



Materials Science & Engineering  
UNIVERSITY OF TORONTO

# **MSE GRADUATE STUDENT HANDBOOK**



## MSE GRADUATE STUDENT HANDBOOK

The University of Toronto (UofT) provides a multitude of resources for students, all of which can be found through various UofT websites. On campus there are a variety of resources, including academic support, financial advice, health care services, career services, many student groups and more for all students.

MSE Graduate Student Handbook is available on the MSE website and the [MSE Graduate Students SharePoint](#). The student handbook is intended to provide easy access to information, policies and protocols which are unique to MSE. This handbook is not intended to replace or duplicate information provided in the School of Graduate Studies (SGS) official calendar (<https://sgs.calendar.utoronto.ca/>). Also, it does not override or supersede the University's official policies and regulations (<https://sgs.calendar.utoronto.ca/general-regulations>). The MSE student handbook is a work-in-progress and is eligible for continual updates as needed; at any time students are welcome to contact the Graduate Program Advisor & Administrator ([mse.grad@utoronto.ca](mailto:mse.grad@utoronto.ca)) with suggestions for topics to be included or clarified.



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## 1. MSE FACULTY and STAFF

### 1.1 MSE Executive



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**Associate Chair, Research**  
[mse.researchchair@utoronto.ca](mailto:mse.researchchair@utoronto.ca)



## 1.2 Administrative & Advisory Staff

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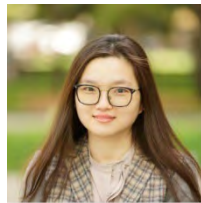
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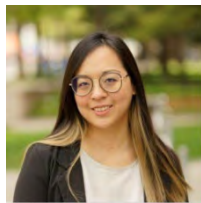
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Sherry Esfahani, PhD, PEng  
**External Relations & Communications Officer**  
[mse.external@utoronto.ca](mailto:mse.external@utoronto.ca)






Tiffany Hwang (on leave)  
**Financial Officer**  
[mse.finance@utoronto.ca](mailto:mse.finance@utoronto.ca)



Agnes Hsin  
**Undergraduate Liaison Officer**  
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### 1.3 Technical Staff

	<p>Sal Boccia Engineering Technologist <a href="mailto:s.boccia@utoronto.ca">s.boccia@utoronto.ca</a></p>	<p>OCCAM Laboratory</p>
	<p>Raiden Cobas Acosta, PhD Engineering Technologist <a href="mailto:raiden.acosta@utoronto.ca">raiden.acosta@utoronto.ca</a></p>	<p>Walter Curlook Laboratory</p>
	<p>Daniel Grozea, PhD Teaching Laboratory Technologist &amp; Safety Coordinator <a href="mailto:d.grozea@utoronto.ca">d.grozea@utoronto.ca</a></p>	<p>Undergraduate Teaching Laboratories</p>

### 1.4 MSE Professors

MSE professors profiles: <https://mse.utoronto.ca/faculty-staff/professors/>





## 2. ACADEMIC SUPPORT

### 2.1 MSE Graduate Program Advisor & Administrator

Office: WB140

Email: [mse.grad@utoronto.ca](mailto:mse.grad@utoronto.ca)

If you have any question or concern - academic, financial, personal, etc. Graduate Program Advisor & Administrator is here to listen and assist you find the correct contact for you.

### 2.2 Campus Resources, Health & Wellness Resources

In addition to support available within the department, there are various programs offered through SGS and other groups.

SGS website: <http://www.sgs.utoronto.ca/>

<https://studentlife.utoronto.ca/>

<https://www.sgs.utoronto.ca/resources-supports/graduate-wellness-services-at-sgs/>

#### Mental Health Community Resources

- UofT Health & Wellness: 416-978-8030
- Good2Talk Helpline: 1-866-925-5454
- Assaulted Women's Helpline: 416-863-0511
- Gerstein Crisis Centre: 416-929-5200
- Toronto Distress Centre: 416-408-4357
- Drug and Alcohol Helpline: 1-800-565-8603
- CAMH (Center for Addiction & Mental Health) 250 College Street

#### Health & Wellness

Health & Wellness provides a range of health services for your physical and mental health, wellness programs and information to help support you in achieving your personal and academic goals. Depending on your Faculty, Graduate Student Status or College affiliation, you may also have access to an embedded counsellor as well. Please mention these affiliations when requesting an appointment.

#### [U of T My Student Support Program \(MySSP\)](#)

U of T's MySSP provides students with immediate and/or ongoing confidential, 24-hour counselling support. Ongoing support is available over the phone in 146 languages. Immediate support is available over the phone in 35 languages and over chat in Chinese, English, French, and Spanish. Access U of T's MySSP 24/7 by calling 1-844-451-9700 (outside of North America, call 001-416-380-6578) or by downloading the app.



Download the My SSP app: [Apple App Store](#) | [Google Play](#)

### [Multifaith Chaplains](#)

Multi-Faith [Campus Chaplains](#) offer spiritual care in times of grief. Chaplains from more than 15 different faiths and ethical belief systems are available to connect with you. [View chaplain directory](#) and book an appointment for a chat.

### [Good2Talk](#)

Good2Talk provides confidential support services for post-secondary students in Ontario and Nova Scotia.

## **2.3 Personal Time Off & Leave of Absence**

<https://www.sgs.utoronto.ca/resources-supports/understanding-leaves-of-absence/>

<https://www.sgs.utoronto.ca/policies-guidelines/personal-time-off-policy>

## **2.4 Intellectual Property**

Intellectual property issues should be understood within the framework of research policies of the University of Toronto. Graduate students and their supervisors should be aware of these policies and ensure that they are engaged in research in a manner consistent with those policies. Relevant information can be found here:

<https://www.sgs.utoronto.ca/policies-guidelines/ip-for-graduate-students-supervisors/>

## **2.5 Supervision – What to expect**

SGS provides guidelines for graduate supervision: <https://www.sgs.utoronto.ca/resources-supports/supervision-guidelines/>

If you have concerns or issues which you would prefer not to discuss with your supervisor, you are encouraged to speak with the MSE Graduate Program Advisor or MSE Graduate Chair. All communications are treated with respect and confidentiality.

## **2.6 Professional Skills and Career Planning**

The **Graduate Professional Skills (GPS) Program**, an initiative of the School of Graduate Studies, is designed to help all graduate students become fully prepared for their future.

<https://www.sgs.utoronto.ca/resources-supports/graduate-professional-development-gpd/>

**Grad PACS** is an initiative to support PhD, MASc and MEng students to identify career pathways to launch their career planning early in their degree.

<https://gradstudies.engineering.utoronto.ca/gradpacs/>



[OPTIONS](#), an eight-week, non-credit program, where you will take a deep dive into career management with a supportive community of like-minded graduate students. Facilitated by faculty and professional development experts, the program provides an opportunity to clarify your interests and aspirations, develop job application materials, and explore career pathways.

[TEP1030: Engineering Careers – Theories and Strategies to Manage Your Career for the Future](#) is a for-credit course that is part of the ELITE Emphasis. You will learn an evidence-based framework for career clarification and exploration. Using this framework, you will gain job search strategies, increase hope and confidence, expand your network, and use practical career management tools.

## 2.7 Writing Support

The **Graduate Centre for Academic Communication (GCAC)** provides graduate students with advanced training in academic writing and speaking. These programs are free. Workshops, courses and one-on-one writing consultations are available. Visit their website: <https://www.sgs.utoronto.ca/resources-supports/gcac/>

The Faculty of Applied Science and Engineering also offers a series of **Graduate Scientific Writing Courses**. These courses are offered at both the English as a Second Language (ESL) and English as a First Language (EFL) levels. There is a fee of \$100 which may be covered by your supervisor. Details of the courses here: <http://gradstudies.engineering.utoronto.ca/research-degrees/graduate-scientific-writing-courses/>.

## 3. ADMINISTRATIVE INFORMATION & PROCEDURES

### 3.1 Booking a Room and Equipment

Contact MSE Main office Assistant at MSE main office front desk (WB140). You can do this in person or by email at [materials.engineering@utoronto.ca](mailto:materials.engineering@utoronto.ca).

### 3.2 Business Cards

To facilitate effective networking and professional practice, MSE students may request limited quantities of complimentary business cards when **confirmed** to attend an event of a professional nature in the near future. Apply for cards through the MSE website: <http://mse.utoronto.ca/current/career-development/student-business-cards/>

### 3.3 Change of Address - Moving?

To ensure continued payment of stipends/awards, if you move during the school year (or in the summer between years), you must update both your mailing and permanent addresses in ACORN. You must update this information even if your payments are deposited directly to your bank account.



### 3.4 Email

Since UofT uses email as an official form of communication, all students are required to have a university issued (UTOR) email account and to provide that email address on ACORN. Students are required to monitor and retrieve emails on a frequent basis. The University regularly uses email to deliver official correspondence regarding such matters as your program, scheduling, fees, etc. For more information, refer to the Policy on Official Correspondence with Students at: <http://www.governingcouncil.utoronto.ca/policies/studentemail.htm>

### 3.5 IT Support

If you require IT assistance/support for UofT-owned equipment, send email to [mse.itsupport@utoronto.ca](mailto:mse.itsupport@utoronto.ca).

### 3.6 Keys & Fobs

Students who require keys/fobs for their offices, labs or building access must download a request form from the MSE website: <http://mse.utoronto.ca/current/forms/>. *Note: if you have not yet completed & passed the requisite Safety Training, keys/fobs will not be issued.*

**Fob** – Your fob must be frequently tapped on the hot spot beside WB158. If your fob stops working, try tapping it on the hot spot before consulting with MSE main office assistant.

### 3.7 Mailboxes for Hardcopy Mail

Professor's mailboxes are in WB140, outside the Graduate Program Advisor & Administrator's office. Students are not expected to receive personal mail but if any should arrive it is placed on the bookshelf near the mailboxes. Students should have personal mailed directed to their residences.

### 3.8 Purchase Orders & Deliveries

#### 3.8.1 Prepare and submit purchase order

Download and complete a Departmental Purchase Order (PO) from the MSE website (<https://mse.utoronto.ca/current/forms/>). Your Supervisor/Professor must sign the form as the authorized approver and provide relevant account numbers that will be charged for your purchase. PO form must be completed, and quotes must be attached and combined into one file (if applicable). Quotes are required for orders over \$5,000 CAD. Incomplete PO's will be returned and will not be processed until all required information is provided. When the form is complete, submit it to MSE Finance Coordinator at [mse.finance@utoronto.ca](mailto:mse.finance@utoronto.ca); the order is then placed on your behalf.

#### 3.8.2 Orders delivery and pick up

Once the order has arrived, you will be notified by email, and you must then immediately come



to WB140 to pick up your item and sign off on the packing slip to complete the order. The invoice is then processed by the main office and payment is issued to the vendor.

### 3.9 Reimbursements

Information regarding expense claims can be found by accessing the following link:

<https://mse.utoronto.ca/current/forms/>

Prior to attending a conference/meeting, please contact MSE Finance Coordinator at [mse.finance@utoronto.ca](mailto:mse.finance@utoronto.ca) or WB 140, for information about documentation required to submit a claim.

### 3.10 Safety Training (Mandatory)

In order to work in labs or acquire keys/fobs, initial safety training is mandatory for all graduate students. The training exam passing grade is 70%.

Students will receive an invitation to the training session within the first week of their program.

### 3.11 Software

You may be eligible for some free software. Check here for details:  
<https://onsearch.library.utoronto.ca/ic/available-software>

### 3.12 Student Groups

#### 3.12.1 University of Toronto Education Workers – CUPE3902 Unit 1

For information about your UofT teaching assistant employee union, including benefits, training, documents and bargaining visit this website: <https://cupe.ca/local/cupe-3902-university-toronto-unit-1-tas>

#### 3.12.2 University of Toronto Graduate Student Union (UTGSU)

16 Bancroft Avenue  
415 978-2391  
<https://www.utgsu.ca/>

Your student union administers health & dental benefits and is an advocate and voice for the graduate student body on various University committees.

#### 3.12.3 MSE Graduate Student Association (MSEGSA) - responsibilities



Contact: [msegsa@ecf.utoronto.ca](mailto:msegsa@ecf.utoronto.ca)

Materials Science & Engineering Graduate Student Association (MSEGSa) is a student-run organization that is committed to enhancing the graduate school experience for students in the MSE department. Activities and events such as weekly coffee breaks, summer barbecue and department lunches create a family-like atmosphere for hardworking graduate students. We aim to build strong bonds between prospective students, current students, and alumni through our active support of department seminars and professional events. MSEGSa encourages all MSE graduate students to further develop their own leadership and professional skills through engagement in school initiatives across the campus.

### 3.13 Transcripts

Official transcripts are ordered through ACORN or the University Transcript Centre (<https://transcripts.utoronto.ca/>). Unofficial transcripts can be downloaded from ACORN. When applying for awards/scholarships sometimes official transcripts are required. Pay attention to application requirements.

### 3.14 Wireless Internet Access

UofT's wireless network listed as "UofT" is available throughout the campus. Access using your UTORid.

"Eduroam" service is available for visiting academics from other universities. Visiting academics can use eduroam to connect to the UofT network using their home university credentials.

## 4. FINANCIAL INFORMATION

### 4.1 Graduate Fees

Visit the [Graduate Fees](#) section of the SGS website.

### 4.2 Deferral of Fees

You may request to register without payment (i.e. make a fee deferral) through the [Student Web Services \(ACORN\)](#) if you have no outstanding fees from a previous session and are the recipient of one of the following which exceeds the Minimum Payment to Register amount on your [Student Web Services \(ACORN\)](#) invoice:

- Ontario Student Assistance Plan (OSAP) loan
- Other provincial government loan
- US government loan
- University funding package

Students who are not receiving university funding package, but have proof of university funding (TA, RA, major award, etc.) which exceeds the Minimum Payment to Register may request a fee



deferral by submitting the [Register Without Payment \(Fee Deferral\) form](#) and the invoice to the Graduate Program Advisor & Administrator by the SGS deadline. Consult SGS calendar: <https://sgs.calendar.utoronto.ca/sessional-dates>

### 4.3 Funding

MASc – guaranteed funding for 2 years; self-funding is not allowed – for details visit <https://mse.utoronto.ca/current/graduate/tuition/>

MEng – no funding is provided; all tuition & related costs are the student’s responsibility

PhD – guaranteed funding for 4 years for regular option and 5 years for direct-entry option; self-funding is not allowed – for details visit <https://mse.utoronto.ca/current/graduate/tuition/>

### 4.4 Scholarships

Throughout the year various scholarship and award competitions are announced here [Scholarships & Awards - Department of Materials Science & Engineering](#) and the [School of Graduate Studies](#) website.

MSE top-ups for NSERC/OGS/other scholarship recipients – for details visit: <https://mse.utoronto.ca/current/graduate/tuition/>

### 4.5 Teaching Assistantships (TA)

MSE TA positions are open to all MSE graduate students.

Jobs are posted on the [CUPE3902 Unit 1 Job Postings](#) website, and an email is issued to all MSE students. All TA positions assigned are administered in accordance with the CUPE3902 collective agreement [http://agreements.hrandequity.utoronto.ca/#CUPE3902\\_Unit1](http://agreements.hrandequity.utoronto.ca/#CUPE3902_Unit1)

## 5. PROGRAM INFORMATION

### 5.1 Registration

As soon as you have paid tuition and incidental fees or have requested to register without payment (i.e., fee deferral), SGS will change your ACORN status to “INVITED,” which will allow you to register. See SGS registration regulations here: <https://sgs.calendar.utoronto.ca/general-regulations#6>

Consult SGS calendar for deadline to register without financial penalty: <https://sgs.calendar.utoronto.ca/sessional-dates>

More information about registration and late registration procedures here: <https://www.sgs.utoronto.ca/academic-progress/registration-enrolment/>



## 5.2 Courses

Graduate courses are 1000-level only.

MEng students may take a maximum of two 500-level courses. MAsC/ PhD students may take a maximum of 1. These are the only undergraduate level courses graduate students may take.

## 5.3 Adding/Dropping Courses

To enroll in a course, log into [ACORN](#) using your UTORid. Have relevant information on hand, including:

- Course code (e.g., MSE1022H)
- Section Code: usually F, S or Y and indicates whether the course is offered in the Fall(F), Winter (S) session, or continues through both the fall and winter sessions (Y). Summer courses may be May-June (F), July-August (S), or June-August (Y).
- Teaching Method: Almost all graduate courses have a teaching method of LEC (lecture).
- Teaching Section: Unless otherwise stated, the teaching section for a graduate course is (0101) or (9101).

The deadlines to enrol in graduate courses and to drop courses are posted here:

<https://www.sgs.utoronto.ca/academic-progress/registration-enrolment/>

<https://sgs.calendar.utoronto.ca/sessional-dates>

Be mindful of these deadlines.

It is unlikely that you would be allowed to add (enrol) a course after the add deadline date.

If you wish to drop a course, do so immediately. SGS will **NOT** allow anyone to drop a course after the drop deadline.

## 5.4 Auditing

The decision to permit a student to audit rests with the department and the course instructor. An auditor will not receive evaluations of participation and will not be allowed to submit assignments or write examinations/tests. Audited courses are not recorded on the student's official transcript. Students who wish to receive a Certificate of Attendance must accordingly notify the instructor in writing at or before the first meeting of the class, otherwise the faculty, school, or college is under no obligation to issue a certificate.

## 5.5 Courses “Extra” to Degree

If you want to take a course – i.e. complete all required coursework and receive a grade for the course but do not want the course/grade to count towards your degree – you can take the course as “EXTra”. After adding the course in ACORN, email the Graduate Program Advisor &





Administrator, requesting that the course is to be extra to degree. This request must be received by the course drop deadline for the academic session the course is being held in.

## 5.6 Failed Courses

To be in good academic standing, a student registered in a degree program (MAsc, MEng, PhD) in the School of Graduate Studies must:

- comply with the General Regulations of the School of Graduate Studies as well as with the Degree Regulations and program requirements governing that degree program; and,
- make satisfactory progress towards the completion of the degree

Satisfactory performance in a degree program requires the completion of every course taken for graduate credit with a grade of at least a B- (70%). If a student fails to complete a graduate course in a satisfactory manner (i.e., receives a grade report of FZ or NCR), then the graduate unit in which the student is registered may recommend to the School of Graduate Studies the termination of registration and eligibility of that student. If the student is permitted to continue, he/she must successfully repeat the relevant course, or an alternative course recommended/approved by the graduate unit and the School of Graduate Studies.

Note that failed grades (FZ) remain on the transcript and are never removed.

## 5.7 Graduate Research Seminars course – MSE1000 (MAsc) & MSE2000 (PhD)

### 5.7.1 Attendance

Attendance at the weekly Seminar is mandatory for MAsc & PhD students. Attendance is recorded by completing the Seminar Evaluation Form. If you unable to attend a Seminar, send an email to the Graduate Program Advisor & Administrator to briefly explain the reason for your absence.

MEng students are welcome and encouraged to attend the Seminars, but attendance is neither mandatory nor recorded.

All in attendance are encouraged to ask questions to the presenter and must complete the [Students Evaluation Form](#) at the end of the seminar.

The seminar presentation schedule is available on the [MSE Graduate Students SharePoint](#). When signing-up, students must confirm supervisor's availability.

### 5.7.2 Your Presentation

On the Friday before your presentation, you must upload a document with the title, abstract and short bio to the sign-up schedule on the [MSE Graduate Students SharePoint](#). Then, the Graduate Program Advisor & Administrator will announce your seminar to the MSE community.

Your presentation should be 15 minutes long with about another 5 minutes for Q & A.



Students must add the following QR codes to their last seminar's slide.:



COFFEE Arrangement: The department will order and pay for the seminar coffee. Student presenting the seminar is responsible for picking up the coffee in the MSE main office (WB140) 15 min before the seminar am and cleaning up after the seminar. You can ask a colleague to help you.

The attending professors and students will evaluate & grade your presentation. Your grade along with feedback from professors and students will be uploaded to your SharePoint folder ([MSE Graduate Students SharePoint](#)) the following week.

Seminar grade: 90% (faculty evaluations) + 10% (student evaluations)

MASc students present once, and PhD students present twice during their program.

## 6. International Students

### 6.1 Study Permit (MASc/MEng/PhD)

You are required to have an appropriate, valid study permit throughout your studies at UofT. You cannot be on campus without a valid study permit. If your study permit expires, immediately consult with the Immigration Advisor at UofT's Centre for International Experience <http://www.studentlife.utoronto.ca/cie>. Be sure to bring your study permit to the front office so that both the Graduate Program Advisor & Administrator and MSE Director of Administration can take photocopies for the files. You can also provide the information via email at [mse.grad@utoronto.ca](mailto:mse.grad@utoronto.ca)

### 6.2 Legal Status (including IVGS – International Visiting Graduate Students)

If you have any questions regarding your legal status in Canada or your study permit, consult with the Immigration Advisor at UofT's Centre for International Experience. Note that MSE personnel are not qualified to provide any advice on these topics.

UofT Centre for International Experience: [cie.information@utoronto.ca](mailto:cie.information@utoronto.ca)

UofT Regulated Immigration Advisors: [isa.cie@utoronto.ca](mailto:isa.cie@utoronto.ca).



More information here: <https://studentlife.utoronto.ca/department/centre-for-international-experience/>

## 7. MSE DEGREE PROGRAM REQUIREMENTS

### 7.1 Master of Engineering (MEng)

#### 7.1.1 MEng Registration

MSE offers three registration options for the MEng program. Applicants must select a registration type (Part-time, Full-time, or Extended Full-time) at the time of application.

##### 7.1.1.1 Part-time:

- September or January start
- Students take a minimum of three years to complete the program
- Students may take a maximum of six years to complete the program
- Maximum course load is two courses per term, four per year (over three terms)
- Transfer to the extended full-time option is not allowed by SGS

##### 7.1.1.2 Full-time:

- September or January start
- Students can complete the program in one year
- Students may take a maximum of three years to complete the program
- Students enrol in 10 courses (or, 7 courses + project) over three terms
- Transfer to the extended full-time option is not allowed by SGS

##### 7.1.1.3 Extended Full-time:

- September or January start
- Students complete the program over two years (six terms)
- Students enrol in 10 courses (or, 7 courses + project) over six terms
- Students may enroll in a maximum of 6 courses per year (maximum course load per term is 3)
- Once registered in the extended full-time MEng, students cannot transfer to the regular full-time option

### 7.1.2 MEng Program Options

#### 7.1.2.1 Course-Only Option

A course-only option includes 5.0 FCE (10 half courses). A supervisor is not required for this option. Of the 10 courses required, a minimum of 1.5 Full-Course Equivalents (FCE), or 3 half courses, must be taken from courses offered by MSE. Students can take courses from other engineering departments.



### 7.1.2.2 Course + Project Option

A course+project option includes 3.5 FCE (7 half courses) + MEng project. Of the 7 courses required, a minimum of 3 courses, must be taken from courses offered by MSE. Students can take courses from other engineering departments.

Students following this course+project option work in consultation with a professor who acts as supervisor of the project. Refer to MEng projects list on MSE website for more information. Note that some professors offer additional projects which are not listed here. Students should contact professors directly.

A project cannot be completed in a single term; it will take 2 – 3 terms to complete. Students should discuss the project timeline and duration with potential supervisors before starting a project. The project’s goals, objectives as well as report structure should also be discussed with the potential supervisor.

How to enroll in a MEng project:

- 1) Submit [MEng Course + Project Enrollment form](#) to [mse.grad@utoronto.ca](mailto:mse.grad@utoronto.ca).
- 2) Add MSE3000Y course via ACORN
- 3) Complete safety training: safety training is required for student to start a project and will be provided by MSE department.

Upon completion of the MEng project, student must prepare a project report for the supervisor to evaluate. The supervisor must submit final grade to the MSE Graduate office. CR (credit) or NCR (no credit) will be awarded.

### 7.1.3 Master of Engineering (MEng) MSE Program Requirements

Half-course requirements	Minimum # of required MSE courses	Project course equivalents	Non-technical courses (e.g. ELITE) allowed	500-level courses allowed
10	3 half-courses	3 half-courses	4 half-courses (max.)	2 half-courses (max.)

Graduate courses are 1000-level only.

MEng students may take a maximum of two 500-level courses. These are the only undergraduate level courses graduate students may take.

Of the 10 courses required, a minimum of 1.5 Full-Course Equivalents (FCE), or 3 half courses, must be taken from courses offered by MSE. *If completing a project, the minimum of 3 MSE courses must still be fulfilled.*

The passing grade for each course is a minimum of B- (70%). If a course is failed, the student must repeat the course or take another in its place. If the student fails a second time or a second



course is failed, MSE may choose to terminate the student's registration. Note: all courses taken, failed and passed, remain on the official transcript.

A maximum of 2.0 FCE (four half courses) can be taken from various non-technical certificate programs, such as ELITE (Entrepreneurship, Leadership, Innovation, & Technology in Engineering), Globalization, or Engineering & Public Policy, etc.

MEng students are welcome to attend the weekly Graduate Research Seminar, but attendance is not mandatory.

*\*If a student should want to take a technical course, not available through APSC, from a non-engineering department this may be allowed after consultation with the Graduate Chair or Graduate Counsellor. With approval, a maximum of 2 technical, non-engineering graduate level courses may be allowed.*

**Funding** – there is no funding or scholarship available for this program.

**Teaching Assistantships (TA)** - MEng students are allowed to apply for TA.

#### 7.1.4 MEng transfers

The request to transfer must be submitted by the end of the first term of study. For example, students enrolled in September would be allowed to make this request early in December.

Students may transfer from the MEng part-time to MEng full-time program (or vice versa).

Transfers from or into the extended full-time MEng program are not permitted.

Subject to meeting **all** the following criteria, transferring from the MEng program to the research-stream MASc program may be permitted:

- A supervisor must be willing to provide funding for an MASc research project starting in the second term of enrolment.
- Successful completion of 1.5 FCE technical courses (at least one of which must be from MSE) with an equivalent entrance average required for the MASc degree (i.e. B+ or 78%) must be achieved within the first term of enrolment.
- Technical courses taken during MEng will be credited toward MASc.

Transfer to MASc program will not be allowed if seven or more courses, without a project, have been completed. There is only a single window of opportunity to transfer. If transfer is not possible after your first term, the student must continue in the MEng program.

#### 7.1.5 MEng Cross-Disciplinary Areas of Study & Emphasis

The Faculty of Applied Science & Engineering offers cross-disciplinary areas of emphasis. Students in the MEng program can customize their degree by pursuing a certificate in addition to



their degree by completing the requirements for maximum two of the following emphases:

- [Advanced Manufacturing](#)
- [Analytics](#)
- [Advanced Soft Materials](#)
- [Advanced Water Technologies](#)
- [Entrepreneurship, Leadership, Innovation, & Technology in Engineering \(ELITE\)](#)
- [Biomanufacturing](#)
- [Engineering & Globalization \(Global\)](#)
- [Forensic Engineering](#)
- [Sustainable Energy](#)

At the end of each term, students receive an email to complete the FASE Technical Emphasis request form to have the emphasis requirements reviewed. Only students ready to graduate should complete the form.

Students will be notified once the emphasis has been processed. The emphasis name will appear on their transcript ONLY, not on the degree.

Additional information about MEng areas of study & emphasis can be found on the U of T Engineering Graduate Studies website.

#### **7.1.6 Computer Facilities for MEng Students**

Computer Labs available– GB144, GB150, GB158, WB255, SF1012/1013/1106 – with limited printing capability (If you encounter difficulty accessing labs, go to the ECF office, EA212, 2<sup>nd</sup> floor of the Annex Building). Check lab schedule/status, print quotas here: <https://ssl.ecf.utoronto.ca>

#### **7.1.7 MEng program completion**

The Department must make a degree recommendation to SGS before a student's degree may be considered complete. In order for the Department to make this recommendation, inform the department your intention to graduate by completing the [MEng Request to Graduate form](#)

Degree recommendations are submitted to SGS once students receive passing grades for course taken during current term and/or credit for the MEng project.

Students can request a confirmation of degree completion letter from SGS after their degree recommendation is submitted. See information about program completion letters and convocation here: <https://www.sgs.utoronto.ca/current-students/program-completion/graduation-convocation/>

Finally, students must return keys/fobs to MSE main office assistant, if applicable.



## 7.2 Master of Applied Science (MAsc)

### 7.2.1 MSE Program Requirements & Time for Completion

The MSE MAsc program of study includes:

- 1.5 FCE (3 half-courses, 1000-level)
- A minimum of 1 course must be chosen from the MSE course offerings
- A maximum of one 500-series course is allowed. This is the only undergraduate course allowed to be credited towards the MAsc degree.
- Non-technical courses will not be credited to the MAsc degree. *If a student should want to take a technical course, not available through APSC, from a non-engineering department, it is allowed with the supervisor's written approval. A maximum of one is allowed.*
- Mandatory attendance at the weekly Graduate Research Seminar
- One presentation at the Graduate Research Seminar
- Successful completion of JDE1000H Ethics in Graduate Research
- Safety training (annual refresher training if deemed appropriate)
- Advisory committee meeting within 12 months of initial registration
- A written thesis\* plus an oral defense.

*\*The thesis is based upon research carried out in the Department. The thesis must be presented at an oral examination.*

MAsc candidates typically take between two to three years (6 terms) to complete the requirements of the degree. Only full-time study is available.

### 7.2.2 MAsc Advisory committee meeting

The student and supervisor work together to form the committee (see table 7.2.4), set the meeting date, time, and location. The meeting must be scheduled and taken within 12 months of initial registration.

The supervisory committee will assess the student's progress in the program and provide advice on future work.

A student who encounters difficulties arranging a meeting with their committee should consult the graduate advisor in advance of the relevant deadline for doing so.

The student should prepare a report (max 10 pages) on their research progress to date and circulate this to all members of the committee AT LEAST 3 WEEKS in advance of the scheduled meeting.

Student must notify the Graduate Office by completing the Meeting scheduling form with the meeting details at least 3 weeks in advance of the scheduled meeting. The form is also available on the [MSE Graduate Students SharePoint](#). A progress review meeting begins with a student presentation of no more than 20 minutes, followed by questions from the committee.

Upon completion of the meeting, the student will receive a copy of the Examination Assessment report. If the assessment is “unsatisfactory”, another meeting must be scheduled within three months, to determine whether to allow the student to remain in the program.



### 7.2.2 MASC Thesis & Oral exam

The MASC program culminates in the thesis defense. Once a student's course requirements have been met and the written thesis has been submitted to their supervisor(s), the oral examination can be scheduled.

An MASC thesis must be no more than 70 pages, give evidence of mastery of the topic, originality and creativity and be written and defended in an acceptable manner.

Refer to the Electronic Thesis Submission guidelines found on the SGS website for SGS templates and formatting information.

#### Scheduling the exam

The student and supervisor work together with the advisory committee to set the examination date, time, and location. Then, student must notify the details to the Graduate Office by completing the Exam scheduling form with the exam details at least 3 weeks prior to the exam date.

Copies of the thesis should be distributed by the student to the exam committee members three weeks in advance of the exam date. Committee members may refuse to participate in an exam if less time is given for appraisal of the thesis.

#### Oral exam

At the beginning of the exam, the committee briefly reviews the student's file in a closed-door session. Then, the student is asked to summarize the thesis in a presentation of no more than 20 minutes. This is followed by questions from the committee members. The supervisor(s) may not respond or comment on behalf of the student during the presentation and questions.

Closed-door voting is by signed ballot, on the acceptability or not of the thesis and the oral defense. After the exam, the votes are recorded by the exam Chair and the results are returned to the Graduate Office.

The members of the committee vote on whether to pass or fail a student; the decision requires a simple majority. If the vote is to pass the student, then the committee also votes on the following:

- thesis accepted (AS) As it stands / in its present form; deadline for submission of the final thesis is one week from the date of this examination.
- thesis (EC) Subject to editorial corrections such as typographical errors, punctuation, etc.; deadline for completion is one month from the date of this examination.
- thesis (MR) Subject to minor revisions in the thesis; deadline for completion is three months from the date of this examination.





If the committee votes 1 to 1 (or 2 to 1) in favour of failing the student on a first exam, then the exam is adjourned and a second exam is scheduled for within 12 weeks. The Chair of the exam will write the student a report explaining the reasons for adjournment and submit a copy to the Graduate Coordinator. The format of the second (reconvened) exam is the same as the first, except that the committee can only vote to pass or fail, as determined by a simple majority of the votes. The second exam will be chaired by the MSE Associate Chair of Graduate Studies who is a non-voting member.

#### After the exam

Student must follow the steps provided by the graduate along with the exam results. The Department must make a degree recommendation to SGS before a student's degree may be considered complete.

Students can request a confirmation of degree completion letter from SGS after their degree recommendation is submitted. Information on program completion letters and convocation:

<https://www.sgs.utoronto.ca/current-students/program-completion/graduation-convocation/>

Finally, students must return keys/fobs to MSE main office assistant. If student is unable to return the keys/fobs in person, they may designate someone to do that for them. To do that, students must send an email to [materials.engineering@utoronto.ca](mailto:materials.engineering@utoronto.ca) in which authorize a specific person to return keys/fobs & receive deposit (that person must present id upon arrival at MSE front desk). Note that reimbursement of deposit will not be provided beyond 6 months after completion of program.

### **7.2.3 Transfer from MASc to PhD – MSE POLICY**

*In exceptional cases, and in consultation with your supervisor, a transfer from MASc to PhD may be possible.*

- A student who intends to transfer from the MASc program to the PhD program must declare interest, in writing, to the Graduate Program Advisor, no later than 12 months from the date of initial registration in the MASc program.
- The examination must be scheduled and taken within 12 months of initial registration. With the approval of the Graduate Chair, this may be extended to no later than 15 months from the date of initial registration.
- Completion of 1.5 FCE (3 half-credit) graduate technical courses with an overall minimum average of A- and no grade lower than B+ within 12 months of initial registration.
- Students who successfully by-pass from the MASc to the PhD program will then be required to take one more graduate (0.5) level course, in addition to completing the remaining PhD program requirements.
- Failure to successfully complete the examination within this timeline requires the student to complete the MASc thesis and subsequently apply to the PhD program in accordance with the standard application procedure.

Transfer exam is also the Qualifying Exam. See more information about PhD Qualifying Examination in section 7.3.2.



### 7.2.4 Advisory and Exam Committee Memberships

COMMITTEE	MINIMUM #	NOTES
MASc Defense MASc Bypass	3	Includes supervisor (in case of co-supervision minimum is 4).  Besides the supervisor(s), at least one member must be MSE faculty with Full Graduate Faculty Membership <a href="https://facultyandstaff.sgs.utoronto.ca/gfm/gfm-eligibility-guidelines">https://facultyandstaff.sgs.utoronto.ca/gfm/gfm-eligibility-guidelines</a>  One member may be from another UofT department.

## 7.3 Doctor of Philosophy (PhD) MSE PhD

### 7.3.1 Program Requirements & Time for Completion

The MSE PhD program of study includes:

- 1.5 FCE (3 half-courses) or 2.5 (5 half-courses if admitted to direct-entry program). Only graduate 1000 level courses will be credited toward the PhD degree.
- A minimum of 1 course or 2 courses (direct-entry program) must be chosen from the MSE graduate course offerings.
- A maximum of one 500-level course is allowed. This is the only undergraduate level course graduate students may take that can be credited toward the PhD degree.
- If a student wants to take a technical course, not available through APSC, from a non-engineering department this is allowed with the supervisor’s written approval. A maximum of one is allowed. Non-technical courses will not be credited to your PhD degree.
- Passing grade for each course is a minimum of B- (70%). If a course is failed, the student must repeat the course or take another in its place. Note: all courses taken, passed and failed, remain on the official transcript.
- Successful completion of JDE1000H Ethics in Graduate Research seminar
- Mandatory attendance at the weekly Graduate Research Seminar
- Two presentations at the Graduate Research Seminar during the PhD program
- Safety training (annual refresher training if deemed appropriate)
- Qualifying Exam (to be completed within 12 months of your initial registration)
- Yearly Advisory Committee meetings
- A written thesis\*

*\*The thesis is based upon research carried out in the Department. The thesis must be presented at an oral PhD departmental examination and Final Oral Exam (FOE).*



### 7.3.2 PhD Qualifying Examination

*The PhD Qualifying Exam must be scheduled within 12 months of your initial registration in the PhD program. This is also the first Advisory Committee meeting.*

- In order to take this examination, student must have completed all required PhD coursework, Graduate Seminar presentations excepted.
- Student must schedule and successfully complete the qualifying examination within 12 months of initial registration in the PhD program. With the approval of the MSE Associate Chair of Graduate Studies, this time may be extended to maximum 15 months from the date of initial registration.

#### Process before exam:

- The student and supervisor work together to form the committee (see table 7.3.7), set the examination date, time, and location.
- Student must notify the Graduate Office by completing the [Exam scheduling form](#) with the exam details at least 3 weeks prior to scheduled exam date. The committee will be reviewed and must be approved by the MSE Associate Chair of Graduate Studies. The form is also available on [MSE Graduate Students SharePoint](#).
- Prepare a short report (25-30 pages) on your research progress to date; circulate this to your committee at least three weeks in advance of the scheduled examination. Failure to provide suitable documentation in a timely fashion may result in postponement or cancellation of the Qualifying Examination. Committee members may refuse to participate in an exam if less time is given for appraisal of the report.
- Prepare a short (max: 20 min.) presentation that summarizes your research project, with particular emphasis on providing a critical assessment of the literature in the field, a central hypothesis of your thesis, proposed methodology and recent experimental progress.

#### Procedure during exam:

The qualifying exam begins with a student presentation of no more than 20 minutes that summarizes their research proposal. This is followed by questions from the committee.

Following the exam, the committee assesses progress to date and suitability for the PhD program.

In order to successfully complete the Qualifying Exam, a simple majority of votes of the committee is required. Student will receive a copy of the examination report detailing strengths/weaknesses, key areas to improve and the date of next Advisory Committee meeting.



### 7.3.3 Failure of the Qualifying Exam

If you fail the Qualifying Exam, you will receive a copy of the examination report detailing strengths/weaknesses, key areas to improve and the date of your next Qualifying Exam. You will be given an additional 3 months to prepare, and you must repeat the examination process, in full. The membership of your committee must remain the same. Failure to pass a second Qualifying Exam will result in recommended for program termination.

### 7.3.4 Annual Advisory Committee Meeting

Students are expected to “comply with the General Regulations of the School of Graduate Studies as well as with the Degree Regulations and program requirements governing that degree program; and, make satisfactory progress towards the completion of the degree.”

Following a successful qualifying exam, a PhD student is expected to meet with the supervisory committee at least once a year, and more often if the committee so requires. At each meeting, the supervisory committee will assess the student's progress in the program and provide advice on future work.

A student who encounters difficulties arranging a meeting with their committee should consult the graduate advisor in advance of the relevant deadline for doing so.

The student should prepare a report (max 20 pages) on his/her research progress to date and circulate this to all members of the committee AT LEAST 3 WEEKS in advance of the scheduled meeting. Failure to provide suitable documentation in a timely fashion may result in postponing or canceling of the Advisory Committee meeting.

Student must notify the Graduate Office by completing the [Meeting scheduling form](#) with the meeting details at least 3 weeks in advance of the scheduled meeting. The form is also available on [MSE Graduate Students SharePoint](#).

Similar to the qualifying exam, a progress review meeting begins with a student presentation of no more than 20 minutes, followed by questions from the committee.

Upon completion of the meeting, the student will receive a copy of the Examination Assessment report detailing strengths/weakness, key areas to improve and the proposed date of the next Advisory Committee meeting. If the assessment is “unsatisfactory”, another meeting must be scheduled within three months, to determine whether to allow the student to remain in the program.

**A student who, through their own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee.**

In the case of unsatisfactory progress during two consecutive meetings, the student will lose their status of "good academic standing." Consequently, the graduate unit may recommend to the School of Graduate Studies the termination of the student's registration.



### 7.3.5 PhD Departmental Exam

The PhD program culminates in the presentation of oral and written thesis. Once a student's course requirements have been met and the written thesis has been submitted to their supervisor(s), the oral examination can be scheduled.

The advisory committee can decide to forgo/bypass the PhD Departmental Exam. The supervisor can initiate the request via email to the Chair of the Advisory Committee. The Chair collects the votes and submits the signed ballot to the MSE Graduate Office.

#### Scheduling the exam

The student and supervisor work together to set the examination date, time, and location. Then, student must notify the details to the Graduate Office by completing the [Exam scheduling form](#) with the exam details at least 3 weeks prior to the exam date. The form is also available on the [MSE Graduate Students SharePoint](#).

Copies of the thesis should be distributed by the student to the exam committee members three weeks in advance of the exam date. Committee members may refuse to participate in an exam if less time is given for appraisal of the thesis.

#### Oral exam

At the beginning of the exam, the committee briefly reviews the student's file in a closed-door session. Then, the student is asked to summarize the thesis in a presentation of no more than 20 minutes. This is followed by questions from the committee members. The supervisor(s) may not respond or comment on behalf of the student during the presentation and questions.

A simple majority of votes of the committee is required to proceed to the Final Oral Examination (FOE). Progress to the FOE is contingent upon passing the Departmental Exam.

If you fail the Departmental Exam, you will receive a copy of the examination report detailing your strengths/weaknesses, key areas to improve and the date of your next Departmental Exam. You will be given an additional 3 months to prepare and must repeat the examination process, in full. The membership of the committee must remain the same for both examinations.

If you fail the 2<sup>nd</sup> Departmental Exam, you will receive a copy of the examination report detailing your strengths/weaknesses, key areas to improve and the date of your next Departmental Exam. You will be given an additional 3 months to prepare and must repeat the examination process, in full. The membership of the committee must remain the same for all 3 examinations.

Failure to pass a 3<sup>rd</sup> Departmental Exam will result in termination of PhD status.

### 7.3.6 Final Oral Examination (FOE)

There should be at least 8 weeks between the Departmental and Final Exams. Review [SGS Guidelines for the Doctoral Final Oral Examination](#).



### 7.3.6.1 Selection of External Appraiser (external to UofT) and FOE committee

The supervisor must identify a potential external appraiser, with appropriate expertise, from another university. Once the potential appraiser has agreed to take on that role, provide the Graduate Program Counsellor & Administrator with the name of the appraiser plus the names of those who will be on the FOE committee by completing the [pre-approval committee request form](#) **10 weeks before the FOE**.

The Graduate Program Advisor & Administrator will send this information to SGS for approval of FOE committee members. SGS mandates that there be no collaboration between the PhD candidate or the committee members and the proposed appraiser for the previous 7 years. SGS requirements can be found in the [Guidelines for the Doctoral Final Oral Examination](#).

### 7.3.6.2 Determination of FOE Date

The date and time of the FOE will be organized by supervisor with the external appraiser and committee members. Once the date is set, the student must submit the [FOE scheduling form](#) with the exam details **at least 8 weeks** before the exam date and distribute the thesis to committee members, except the external appraisal. *The PhD candidate shall not communicate with the external appraiser prior to the FOE. Any communication will be conducted by the Graduate Program Counsellor & Administrator or supervisor.*

Once the [FOE scheduling form](#) is received, the Graduate Program Administrator will:

- Send thesis, along with other documentation, to the external examiner.
- Instruct SGS to find a chair and book an exam room at SGS (63 St George street) - In person exams only. SGS requires a minimum of 20 business days (excluding weekends, holidays and winter break) to fulfill a chair request.

The supervisor must arrange video conferencing details for virtual exams. The candidate cannot be the host of the virtual final exam.

There should be at least 8 weeks between the Departmental and Final Exams.

### 7.3.6.3 Thesis for Review by External Appraiser

The graduate office will forward thesis, along with other documentation, to the Appraiser. If the Appraiser requires hardcopy of the thesis, the student will be requested to prepare a copy.

The appraiser will be requested to provide a written appraisal of thesis no later than 2 weeks prior to the FOE date.

When the appraisal arrives, the Graduate Program Advisor & Administrator will forward it to the student and all committee members. While student may discuss the appraisal with committee members, they may not communicate with the appraiser prior to the exam. At the exam, student must be prepared to address all comments provided by the appraiser.



### 7.3.7 Exam Committee Memberships

COMMITTEE	MINIMUM NUMBER - PLUS SUPERVISOR/S
PhD Qualifying Exam	Minimum 3 members including supervisor (in case of co-supervision, a 4 <sup>th</sup> member is required)
PhD Advisory Committee	Besides the supervisor(s), at least one member must be MSE faculty with Full Graduate Faculty Membership <a href="https://facultyandstaff.sgs.utoronto.ca/gfm/gfm-eligibility-guidelines">https://facultyandstaff.sgs.utoronto.ca/gfm/gfm-eligibility-guidelines</a>
PhD Departmental Defense	One member may be from another UofT department.
PhD External Exam (FOE)	The final oral examination committee shall comprise a minimum 4 (maximum 6) members and meet the following membership requirements: <ul style="list-style-type: none"> <li>• Maximum 3 members from the advisory committee (may include supervisor/s)</li> <li>• Minimum 2 non-supervisory members. Recommended 3</li> <li>• 1 external appraiser from <u>outside</u> UofT (<i>may be counted as one of the non-supervisory members</i>)</li> <li>• Quorum is 4 (2 of whom <u>must</u> be non-supervisory)</li> </ul>

Notes:

- If quorum is not achieved, the FOE is cancelled
- It is permissible to have an FOE committee with only one supervisory member and four or five non-supervisory members
- If a student has more than three supervisory committee members, the extra member(s) may participate as non-voting members
- The composition of the FOE committee must be approved in advance by the Graduate Chair and SGS **prior** to scheduling the FOE.

### 7.4 MASc/PhD Program Completion

Following a successful oral examination, the student must submit their corrected, final thesis to their supervisor for approval.

The Department must make a degree recommendation to SGS before a student’s degree may be considered complete. In order for the Department to make this recommendation, students must:

- inform the department that the thesis was uploaded to the UofT ProQuest submission site
- ensure that supervisor certifies in writing to the MSE graduate office that the editorial corrections to the thesis have been made (email notification to [mse.grad@utoronto.ca](mailto:mse.grad@utoronto.ca) is accepted).
- upload copy of final thesis to [MSE Graduate Students SharePoint folder](#)



- submit the [Program Completion Tasks Checklist](#) to mse.grad@utoronto.ca
- provide hardbound copy for MSE departmental library (Jones style required)

Students can request a confirmation of degree completion letter from SGS after their degree recommendation is submitted. Information on program completion letters and convocation are posted here:

<https://www.sgs.utoronto.ca/current-students/program-completion/graduation-convocation/>

Finally, students must return keys/fobs to MSE main office assistant. If student is unable to return the keys/fobs in person, they may designate someone to do that for them. To do that, students must send an email to materials.engineering@utoronto.ca in which authorize a specific person to return keys/fobs & receive deposit (that person must present id upon arrival at MSE front desk). Note that reimbursement of deposit will not be provided beyond 6 months after completion of program.

## 8. WHERE TO FIND...

### 8.1 Bookstore

The UofT Book Store (northwest corner of College & St. George) sells textbooks, clothing, school supplies, computers and electronics, snacks, etc. It also houses a post office.

### 8.2 Centre for International Experience

33 St. George Street  
cie.information@utoronto.ca

### 8.3 Computer Facilities for MEng Students

Computer Labs – GB144, GB150, GB158, WB255 & SF106 – with limited printing capability (If you encounter difficulty accessing labs, go to the ECF offices on the 2<sup>nd</sup> floor of the Annex Building.)

### 8.4 MSE Graduate Common Room – WB145

The Graduate Common Room is operated by the Materials Science & Engineering Graduate Student Association (MSEGSAs). This room is for use by all, and only, MSE graduate students. It is accessed with your own fob.

Here are the guidelines established by MSEGSAs to ensure the continued cleanliness and comfort of the graduate room:

- 1) Behave responsibly. Clean up after yourself. This is a shared space available to all MSE grad students.
- 2) No open food/drink containers in the fridge.
- 3) The fridge will be cleaned out regularly (August, December and April). Everything not clearly labeled will be discarded. Advance notice will be issued.





- 4) Guests of MSE grad students should be always accompanied. You are responsible for your guests.
- 5) The Common Room is a great place to rest or nap but please do not use the common room as your main accommodation.
- 6) Do not give your fob to anyone.
- 7) Alcohol is not allowed in the room.
- 8) Report any improper use of the room to MSEGSA to MSE Administration (WB140)
- 9) Call Campus Police (416-978-2222) for emergency.

### **8.5 School of Graduate Studies (SGS)**

63 St. George Street; [graduate.information@utoronto.ca](mailto:graduate.information@utoronto.ca)

SGS Calendar <https://sgs.calendar.utoronto.ca/>

### **8.6 Student Accounts Office**

215 Huron Street, 3<sup>rd</sup> floor; [Info.studentaccount@utoronto.ca](mailto:Info.studentaccount@utoronto.ca)

### **8.7 UofT Libraries**

The two main libraries for engineering are the Engineering Library, second floor of the Sanford Fleming Building, and the Gerstein Science Information Centre, 9 King's College Circle. Access to on-line academic resources such as journals, research help, training sessions, etc. is provided using your UTORid. Most journals can be accessed digitally, and the librarians can help you to find materials that may be available only in hardcopy. This link can help you get started with your search for information: <https://onesearch.library.utoronto.ca>

Some libraries require the use of your TCard for entry. There are several other libraries available on campus as well.