

# MSE Graduate Students Requirements / Milestones Checklist

## COURSE WORK REQUIREMENTS/MILESTONES

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### **MASc./MSc.**

- Must complete 12 units of course work, constituting 3 courses (**9 units**) plus MATLS 701 (**3 units**)
- 700 level courses are either a half (3 units) or quarter course (1.5)
- 600 level courses are offered as half courses (3 units) – only 1 permitted
- 50% of courses must be from Materials (or cross-listed)
- All courses require the consultation and permission of your supervisor

### **Accelerated MASc. Option**

- 1 term (4 months) research project with supervisor; in summer of 3<sup>rd</sup> or 4<sup>th</sup> year
- 1 600 level course (**3 units**) in final year undergrad (counts towards ug & graduate program)
- Complete MATLS 4K06 or a second 4 month summer work term
- 50% of courses must be from Materials (or cross-listed)
- Enroll in MASc. program and complete two 700 level courses (**6 units**) plus MATLS 701 (**3 units**)

### **Ph.D.**

- Must complete 12 units of course work, constituting 3 courses (**9 units**) plus MATLS 702 (**3 units**)
- 700 level courses are either a half (3 units) or quarter course (1.5)
- 600 level courses are offered as half courses (3 units) – only 1 permitted
- 50% of courses must be from Materials (or cross-listed)
- All courses require the consultation and permission of your supervisor

## PROGRAM REQUIREMENTS/MILESTONES FOR ALL STUDENTS

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### **MASc./MSc. Students**

#### **TA Training Sessions – September & January**

- September for May and September new students – January for January new students
- Students are paid 5 hours to attend this session - mandatory attendance

#### **SGS 101 Academic Research Integrity & Ethics – 201 AODA Training – mandatory**

- Must be done by the end of the month you started your program

#### **Safety Report - Due to the Lab Manager prior to working in a lab**

#### **701 Seminar Course – register and/or sign up to present**

- Mandatory attendance and presentation is required

#### **TA Hours of Work Form**

- Due end of the month September or January - mandatory requirement

#### **Career Planning Milestone Training & Report, CARP**

- Report due within 12 months - mandatory attendance

#### **Supervisory Committee Meeting -- Annual Requirement**

- Within 12 months, mandatory requirement

#### **Transfer Exam Option**

- Transferring to the Ph.D. program prior to completing a Master's degree
- Transfer report completed not later than five terms (20 months) after initial registration

#### **Defence**

- Complete within 24 months; scheduled by student and department

## **Ph.D. Students**

### **TA Training Sessions – September & January**

- September for May and September new students; January for January new students
- Students are paid 5 hours to attend this session - mandatory attendance

### **SGS 101 Academic Research Integrity & Ethics – 201 AODA Training – mandatory**

- Must be done by the end of the month you started your program

### **Safety Report** - Due to the Lab Manager prior to working in a lab

### **702 Seminar Course** – register and/or sign up to present

- Mandatory attendance and 2 presentation are required

### **TA Hours of Work Form**

- Due end of the month September or January - mandatory requirement

### **Career Planning Milestone Training & Report, CARP**

- Report due within 12 months - mandatory attendance

### **Comprehensive 1 Exam**

- Around 8 months January starts held in September/October; May starts held in December/January; September starts held in April/May. Supervisor, 1 member of SCM, 1 external member.

### **Supervisory Committee Meetings – Annual Requirement**

- Ph.D. – 1<sup>st</sup> one due within 12 months; yearly for the next 3 years

### **Research Proposal Exam**

- Written research proposal
- Oral exam within 12 - 16 months; supervisory committee plus 1 external from department

### **Comprehensive 2 Exam**

- 24–36 months – before the end of year 3; supervisor, 1 member of SCM, 1 external member

### **Defence**

- Completed within 48 months; scheduled by SGS

## **Some Useful Links**

### **Graduate Calendar**

<http://academiccalendars.romcmaster.ca/index.php?catoid=25>

### **Graduate Work Supervisions for Faculty & Students**

[https://gs.mcmaster.ca/sites/default/files/resources/graduate\\_work\\_supervision\\_guidelines\\_1.pdf](https://gs.mcmaster.ca/sites/default/files/resources/graduate_work_supervision_guidelines_1.pdf)

### **Ph.D. Supervisory Committee Meeting Report – Master Coming Soon**

[https://gs.mcmaster.ca/sites/default/files/resources/supervisory\\_committee\\_report\\_august\\_2017.pdf](https://gs.mcmaster.ca/sites/default/files/resources/supervisory_committee_report_august_2017.pdf)

### **Student Guide to Thesis Defence Process**

[https://gs.mcmaster.ca/sites/default/files/resources/the\\_student\\_guide\\_to\\_the\\_phd\\_defence\\_process\\_0.pdf](https://gs.mcmaster.ca/sites/default/files/resources/the_student_guide_to_the_phd_defence_process_0.pdf)

### **Guide for the Preparation of Master's and Doctoral Thesis**

[https://gs.mcmaster.ca/sites/default/files/resources/guide\\_for\\_the\\_preparation\\_of\\_masters\\_and\\_doctoral\\_theses-december\\_2016.pdf](https://gs.mcmaster.ca/sites/default/files/resources/guide_for_the_preparation_of_masters_and_doctoral_theses-december_2016.pdf)

### **Ph.D. Supervisory Committee Meeting Report – Master Coming Soon**

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