. for career counseling sessions.

Ph.D. Course Requirements: Candidates will be required to complete satisfactorily the equivalent of at least two full courses in addition to the course requirements for an M.A.Sc. degree, of which at least one must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate’s research supervisor. If a student wishes to take “extra credit” courses they must submit a petition via Mosaic. More information can be found in Section 2.6.3 of the 2017-2018 Graduate Course Calendar.

Additional Requirements: In addition to the above course requirements, all full-time Ph.D. candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day for the first 12 terms (48 month) of study. The candidate must also pass a Comprehensive Examination which has 2 parts. Part 1 is normally taken within the first year and Part 2 is normally taken in the second year of the doctoral program. The purpose of this examination is to test the candidate’s acquisition of knowledge and maturity of approach to problems in the major field of study, as well as in appropriately chosen cognate subject areas. The detailed regulations governing these examinations may be obtained from the Department.

Defence & Submission of Ph.D Theses: Information on how to write, defend and submit your Master’s thesis can be found at https://gs.mcmaster.ca/academic-services/degree-completion.

Preparation of Theses (Regular and Sandwich): The general requirements for the production of a Master’s or Doctoral thesis can be found in the Guide for the Preparation of Master’s and Doctoral Theses of the School of Graduate Studies https://gs.mcmaster.ca/sites/default/files/resources/guide_for_the_preparation_of_masters_and_doctoral_theses-december_2016.pdf
Ph.D. SUPERVISION AND RESPONSIBILITIES OF Ph.D. SUPERVISORY COMMITTEE

Most of the procedures and regulations regarding supervision are described in the School of Graduate Studies Calendar. Please refer to Sections 2.7 Supervision (General), and Section 4.5 Supervision for PhD of the calendar.

Ph.D students are required to meet with the supervisory committee once per year at the minimum. It is the responsibility of the student to plan their meeting dates and times based on the availability of the committee, and once this is done they may contact the Graduate Administrative Assistant to book a room. It is the responsibility of the student to communicate the date, time and location to the committee. It is important to note subsequent meetings must occur within 12 months of the preceding meeting as per the Graduate Calendar. At each meeting the student is required to submit Page 2 of the supervisory committee meeting report to their respective committee outlining their progress. A copy of the Ph.D. supervisory committee report form can be found on the graduate studies website here: https://gs.mcmaster.ca/sites/default/files/resources/supervisory_committee_report_november_2016_0.pdf.

All Ph.D students are required to take, and pass, a comprehensive examination in order to become a Ph.D candidate. The governing regulations can be found on page 17.

Please read the School of Graduate Studies Calendar for other relevant information and more specific information on Graduate Degrees offered in the Department of Civil Engineering. Further information can be obtained from the Graduate Student Advisor or Chair of the Department.
Ph.D. COMPREHENSIVE EXAMINATION REGULATIONS

1. Purpose

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

The comprehensive examination will consist of two parts.

2. Membership of the Ph.D. Examination Committee

The Part A Ph.D. Examination Committee shall consist of a non-voting Committee Chair, and three voting members as follows: the supervisor, one representative from the candidate’s supervisory committee (this representation will be decided by the members of the supervisory committee), and one departmental representative who is not part of the candidate’s Supervisory Committee. The Part B committee shall consist of a non-voting Chair, and the three voting members of the Ph.D Supervisory Committee.

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

3. Chair of the Ph.D. Examination Committee

The position of the Examination Committee Chair shall be taken by rotation of the departmental faculty. The candidate’s supervisor(s), the Graduate Student Advisor or the Department Chair shall in no instance be the Ph.D. Examination Committee Chair.

4. Part A: Breadth and Depth of Knowledge

Objective: The objective of Part A, consisting of a written examination and an oral examination, is to test the candidate’s knowledge of undergraduate material in the major field of study, with graduate level understanding and the ability to think independently.

Time: Students shall take Part A normally within 10 months of admission to the doctoral program.
Written part: This is a 4 hour open-book/closed-door examination, with three questions in three selected subject areas. For each question, the candidate must demonstrate a graduate-level understanding of undergraduate material. The three subject areas shall be selected by the Examination Committee. The candidate shall be informed of the three areas at least two months prior to the exam. Without restricting the reference materials that candidates may choose to bring to the examination, candidates shall be notified at least two months before the examination of any references that they are required to bring. The use of computers or communicating electronic devices during the examination is strictly prohibited, unless the Examination Committee agrees otherwise and notifies the student at least two months prior to the examination.

Oral part: The oral exam shall be conducted normally within 48 hours following the written part.

The oral examination will mostly be based on the questions from the written part of the examination. However, the scope of the oral part may extend to examining the depth of knowledge in the candidate’s discipline area and possible deficiencies in the candidate’s academic background.

The oral exam shall not exceed two hours in duration.

5. **Part B: Research Proposal and Oral Exam**

Objective: The objective of Part B is to test the candidate’s competence and ability to conduct research in the chosen specialty.

Time: Within 8 months of passing Part A.

Written part: The candidate shall submit a research proposal, a minimum of two weeks before the Part B examination, up to a maximum of 25 pages in length. This page length does not include the cover page or references.

Oral part: The candidate will be required to present the research proposal in a summary fashion (approximately 20 minutes) to the committee, followed by questions directly related to the proposal and the candidate’s specific area of research. The oral part is an open examination and shall not exceed two hours in duration.

6. **Outcome of the Examination**

The evaluation and outcome of the examination applies to both Parts A and B of the examination.

There shall only be two possible outcomes of the first Ph.D. Comprehensive examination. The committee shall render one of the following decisions:
a. When there are two or more passing votes then the Committee rules that the candidate passed the examination. The Committee may add to this pass conditions to correct any weaknesses detected (e.g., take a specific course). [Designation of ‘Pass’]

b. When there are two or more “Unsatisfactory” votes there shall be a re-examination. For Part A, the re-examination shall be within 4 months of the initial attempt. The Part A re-examination shall contain only three questions. In the event of a re-examination for Part A, one new member shall be added to the original examination committee. For Part B, the re-examination shall be within 3 months of the original examination and within 20 months of admission to the doctoral program, whichever is earlier. [Designation of ‘Re-Examination’]

There shall only be two possible outcomes of a re-examination. The committee shall render one of the following decisions:

c. For Part A, when there are three or more passing votes then the Committee rules that the candidate passed the examination. For Part B, two or more passing votes are required for a pass. The Committee may add to this pass conditions to correct any weaknesses detected (e.g., take a specific course). [Designation of ‘Pass’]

d. When there are two or more “Unsatisfactory” votes, the candidate will fail. The candidate will be required to withdraw from the Ph.D. programme for a “Fail” in the re-examination of either Part A or Part B. [Designation of ‘Fail’]

The Re-Evaluation and Outcome of the Examination apply to both parts of the examination.

7. Notification of Outcome

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

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

Revised January 2017
Pertinent McMaster University Policies and Procedures

Academic Integrity Policy:
https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf

Accommodation of Graduate Students with Disabilities:
https://sas.mcmaster.ca/

Accessibility Policy:
https://www.mcmaster.ca/policy/General/HR/Accessibility.pdf

Collective Agreement for TA/RA in Lieu of TA:
http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit1/

Graduate Student Leaves of Absence:
http://academiccalendars.romcmaster.ca/content.php?catoid=25&navoid=4667#2-5-7_leaves_of_absence

Petition for Special Consideration:

Incomplete/Failing Grades:
http://academiccalendars.romcmaster.ca/content.php?catoid=25&navoid=4667#2.6.4_Failing_Grades_and_Incomplete_Grades

Student Code of Conduct:
http://studentconduct.mcmaster.ca/student_code_of_conduct.html

Student Appeals Procedure:

Copyright Policy:
https://milo.mcmaster.ca/faqs/copyright_mac

Research Integrity Policy:

Discrimination, Harassment and Sexual Harassment Prevention and Response Policy:

Sexual Violence Policy:

Sexual Violence Response Protocol:
http://svrp.mcmaster.ca/