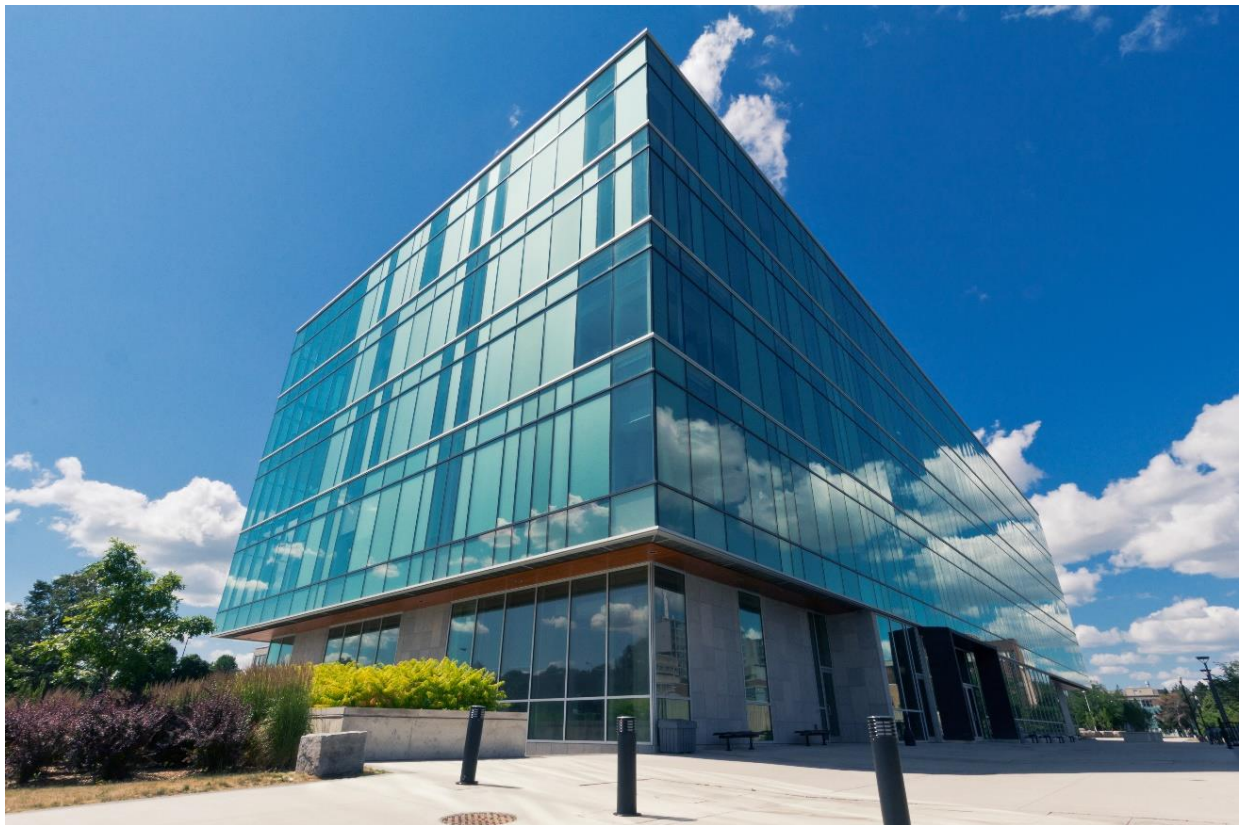


W BOOTH SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY

2023-2024 ACADEMIC SESSION

SEPTEMBER 2023



McMaster University
Hamilton, Ontario, Canada
L8S 4L8

*Please note that if there is any discrepancy between this document and the 2023-2024 Graduate Calendar, the Graduate Calendar prevails.

Contents

Introduction	4
Graduate Program Contact Information.....	5
Sessional Dates 2023-2024	6
Convocation Dates	8
General Information for New Graduate Students.....	8
Registration Requirements	8
Email.....	8
Address Changes	8
Bus Passes	8
Fees	9
Registration September 2023	10
Stage I - Registration with the School of Graduate Studies (already completed)	10
Stage II - Registration with the W Booth School of Engineering Practice and Technology	10
Stage III: Course Selection Form	10
Stage IV – Selecting Courses for Online Registration.....	11
Required Courses for all Graduate Students	11
Mosaic Registration Procedure.....	13
Graduate Studies policies regarding registration and withdrawal dates	13
Critical School of Graduate Studies (SGS) Deadline Dates:.....	14
Students Wishing to Change Courses After Deadlines	14
Students Who Have Been Awarded A Failing Grade	15
Project Selection and Proposals.....	15
Program-Specific Requirements for Graduate Students.....	16
Master of Engineering and Public Policy Program.....	16
Master of Engineering Design Program	17
Master of Engineering in Manufacturing Engineering Program.....	18
Master of Engineering in Systems and Technology	19
Graduate Student Policies and Procedures.....	20
McMaster Vaccination Policy.....	20
General Regulations of the Graduate School	20
General Information	21
Tuition Information for MED, MEPP, MEST and MEME - September 2021 Onward.....	21

Tuition Information for MED, MEPP, MEST, and MEME - January 2021 or Earlier	21
Supplementary Fees and UHIP (All Programs).....	21
Student Services.....	22
Health and Safety Training Required for W Booth Students	24
Reporting of a Safety Incident	24
Fire Safety Procedure.....	25
Security	25
Emergency	25
International Student Services.....	25
Graduate Forms (Students).....	25
Graduate Student Holidays.....	25
Graduate Student Teaching Assistant Positions	26
Parking and Transit Services	26
Student Safety Service - SWHAT (27500).....	27
Appeal Procedures.....	27
Appeals and Petitions for Special Consideration	28
School Specific – Administrative Information.....	28
Seminars in the School/Programs.....	28
ETB Graduate Room Access	29
Building Hours.....	29
Study Space.....	29
Photocopying (located in ETB 524)	29
Final Submission of Project.....	29
MATLAB Access.....	29
OFFICE 365 Access	29

Introduction

SPECIAL ATTENTION: Certain sections in this handbook may be inaccurate due to COVID-19 restrictions, especially around registration, employment and/or funding. The University reserves the right to change its policies this year in the face of government and public health announcements.

This Graduate Student Guide has been prepared to compile instructions and information which should be helpful for new and continuing graduate students in the W Booth School of Engineering Practice and Technology at McMaster University.

The information in this Guide is specific to the W Booth School of Engineering Practice and Technology.

Graduate students are responsible for reading the Calendar of the School of Graduate Studies <https://academiccalendars.romcmaster.ca/index.php?catoid=48> and taking the necessary action regarding registration, submission of projects and so on that are specified therein.

As changes in the School of Graduate Studies or changes to departmental or program-specific regulations occur, the W Booth School of Engineering Practice and Technology will attempt to keep the graduate students informed. Questions arising from a study of the calendar should be directed to the attention of the faculty member of the appropriate program or to the Associate Director, (Graduate) of the W Booth School of Engineering Practice and Technology.

Graduate students finding errors or ambiguities in this Guide, or having any suggestions for additional material, are urged to make their comments known, in writing, to Dr. Zhen Gao, Associate Director, (Graduate) W Booth School of Engineering Practice and Technology, ext. 27102, gaozhen@mcmaster.ca.

Graduate Program Contact Information

A full list of W Booth School of Engineering Practice and Technology Faculty members for the 2023-2024 session may be found here: <https://www.eng.mcmaster.ca/sept/people/faculty-members/>

Faculty Leadership Team

Name	Position	Room	Email Address
Dr. Brian Baetz	Director	ETB 506	baetz@mcmaster.ca
Dr. Zhen Gao	Associate Director (Graduate)	ETB 513	gaozhen@mcmaster.ca
Dr. Kostas Apostolou	Associate Director (Undergraduate)	ETB 213	apostol@mcmaster.ca

Program Academic Advisors

Dr. Gail Krantzberg	Engineering and Public Policy	ETB 510	krantz@mcmaster.ca
Dr. Marjan Alavi	Manufacturing Engineering	ETB 507	alavis2@mcmaster.ca
Dr. Robert Fleisig	Engineering Design	ETB 503	robert@mcmaster.ca
Dr. Zhen Gao	Systems and Technology	ETB 513	gaozhen@mcmaster.ca

Staff

Dulcie Amaral	Graduate Administrative Assistant (MEST)	ETB 206	amarald@mcmaster.ca
Krystal Flemming	Graduate Administrative Assistant (MED, MEPP, MEME)	ETB 206	flemmk1@mcmaster.ca
Salman Bawa	Community Engagement Coordinator	ETB 509	bawask@mcmaster.ca
Michele Vaz	Business Manager	ETB 504	mvaz@mcmaster.ca
Jim Morrison	Team Lead, Academic Programs	ETB 207	morrij65@mcmaster.ca

Sessional Dates 2023-2024

DEADLINE DATES FOR GRADUATE PROGRAMS	FALL TERM	WINTER TERM	SUMMER TERM
	September - December 2023 September - October, 2023 (1HF) November - December 2023 (2HF)	January - April, 2024 January - February, 2024 (1HF) March - April, 2024(2HF)	May - August, 2024 May - June 2024 (1HF) July-August 2024 (2HF)
On-Time Registration	Tuesday, July 4 to Tuesday, August 1	Thursday, November 23 to Thursday, December 7	Thursday, March 28 to Thursday, April 11
Class Start Dates *	Classes begin on or after September 1, 2023- check with program for details	Classes begin on or after January 2, 2024- check with program for details	Class start dates vary - check with program for details
Late Registration (late fees apply)	August 2 to September 6	December 8 to January 2	April 12 to April 27
Final Dates to Add Courses:			
Multi-term Courses	September 22		
Single-term or 1HF Courses	September 22	January 19	May 10
2HF Course	October 20	February 23	June 21
Final Dates to Drop Courses: **			
Multi-term Courses	February 23	July 26	
Single-term Courses	November 10	March 15	July 12
1HF Courses	October 6	February 9	June 7
2HF Courses	December 8	April 5	August 2
Final Dates to Submit Grades:			

Multi-term Courses		May 1	September 1
Single-term Courses	January 5	May 1	September 1
1HF Courses	October 20	February 23	September 1
2HF Courses	January 5	May 1	September 1
Final Date to Submit Results of Incomplete (INC) Grades for Previous Term with Permission of Associate Dean	March 1	July 5	November 1

The University welcomes and includes students, staff, and faculty from a wide range of cultural, traditional, and spiritual beliefs. As per the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances, the University will arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays. For more information, please refer to <https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-Observances.pdf>

Graduate students may only enroll in undergraduate courses with the approval of their supervisor or graduate program. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate calendar. Graduate students will be graded under the graduate grading scale.

Programs may establish earlier deadlines to add/drop courses but these dates must clearly be communicated to students. Students taking courses outside of their home program of study, must follow the rules of the program in which the course is offered. Please note that the last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.

*The precise dates of commencement of courses are determined by the program; students are urged to contact their program for details. SGS maintains the 13-week graduate instruction period; however, if a course does not fall into the traditional 13-week period, the graduate program will inform students of important dates and deadlines in the course syllabus. There is no official fall break or reading week for graduate students (except MBA). Students should check with their program and their course instructor(s) as to whether classes will be held during these periods. Please see sections 1.3 (Responsibilities of Graduate Students to the University) and 2.5.8 (Vacations) of the calendar for more information.

**All courses on a student's record after these dates will require a grade. Exceptions require submission of an In-Program Request Form. Graduate programs may establish earlier deadlines for completion of course work and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes known to the class the methods by which student performance shall be evaluated.

Convocation Dates

Please consult the link below for convocation dates:

<https://registrar.mcmaster.ca/dates-and-deadlines/#tab-20>

General Information for New Graduate Students

Registration Requirements

Graduate students are required to register with School of Graduate Studies using the Mosaic system between July 4 and August 1. Enrollment instructions can be found here:

<https://gs.mcmaster.ca/academic-services/how-enroll> **PLEASE NOTE: Failure to register by August 2nd will result in a \$75 late fee*.**

***This late fee does not apply to international students who receive their permits after August 2nd.**

International students will receive the message “Study Permit Required” when enrolling. You will receive further information regarding study permit submission from the School of Graduate Studies.

Email

The School of Graduate Studies and the W Booth School of Engineering Practice and Technology will use electronic mail to communicate directly with graduate students at various times during the year.

University Technology Services (UTS) provides each student with an e-mail address. You can read about the email service, and access your McMaster email, via this webpage:

<https://office365.mcmaster.ca/office-365-3/email-calendaring/> **This is how we keep you informed. We will use your McMaster email account only. Students are expected to read their e-mail on a regular basis.**

Address Changes

Students are responsible for keeping their personal contacts, such as addresses and phone numbers up to date. You can update these details using your Mosaic Student Center.

Bus Passes

The HSR Bus Pass gives you unlimited access to HSR transit from September 1 to August 31. You cannot opt out of the bus pass fee. For full details, please click here: <https://gsa.mcmaster.ca/services/hsr/>

Career Planning Session

Graduate students entering in Masters or Doctoral programs within the Faculty of Engineering are required to complete a career planning exercise within their first academic term. Students in the MEME, MEST, MED, and MEPP program will receive an email from the Engineering Co-op and Career Services office and will book a planning session with a career specialist within the faculty and subsequently submit the Career Planning form by December 8, 2023 or April 3, 2024 to your program administrative assistant. **This is mandatory for all full time and part time students.**

Co-op

The Co-op Program for Graduate students is an optional program for full-time domestic and international Masters and Ph.D. students in good academic standing that allows students to gain engineering work experience prior to graduation. In SEPT, students can complete a 4, 8 or 12 month Co-op prior to graduation. Please note that students are required to return for a minimum of one academic term after their Co-op placement has been completed. The Co-op program is administered by the Career Development & Relationship Manager - Graduate Studies. <https://www.eng.mcmaster.ca/co-op-career/co-op-program#FAQs>

As of September 2022, Public Policy students are not eligible for a co-op placement.

As of September 2022, students in the project streams of Systems & Technology, Manufacturing and Design are not allowed to enroll in a co-op placement until after they have completed both part 1 and part 2 of their project courses.

Fees

Students can view any tuition fees owed by going to their Mosaic Student Center. All calculated fees will appear in the Finances section. Students can also make payments from this section. Students having any questions or concerns can use their online chat at <https://registrar.mcmaster.ca/>.

Graduate students are responsible for their student account, and you must check this regularly to ensure you are aware of any charges incurred.

GRADUATE STUDIES AT MCMASTER

Registration September 2023

Stage I - Registration with the School of Graduate Studies (already completed)

All students (returning and new) are expected to register with the School of Graduate Studies using the MOSAIC online Registration system between July 5 and August 1, 2023. To access this system, please visit the School of Graduate Studies website at <https://gs.mcmaster.ca/academic-services/how-enroll>

PLEASE NOTE: All students will face a late fee of \$75 if they do not register online by August 1, 2023.

International students must register online but will receive the message “Study Permit Required” when enrolling. You will receive further information regarding study permit submission from the School of Graduate Studies.

On-time Registration:	July 5 – August 1	On-line Registration Using MOSAIC
Late Registration:	August 2 – September 6	On-line Registration Using MOSAIC

Stage II - Registration with the W Booth School of Engineering Practice and Technology

You will have received an email outlining registration information in September during orientation. This email will contain information related to a new student package that you are required to complete and return to the department. This will include:

- a) Personal Information Form
- b) Course selection worksheet (see info below)
- c) NDA form
- d) Photography release form

Stage III: Course Selection Form

All W Booth students must submit a course selection form to their Graduate Administrative Assistant by Friday, September 15, 2023. Links to the form (along with all other orientation forms) can be found on the W Booth Resource page: <https://www.eng.mcmaster.ca/sept/resources/#tab-content-graduate-students>.

During orientation students will meet with their program lead who will explain the registration process and program requirements. Note that program requirements can always be found in the Graduate Academic Calendar: [McMaster University \(romcmaster.ca\)](https://www.mcmaster.ca/academic-calendar). The course selection form contains the expected registration plan for the entire program of the student.

The respective program lead will review course selection forms and approve or return the form for further adjustments. Course selection forms must be approved by the program lead. Failure to receive approval

of the initial course selection submission may result in failure to graduation, program extension, and/or additional tuition/fees.

All course selection forms have three statements indicating students have understood the course selection process and the repercussions of failing to adhere to the process. All statements must be signed by the student for the form to be approved.

Changes from the initial course selection form are allowed. However, all changes must be approved by the program lead. Deviating from the course selection form and the requirements as noted in the academic calendar without written approval from the program lead may result in failure to graduation, program extension, and/or additional tuition/fees. It is the student's responsibility to ensure that they understand the program requirements and have received the appropriate approvals as noted above.

Any questions related to course selection changes and approval processes are to be sent to the respective graduate admin, who can facilitate the approval process. Failure to inform W Booth staff of changes to the course selection may result in failure to graduation, program extension, and/or additional tuition/fees.

Stage IV – Selecting Courses for Online Registration

Due to the interdisciplinary nature of our programs, students in the Master of Engineering and Public Policy program, Master of Engineering Design program, Master of Engineering in Manufacturing Engineering, and Master of Engineering in Systems Technology program may seek permission to take elective courses outside of the W Booth course offerings. Students must check the course offerings at the applicable department website to determine the date, time, and location of those courses. Students taking graduate classes outside the W Booth (e.g., in Chemical Engineering) should ensure that their enrolment intentions are made known to the appropriate Department. The most effective liaison is by email contact with the course instructor or department graduate administrative assistant. Please check the appropriate website for email contacts.

Students should note that certain courses available for graduate credit are offered concurrently with undergraduate courses. These are designated as 600-level courses (e.g. CE 6D04/Geometric Highway Design) in the Graduate Calendar <https://academiccalendars.romcmaster.ca/index.php?catoid=48> and 400-level courses (e.g. CE 4D04/Geometric Highway Design) in the Undergraduate Calendar <https://academiccalendars.romcmaster.ca/index.php?catoid=53>. Since all undergraduate classes commence on September 5, 2023, graduate students contemplating registration in such a course(s) should try to attend the first lectures in that week.

Required Courses for all Graduate Students

All graduate students, including part-time students, must complete the following non-credit courses:

SGS 101– Academic Research Integrity and Ethics

SGS 201 – Accessibility for Ontarians with Disabilities Act (AODA)

All **full-time** graduate students must also complete the course:

SGS 101 - Academic Research Integrity and Ethics

All graduate students, including part-time students, must complete the course ***SGS 101 - Academic Research Integrity and Ethics***

This course will introduce incoming graduate students to the standards of academic integrity expected at McMaster. It will provide examples of acceptable and unacceptable practices and will clarify the responsibility and expectations of graduate students with respect to academic integrity. Students will be exposed to the Academic Integrity Policy of McMaster, and best practices will be described that will minimize the likelihood of incorrectly attributed work from appearing in their assignments and research records. Students may not graduate or register for subsequent years in a graduate program at McMaster unless they have received a passing grade in SGS 101.

Additional Academic Integrity information, resources, procedures and policies can be found here: <https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.pdf>

SGS 201 - Accessibility for Ontarians with Disabilities Act (AODA)

All graduate students, including part time, are required to complete the appropriate training required to complete their research and studies (health and safety training, ethics training, biosafety training, etc.), as determined by their home Department or Program. All graduate students are also required to complete training on the Accessibility for Ontarians with Disabilities Act (AODA), which can be completed on-line [avenue.mcmaster.ca]. Having an understanding of how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University’s commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster’s graduates move forward in their varied, chosen professions. Students may not graduate or register for subsequent years in their program until they have completed their required training.

Before finalizing your courses, you will need to gain approval from your program lead. This discussion occurs during the orientation week and further details will be provided closer to the start of term.

- **Master of Engineering and Public Policy** students will consult with Dr Greig Mordue
- **Master of Engineering Design** students will consult with Dr Robert Fleisig.
- **Master of Engineering in Manufacturing Engineering** students will consult with Dr Marjan Alavi.
- **Master of Engineering in Systems and Technology** students will consult with Dr Zhen Gao.

In order to confirm your course selections in Mosaic, students must complete the appropriate “Graduate Student Course Selection 2023-2024” form found in your program package on our website and have it approved by a faculty member from the appropriate program. Details related to this process will be provided during orientation. Please do not attempt to complete this package prior to orientation as instructions will be provided at that time. All forms in the package must be submitted to the W Booth School of Engineering Practice and Technology Graduate Administrative Assistant by Friday, September

15, 2023. Deviating from your course selection form and the requirements as noted in the academic calendar without written approval from your program lead may result in delayed graduation and/or additional tuition/fees.

Mosaic Registration Procedure

The Online Course Selection of MOSAIC will be accessible from July 4, 2023 onwards.

Before going on MOSAIC

1. Check the graduate calendar for your program's requirements.
2. Choose the remaining of your courses and complete the Graduate Student Course Selection form, which will be given to you at the beginning of September, and will need to be verified by a faculty member from your program at the start of term. This process will be handled by the administrative team.
3. If a course requires academic permission, obtain permission from the department that is offering the course, however, please ensure you will meet the degree requirements.

Instructions for enrolling on Mosaic can be found here: <http://graduate.mcmaster.ca/academic-services/how-enroll>

Graduate Studies policies regarding registration and withdrawal dates

There is a deadline date for both registration and changes (drop and add) to courses.

Students are obligated to review the sessional dates outlined in the School of Graduate Studies 2023-2024 calendar here: <https://academiccalendars.romcmaster.ca/content.php?catoid=48&navoid=9532>

Critical School of Graduate Studies (SGS) Deadline Dates:

LAST DAY TO ADD COURSES:

Fall Term (1)

Half course (Sept. – Dec.)	Friday, September 22, 2023
Quarter course (Sept. – Oct.)	Friday, September 22, 2023
Quarter course (Oct. – Dec.)	Friday, October 20, 2023

Winter Term (2)

Half course (Jan. – April)	Friday, January 19, 2024
Quarter course (Jan. – Feb.)	Friday, January 19, 2024
Quarter course (Mar. – Apr.)	Friday, February 23, 2024

Summer Term (3)

Half course (May – Aug.)	Friday, May 10, 2024
Quarter course (May – June)	Friday, May 10, 2024
Quarter course (June – July)	Friday, June 21, 2024

LAST DAY TO DROP COURSES:

Fall Term (1)

Half course (Sept. – Dec.)	Friday, November 10, 2023
Quarter course (Sept. – Oct.)	Friday, October 6, 2023
Quarter course (Oct. – Dec.)	Friday, December 8, 2023

Winter Term (2)

Half course (Jan. – April)	Friday, March 15, 2024
Quarter course (Jan. – Feb.)	Friday, February 9, 2024
Quarter course (Mar. – Apr.)	Thursday, April 5, 2024

Summer Term (3)

Half course (May – Aug.)	Friday, July 12, 2024
Quarter course (May – June)	Friday, June 7, 2024
Quarter course (July – August)	Friday, August 2, 2024

Students Wishing to Change Courses After Deadlines

In certain circumstances, it is possible to change your course selection; however, this will require special approval from:

- the program lead
- the W Booth School of Engineering Practice and Technology Associate Director of Graduate Studies and
- the Associate Dean, School of Graduate Studies

To request this change, you would need to complete a request for Late Add and/or Drop form or Petition for Special Consideration form at the following link: <https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>. Once complete, please submit to W Booth School of Engineering Practice and Technology graduate assistant for appropriate processing.

Students Who Have Been Awarded A Failing Grade

The minimum passing grade for a graduate student in any course taken is a B-, including undergraduate courses or courses taken off campus. Failure in either a course or a milestone is reviewed by the appropriate Faculty Committee on Graduate Admissions and Study or the Associate Dean. The Faculty Committee on Graduate Admissions and Study or the Associate Dean acting on its behalf 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 or milestone, per the decision of the Faculty Committee on Graduate Admissions and Study. A failing grade in a Certificate, Diploma, Master's or Doctoral course remains on the transcript. Students who fail a second course or milestone will not normally be allowed to continue in the program.

Under exceptional circumstances, a course instructor may approve an extension for the student for the completion of work in a course but must assign an Incomplete grade (INC) at the end of the course. Normally this extension is in the range of a few weeks. A student who receives an incomplete grade must complete the work as soon as possible, and, in any case, early enough to allow the instructor to report the grade by the sessional deadline noted as 'Final Date to Submit Results of Incomplete Grades'. If the INC grade is not cleared by the deadline, an F grade will be entered. Milestones are not generally scheduled according to sessional dates, and therefore, there is no allowance for an INC grade for such learning activities.

Project Selection and Proposals

Project selection and proposals will be discussed during the first term of your studies.

Program-Specific Requirements for Graduate Students

Master of Engineering and Public Policy Program

Curriculum

The curriculum has the following components:

1. Core courses that provide the content and methodological skills necessary for understanding and analyzing societal issues for which engineering and science can contribute to public policy solutions;
2. Focus elective courses that allow students to deepen their knowledge of a range of engineering, science, and social science applications;
3. The completion of a substantive research paper on a problem at the interface of engineering, science, and public policy.

Research Project - Inquiry/Thesis in Engineering and Public Policy

Students select a research topic at the interface of engineering, science and public policy which is of interest to them and carries out inquiry-driven research; completes a formal research paper and prepares to publish their results for broad dissemination.

Please note that as of September 2022, Public Policy students are not eligible for a co-op placement.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=48&poid=24740

Master of Engineering Design Program

The curriculum has three main components:

1. Professional Development courses that will enable M.Eng. Design graduates to deal with complex situations in the work environment, to lead teams, and to manage projects.
2. Courses relevant to the selected stream: some courses are mandatory for a given stream while others are elective.
3. An M.Eng. project that requires synthesis of knowledge from various disciplines.

Product Design Stream

Innovative and creative systems, solutions, and product designs are emphasized through design in a collaborative design studio environment. The interdisciplinary nature of the program enables its participants to work on a variety of design work, such as industrial machinery, consumer products, automotive, etc.

Please note that the Digital Reality stream is not being offered in 2023/2024.

Please note that Master of Engineering Design students may not begin a co-op until after completion of their research project. Students must complete, SEP 700, part I and II consecutively before pursuing co-op.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=48&poid=24741&returnto=9558

Master of Engineering in Manufacturing Engineering Program

Delivery of the program includes a strong emphasis on project-based experience within the Manufacturing Industry, which is obtained through an industry-based project and through projects defined within courses. Requirements for these are outlined below. Due to the strong practical orientation of the project components of the program, successful completion requires that students have strong interpersonal and communication skills.

Students completing the Program on a course-only basis will be required to complete 10 courses from the approved list of courses. Course selection must be done in consultation with the program lead.

Students completing the Program via course and project work will be required to complete 8 courses from the approved list of courses, and also successfully complete the M.Eng. project. Course and project selection must be done in consultation with the program lead.

Project

Students wishing to pursue the course plus project-based option must submit a project proposal for approval by both the faculty lead as well as the Associate Director of Graduate Studies in SEPT. If the project is not approved by either individual, students will be reverted to the course-based option. Students are encouraged to develop their own ideas and find industrial sponsors. Projects are ideally undertaken at local companies but may be conducted at locations inside Canada or abroad with the Program Lead's approval and provided that none of the work on the project was done prior to admission into the program. Project groups or individuals will have an industry-based supervisor (stakeholder) with whom the student team can discuss progress, arrange trials, etc. Students will also have an academic supervisor who will normally have expertise in the subject area. It is expected that the teams will meet with their supervisors on a regular basis to discuss their progress.

The project team will orally defend their final project report to an examination committee comprised of their academic supervisor and the second reader (faculty member).

Please note, students in the project-based stream, can only obtain co-op once they finish their project courses Manufact 701, part I and II.

Streams

Students enrolling in the MEME program can tailor their program of studies according to their career interests. Students can choose from the following streams:

- Discrete Manufacturing
- Biomanufacturing and Industrial Biotechnology

Each stream has a set of core courses and a set of recommended elective courses. Students can take maximum of 2 half courses (one term courses) at 600 level. Courses can be selected from WBooth SEPT, Chemical, Materials or Mechanical Engineering departments. Students wishing to take an elective course outside of the recommended electives need to obtain a permission from their graduate advisor.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=48&poid=24742&returnto=9558

Master of Engineering in Systems and Technology

Students completing the Program on a course-only basis will be required to complete 10 courses from the approved list of courses. Course selection must be done in consultation with the program lead.

Students completing the Program through course and project work will be required to complete eight courses from the approved list of courses, plus successful completion of the project. Course and project selection must be done in consultation with the program lead.

Project

Students wishing to pursue the project-based option must submit a project proposal for approval by both the faculty lead as well as the Associate Director of Graduate Studies in SEPT. If the project is not approved by either individual, students will be reverted to course-based stream. Students are encouraged to develop their own ideas and find industrial sponsors. Projects are ideally undertaken at local companies but may be conducted at locations inside Canada or abroad with the Program Lead's approval and provided that none of the work on the project was done prior to admission into the program. Project groups or individuals will have an industry-based supervisor (stakeholder) with whom the student team can discuss progress, arrange trials etc. Students will also have an academic supervisor who will normally have some expertise in the subject area. It is expected that the teams will meet with their supervisors on a regular basis to discuss their progress.

The project team will orally defend their final project report to an examination committee comprised of their academic supervisor and the second reader (faculty member).

Curriculum

Students enrolling in the program choose their courses in one of the following streams:

- Automation and Smart Systems
- Digital Manufacturing
- Automotive
- Process Systems

Each stream has a set of core courses and a set of recommended elective courses. Students can take maximum of 2 half courses (one term courses) at 600 level. Students wishing to take an elective course outside of the recommended electives need to obtain a written permission from their graduate advisor. Students have to complete the minimum required number of core courses in order to complete the program.

Please note, students in the project-based stream, can only obtain co-op once they finish their project courses SEP 799, part I and II.

View list of required and elective courses here:

https://academiccalendars.romcmaster.ca/preview_program.php?catoid=48&poid=24744

Graduate Student Policies and Procedures

McMaster Vaccination Policy

As of May 1, 2022, McMaster has paused its Vaccination Policy, but will continue to follow emerging guidance from University experts and Public Health officials.

Should pandemic circumstances shift, the University will review the situation, which may result in the reinstatement of a mask mandate and/or the resumption of a vaccination policy. Resumption of a vaccination policy will require that access to campus be limited to those fully vaccinated against COVID-19, unless a human rights exemption is obtained.

Students will be notified directly upon resumption of a vaccination policy. Students will be expected to adhere to any academic regulations, which are developed in compliance with Public Health guidance and the University's health and safety policies, including any vaccination policy that is in effect. Any applicable deadline(s) for compliance will be clearly communicated.

General Regulations of the Graduate School

General regulations, which apply to all graduate students, such as full-time/part-time status, vacations, leave of absences (LoA's), petitions, and others can be found on the School of Graduate Studies Academic Calendar: <https://academiccalendars.romcmaster.ca/content.php?catoid=48&navoid=9525>

General Information

Tuition Information for MED, MEPP, MEST and MEME - September 2021 Onward

Students who begin the MEME, MEST, MED and MEPP programs as of September 2021 or later have moved to charging tuition per-unit. Per-term tuition is not available for these students.

All four programs require completion of 30 units. This change will allow the students to plan the length of their study as it suits their requirements. Some students may choose to complete all 30 units in 12 months, while others may choose to complete the same 30 units in 16, 20, or 24 months. Total amount of tuition will be based on the number of credit units, not on the number of terms taken to complete the degree.

The vast majority of courses in our programs are 3-unit, with a small number being 1.5 units. The Office of the Registrar posts the cost per unit for each program on the following website:

<https://registrar.mcmaster.ca/fees/graduate/>

Course fees apply whether the course is taken for credit or the student has elected to audit.

Please note that students who began their studies with full-time status do not have the ability to drop down to part-time fee structures. For students enrolled in MEME, MEST, MED, and MEPP programs, this means only that supplementary fees shall not be reduced.

Should you need to drop or withdraw from a course, please ensure that you review the course cancellation fees schedule, which can be found here:

<https://www.eng.mcmaster.ca/sept/resources/#tab-content-graduate-students>

Tuition Information for MED, MEPP, MEST, and MEME - January 2021 or Earlier

Students who enrolled in the MED, MEPP, MEST, and MEME programs in January 2021 or earlier will continue to be charged tuition per term. This means that each term that you are registered, you will be charged a flat rate tuition amount. Per-unit tuition is not available for these students.

Tuition amounts for the current year can be found on the following website:

<https://registrar.mcmaster.ca/fees/graduate/>

Please note that students who began their studies with full-time status do not have the ability to drop down to part-time fee structures.

Supplementary Fees and UHIP (All Programs)

All SEPT programs are charged supplementary fees each year, regardless of whether the program charges per term or per-unit. Further details regarding supplementary fees can be found on the following website: <https://registrar.mcmaster.ca/fees/graduate/#tab-10>. Please note that students who began their studies with full-time status do not have the ability to drop down to part-time fee structures.

The University Health Insurance Plans (UHIP) fees are charged to all international students regardless of program. You can read more about UHIP here: <https://studentsuccess.mcmaster.ca/international-students/health-insurance/>

Student Services

Counselling Services

Equity and Inclusion Office (EIO) - <https://equity.mcmaster.ca/>

International Student Services – Tel. 905-525-9140 ext. 20960; studentsuccess@mcmaster.ca

Ombuds Office – <http://www.mcmaster.ca/ombuds/>

Financial Aid and Scholarships – <https://registrar.mcmaster.ca/financial-aid/>

Student Success Centre – <https://studentsuccess.mcmaster.ca/>

Environmental and Occupational Health Support Services – Tel. 905-525-9140 Ext. 24352

Health Services

Ontario Health Insurance Card – Tel. 1-866-532-3161 (Service Ontario)

GSA Health and Dental Plan -

http://www.studentcare.ca/View.aspx?locale=en&uid=McMasterUniversity_Home&

or 1-866-358-4434

Conference and Event Services – <http://conference.mcmaster.ca>

Housing and Conference Services and Hospital Services

Hospitality Services – <http://hospitality.mcmaster.ca>

Off-Campus Housing – <https://offcampus.mcmaster.ca/>

On-Campus Housing – <http://housing.mcmaster.ca> (Housing and Conference Services)

Graduate Students Association (GSA) – <https://gsa.mcmaster.ca/>

Student Associations

McMaster University Alumni Association – <http://www.mcmaster.ca/ua/alumni>

Athletics and Recreation – <http://www.marauders.ca/>

Engineering Graduate Society (EGS) - <https://egs.mcmaster.ca/>

Other University Services/Facilities

Bookstore – <https://campusstore.mcmaster.ca/>

Day Care Facilities at McMaster

- McMaster Children's Centre – <https://mcmasterchildrenscentre.wordpress.com/>

- McMaster Students' Union Child Care Centre – <https://msumcmaster.ca/service/childcare/>

Parking Services – <http://parking.mcmaster.ca>

Security Services – <http://security.mcmaster.ca>

University Chaplain Centre – <http://www.mcmaster.ca/chaplain>

Special Resource Services/Facilities

Centre for Continuing Education – <https://www.mcmastercce.ca/>

Paul R. MacPherson Institute for Leadership, Innovation & Excellence in Teaching (MI) -
<http://mi.mcmaster.ca/>

McMaster Media Production Services – <https://mps.mcmaster.ca/>

McMaster Museum of Art – <https://museum.mcmaster.ca/>

Office of International Affairs – <https://global.mcmaster.ca/>

Academic Sustainability Programs Office - <https://asp.mcmaster.ca/>

University Library – <http://library.mcmaster.ca/>

University Technology Services (UTS) – <http://www.mcmaster.ca/uts/>

Student Wellness Centre

The Student Wellness Centre is located in the Peter George Centre for Living and Learning in room 210/201. They can be reached at 905-525-9140 x27700. <https://wellness.mcmaster.ca/>

Student Accessibility Services (SAS)

Student Accessibility Services (SAS) provides academic accommodation assistance and related supports to students with disabilities at McMaster. SAS is available to assist students transitioning from high school, other post-secondary institutions, undergraduate, continuing, and graduate students. Please visit <http://sas.mcmaster.ca/>.

Reminder: Approved accommodations of previous undergraduates at McMaster do not automatically apply during graduate studies. Students needing accommodations should return to SAS soon after commencement of their graduate program to implement or update your student status and to activate accommodations.

GSA Health and Dental Plan

Most Graduate Students at McMaster University are covered by ONE of two dental plans in addition to a health plan:

1. The dental plan administered by CUPE 3906
2. The health & dental plan administered by the Graduate Student Association (GSA)

For help determining which plan you will be enrolled in and/or for general dental inquiries, please do not hesitate to contact either the GSA or CUPE 3906.

GSA plan information and contact:

http://www.studentcare.ca/View.aspx?locale=en&uid=McMasterUniversity_Home& or 1-866-358-4434. If further assistance is still required, please then contact macgsa@mcmaster.ca.

CUPE contact information: <http://www.cupe3906.org/wordpress/about/contact>

UHIP (University Health Insurance Plan)

The Ontario Ministry of Health does not extend health coverage to International students. The University has developed a plan called the University Health Insurance Plan (UHIP). Insurance coverage is mandatory, and all fully registered International students must arrange payment for a full-year's premium at registration in September or January. The premium assessed depends upon the number of dependents requiring insurance coverage. For more information, please call visit the McMaster UHIP website: <https://studentsuccess.mcmaster.ca/international-students/health-insurance/> or call ext. 20960. You can also apply in person at Gilmour Hall 110 or via e-mail at studentsuccess@mcmaster.ca.

Health and Safety Training Required for W Booth Students

Health & Safety:

All graduate students in the masters' programs in the W Booth School of Engineering Practice and Technology are required to complete the following health and safety training:

- Asbestos Awareness
- Ergonomics
- Fire Safety
- Health & Safety Orientation Training
- Slips, Trips and Falls
- Chemical Handling & Spills On-Line (for MED students only)
- Violence and Harassment Prevention in the Workplace
- WHMIS 2015

W.H.M.I.S. - WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

Provincial legislation requires that all people employed in a workplace where hazardous materials are used, attend training sessions on the W.H.M.I.S.

The training is **mandatory**, not optional.

You can register and complete the training for all these Health and Safety modules on-line in Mosaic. You are required to provide the Graduate Administrative Assistant with a hardcopy of the screen shot indicating the completion of the above modules. It is expected that the student will complete this requirement by **September 15th, 2023**.

Reporting of a Safety Incident

Any incident, which could have resulted in injury, must be reported to the School immediately. The university is required by law to report such incidents to the Workplace Safety and Insurance Board (WSIB).

School contacts are:

- Dr. Zhen Gao, Associate Director, (Graduate) W Booth School of Engineering Practice and Technology, ext. 27102, gaozhen@mcmaster.ca
- Michele Vaz, Business Manager, mvaz@mcmaster.ca

Fire Safety Procedure

In the case of fire, or the sounding of an alarm “**Get Out and Stay Out,**” you should be at least 50 feet away from the building and not return until the “All Clear” is given.

Security

McMaster’s location can sometimes make you forget that the world is not always a nice place. Theft, particularly of bicycles and computers can be a problem. You are encouraged to ID your bicycle, computers, and other valuables. Be aware of your surroundings. There have been thefts of personal belongings and research equipment from laboratories and offices. If you are leaving your desk area, even for 5 minutes, ensure your belongings are locked in a secured area. If you are using the library or other common areas, do not ever leave valuables (wallets, purses, etc.) where they can be taken.

McMaster Security Officers act under the authority of the Ontario Police Act to enforce federal and provincial regulations. They are here to protect, not to harass you. Students who violate these statutes and bylaws are subject to arrest, prosecution, and/or disciplinary action under McMaster’s Student Code of Conduct.

Emergency

The Emergency call number is 88; the office is located in E. T. Clarke 201, and they are responsible for overall security on campus and can be contacted at ext. 24281. In addition, they operate a Lost and Found service and can be contacted at seclost@mcmaster.ca. Any materials will be held by them for 30 days.

International Student Services

The International Student Services in Gilmour Hall, Room 110 is also available to assist you. The extension to contact is 20960. Their email is studentsuccess@mcmaster.ca. Their internet address is <https://studentsuccess.mcmaster.ca/international-students/>

Graduate Forms (Students)

<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>

Graduate Student Holidays

Graduate students should discuss any vacation request with their supervisor(s). Vacation must be approved in advance by the student's supervisor(s). Vacation should not be taken during the academic terms when you are registered for courses and especially if you are assisting with TA duties. Students are asked to inform the W Booth School of Engineering Practice and Technology office when they are going to be away.

The University will be closed for Holidays on the following days for 2023/2024.

Monday, September 4th	Labour Day
Monday, October 9th	Thanksgiving Day
Monday, December 25 th	Christmas Day
Tuesday, December 26th	Boxing Day
Wednesday, December 27th	Floater
Thursday, December 28th	Floater

Friday December 29th
Monday, January 1
Monday, February 19th
Friday, March 29
Monday, May 20th
Monday, July 1st
Monday, August 5th

Floater
New Year's Day
Family Day
Good Friday
Victoria Day
Canada Day
Civic Holiday

Graduate Student Teaching Assistant Positions

Students in the School of Engineering Practice and Technology are eligible to apply for Group A Teaching Assistant positions at the University. All available Group A (Graduate Level) Teaching Assistant positions are typically posted 4-6 weeks prior to the start of each term on the Mosaic Careers page. Please note that all Teaching Assistantship positions are competitive and that only successful applicants are contacted. Please also note that graduate students are not eligible for Group B (Undergraduate) TA positions, and that only students who are living in Ontario are eligible to apply.

First Time Teaching Assistants

McMaster University requires all first time TAs to take five hours of training at the start of their first term of employment (i.e., first time a student starts to TA). Those who do not complete all five hours will not receive payment for the training and may, at the discretion of McMaster's Human Resources, incur disciplinary action. All new TAs in Engineering will be required to take MacPherson's online **anti-oppression training** module in AVENUE, which takes two hours to complete. A quiz at the end of the module will record completion of the course. In addition, Engineering TAs **MUST** take the three-hour virtual or in-person **Engineering TA training workshop**. Engineering has carried out this workshop for over three years, consisting of information on the professional requirements of a TA and many exercises to help new TAs understand the expectations of marking and running tutorials in the Faculty. Engineering TAs **may NOT substitute** the workshop with other courses through MacPherson, though TAs are welcome to take additional courses through MacPherson's online offerings with no compensation. Once a TAs receives payment for the five hours of training, they will receive no further compensation for any training modules taken, either in the first term or later.

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 or in carpools are encouraged. To find out more about our on-campus carpool program please visit the ACT Office (All-modes Commuting Transportation office) website at:

<https://facilities.mcmaster.ca/sustainability/transportation/>.

If you do require parking for an extended period, please contact the Parking Office in the T32 where you will have to present a current University Identification Card, vehicle registration and payment of the parking fee. Special arrangements can be made for disabled parking privileges.

Student Safety Service - SWHAT (27500)

During the months of September through April, students operate a safety service, "Student Walk Home Attendant 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.

During the months, May to August, the Campus Security will look after escorting you to your car or residence.

<https://msumcmaster.ca/service/swhat/Housing>

In order to help students get started in their search for housing, the University operates an Off-Campus Resource Centre. A current list of prospective housing accommodation in the Hamilton and surrounding areas is available as well as brochures, area maps, transit maps, and telephones for local calls. Staff are available on a year-round basis to assist students in locating suitable housing. This information can be accessed at: <http://macoffcampus.mcmaster.ca/>.

Enquiries should be sent to macoffcampus@mcmaster.ca.

Appeal Procedures

The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of University regulations, policies, and actions that affect students directly. The procedures described in the Student Appeal Procedures are intended to provide a mechanism to fairly address alleged injustices.

The University Secretary is the administrative officer responsible for the receipt and processing of appeals, for the scheduling and holding of hearings before the Senate Board for Student Appeals (the Board) and for the training of Board members. Students are advised to review the University Secretariat's website Form A Re-Read/Re-Assessment & Form B Formal Inquiry and/or Form C Appeal to the Senate Board for Student Appeals before submitting an application.

Students who wish to raise questions or who have a concern are strongly encouraged to communicate informally with their instructors, or the Associate Director, Graduate, the relevant Associate/Assistant Dean of their Faculty, or of Graduate Studies, the University Ombuds, and/or the appropriate administrative officer before seeking a review under the formal procedures. Experience shows that the great majority of questions or complaints can be resolved satisfactorily through informal communication.

An appeal on the same set of facts cannot be submitted under two different University policies at the same time. If necessary, the University Secretary can advise on the most appropriate route for an appeal. Where there is a substantial overlap of jurisdiction between two or more University policies, the University Secretary may determine that the appeal should be considered by an appropriate joint tribunal.

Students should seek remedies for their grievances as promptly as possible and must do so within the time limitations set out in the Student Appeal Procedures.

Master's and doctoral theses are excluded from these re-read/re-assessment procedures, as are PhD comprehensive examinations, Objective Standard Clinical Examinations (OSCE) and supervisory committee reports.

The Student Appeal Procedures may be found at:

<https://www.mcmaster.ca/policy/Students-AcademicStudies/>

Appeals and Petitions for Special Consideration

The University wishes to assist students with legitimate difficulties. It also has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. Please note that academic accommodation requests related to a disability are processed under the Academic Accommodation of Students with Disabilities policy. This includes accommodation requests for Permanent Disability, Temporary Disability, and Retroactive Accommodation.

In those instances where a student acknowledges that the rules and regulations of the University have been applied fairly, but is requesting that an exception be made because of special circumstances (compelling medical, personal, or family reasons) the student may submit, in a prompt and timely manner, a Petition for Special Consideration. The appropriate form is available on the School of Graduate Studies website. The student's supervisor and Associate Chair are normally required to provide their independent assessments of the student's statement in the petition. Supporting documentation will be required but will not ensure approval of the petition. The authority to grant petitions lies with the School of Graduate Studies and is discretionary. It is imperative that students make every effort to meet the originally-scheduled course requirements and it is a student's responsibility to write examinations as scheduled.

In accordance with the Student Appeal Procedures, decisions made on Petitions for Special Consideration cannot be appealed to the Senate Board for Student appeals. Where any student feels there may have been discrimination on grounds in a protected social area as outlined in the Ontario Human Rights Code, they may contact the Equity and Inclusion Office to discuss initiating a complaint (Room 212 of the McMaster University Student Centre). In Health Sciences, Graduate Students should also consult the Advisor on Professionalism in Clinically-Based Education.

School Specific – Administrative Information

Seminars in the School/Programs

All full-time students are required to successfully complete SEP 771 W Booth School of Engineering Practice and Technology Practitioners Forum, Part I & II.

In addition, each program arranges several seminars each year at which outstanding scientists/engineers/entrepreneurial speakers address the faculty and students. Full time graduate students are **REQUIRED** to attend and participate in their program-related seminars.

ETB Graduate Room Access

Student lab access will be provided once the student submits the required documents to the Graduate Administrative Assistant). Upon an email to the Hub, cards may be obtained from JHE, room 216A. Please note there is a \$10 deposit fee per card issued. The deposit will be refunded to you when the card is returned to JHE, room 216A.

Building Hours

The Engineering Technology Building (ETB) will be open for the following hours.

Mon – Thurs:	7:00 am - 11:00 pm
Fri/Sat	7:00 am - 8:00 pm
Sunday	8:00 am - 5:00 pm

You will not be able to enter the building outside of these hours without a proximity card.

Study Space

There are lockers for use by our students.

Available for your use on the 5th floor of ETB:

Collaborative study areas

SEPT kitchen area

Photocopying (located in ETB 524)

The W Booth School of Engineering Practice and Technology has a photocopier for students to use. Further information will be provided at the beginning of term.

Final Submission of Project

Please follow your programs procedures on how to submit your final project.

MATLAB Access

Students can access a generic Matlab campus license using their McMaster email address <https://www.mathworks.com/academia/tah-support-program/eligibility.html>

OFFICE 365 Access

McMaster students have access to the Microsoft Office 365 suite. You can access the portal and review installation information <https://office365.mcmaster.ca/office-365/getting-started/>.