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# Graduate Studies Handbook

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Department of Civil and  
Environmental Engineering  
and School of Mining and  
Petroleum Engineering

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**2013-2014**

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## Department Contacts

### Department Representative

Dr. David Zhu, Associate Chair of Graduate Studies, is the official Department representative for graduate students. Email: [david.zhu@ualberta.ca](mailto:david.zhu@ualberta.ca) Office: 3-032 NREF.

### Graduate Administration

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### Group Coordinators

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**Transportation Engineering**  
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**Geotechnical Engineering**  
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Individual research groups within the Department enjoy a certain level of autonomy in setting their own procedure; there may be variations between groups.

## Helpful Websites

Civil & Environmental Engineering

<http://www.civil.engineering.ualberta.ca>

Graduate Studies and Research

<http://www.gradstudies.ualberta.ca>

University of Alberta International

<http://www.international.ualberta.ca>

Graduate Students Association

<http://www.gsa.ualberta.ca>

Office of the Registrar and Student Awards

<http://www.registrar.ualberta.ca>

Natural Sciences and Engineering Research Council  
of Canada

<http://www.nserc.ca>

Alberta Innovates Technology Future

<http://www.albertainnovates.ca>

Faculty of Engineering

<http://www.engineering.ualberta.ca>

## Program and Residency Requirements

The Department offers MEng, MSc and PhD degrees in each of the research areas, outlined separately below. Information regarding specific degree requirements is provided in the University Calendar, section 205.13.1

### Thesis-Based Programs

Thesis registration is restricted to students in thesis-based graduate degree programs. Qualifying, Special, Visiting and Master of Engineering graduate students may not register in Thesis.

The specific thesis registration selected by the student will depend upon the amount of time during the term(s) that the student will devote to work on his/her program.

Thesis sections are scheduled according to units of course weight equivalency.

Students shall consult with the Department to determine which of the Thesis sections are appropriate.

By registering in the appropriate Thesis designation (along with any other courses), the registration status of the student is calculated automatically.

Students in thesis-based masters and doctoral programs must register in Thesis during the registration period in which the thesis and final program completion documentation is submitted in the Faculty of Graduate Studies and Research.

Please note that new fee schedules have been implemented for Fall 2011 term or after. Students should consult the university web site or the registrar office for the appropriate fee schedules.

### Doctor of Philosophy

The minimum period of residence is two full-time academic terms at the University of Alberta. The two terms need not be consecutive. The course requirements for doctoral programs are different in the various disciplines (See [Group Course Requirements](#)). However, all graduate students must complete ENGG 600.

This residency provides students with significant contact with the University of Alberta through time spent on campus and through interactions with faculty members and other graduate students. It educates the student to be an independent researcher and scholar in an academic discipline, through coursework, seminar participation, teaching, faculty interaction and faculty-directed research. All doctoral candidates must prepare and defend a thesis of high calibre on an approved topic.

### Program Guidelines

<b>Supervisor</b>	Normally assigned at time of admission. Supervisors are nominated by the Department on an <i>Approval of Supervisor and Supervisory Committee - Doctoral</i> form to the FGSR.
<b>Supervisory Committee</b>	Formed no later than the end of first year. The Department nominates the supervisory committee on an <i>Approval of Supervisor and Supervisory</i>

	<p><i>Committee - Doctoral</i> form to the FGSR.</p> <p>Meets with student annually to review program and progress, no later than August 31 of a given year.</p>
<b>Candidacy Examination</b>	<p>Normally within two years and not less than six months prior to final examination. The Department sets the date for the examination and recommends the examining committee to the FGSR. <b>All program requirements, other than the thesis, must be completed within three years of the commencement of a student's program.</b></p> <p>Four (4) weeks prior to the examination, the Department submits a <i>Notice and Approval of Doctoral Candidacy Examining Committee &amp; Examination Date</i> form to the FGSR.</p> <p>After a successful examination, the Department submits a <i>Report of Completion of Candidacy</i> form to FGSR. If not successful, the Department recommends the best course of action to FGSR.</p>
<b>Final Oral Examination</b>	<p>To be completed prior to setting examination dates and before the thesis is sent to the external examiner. All supervisory committee members declare in writing to the supervisor that the thesis is adequate to proceed to the final oral examination.</p> <p>Three months prior to examination: supervisor nominates an external examiner and proposes a date for the examination and the composition of the rest of the examining committee.</p> <p>Two months prior to examination, the Department nominates an external examiner to the FGSR and completes a <i>Request to Invite External Reader or Examiner for Final Doctoral Oral Examination</i> form. The FGSR invites the external examiner.</p> <p>Four weeks prior to examination, the Department must ensure that the external examiner receives the thesis.</p> <p>Three weeks prior to examination, the Department recommends examining committee members to the FGSR using a <i>Notice and Approval of Doctoral Final Oral Examining Committee &amp; Examination Date</i> form, notifies examiners of the date, and supplies a copy of the thesis to them.</p> <p>Shortly after the examination, the Department advises the FGSR of the committee's decision on a <i>Thesis Approval / Program Completion</i> form.</p> <p>Within six (6) months of <i>Final Oral</i> examination, the student must submit their thesis for review and approval by the Faculty of Graduate Studies and Research.</p>

## Master of Science

A research-based master's degree with no residency requirement.

Requires from six to eight graduate courses, depending on the research area, completion of ENGG600 and a thesis. The student must defend the thesis before a panel of three or more academic staff members, including the thesis supervisor.

The time required to complete the MSc program will vary according to the previous training of the student and the nature of the research undertaken. However, two years is normally the minimum time required, with a maximum of four years to complete the program (from the date of first registration).

### Program Guidelines

<b>Supervisor</b>	Normally assigned at the time of admission
<b>Supervisory Committee</b>	Formed no later than the end of first year. Meets with student annually to review program and progress.
<b>Supervisor on Leave</b>	If a supervisor's leave exceeds two months, they are required to make adequate provision for supervision of their graduate students during their leave. They must submit a written statement to the Department and to the student, describing arrangements for satisfactory supervision during leave.
<b>Final Oral Examination</b>	Completed prior to setting examination dates and before the thesis is sent to the external examiner. All supervisory committee members declare in writing to the supervisor that the thesis is adequate to proceed to the final oral examination.  The Department receives information from the supervisor a minimum of 3.5 to 4 weeks prior to the exam, recommends examining committee members to FGSR using a <i>Notice and Approval of a Master's Final Oral Examining Committee &amp; Examination Date</i> form, notifies examiners of the date, and supplies a copy of the thesis to them.  Immediately after the examination, the Department advises the FGSR of the examining committee's decision, on the <i>Thesis Approval / Program Completion</i> form.  Within six (6) months of examination, the student must submit their thesis for review and approval by the Faculty of Graduate Studies and Research.



## Course-Based Program(s)

### Master of Engineering

Master of Engineering (MEng) is a non-thesis, course-based master's degree with no residency requirement. The MEng program can be completed in a minimum of nine months, up to the maximum time of four years from the date of first registration.

Requires completion of eight graduate courses and a Research Project (900 level). Completion of ENGG600 is required. The research project is the work-equivalent of one course (approximately 160 hours of work). The research project is not defended and needs only the approval of the supervisor.

Students in the MEng program must register in a minimum of ★3 of coursework or in M REG 800 Maintaining Registration for at least one term in each September to August period to keep their program active.

MEng students must make arrangements with a professor in the proposed project area to act as a supervisor for their research project.

MEng students must be registered in Research Project (900-level) in the term they complete their research project. It is the student's responsibility to submit their research project well in advance of the end of the term to ensure that the project supervisor has enough time to evaluate the report. Qualifying, Special, Visiting, MSc and PhD graduate students cannot register in this course, as it is restricted to students in course-based master's programs.

MEng students who plan to graduate in Spring Convocation or Fall must provide written notification to the department in the form of an email by March 1, and September 1, respectively.

### Program Guidelines

<b>Supervisor</b>	Upon completion or near completion of required courses, the student must make arrangements with a professor in the proposed project area to act as their supervisor for the research project CIVE900, MINE900 or PETE900.
<b>Final completion</b>	Immediately upon completion of all courses and the final research project, the Department submits to the FGSR a <i>Report of Completion of Course-Based Master's Degree</i> form.

## Group Course Requirements

Note that all graduate students must complete ENGG600: Engineering Ethics & Integrity.

### Construction Engineering and Management

Degree	Course Credits
Master of Engineering	8 courses (4 core – CIVE 601, 602, 604, 608 plus 4 electives), plus a research project (CIV E 900).
Master of Science	6 courses (4 core - CIVE 601, 602, 603, 606 plus 2 electives). Plus thesis.
Doctor of Philosophy	9 courses beyond the bachelor's degree (4 core - CIVE 601, 602, 603, 606 plus 5 electives). Plus thesis.

### Environmental Engineering and Science

Degree	Course Credits
Master of Engineering	8 courses (4 core CIVE 620, 622, 624, 627 plus 4 electives) + research project (Civ E 900)
Master of Science in Environmental Engineering	6 courses (at least 4 courses offered by the Environmental Engineering & Science program, plus 2 electives) + thesis
Master of Science in Environmental Science	6 courses (at least 4 courses offered by the Environmental Engineering & Science program, plus 2 electives) + thesis
Doctor of Philosophy in Environmental Engineering	M.Sc. courses plus courses as directed by the supervisory committee + thesis
Doctor of Philosophy in Environmental Science	M.Sc. courses plus courses as directed by the supervisory committee + thesis

### Geoenvironmental Engineering

<b>Degree</b>	<b>Course Credits</b>
Master of Engineering	8 courses (7 core CIV E 680, 681, 682, 684, 685, one of CIV E 626 or 695 and EAS 583 plus one electives from CIVE 658, 683, 694, EAS 544 or PHS 512 and the Geo-Graduate Laboratory). Plus research project (CivE900).
Master of Science	8 courses (7 core CIV E 680, 681, 682, 684, 685, one of CIV E 626 or 695 and EAS 583, plus one elective from CIVE 658, 683, 694, EAS 544 or PHS 512 and the Geo-Graduate Laboratory). Plus thesis.
Doctor of Philosophy	10 to 12 courses beyond a bachelor's degree (7 core CIV E 680, 681, 682, 684, 685, one of CIV E 626 or 695 and EAS 583) plus the Geo-Graduate Laboratory. Students with a previous M. Sc. degree may be able to obtain credit for courses taken in the past. Plus thesis.

### Geotechnical Engineering

<b>Degree</b>	<b>Course Credits</b>
Master of Engineering	8 courses (7 core CIV E 664, 680, 681, 684, 690, 695, 697 plus one elective and Geo-Graduate Laboratory), plus research project (CivE 900)
Master of Science	8 courses (7 core CIV E 664, 680, 681, 684, 690, 695, 697 plus one elective and Geo-Graduate Laboratory), plus thesis
Doctor of Philosophy	10 to 12 courses beyond a bachelor's degree (7 core CIVE 664, 680, 681, 684, 690, 695, 697) plus Geo-Graduate Laboratory. Students with a previous MSc degree may obtain credit for past courses. Plus thesis.

### Mining Engineering

<b>Degree</b>	<b>Course Credits</b>
Master of Engineering	8 courses. Plus a research project (Min E 900). May require more courses when undergraduate background is deficient.
Master of Science	6 courses. Plus thesis. May require more courses when undergraduate background is deficient.
Doctor of Philosophy	Courses determined on a case-by-case basis depending on student's background. Plus thesis.

## Petroleum Engineering

Degree	Course Credits
Master of Engineering	8 graduate courses total: minimum 5 PET E (Excluding PET E 709) Plus a research project (PET E 900). 4 core courses required (PET E 630, PET E 631, PET E 664 and PET E 649).
Master of Science	6 graduate courses. Plus thesis. 4 core courses required (PET E 630, PET E 631, PET E 664 and PET E 649).
Doctor of Philosophy	<p>Course requirements are determined on a case-by-case basis depending on the student's background. In general students are required to complete 10 graduate courses beyond a bachelor degree and at least 5 of these courses are related to petroleum engineering with approval of the petroleum group coordinator (PGC).</p> <p>Students with a Master degree in petroleum engineering or equivalent are required to take 5 additional graduate level PET E courses. These 5 graduate courses must include the core courses unless exemption is granted by the PGC on a case-by-case basis based on courses taken in the Master degree program with a grade equivalent to A- or higher.</p> <p>Students with a Master degree in petroleum engineering from the U of A are required to take at least 4 additional graduate courses related to petroleum engineering with approval of the PGC.</p> <p>Students with a Master degree in a discipline not in petroleum engineering are required to take 10 graduate courses related to petroleum engineering which include 4 core courses with the approval of the PGC. A maximum of 2 graduate courses may be exempted by the PGC based on graduate courses taken before entering the PhD program in petroleum engineering and a grade equivalent to A- or higher.</p> <p>A research thesis is required in all cases.</p>

### Structural Engineering

Degree	Course Credits
Master of Engineering	8 courses (5 core – CIVE660, 661, 665, 670, 672), all from the Structural Engineering program unless approved by the Structures Group. Plus a research project (CivE900).
Master of Science	6 courses (3 core – CIVE660, 661, 665), all from the Structural Engineering program. Plus thesis.
Doctor of Philosophy	Course requirements determined on a case-by-case basis depending on the student's background. 12 graduate courses beyond a bachelor's degree and at least 4 beyond a Master's degree (4 core – CIVE660, 661, 664, 665, 670, 672 or equivalent from Master's degree), with at least 6 of the courses being taken at the University of Alberta, at least 8 in a specialized field of structural engineering, and at least 1 from a field other than, but related to, structural engineering (requires approval). Plus thesis.

### Transportation Engineering

Degree	Course Credits
Master of Engineering	8 graduate courses consisting of the 2 core transportation courses (CIVE 612, 614) and 4 other transportation courses. The remaining two courses may consist of any combination of transportation courses, other courses in the CEE department, or courses within the Faculty of Engineering which must be pre-approved by the transportation group coordinator. Plus a research project (CIVE900).
Master of Science	6 graduate courses consisting of the 2 core transportation courses (CIVE 612, 614) and two other transportation courses. The remaining two courses may consist of any combination of transportation courses, or other courses outside the transportation group (including the department, Faculty of Engineering, or other faculties which must be pre-approved by the transportation group coordinator. Plus thesis.
Doctor of Philosophy	Course requirements determined on a case-by-case basis depending on the student's background. 10 graduate courses beyond a bachelor's degree and at least 4 beyond a Master's degree (including 2 core transportation courses CIVE 612, 614 or equivalent from Master's degree). Plus thesis.

## Water Resources Engineering

Degree	Course Credits
Master of Engineering	8 courses. Plus a research project (Civ E 900). WRE students must take a minimum of 5 of their 8 courses from the WRE course list.
Master of Science	6 courses. Plus thesis. WRE students must take a minimum of 4 of their 6 courses from the WRE course list.
Doctor of Philosophy	6 courses typically, although requirements are determined on a case-by-case basis depending on the student's background. Plus thesis. WRE students must take a minimum of 8 courses beyond the bachelor's degree, with a minimum of 4 courses from the WRE course list.

### Reading Courses

A reading course provides the opportunity for extended reading and critical discussion in a specialized area; such a course may be related to general preparation for thesis research.

A reading course is not mandatory to the student's program, but if taken, must be central to the student's program and cover topics unobtainable in any other way. It must not duplicate or overlap a previous course in the student's program.

Graduate students in the Department of Civil & Environmental Engineering may receive credit for a maximum of two (2) single term reading courses. It is recommended that a reading course would be taken at the end of the student's program.

As reading courses are a personal undertaking by the instructor, there is no guarantee that a course can be made available when it is requested. It is the student's responsibility to obtain the approval of a prospective instructor in writing.

It is recommended that the instructor of a reading course provide the student with a written statement of its title, course content, workload and grading. Grades are due at the end of term in which the student registers.

It is expected that the instructor and student will meet at regular intervals, preferably once a week, and no less than once every two weeks, for a minimum of one hour.

Registration in reading courses is a manual procedure that must be completed by the Department of Civil & Environmental Graduate Office, Room 3-141 NREF.

## Registration

Students are advised to:

- + Consult with their supervisor to discuss their individual program needs prior to registration.
- + Complete the department registration form (blue form) together with their supervisor and return the signed form to the Graduate Studies Office in 3-141 NREF.
- + Register using the Bear Tracks Registration System. The timetable and fees are available there.

## Policies and Procedures

Satisfactory performance in the coursework component of a graduate program entails completion of all courses taken as part of the student's program requirements (audited courses and courses designated as extra to the program requirements are excluded). The minimum acceptable passing grade in graduate courses is C+. A student whose course and/or research work is unsatisfactory may, at any time, be required to withdraw.

Graduate students are not permitted to take reexaminations but may request a deferral date of their examinations.

Students who do not obtain an acceptable grade or fail to complete a required course must have the approval of the Department and the Faculty of Graduate Studies and Research to retake the course, and must obtain a passing grade. Students may take an alternate course, recommended by the Department and approved by the Faculty of Graduate Studies and Research, but must also obtain a passing grade. The failing grade and the grade for the repeated/substitute course will appear on the student's transcript and both will be used in calculating the student's GPA.

The University of Alberta uses a 4-point grading system. The grade distribution for graduate students currently follows the letter grading system:

Excellent		Good		Satisfactory		Failure			
A+	4.0	B+	3.3	B-	2.7	C	2.0	D	1.0
A	4.0	B	3.0	C+	2.3	C-	1.7	F	0
A-	3.7					D+	1.3		

Students must maintain a GPA of at least 2.7 to remain in the MSc and MEng programs or 3.0 in the PhD program – except structural engineering, where the minimum GPA required varies by program: MEng = 2.7, MSc = 3.0, and PhD = 3.3.

Students may **not**:

- + repeat any University course passed or courses for which they have received transfer credit, except where deemed sufficient and verified in writing by the Dean of the relevant faculty.
- + reregister more than once for credit or audit in any failed university course, except for reasons deemed sufficient by the Dean (or designate) of the faculty in which they are enrolled.

- + reregister for credit or audit more than once in any university course in which they have received a final grade of W.

Students who wish to withdraw from a term or from their program must first consult with their supervisor and the associate chair.

- + A withdrawal form must be completed and signed/authorized by the Department of Civil and Environmental Engineering and submitted to the Faculty of Graduate Studies and Research for approval.
- + Students who do not properly withdraw, as indicated above, are not eligible for any refund of fees, or for exemption from fees in the event that they have not been paid.
- + If, after withdrawing from a graduate program, students wish to apply for readmission; their application will be considered in the current competition with all other applicants.

## Changes to Registration

Students wishing to make changes to their registration should:

- + Consult with their supervisor to discuss course changes.
- + Access the registration procedures on Bear Tracks to register in unrestricted courses, to add or drop courses or to cancel their entire registration.
- + The Bear Tracks Registration System is available for registration until the deadline dates listed in the Academic Schedule of the Calendar.
- + After the close of online registration in a particular term or session, any changes to a graduate student's registration require the approval of the Associate Chair, Group Graduate Coordinator and the Faculty of Graduate Studies and Research (FGSR).

After the close of online registration, a Course Audit or Withdrawal form must be used for the following registration changes:

- + Withdrawal from courses
- + Withdrawal from program
- + Changes from credit to audit
- + Changes to course section

Such registration changes, once approved by the student's department, must be received by the Faculty of Graduate Studies and Research no later than the deadline dates found in the Academic Schedule.

No credit will be given for any course unless it is included in the student's registration.

Students who drop a course and then add Thesis to maintain their full-time status will be assessed fees for the Thesis registration in addition to any fees paid for the dropped course.

There may be academic record and fee implications for withdrawing from courses, depending on the time of withdrawal.

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## **Maintenance of Registration**

Students who are not registered in any courses in a given term, and are not working on thesis or project research but still wish to maintain their status as active graduate students must register in MREG800.

Students registered in thesis-based Master's or doctoral programs must register each year in coursework and/or Thesis, or in MREG 800 (Maintaining Registration) for both terms of Fall/Winter (September to April) to keep their program active.

Students in full-time thesis-based programs admitted since Fall 2011 will have THES 906 automatically added to the Spring/Summer terms and students in part-time thesis-based program will have THES 903 automatically added to the Spring/Summer terms.

Other registration patterns for students in exceptional circumstances will be considered by the Faculty of Graduate Studies and Research.

Students who fail to keep their program active, as described above, will be considered to have withdrawn from their program. If students wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a student is recommended for readmission a substantial fee is charged in addition to the usual fees.

## **Registration Status**

### **Fall and Winter**

Students are full-time in Fall and Winter terms if registered in the equivalent of 9 units of course weight or more per term.

For Fall and Winter terms, the student's registration status will be indicated on his/her registration documents and is automatically determined by the total number of units of course weight equivalents in which s/he is registered for credit. This includes course, project courses and/or thesis registration. Audited courses are not included in the calculation of registration status.

Students who are not Canadian citizens or permanent residents who fail to maintain full-time status may jeopardize their standing with Citizenship and Immigration Canada.

Part-time students are not eligible for department funding in the form of a graduate assistantship, nor the Graduate Intern Tuition Scholarship (or most University scholarships and awards).

### **Spring and Summer**

Students are full-time in these terms if registered in the equivalent of 6 units of course weight or more per term.

## **Responsibilities**

As noted in the University Calendar.

## Student

Graduate students are ultimately responsible for the completeness and accuracy of their own programs.

Students are advised to:

- + Maintain open communication with their supervisor and Graduate Coordinator concerning any problem either real or perceived.
- + Choose, with the supervisor's assistance, a research topic that is suitable and that the supervisor is competent to supervise.
- + Be consistently well-prepared for meetings with their supervisor.
- + Realize that supervisors have duties and commitments which may delay short notice appointments or delay the return of draft research work.
- + Be responsible for adjustments in their registration.
- + Be expected to read the online Calendar and any other relevant documents to become familiar with all regulations and deadlines relating to their programs.
- + Consult with their supervisor or with a department representative when they are in doubt about the regulations pertaining to their program.
- + Ensure that their registration is accurate and does not lapse, submitting appropriate forms to the department for signature and processing.
- + Pay all fees required by the deadline dates set out in the University of Alberta website: <http://www.registrar.ualberta.ca>
- + Be aware of deadlines for possible scholarship applications, and seek advice and assistance from the department in making applications, etc.

## Department

University departments should provide sufficient administrative and academic support to:

- + Oversee the supervision of all graduate students enrolled in its programs and serve as the chief liaison with the Faculty of Graduate Studies and Research (FGSR).
- + Ensure that the student receives proper supervision and that the regulations and requirements of the FGSR are met.
- + Recommend and keep the FGSR informed of any development in or changes relating to the student's program. This includes the appointment of the supervisor and supervisory committee members (where applicable) and changes to that of membership, change of student status, course and program changes, scheduling of examination dates, etc.

## Supervisor

Each graduate student supervisor is expected to provide an environment for the student which is conducive to research where the student can expect to expand intellectually. Each supervisor should:

- + Assist the student in planning his/her program, including:

- Establishing a program of studies and a realistic timetable for completion of various phases of the program
- Guidance on the nature of the research and the standard expected to be reached (at the beginning of the supervisory relationship)
- Working with the student to establish the supervisory committee, as soon as possible after the start of the program
- Ensuring there are sufficient material and supervisory resources for each graduate student under their supervision
- + Assist in ensuring that the student is aware of and able to meet:
  - The supervisor's expectations of conduct
  - Program requirements
  - Degree regulations
  - General regulations of the Department and Faculty of Graduate Studies and Research
- + Provide counsel on all aspects of the program; to stay informed of the student's research activities and progress, and be accessible to give advice and constructive criticism.
- + Maintain regular contact with the student and formally meet at least once per year.
- + Consider the graduate student as a "junior colleague" in research.
- + Be charged with ensuring that students conduct their research in a manner that is as effective, safe, and as productive as is possible.
- + Ensure that students are adequately supervised during a leave of absence by the supervisor by providing an acting supervisory representative (a member of the supervisory committee).
- + Arrange for and attend all supervisory committee meetings and the candidates' examinations, ensuring that these are scheduled and held in accordance with The Faculty of Graduate Studies and Research regulations, after consultation and with the full knowledge of the student.
- + Review the thesis, both in draft and in final form.

### **Faculty of Graduate Studies and Research (FGSR)**

The FGSR is responsible for the general administration of graduate programs, from the admission and registration of graduate students through to convocation. The FGSR office houses documentation related to application, admission, programs, course grades, examinations, awards, and theses. It is responsible for:

- + The admission of students; for the setting of minimum entrance requirements and minimum academic standing requirements, and for ensuring that these are met.
- + Approving all changes to students programs and the appointment of supervisors, supervisory committees and examining committees.
- + Submitting approval of changes affecting policy, general and degree regulations, etc., to the Council of the Faculty of Graduate Studies and Research.

# Code of Student Behaviour

*Amendments to the Code of Student Behaviour occur throughout the year. For the most recent version of the Code, visit the University Secretariat website at [www.nalberta.ca/CodeofStudentBehaviour](http://www.nalberta.ca/CodeofStudentBehaviour)*

## NOTICE TO INSTRUCTORS REGARDING PLAGIARISM, CHEATING, MISREPRESENTATION OF FACTS AND PARTICIPATION IN AN OFFENCE

<p>The U of A considers plagiarism, cheating, misrepresentation of facts and participation in an offence to be serious academic offences. Plagiarism, cheating, misrepresentation of facts and participation in an offence can be avoided if students are told what these offences are and if possible sanctions are made clear at the outset. Instructors should understand that the principles embodied in the Code are essential to our academic purpose. For this reason, instructors will be fully supported by Department, Faculties and the University in their endeavours to rightfully discover and pursue cases of academic dishonesty in accordance with the Code.</p> <p>At the beginning of each term, we ask you to review with your students the definitions of plagiarism and cheating. We are now also asking you to review with your students the definition of Misrepresentation of Facts and Participation in an Offence. Your co-operation and assistance in this matter are much appreciated.</p>	<p><b>Cheating (Continued)</b>          30.3.2(C)c No Student shall represent another's substantial editorial or compositional assistance on an assignment as the Student's own work.</p> <p>30.3.2(C)d No Student shall submit in any course or program of study, without the written approval of the course instructor, all or a substantial portion of any academic writing, essay, thesis, research report, project, assignment, presentation or poster for which credit has previously been obtained by the Student or which has been or is being submitted by the Student in another course or program of study in the University or elsewhere.</p>
<p>At the beginning of each term, we ask you to review with your students the definitions of plagiarism and cheating. We are now also asking you to review with your students the definition of Misrepresentation of Facts and Participation in an Offence. Your co-operation and assistance in this matter are much appreciated.</p>	<p>30.3.2(C)e No Student shall submit in any course or program of study any academic writing, essay, thesis, report, project, assignment, presentation or poster containing a statement of fact known by the Student to be false or a reference to a source the Student knows to contain fabricated claims (unless acknowledged by the Student), or a fabricated reference to a source.</p>
<p><b>30.3.2(1) Plagiarism</b>          No Student shall submit the words, ideas, images or data of another person as the Student's own in any academic writing, essay, thesis, project, assignment, presentation or poster in a course or program of study.</p>	<p><b>30.3.6(4) Misrepresentation of Facts</b>          No Student shall misrepresent pertinent facts to any member of the University community for the purpose of obtaining academic or other advantage. See also 30.3.2(2) b, c, d and e.</p>
<p><b>30.3.2(2) Cheating</b>          30.3.2(2)a No Student shall in the course of an examination or other similar activity, obtain or attempt to obtain information from another Student or other unauthorized source, give or attempt to give information to another Student, or use, attempt to use or possess for the purposes of use any unauthorized material.</p>	<p><b>30.3.6(5) Participation in an Offence</b>          No Student shall counsel or encourage or knowingly aid or assist, directly or indirectly, another person in the commission of any offence under this Code.</p>
<p>30.3.2(2)b No Student shall represent or attempt to represent him or herself as another or have or attempt to have himself or herself represented by another in the taking of an examination, preparation of a paper or other similar activity. See also misrepresentation in 30.3.6(4).</p>	<p>The Truth in Education (T+E) project is a campus wide educational campaign on Academic Honesty. This program was created to let people know the limits and consequences of inappropriate academic behaviour. There are helpful tips for Instructors and Students. Please take the time to visit the website at: <a href="http://www.nalberta.ca/te">http://www.nalberta.ca/te</a></p>

# Code of Student Behaviour Con't

## EXCERPTS FROM THE CODE OF STUDENT BEHAVIOUR FOR REVIEW WITH EACH CLASS AT THE BEGINNING OF EVERY TERM

<p><b>Procedures for Instructors Regarding Plagiarism, Cheating.</b></p> <p><b>Misrepresentation of Facts and Participation in an Offence</b></p> <p>The following procedures are drawn from the <i>Code of Student Behaviour</i> as approved by GFC and the Board of Governors. The guidelines summarize what instructors must do when they have reason to believe that a student has plagiarized, cheated, misrepresented facts or participated in an offence. If you have questions about these guidelines, or about the policies, please talk with the senior administrator in your Faculty responsible for dealing with student discipline—usually an Associate Dean – or the Appeals Coordinator, University Secretariat (2-2655).</p> <p><b>30.5.4 Procedures for Instructors in Cases Respecting Inappropriate Academic Behaviour</b></p> <p><b>30.5.4(1)</b> When an instructor believes that a Student may have committed an Inappropriate Academic Behaviour Offence [30.3.2] or that there has been Misrepresentation of Facts [30.3.6(4)] or Participation in an Offence [30.3.6(5)] in cases respecting Inappropriate Academic Behaviour in the course that he or she instructs, the instructor will meet with the Student. Before such a meeting, the Instructor shall inform the Student of the purpose of the meeting. In the event that the Student refuses or fails to meet with the instructor within a reasonable period of time specified by the Instructor, the Instructor shall, taking into account the available information, decide whether a report to the Dean is warranted. (CLRC 30 MAY 2002) (EXEC 7 APR 2003) (CLRC 27 NOV 2003)</p> <p><b>30.5.4(2)</b> If the Instructor believes there has been a violation of the Code, the Instructor shall, as soon as possible after the event occurred, report that violation to the Dean and provide a written statement of the details of the case. The instructor may also include a recommendation for sanction. (CLRC 27 NOV 2003).</p>	<p><b>Possible Sanctions</b></p> <p>One or more of the following sanctions given in 30.4.3 (2) and (3) of the Code are commonly used for plagiarism, cheating, participation in an offence, and misrepresentation of facts.</p> <p>30.4.3(2) a.i A mark of 0 on an assignment for reason of Inappropriate Academic Behaviour 30.4.3(2) a.ii Reduction of a grade in a course 30.4.3(2) a.iii A grade of F for a course. 30.4.3(2) a.iv A remark on a transcript of S (or 9 for failing graduate student grades), indicating Inappropriate Academic Behaviour in addition to 30.4.3(2)a.i, 30.4.3(2)a.ii, 30.4.3(2)a.iii 30.4.3(3) b Expulsion 30.4.3(3) c Suspension</p> <p>The following sanctions may be used in rare cases.</p> <p>30.4.3(3) e Suspension of a Degree already awarded 30.4.3(3) f Rejection of a Degree already awarded</p> <p><b>30.6.1 Initiation of an Appeal</b></p> <p><b>30.6.1(1)</b> When a Student has been found to have committed an offence under the Code of Student Behaviour or the Code of Applicant Behaviour (Section 11.8 of the GFC Policy Manual), whether or not that Student has been given a sanction, the Student may appeal that decision. In cases where a severe sanction has been recommended to the Discipline Officer, once the student receives the final decision of the Discipline Officer, the student can appeal the decision of both Dean and the Discipline Officer at the same time. The written appeal must be presented to the Appeals Coordinator in the University Secretariat within 15 Working Days of the deemed receipt of the decision by the Student. The finding that an offence has been committed, the sanction imposed or both may form the basis of appeal. The written appeal must also state the full grounds of appeal and be signed by the Appellant. The appeal shall be heard by the UAB. (CLRC 30 MAY 2002) (CLRC 25 SEP 2003)</p>
<p><b>DR LYNN K. PENROD</b> <b>CHAIR, GFC CAMPUS LAW REVIEW COMMITTEE*</b></p>	<p><b>DR CARL G. AMRHEIN</b> <b>PROVOST AND VICE-PRESIDENT (ACADEMIC)</b></p>

\* The Campus Law Review Committee is a standing committee of General Faculties Council (GFC) responsible for the review of the *Code of Student Behaviour* and of student disciplinary procedures.

## **Ethics and Academic Integrity Training**

Training in University policies regarding ethics and academic integrity is mandatory for all newly-admitted graduate students to the University of Alberta who started their program on or after September 2004.

All graduate students must complete the course ENGG 600: Engineering Ethics and Integrity.

Students beginning their programs in September 2013 or January 2014 must register in ENGG600 in Winter term 2014. Class times are Tuesdays from 13:00 to 13:50 in room ETLE 1-001.

**Ethics and academic integrity training *must* be completed prior to graduation.**

## **Intellectual Property**

Information on intellectual property is found at:

<http://www.gradstudies.ualberta.ca/gradmanual/10.html>

## **Freedom of Information and Protection of Privacy**

You can find information on the Freedom of Information and Protection of Privacy (FOIPP) Act and related publications at <http://www.ipa.ualberta.ca>.

## Funding and Financial Support

### Fees

If students have questions regarding fees payment – including payment methods, deadlines, outstanding balances, installment charges and penalties, please contact

[www.registrarsoffice.ualberta.ca/Costs-tuition-fees.aspx](http://www.registrarsoffice.ualberta.ca/Costs-tuition-fees.aspx)

Graduate students registering in any term are considered to confirm their intention to attend by maintaining a registration. Students are responsible for fees unless they withdraw by the appropriate deadline.

Provincial legislation compels the University to assess a Differential Fee to all students who are not Canadian Citizens or Permanent Residents. Currently, the Differential Fee for graduate students is an additional 100% of the total Instruction Fees assessed. The Differential Fee does not apply to Non-Instructional Fees.

Students who become Permanent Residents to Canada **before the end of a term** must inform the Department, The Faculty of Graduate Studies and Staff and Student Payments, by presenting their original landing papers. The differential fee may be recalculated for that term. **They may not be charged a differential fee in that term.**

### Financial Support

The Department provides financial support to graduate students in a variety of ways.

All students who receive pay from the University must complete the banking information on BearTracks.

#### Graduate Teaching Assistantship (GTA)

Graduate Teaching Assistants provide support to the undergraduate program. This may be in the form of marking or it may involve assisting in a laboratory or tutorial. Students interested in being a Graduate Teaching Assistant in particular courses should inform their group coordinator. Funds are allocated to each research group and each group recommends to the Associate Chair how these funds should be distributed to their students.

GTA's are assigned on a term-by-term basis and the number of hours per week ranges from 4 to 12. This number approximately reflects the average time commitment of the assignment and not the peak time commitment in any one week. It should be pointed out that while the academic term is thirteen weeks long, a student with a GTA is paid for sixteen weeks of work.

#### Graduate Research Assistantship (GRA)

GRA's are awarded in the same way as GTA's. Instead of providing support for the undergraduate program, the holder of a GRA contributes to a research project. Funds are allocated to each research group and each group decides how these funds should be distributed to their students.

## Graduate Research Assistantship Fund (GRAF)

Department may use the GRAF to provide direct tuition relief, summer support, assistantships, or combine it with a recruitment scholarship to create a competitive funding package for graduate students.

## Awards and Scholarships

Scholarship information will be sent to all students via the student's University of Alberta e-mail address. We encourage students to search out scholarships other than those posted below. Listed below is a brief list of scholarships, fellowships and other awards.

Natural Sciences and Engineering Research Council of Canada (NSERC): <http://www.nserc.ca>

Alberta Ingenuity: <http://www.albertaingenuity.ca>

Canadian Council of Professional Engineers: <http://www.ccpe.ca>

Faculty of Graduate Studies and Research:

<http://www.gradstudies.ualberta.ca/awardsfunding/scholarships/index.htm>

Including the John H Walters Graduate Fellowship, Travel Awards, Mary Louise Imrie Graduate Student Award, J Gordon Kaplan Graduate Student Award and others.

Please visit the following website for details on additional scholarships:

Graduate Students Association: <http://www.gsa.ualberta.ca>

Office of the Registrar and Student Awards: <http://www.registrar.ualberta.ca>



## Resources

### Personal Information

Students are responsible for the accuracy and validity of their contact information, mailing address, e-mail address and telephone number. You can update your contact information, mailing address, email address and telephone number on Bear Tracks, the interactive web service for students at <https://www.beartracks.ualberta.ca/>.

International students must submit a copy of their study permits to the Department and to Human Resources, 2-60 University Terrace, 8303 112 Street. International students should also arrange to obtain a Social Insurance Number providing they hold a TA/RA (Teaching and/or Research) Assistantship. Social Insurance Numbers are required for all graduate students receiving financial assistance.

### Mail Service

For a maximum of three (3) months you may have mail sent to you, care of the following address:

(Your Name)  
c/o International Centre  
172 Hub International  
University of Alberta  
Edmonton, AB T6G 2E1

Please make prior arrangements with this service at the International Centre located at 172 Hub Mall.

**Personal Mail:** Students must direct all personal mail to their home address. All personal mail arriving in the main office (3-133 NREF) will be labeled with a request to the students to make immediate arrangements to have their mail sent directly to their home address. If this request is not heeded the mail will be returned to sender.

**Campus Mail:** All graduate students will have access to a Department Graduate Student Mailbox for Department specific mail located next to the Reception area on the third floor. Student university mail is sorted alphabetically. Please see Ms. Anne Jones, Receptionist, 3-133 NREF, for an access key.

### E-mail

A Campus Computing ID (CCID) and password are issued to every student applicant upon receipt of his or her application for admission to the University. An e-mail account is provided for the purposes of communications between the applicant and the University. Note that your CCID is your email username.

Students can access their university email account at <http://www.ualberta.ca/gmail/>.

### Telephone Service

Telephones are provided in most student offices. These lines are restricted to toll-free calls only. Students are expected to treat these as business phones and keep personal calls to a minimum.

## **ONEcard**

The ONEcard is the University's identification card for students, staff and the university community. All students will need a ONEcard because it is also your University of Alberta library card and U-Pass (for transit). To obtain yours, please visit the ONEcard office during regular office hours in 9104 HUB Mall.

Students must present a piece of photo ID (driver's license or passport) as well as their ID number, class timetable notice or admission letter to obtain their Student ONEcard.

Further information on obtaining your ONEcard is available on the ONEcard office website at: <http://onecard.ualberta.ca/>

## **Building Access**

Office and laboratory keys are available to graduate students. A \$20.00 refundable deposit is mandatory.

A key requisition form signed by your supervisor should be submitted to receptionist Ms. Anne Jones in NREF 3-133. Please allow one full working day for your keys to be issued.

Keys are non-transferable; they are never to be loaned to anyone including family members. In the event that keys are lost and new ones issued, the deposit will not be refunded when the second set of keys is returned to the office.

All keys must be returned upon program completion or termination.

Your ONEcard will be automatically activated to allow after-hours entry to the NREF building once the registration deadline has passed.

## **Desks and Offices**

Each research group will assign each thesis student a desk located in one of the department's graduate student offices or in some cases desks are located in research laboratories. Students should contact their supervisor or the group graduate coordinator for information regarding office space.

Due to a shortage of office space we are not able to assign desks to MEng students.