COMPUTING AND SOFTWARE GRADUATE STUDENT HANDBOOK 2018-19

INTRODUCTION

This Handbook has been prepared to bring together in one place instructions and information, which should be helpful for graduate students and other researchers in the Department of Computing and Software at McMaster University.

The information in the Handbook is specific to the Department of Computing and Software.

All students are advised to familiarize themselves with the regulations in the School of Graduate Studies Calendar, available at http://academiccalendars.romcmaster.ca/index.php?catoid=25 .

Particular regulations for graduate study, which have been created within the Department of Computing and Software, are specified in this Handbook. As changes in the School of Graduate Studies or Departmental regulations occur, the Department of Computing and Software will attempt to keep the graduate students informed.

Please note: if there is any discrepancy between a department or program handbook and the School of Graduate Studies Calendar, then the School of Graduate Studies Calendar shall prevail.

Collective Agreements http://www.workingatmcmaster.ca/elr/

Campus Map: https://www.mcmaster.ca/welcome/images/campus_map.pdf

Engineering Graduate Society: http://www.macegs.com/

Student Clubs: https://www.eng.mcmaster.ca/cas/resources#student-clubs-and-groups

Graduate Studies, Gilmour Hall, Room 212, ext 23679, https://graduate.mcmaster.ca/

Contact List for Graduate Studies Staff: https://graduate.mcmaster.ca/contacts

Health and Safety: https://www.eng.mcmaster.ca/cas/resources#health-safety

EMERGENCY! - dial **88** on any campus phone (cell: 905 522 4135)
Security - ext 24281
EOHSS - ext 24352

Contact Us:

http://www.cas.mcmaster.ca/cas/0template1.php?400

Chair

      Ridha Khedri   ext: 23163   office: ITB 131   email: khedri

Graduate Associate Chair

      Rong Zheng   ext 22891   office: ITB 121   email: rzheng

Graduate Advisor-Software Engineering, Mechatronics, Virtual System Design

      Ryan Leduc   ext: 27962   office: ITB 247   email: leduc

Graduate Advisor - Computer Science

      Emil Sekerinski   ext: 27276   office: ITB 215   email: emil

Program Coordinator - eHealth

      Reza Samavi ext: 24895   office: ITB 213   email: samavir

Administrator

      Laurie LeBlanc ext: 22887   office: ITB 202A   email: leblanl

Administrative Assistant

      Delcia Aguiar ext: 24614   office: ITB 202   email: aguiad1

Undergraduate Assistant

      Tina Macala   ext: 22852   office: ITB 202   email: macalat

Graduate Assistant

      Teresa Ferko   ext: 27863   office: ITB 202   email: trimbot

For Graduate Inquiries

      e-mail: gradcas@mcmaster.ca

      FAQ: Graduate Frequently Asked Questions

Please Note: the Graduate Associate Chair is the first point of contact for any issues

1. **GRADUATE COURSES AND SELECTION**

The graduate courses in Computing and Software are listed in the School of Graduate Studies Calendar. The courses which are offered in 2018-19 are shown below.

Graduate Courses Academic Year 2018-19

Term 1 Courses

COMP SCI 6E03	Performance Analysis of Computer Systems	Douglas Down
SFWR ENG 6GA3	Real-Time Systems and Computer Game Applications	Wenbo He
SFWR ENG 6HC3	The Human Computer Interface	Adam Lenarcic
COMP SCI 6O03	Operations Research	Antoine Deza
COMP SCI 6WW3	Web Systems and Web Computing	TBA
COMP SCI 6TE3	Continuous Optimization Algorithms	TBA
CAS 701	Logic and Discrete Mathematics	William Farmer
CAS 702	Data Structures and Algorithms	George Karakostas
CAS 703	Software Design	Emil Sekerinski
CAS 706	Programming Languages	Franya Franek
CAS 708	Scientific Computation	Ned Nedialkov
CAS 741	Development of Scientific Computing Software	Spencer Smith
CAS 746	Advanced Topics in Combinatorial Optimization	Antoine Deza
CAS 748	Analysis and Synthesis of Sound	Martin v. Mohrenschildt
CAS 757	Modern Software Technology for eHealth	Reza Samavi
CAS 761	Generative Programming	Jacques Carette
CAS 772	Mobile Data Analytics	Rong Zheng
CAS 781	Advanced Topics: Randomized Algorithms	Peter Robinson

Term 2 Courses

COMP SCI 6F03	Distributed Computer Systems	TBA
SFWR ENG 6GC3	Sensory Perception, Cognition and Human-Computer Interfaces for Game Design	TBA
COMP SCI 6TB3	Syntax Based Tools and Compilers	Emil Sekerinski
CAS 704	Embedded, Real-Time Software Systems	Douglas Down
CAS 705	Computability and Complexity	Ryszard Janicki
CAS 707	Formal Specification Techniques	Wolfram Kahl
CAS 745	Supervisory Control of Discrete-Event Systems	Ryan Leduc
CAS 764	Advanced Topics in Data Management	Fei Chiang
CAS 767	Information Privacy and Security	Reza Samavi
CAS 769	Distributed Algorithms	TBA
CAS 771	Introduction to Big Data Systems & Applications	Wenbo He
CAS 781	Advanced Topics: Functional Safety of Autonomous Vehicles	Mark Lawford

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Course selection is done by the graduate student and requires the approval of the research supervisor. All students should endeavor to have their course program selected for both terms and register for these courses by the appropriate dates. Students who have not yet completed the course requirements for their degree are required to sign up for these courses via the online course selection process (Mosaic). Initial course selections, as well as subsequent additions and deletions, are done using this process.
http://academiccalendars.romcmaster.ca/index.php?catoid=25

Please note that all students must register using this process. If you have completed your course requirements and are working only on a project or thesis, you enroll in the placeholder course, SGS 700.

Graduate students are responsible for ensuring that registration/course information as shown on Mosaic is correct. It is also your responsibility to ensure that your course selections meet the course requirements for your programme. The department will not consider requests to change the programme regulations to accommodate course selections that do not meet the requirements. You are encouraged to complete a "Course Selection" form and bring it in to the Graduate Assistant in the Departmental Office, who will check the course selections against program regulations.

1.1 Requirement Designations

The enrollment process will automatically assign a course towards the primary academic program that a student is enrolled in for a particular term. This process does not determine whether the course will exceed the requirements outlined the curriculum. Where a student wishes to designate a particular course towards a program other than their primary academic program a special request is required during the normal add period outlined in the sessional dates. The requirement designation form is available on the School of Graduate Studies website.

Courses can be designated as being in one of the five categories:

Masters (M) (Count towards the primary academic program requirements of a Master's degree) This category identifies the courses that are to count towards the Master's degree requirements (including any additional graduate requirements or undergraduate courses specified by the supervisory committee or Department Chair). Please note that it is now mandatory for all Masc./MSc students to have a supervisory report at the midpoint in their programme (within 12 months after start date or 6 months for accelerated). The passing grades for a Masters course are A+, A, A-, B+, B, and B-.

Doctoral (D) (Count towards the primary academic program requirements of a Doctoral degree) This category identifies the courses that are to count towards the Doctoral degree requirements (including any additional graduate requirements or undergraduate courses specified by the supervisory committee or Department Chair). The passing grades for a Doctoral course are A+, A, A-, B+, B, and B-.

Extra Courses (Extra Course) This category identifies courses that the student is taking with the approval of the supervisor but that are not necessary to the student's current degree program. In order to designate a course as extra, a student will have to submit a course designation request during the normal add period of enrollment in a particular term. The form is

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submitted to the program office and once approved will have the designation added to the enrollment record for that course only. If a failing grade (i.e. less than B-) is received in a course taken as Extra, the courses (and grade) will not appear on the student's transcript unless because of academic dishonesty. Students may petition to change the designation of an Extra Course to a Masters or Doctoral course prior to the deadline to drop a course provided that this change is supported by the supervisor and program. Changes of designation after the drop date will not be approved. Courses designated as Extra Course may subsequently be counted towards graduate degree requirements and the course designation changed to Masters or Doctoral, if approved by the Faculty Admissions and Study Committee or the Associate Dean acting on its behalf. The passing grades for an Extra Course are A+, A, A-, B+, B, and B-.

Courses that are required by the supervisory committee or the Department Chair as additional requirements in excess of the stated minimum for the program must be designated as Masters or Doctoral.

Students who have been awarded a failing grade are not granted supplementary examination privileges. All instances of failures are reviewed by the appropriate Faculty Committee on Graduate Admissions and Study. The Faculty Committee on Graduate Admissions and Study requests a departmental recommendation regarding the student, and this recommendation is given considerable weight. In the absence of a departmental recommendation to allow the student to continue, the student will be required to withdraw. Those allowed to remain in the program must either repeat or replace the failed course. A failing grade in an M or D course remains on the transcript.

Under exceptional circumstances a course instructor may approve an extension for the student for the completion of work in a course and assign an Incomplete grade (INC). Normally this extension is in the range of a few weeks. A student who receives this permission must complete the work as soon as possible and in any case early enough to allow the instructor to report the grade to the School of Graduate Studies by the date specified in the Academic Calendar. If the INC grade is not cleared by the deadline, a failing grade will automatically be recorded.

1.1   **600 Level Courses:**
       M.ENG. STUDENTS MAY TAKE AT MOST TWO OF THE REQUIRED GRADUATE COURSES AT THE 600 LEVEL. ALL OTHER MASTERS STUDENTS IN COMPUTING AND SOFTWARE MAY TAKE AT MOST ONE OF THE PRESCRIBED GRADUATE CREDIT COURSES AT THE 600 LEVEL. FOR DOCTORAL STUDENTS, ALL FOUR COURSES MUST BE AT THE 700 LEVEL.

1.2   Every graduate student is required to complete **SGS #101** - *Academic Research Integrity and Ethics*, during the first year of their program. This course offering is available on-line with no limited enrollment in each term. Prior to completing the course, please register for it via Mosaic. The course is completed through "Avenue to Learn": http://avenue.mcmaster.ca/

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       Every graduate student is also required to complete **SGS #201** – AODA Training, during the first year of their program. This course offering is available on-line with no limited enrollment in each term. Prior to completing the course, please register for it via Mosaic. The course is offered by Accessibility McMaster and is accessed through the following link: http://www.mcmaster.ca/accessibility

1.4   **Degree Regulations:** Before selecting courses, please discuss with your supervisor. Program regulations are available on the departmental website:
https://www.eng.mcmaster.ca/cas/programs/degree-options

1.5   **Career Planning:**

Entering graduate students in Masters or Doctoral programs within the Faculty of Engineering are required to complete a career planning exercise (CARP) within their first academic year (September to August). Students will book through the department, a planning session with a career specialist within the faculty and subsequently produce (at most) a two-page report before the end of their first year. The report must be submitted to the corresponding graduate advisor (for computer science or software engineering) before the end of August in their first year. Students entering in May of a given year may choose to submit the report in the second academic   year   instead.

2.   **RESPONSIBILITIES OF GRADUATE STUDENTS TO THE UNIVERSITY (Section 1.3 of University Calendar)**

Just as the University has responsibilities to graduate students, they have responsibilities to the University. The students' responsibilities include, but are not limited to: registering annually until graduation, withdrawal, or withdrawal in good standing due to time limit; paying fees as required; complying with the regulations of the School of Graduate Studies as set out in the Calendar. Where applicable, students are responsible for complying with such conditions as may be laid out in an accepted letter of offer. Students are also responsible for complying with the regulations of the Ontario Council on Graduate Studies, and McMaster University with respect to full and part-time status and, in particular, for informing the School of Graduate Studies of any change in employment status. Students are further responsible for informing the School of Graduate Studies, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, etc. Students are also responsible for reporting through the department any change in student status, course registration, or withdrawal. With regard to research and study, students are responsible for 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. If there is a problem with supervision, it is the student's responsibility to contact the Department Chair or Graduate Advisor. The provisions for changing a supervisor are outlined in section 2.7 of the Graduate Calendar.

Students who undertake to write masters or doctoral theses assume responsibility both for creating drafts of the thesis and for responding to direction from the Supervisory Committee. The student shall have the responsibility to write and ultimately to defend the thesis and the Supervisory Committee has the responsibility to offer guidance in the course of the endeavor, and to recommend or not recommend the completed thesis for defense.

In order to receive a degree, the student 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.

Since registration permits access to libraries and certain other academic facilities (including off campus facilities), it also implies a commitment on the part of each graduate student to use

such facilities in accordance with applicable rules, including all safety practices, guidelines and policies. Inappropriate behaviour that is deemed to be in violation of such practices may lead to denial of access to the facility. If such denial of access to facilities means that a student can no longer fulfill his/her academic obligations, the student will be required to withdraw involuntarily from his/her academic program.

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 always require their supervisor's approval to be absent from campus for one week or more. If absence exceeds two weeks, the approval of the Department Chair is also required. In accordance with the government regulations students who will be absent from campus 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. Note that this permission is needed even for field work 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 logged 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.

For complete policies regarding graduate study, students should refer to the Graduate Calendar.

3.   UNIVERSITY REGULATIONS AFFECTING GRADUATE STUDENTS

We draw your attention to Section 6 of the University Graduate Calendar, which addresses Academic Integrity, Academic Dishonesty, Code of Conduct, Appeal Procedures, Ownership of Student Work, Policy with Regard to Students with Disabilities, Student/Faculty Non-Disclosure Agreements, Conflict of Interest Guidelines, Student Academic Records, Environmental Health and Safety and Inter-University Cooperation.

4.   DEPARTMENTAL AND UNIVERSITY THESIS PROCEDURE

For students in a degree program requiring a thesis, the School of Graduate Studies has a comprehensive website entitled "Degree Completion". You are strongly advised to consult this site early in the process of writing your thesis.
https://gs.mcmaster.ca/academic-services/degree-completion

If the thesis is not presented in the required format, it will not be accepted, nor will the degree be conferred until all the required specifications have been met. Please note it is the student's responsibility to ensure that the thesis is complete and all corrections have been approved prior to final submission.

Departmental policies concerning preparation, submission and defense of a thesis are included in the Program Regulations specific to each program. These regulations have been provided to graduate students under separate cover. These regulations can be found on the following link.
http://www.cas.mcmaster.ca/cas/0template1.php?1004

It is strongly recommended that a student in a full-time degree program submit a first draft of his/her thesis, acceptable to the supervisor/s, before taking up full-time employment. Past

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experience has shown that students who do not follow this recommendation are seriously delayed in completing their thesis, and in some cases do not ever graduate.

A thesis may be submitted at any time. The University Graduate Calendar announces annually deadlines for the submission of the thesis to the School of Graduate Studies for Fall or Spring Convocation
http://academiccalendars.romcmaster.ca/content.php?catoid=25&navoid=4674.
If a thesis is submitted by the spring date, the candidate is promised graduation at the Spring Convocation, if all other degree requirements have been completed. The same applies in the fall when the fall deadline is met.

Upon completion of all degree requirements, the student is required to "sign out" from the department. A sign out checklist is available from the Departmental Office.

4.1   **Preparing Theses**

Final theses are to be up-loaded on-line. Please refer to the School of Graduate Studies webpage https://gs.mcmaster.ca/academic-services/degree-completion
You will see the required forms that need to be completed and submitted to Graduate Studies after they have been signed by the supervisor and the graduate advisor.

5.   **FINANCIAL SUPPORT**

5.1   **Payment of Departmental Scholarship, Teaching Assistantship, Other**

Scholarship payments for the graduate students are handled by the School of Graduate Studies, while the Human Resources department handles employment income. Scholarship payments are paid as a lump sum at the beginning of each term. Employment income is paid bi-weekly in the term of employment. If you have any questions concerning your financial support contact Laurie in the departmental office (leblanl@mcmaster.ca).
Payroll information has been provided under separate cover and is available
http://www.workingatmcmaster.ca/hris/employee/teachingassistants/

5.2   **Graduate Scholarships**

The School of Graduate Studies announces scholarship competitions throughout the academic year. Such announcements will be forwarded to graduate students in the department by email, and/or posted on the bulletin board located on the second floor of the Information Technology Building. Students are strongly encouraged to apply to any competition for which they meet the eligibility requirements. For some this is a stipulation in their offer of admission. Some major annual scholarship competitions are: NSERC; OGS (Ontario Graduate Scholarships); McMaster Prestige Scholarships. Note that these applications require official copies of all academic transcripts, so be sure to order these sufficiently early to meet departmental deadlines.
http://academiccalendars.romcmaster.ca/content.php?catoid=25&navoid=4672

5.3   **Graduate Tuition Fees for 2018/19**

Please see https://student-accounts.mcmaster.ca/tuition-fees/undergraduate/#tab-content-675

5.4   <u>**Full and Part-time Studies (Section 2.4.3 of University Graduate Calendar)**</u>

In accordance with provincial regulations, McMaster requires students to register annually, and to confirm their status as a full-time graduate student. Only full-time graduate students are eligible for scholarship support. In accordance with OCGS's position, full-time graduate students are encouraged to limit time spent on employment and may not be employed more than 505 hours in an academic year for work that is paid through McMaster University.

All active graduate students other than full-time graduate students as defined above are part-time graduate students. Please note that all students who begin a program as a full-time student are subject to deadlines and fees pertaining to full-time students, even if they transfer to part-time.

   5.5   <u>**Full Time Off Campus**</u>

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 who absent themselves from campus for more than two weeks during the fall or winter terms or four weeks in the summer term without permission from the Department and the appropriate Associate Dean of the School of Graduate Studies WILL BE DEEMED TO HAVE WITHDRAWN VOLUNTARILY FROM GRADUATE STUDY. Students may arrange, through the Department and the Associate Dean of the School of Graduate Studies, to be "full-time off-campus" for periods of up to a year. In cases of unauthorized absence the student will have to petition for re-admission. The appropriate Committee on Graduate Admissions and Study will rule on each request on a case-by-case basis. No guarantee of readmission or of renewal of financial arrangements can be made.

Please see Section1.3 of the University Calendar for further details.
http://academiccalendars.romcmaster.ca/content.php?catoid=25&navoid=4666#1.3_Responsibilities_of_Graduate_Students_to_the_University_

6.   <u>**SAFETY AND SECURITY**</u>

Your attention is drawn to Section 6.9 of the Graduate Calendar with respect to the McMaster University Health and Safety Policy. The office of Environmental and Occupational Health Support Services (EOHSS) is responsible for all health and safety policies and procedures.

SECURITY SERVICES: 905-525-9140 ext 24281, <u>security@mcmaster.ca</u>
Download the app at: http://security.mcmaster.ca/crime_prevention_safetyapp.html

- **905-522-4135**
- **Dial "88" from any University phone**
- **Security Button on all campus pay phones.**
  No charge dial
- **Red Assistance Phones**
- **Elevator Phones**

6.1   <u>**Health and Safety Training Courses**</u>

In addition to any site-specific training for research and teaching labs, all CAS graduate students are required to take the following Health and Safety training courses. These are available as either in-person sessions or online. These must be completed within the first week after beginning the graduate program. Online modules are available for each of these courses at: http://cll.mcmaster.ca/eohss/.

WHMIS
Health & Safety Orientation   Asbestos Awareness
Fire Safety   Ergonomics
Slips, Trips and Falls   Violence and Harassment Program

Each student and supervisor must also complete a Job Hazard Analysis. Details are available at: http://www.workingatmcmaster.ca/eohss/prevention/job-hazard/.

6.2   **Reporting of Safety/Incident Report**

In the event of an injury or an incident that could have resulted in an accident to employees and non-employees, **it must be reported immediately.** In case of an incident or an injury, you are asked to report it immediately to Dr. W. He, Chair of the Departmental Safety Committee. **It is extremely important that you adhere to this regulation.**   The Safety-Incident Report must be completed – forms are available in the Departmental Office or online at: http://www.workingatmcmaster.ca/med/document/InjuryIncident-Report-(Fillable)-1-36.pdf

6.3   **First Aid Stations**
First Aid Stations are located in ITB 202 and 242.

6.4   **Fire Safety Procedure**

In case of fire,   GET OUT and STAY OUT.

If you discover a fire, an explosion, a gas leak or smoke
- **Alert everyone (staff, students and visitors) by activating the pull station**
- Leave the building by the quickest and safest exit (become familiar with at least two different routes)
- Do not use the elevators
- Call 88 (from a university phone line) when away from danger and provide Security Services any necessary information regarding the alarm (location and type of problem)
- Do not re-enter the building unless advised by Security

If you hear a fire alarm
- Quickly and safely leave the building by the nearest exit
- Do not use the elevators
- Meet outside of the North side doors between ITB and IAHS
- Do not re-enter the building unless instructed by Security
- Report anyone missing from your group to your fire warden
- Walk to the meeting place in a safe perimeter away from the building

You are not expected to fight a fire.   The Fire Department is located very close to the University and they will respond fully equipped in a few minutes.

Never fight a fire

- Unless someone pulled the alarm station
- Unless you still have a clear exit
- Unless you have the proper fire extinguisher and know exactly how to use it

Fire Wardens

The fire wardens are volunteers from the members of our department. – John Nakamura and Tina Macala

Duties of a fire warden
- Ensure safe evacuation
- Shut doors but not lock them
- Help disabled and people with medical conditions in evacuation or by moving them to a safe location
- Do a head count in the evacuation
- Advise Security and the Fire Department of anyone missing
- Participate in fire drills by carrying out responsibilities as in actual fire

If it is unsafe to evacuate
- Stay calm
- Close the door
- Block the cracks with damp towels
- Call 88 and describe your location and distress
- Wait for help to arrive

7. **ADDITIONAL TRAINING**

The Ontario Government has enacted a Customer Service Regulation of the Accessibility for Ontarians with Disabilities Act, 2005, which came into effect at the start of 2010. Senate has passed a requirement for all graduate students to complete this training (SGS #201). Please complete it by going on-line at http://www.mcmaster.ca/accessibility. This is part of the mandatory requirements to graduate and to register for courses. Once completed, please forward the electronic receipt to the Graduate Assistant for record keeping.

8. **SECURITY**

From time to time there have been thefts of personal belongings or research equipment from laboratories or offices. **Please ensure that you lock the door each time you vacate a room.** Do not ever leave valuables (wallets, handbags, etc.) where they can be taken, particularly in public areas such as the Library or other common areas. Please do not prop open office or laboratory doors.

We cannot stress enough the importance of securing our equipment. Please comply.

9. **DEPARTMENTAL OFFICE AND UNIVERSITY SERVICES**

The Departmental Office (Rooms 202) is open from 8:30 a.m. to 4:30 p.m. (closed for lunch from 12:00 to 1:00). It is located on the second floor of the Information Technology Building. The Administrator (Laurie, Room 202/A) manages the departmental office and will assist graduate students in all aspects of financial support, TA's, awards, and issuing of keys and space.

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The Graduate Assistant, (Vivian, Room 202) will assist graduate students with registration, course selection, change in status, supervisory committees, thesis defenses and check out procedures.

The Administrator will assist all PDF's and other researchers with Departmental and University Policies, all aspects of employment such as appointment letter, signing in, ID card, e-mail Login ID, extensions, termination, payment, etc., assignment of office, keys, etc.

It should be noted that the Department does not provide stationery, pencils, transparencies, etc., for students or research staff.

9.1 **Mail Service, Postage and Use of Letterhead**

Mail is delivered to the Departmental Office once a day. Delivery is around 1:15 p.m. Mail will be placed in the students' individual mailboxes in 203. There are trays in room 203 for outgoing mail, which is picked up daily at approximately 11:45 a.m.

Stamped, properly addressed letters may be mailed from the Departmental Office, however parcels must be taken to a Post Office Location. Visit the Canada Post website to find a Post Office near you. The Campus Store hosts a Canada Post Express outlet which features stamps and Xpress post options for letter delivery.

Please do not have personal mail or parcels sent to the department as we will not accept these items.

Please note:
a)   Graduate students have access to mail only if writing justifiable letters to suppliers regarding equipment, reprint requests and other correspondence relating to your research.

b)   When sending letters of a personal nature, e.g. writing to a company for a job, please buy stamps.

c)   Computing and Software letterhead can only be used on business matters that have to do with your research, and you must have permission from your supervisor.

9.2 **Email**

Most communications from The School of Graduate Studies and the department will be done via email. The University Technology Services (UTS) provides each student with an email address. If you have any problems you can call the UTS help line at x24357

UTS Policies, Procedures and Guidelines can be found at the following link:
http://www.mcmaster.ca/uts/policy/index.html

McMaster Student Mail powered by Google is for undergraduate and graduate students. Departmental distribution lists will be updated by mid-September and will contain only McMaster email addresses. Please ensure that you have activated your account by that time.

Information Security Policy can be found at :
https://informationsecurity.mcmaster.ca/policy/ispolicy/

9.3   **Copy Procedures** – Please direct all queries to our Administrative Assistant (**Delcia**). Departmental copiers are not available for student's personal use. Students needing to make copies directly related to their research or for a course to which they have been assigned as a teaching assistant, must complete the Photocopier Services Request Form, available in the departmental office, and obtain their supervisor's approval before a copier account will be set up. Please discuss appropriate use of the copier account with your supervisor. Please note that copier codes are assigned to individuals and are not to be shared.

9.4   **Keys**

All keys and access cards are authorized by **Laurie**. Keys are issued by The Hub (JHE 216A). A $20.00 deposit is required for each key, which will be refunded to the student when the key is returned to The Hub (JHE 216A) upon completion of your studies.

An access ID card is required for after-hours building access and teaching labs. Working at McMaster ID Cards for Post-Doctoral Fellows and other employees (including TA's) are issued by Security at the Campus Store. https://parking.mcmaster.ca/photoid.html

Access Cards for graduate students who are not employees are authorized by **Laurie** and are issued by the Hub (JHE 216A). Students will be required to pay a deposit for this card.

KEYS AND ID CARDS ISSUED TO YOU ARE FOR YOUR PERSONAL USE ONLY. DO NOT LEND THEM OUT. YOU ALONE WILL BE TOTALLY RESPONSIBLE FOR ANY CONSEQUENCES THAT MIGHT ARISE FROM USE OF YOUR KEYS AND CARDS, ESPECIALLY IN TERMS OF SECURITY. LOST KEYS OR ACCESS CARDS MUST BE REPORTED IMMEDIATELY TO THE DEPARTMENTAL OFFICE AS WELL AS THE UNIVERSITY SECURITY OFFICE.

9.5   **Request for Special Letters**

From time to time special letters are needed for reasons of work such as extension to student's visa, visitor's visa, etc. When graduate students, PDF's or other research staff are requesting such letters, email **Laurie** with the request. Please allow one week for the letter to be prepared and returned to you. Thank you.

9.6   **Bulletin Board**

Departmental bulletin boards are located on both floors of the Information Technology Building. Students should check the boards regularly for scholarship announcements, job postings, departmental news, etc. Please contact Tina for permission prior to posting items on the departmental boards.

9.7   **Job Postings**

We are occasionally asked to distribute job postings that may be of interest to graduate students. These may be from external individuals or companies, as well as internal to the university or the department (such as TA positions). Such postings will be listed on our departmental website at: http://www.cas.mcmaster.ca/cas/0template1.php?1700. Please check this site regularly if you are interested in obtaining employment.

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9.8   **Seminars in the Department**

The Department, as well as various departmental research groups, arranges series of seminars each year at which outstanding scientists and engineers address the faculty, students and research support staff. Graduate students are strongly encouraged to attend and participate in these seminars.

Graduate students should note that other Departments of Science and Engineering as well as neighboring universities hold regular seminars in which they might be interested. Notices concerning these will also be posted as they are received.

9.9   **Outside Conferences**

We encourage graduate students to report results of their research at Conferences held outside the university, many of which are attended by Computing and Software professors. The preparation involved with such presentations and financial assistance available should be discussed with your research supervisor.

9.10   **Change of Address**

If there has been a change of address or phone number, either permanent or local even if the change takes place on the last day of your studies in the Department, you are required to change your address online through Mosaic.

9.11   **Theses of Past Graduate Students**

The Departmental Office maintains copies of the graduate theses of students who have completed their studies in Computing and Software at McMaster University up to 2011. These may be signed out through the **Graduate Assistant**, and must be returned promptly. The maximum borrowing time is **<u>one month</u>**. If necessary, the thesis could be signed out again. Loss of theses by the person borrowing will result in a fine being levied to cover the cost of reproduction.

Additional copies of these theses are available through the Science Library, and faculty members have copies of the theses of students whose work they have directed.

9.12   **Other Theses**

Other theses from Canadian Universities may be obtained from either inter-library loan on micro-card or printed copies and certain copies may be purchased through inter-library loan from University Microfilms.

9.13   **Student Visa**

Visa students are required to provide a photocopy of their study permit at the time they register with the School of Graduate Studies and each time their permit is renewed. Failure to do so will result in the withholding of their pay cheque(s). Also, please provide **Vivian** with a copy of your

student visa for your student's file. If your immigration status changes you must provide proper documentation to the Department and the School of Graduate Studies.

9.14   **Social Insurance Number (SIN)**

If you are employed as a Teaching or Research Assistant, it is essential that Human Resources have your Social Insurance Number on file. If you do not have a SIN number, please apply at the Hamilton East Satellite Office at 2255 Barton St. East, Hamilton, Ontario, L8H 7T4 or Hamilton Mountain Human Resource Centre of Canada at 1550 Upper James Street, Hamilton, Ontario, L9B 1K3. Visa students requiring a SIN will need to obtain an Employment Contract from the Department Administrator. Please bring your study permit to ITB 202 when requesting the contract. Once the number is received, please inform the Graduate Assistant, who will ensure that the proper payroll department is notified.

Below is the link for information to apply for a social insurance Number
https://www.canada.ca/en/employment-social-development/services/sin/reports/apply.html#2.9

9.15 a) **OHIP (Ontario Health Insurance Plan)**

Graduate students who are Canadian citizens or permanent residents who require health coverage under OHIP may obtain application kits from the Campus Health Centre in the Student Centre on campus. Completed applications should be delivered a.s.a.p. to the Ministry of Health Office at 119 King Street West (the 10th Floor of the Convention Centre) in Hamilton. The telephone number is 905- 521-7100. You will be required to produce three pieces of identification (e.g. passports, birth certificate, and driver's license).
https://www.ontario.ca/page/apply-ohip-and-get-health-card#section-2

9.15 b) **UHIP (University Health Insurance Plan)**

Visa students are required to obtain health coverage under the University Health Insurance Plan. For those students with sufficient funding, UHIP premiums will be deducted from their monthly pay. Note, however, that you must enroll your dependents (spouse and children) if they are with you in Canada, and you must arrange payment for the dependents' coverage. Dependents must be enrolled within 30 days of arriving in Canada.
https://www.mcmaster.ca/bms/student/pdf/fees_uhip.pdf

9.16   **Graduate Transcripts**

If you wish to obtain an official McMaster graduate transcript, you can do this by completing the transcript request in the My Academic section of Mosaic.

In-course students who require a notarized transcript from other institutions (both graduate and undergraduate) can obtain this from the School of Graduate Studies.

9.17   **The School of Graduate Studies' Contacts:** If you have administrative questions, and the Department cannot help you, please see the link below for the contacts in the School of Graduate Studies. http://graduate.mcmaster.ca/contacts

9.18   **The International Students' Office** is located in MUSC, Room 226. Please call ext. 24748 for assistance. https://gs.mcmaster.ca/academic-services/international-students

9.19 **Parking and Transit Services**: There are a limited number of parking facilities on campus. Travel to and from the University on foot, by bicycle, by public transportation and in carpools is encouraged.
https://parking.mcmaster.ca/Undergrad_Parking.html

If you do require parking for an extended period, please contact the Parking Office in the E.T. Clarke Centre, Room 102, where you will have to present a current University Identification Card, vehicle registration and payment of the parking fees. Special arrangements can be made for disabled parking privileges.

9.20 **Escort Service – SWHAT (27500)**: During the months of September through April, students operate an escort service, "Students Walk Home Attended Team" (SWHAT). After dark, if you telephone ext. 27500, you can arrange to be escorted to your car or residence by a male and a female student. This service is provided for your protection and should, therefore, be utilized.
https://www.msumcmaster.ca/services-directory/3-student-walk-home-attendant-team-swhat

During the months, May to August, the Campus Security will look after escorting you to your car or residence. The extension is the same – 27500.

9.21 **Student Accessibility Services (SAS)** supports students who have been diagnosed with a disability or disorder, such as a learning disability, ADHD, mental health diagnosis, chronic medical condition, sensory, neurological or mobility limitation. SAS assists with academic and disability-related needs, including: learning Strategies, assistive Technologies, academic accommodations for courses, and note taking. Student Accessibility Services (MUSC/B107 x.28652)
http://sas.mcmaster.ca/

9.22 **Human Rights & Equity Services:** The services offered by HRES are available to the entire McMaster community – students, staff and faculty. The overall goal is to create an environment where everyone can learn, work, teach or live in an atmosphere free form all forms of violence, harassment and discrimination. For more information, please visit http://www.mcmaster.ca/hres/ office location MUSC 212.

9.23 **Ombuds Office**: The Ombuds Office provides impartial, independent, and informal dispute-resolution advice and assistance to all members of the University community. The Ombuds office is located in MUSC 210.
http://www.mcmaster.ca/ombuds/.

9.24 **Graduate Student Offices:** Most full time students will be assigned a space in a Graduate Student Office in the Information Technology Building. Please be reminded that these rooms are intended to provide students with a quiet study space. Noise should be kept to a minimum and visitors are discouraged. You are expected to maintain your space by keeping it clean and in good condition. **NO EATING** is allowed in these rooms, and any food stored overnight must be placed in a sealed plastic container. There is a   Grad Student Lounge located in ITB / 240. Students are responsible for keeping the room tidy and cleaning the microwave.

9.25 **Departmental Website:** Due to privacy laws, we will post graduate students' names and contact information on our website only with your written permission. We also encourage you to provide us with the permission to post your contact information on our website.

9.26 **Meeting Rooms:** The department has a limited number of rooms available for meetings and seminars. Students wishing to reserve a meeting room must have written approval of their supervisor. Rooms are booked through **Delcia** in the department office via email.

10. **REIMBURSEMENT OF TRAVEL EXPENSES AND OTHER EXPENDITURES**

The Departmental Office staff will assist graduate students and researchers in obtaining reimbursement for travel expenses and other expenditures that have been approved by the supervisor. You must obtain your supervisor's approval prior to making any expenditures or travel arrangements for which you will be requesting reimbursement.

You should familiarize yourself with the University's travel and reimbursement policies (http://www.mcmaster.ca/bms/BMS_Policies_Procedures.htm) in order to ensure that all expenditures are within approved limits and that you keep adequate documentation. We will not process requests for reimbursement for any expenditures for which you cannot submit the appropriate detailed receipts, statements, boarding passes, etc. If you have questions regarding requirements, speak to Delcia in the departmental office or your supervisor prior to making any such purchases.

11. **DEPARTMENTAL CHECK OUT REQUIREMENTS**

Upon completion of all degree requirements, graduate students will be required to "sign out" from the Department. A checklist has been compiled for this purpose and a copy is appended. PDF's and other research and staff members are also required to complete the checkout form at the end of their work term. Please see Graduate Assistant (**Vivian)** for further questions.