



Graduate Studies Handbook

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

2017-2018

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UNIVERSITY OF ALBERTA

Welcome!

Welcome to the Department of Civil and Environmental Engineering and the School of Mining and Petroleum Engineering at the University of Alberta! You are joining one of the best engineering departments in the Canada to benefit from a true spirit of co-operation between engineering education and industry. The insight and knowledge shared between professors and students has inspired new ideas and resulted in greater research learning opportunities. On behalf of the department we hope your studies will be rewarding and wish you great success in your personal, academic, and professional life.



Natural Resources Engineering Facility (NREF)

Department Contacts

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Email: dave.chan@ualberta.ca

Graduate Program Advisors

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Ms. Arlene Figley – 7-211 ICE

Ms. Trina Cattral – 7-215 ICE

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Department Contact Address:

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Department of Civil and Environmental

Engineering

Edmonton Alberta, T6G 1H9, Canada

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Graduate Program Admission

Nona McDonagh – 11-227 ICE

Email: civilgradapps@ualberta.ca

Reception

Ms. Anne Jones – 7-203 ICE

Email: anne.jones@ualberta.ca

Research Group Coordinators

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

Construction Engineering & Management

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Environmental Engineering

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Geotechnical Engineering

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Petroleum Engineering

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Structural Engineering

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Transportation Engineering

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Water Resources Engineering

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Subdisciplinary Studies Contact:

Biomechanics Engineering

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Cellulosic NanoMaterials

Program

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Underground Trenchless Construction

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Pavement Engineering

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Building Engineering Construction

Dr. Yuxiang Chen – 6-257 ICE

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Student ID Card – ONEcard/Proximity ONEcard

The ONEcard is the University's identification card for students, staff and the university community. All students will need a ONEcard or Proximity 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.

Over the past few years the university started issuing [Proximity](#) ONEcards to select groups on campus for door access. The ICE building has Proximity door readers so if you have been assigned office space you will require a Proximity ONEcard in order to have your information entered into the access control system.

Further information on obtaining your Proximity 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 Ms. Anne Jones in 7-203 Donadeo ICE. Please allow one full working day for your keys to be issued. If you have been assigned office space in the ICE building please see Ms. Anne Jones for Proximity ONEcard access information as well.

Keys are non-transferable; and are not 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.

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 all students.

Personal Information

Students are responsible for the accuracy and validity of their contact information, mailing address, email 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 or post office box. Any personal mail arriving in the main office (7-207 Donadeo Ice) will be labeled with a request to the students to make arrangements to have their mail sent directly to their home address.

Campus Mail: At this time a Graduate Student Mailbox for Department specific mail is not available. Department mail for students will be held and you will be contacted via email to come and pick it up.

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/>.

Funding and Financial Support

The Department may provide financial support to graduate students in a variety of ways, such as GTA's, RA's, and scholarships. Please contact your supervisor or group coordinator for information.

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.

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.

Automatic Deduction of Outstanding Fees and Tuition

The University's payroll system automatically deducts outstanding tuition and fees from the paychecks of graduate teaching and research assistants one month after the start of Fall, Winter, Spring and Summer terms.

Any Fall tuition owing as of October 1 will be deducted from the student's October, November and December paycheck in six bi-monthly installments to a maximum of 80% of your salary. If there is tuition left owing at the end of the term, Financial Services will issue a statement letting you know the amount that is due.

Similarly, any Winter tuition owing as of February 1 will be automatically deducted from the student's February, March and April paycheck in six bi-monthly installments.

Also, students will have automatic deductions from their paychecks in June, July and August. Deductions occur twice a month.

Students cannot exempt themselves from this payroll deduction.

Note: The automatic payroll deduction is only taken from assistantship funding. Installments are not withdrawn from any scholarship funding students may be receiving.

Fees

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

www.registrarsoffice.ualberta.ca/Costtuition-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 Research and Human Resources, 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.**

Awards and Scholarships

Detailed information of all available scholarships can be found on the Faculty of Graduate Studies and Research website under the section **Awards and Funding** → **Scholarships and Awards**.

<https://uofa.ualberta.ca/graduate-studies/awards-and-funding/scholarships>

Common sources of funding:

- Natural Sciences and Engineering Research Council of Canada - www.nserc-crsng.gc.ca 
- Queen Elizabeth II Graduate Scholarship - <https://uofa.ualberta.ca/graduate-studies/awards-and-funding/scholarships/queen-elizabeth-ii>
- The Alberta Innovates—Technology Futures Graduate Student Scholarship  <http://www.albertatechfutures.ca/GSS.aspx>
- Mitacs-Accelerate Internship programs - <https://www.mitacs.ca/en/programs/accelerate> or eloo@mitacs.ca

Program and Residency Requirements

The Department offers MEng, MSc and PhD degrees in each of the research areas, outlined separately below. In addition to discipline specific degree programs, the Department offers an interdisciplinary degree program in Civil and Environmental Engineering that provides the opportunity for

interdisciplinary studies in more than one area. 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, and Visiting 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 and the UofA Professional Development Requirement.

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

Supervisor	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.
Supervisor on Leave	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.
Supervisory Committee	<p>Formed no later than the end of first year. The Department nominates the supervisory committee on an <i>Approval of Supervisor and Supervisory 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>
Candidacy Examination	<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. All program requirements, other than the thesis, must be completed within 36 months of the commencement of a student's program.</p> <p>Four (4) weeks prior to the examination, the Department submits a <i>Notice and Approval of Doctoral Candidacy Examining Committee & 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>

<p>Final Oral Examination</p>	<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 Department 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 & 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 FGSR.</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 ENGG 600, the UofA Professional Development Requirement, 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

<p>Supervisor</p>	<p>Normally assigned at the time of admission</p>
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Supervisory Committee	Formed no later than the end of first year. Meets with student annually to review program and progress.
Supervisor on Leave	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.
Final Oral Examination	<p>Completed prior to setting examination dates and before the thesis is sent to the examining committee. All supervisory committee members declare in writing to the supervisor that the thesis is adequate to proceed to the final oral examination.</p> <p>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 & Examination Date</i> form, notifies examiners of the date, and supplies a copy of the thesis to them.</p> <p>Immediately after the examination, the Department advises the FGSR of the examining committee's decision, on the <i>Thesis Approval / Program Completion</i> form.</p> <p>Within six (6) months of examination, the student must submit their thesis for review and approval by the Faculty of Graduate Studies and Research.</p>

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, and the UofA Professional Development requirement is also 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. Research Project (900-level) is restricted to students in course-based master's programs.

Degree Course Requirements

Note that all graduate students must complete ENGG 600: Engineering Ethics & Integrity, and the UofA Professional Development Requirement.

Civil and Environmental Engineering

The Degree of Civil and Environmental Engineering is an interdisciplinary degree program that provides the opportunity for interdisciplinary study in more than one research areas focus such as in mining and petroleum engineering, in nano-material and environmental engineering, in biomechanics and structural engineering, and in transportation pavement material and geotechnical engineering, etc. The Department offers the degree in Master of Science and Doctor of Philosophy starting Fall 2014.

Degree	Course Credits
Master of Engineering	8 courses determined on a case-by-case basis, plus a research project (CIV E 900).
Master of Science	Course requirements determined on a case-by-case basis depending on student's background. Normally a minimum of 6 graduate courses beyond the bachelor's degree plus thesis.
Doctor of Philosophy	Course requirements determined on a case-by-case basis depending on student's background. Normally 10 graduate courses beyond the bachelor's degree plus thesis.

Construction Engineering and Management

Degree	Course Credits
Master of Engineering	8 courses (4 core- CIVE 601, 602, 603, 608) plus minimum 2 electives from CIVE 605, 606, 607, 654 and any engineering courses numbered higher than 600 with prior approval of the Department to give a total of 8 courses. Plus a research project (CIVE 900).
Master of Science	6 graduate courses (5 core - CIVE 601, 602, 603, 606, 608, plus 1 elective). Plus thesis.

Doctor of Philosophy	9 courses beyond the bachelor's degree (5 core - CIVE 601, 602, 603, 606, 608, plus 4 electives). Plus thesis.
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Environmental Engineering and Environmental Science

Degree	Course Credits
Master of Engineering	8 courses related to the Environmental Engineering discipline (including at least 4 of the following courses: CIVE 526, 620, 622, 624, 628, 657) plus a project. All courses must be approved by the student's Environmental Engineering & Science program supervisor.
Master of Science in Environmental Engineering	6 courses (including at least 3 of the following courses: CIVE 526, 620, 622, 624, 628, 657). All courses must be approved by the supervisor. Plus thesis
Master of Science in Environmental Science	6 courses (including at least 3 of the following courses: CIVE 526, 620, 622, 624, 628, 657). All courses must be approved by the supervisor. Plus thesis
Doctor of Philosophy in Environmental Engineering	MSc course requirements or equivalent plus supervisor's course recommendations. This normally corresponds to 10 graduate courses beyond the bachelor's degree. Plus thesis
Doctor of Philosophy in Environmental Science	MSc course requirements or equivalent plus supervisor's course recommendations. This normally corresponds to 10 graduate courses beyond the bachelor's degree. Plus thesis

Geoenvironmental Engineering

Degree	Course Credits
Master of Engineering	8 courses (5 core CIVE 680, 681, 695, 799 (Enviro Geotechnique), 799 (Site Characterization)). Students are required to attend all of the laboratory and seminar components of these courses. Plus three electives related to the GeoEnvironmental Engineering discipline. All courses must be approved by the program supervisor. Plus research project (CIVE 900).
Master of Science	6 courses (5 core CIV E 680, 681, 695, 799 (Enviro Geotechnique), 799 (Site Characterization)). Students are required to attend all of the laboratory and seminar components of these courses. Plus one elective approved by the supervisor. Plus thesis.

Doctor of Philosophy	5 core courses (CIVE 680, 681, 695, 799 (Enviro Geotechn), 799 (Site Characterization) plus electives related to the Geo Env Eng discipline as directed by the supervisor and supervisory committee. Students are required to attend all of the laboratory and seminar components of these courses. Students may obtain an exemption for core courses from the course instructor which must be approved by the Department. Plus thesis.
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Geotechnical Engineering

Degree	Course Credits
Master of Engineering	8 courses (7 core CIVE 664, 680, 681, 690, 695, 697, 799 (Site Characterization)). Students are required to attend all of the laboratory and seminar components of these courses. Plus one elective approved by the program supervisor. Plus research project (CIVE 900).
Master of Science	8 courses (7 core CIV E 664, 680, 681, 690, 695, 697, 799 (Site Characterization)). Students are required to attend all of the laboratory and seminar components of these courses. Plus one elective approved by the supervisor. Plus thesis.
Doctor of Philosophy	<p>10 to 12 courses beyond a bachelor's degree (7 core CIVE 664, 680, 681, 690, 695, 697, 799 (Site Characterization)). Students are required to attend all of the laboratory and seminar components of these courses. Students may obtain an exemption for core courses if they have obtained credit for a comparable course for a previous graduate degree. Plus thesis.</p> <p>Students with a previous MSc in Petroleum Engineering are required to take CIVE 664, 680, 697, 695, 698, and either CIVE 481 or CIVE 690 plus two electives (one of PETE 630, 664, 650, 679, and either GEOPH 620, MINE 612 or CIVE 799 (Site Characterization), or IPG 510). Students may obtain an exemption for core courses if they have obtained credit for a comparable course for a previous graduate degree. Plus thesis.</p>

Mining Engineering

Degree	Course Credits
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Master of Engineering	8 courses. Plus a research project (MIN E 900). May require more courses when undergraduate background is deficient. To be determined at the start of the program by the Mining Engineering program supervisor.
Master of Science	6 courses. Plus thesis. May require more courses when undergraduate background is deficient. To be determined at the start of the program by the supervisor.
Doctor of Philosophy	Courses determined on a case-by-case basis, and approved by the supervisor and department, 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 either PET E 636 or 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 either PET E 636 or PET E 649). Students with a non-engineering degree will be required to take 3 undergraduate courses from the following list: (PET E 364, PET E 366, PET E 373 and PET E 471). Course requirements for students holding an engineering degree other than petroleum engineering will be decided upon consultation with the supervisor. MSc candidate must give one mandatory public presentation about their research results prior to the defense.
Doctor of Philosophy	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 including 4 core courses (PET E 630, PET E 631, PET E 664 and either PET E 636 or PET E 649). Students with a Master degree in petroleum engineering from the U of A are required to take at least 4 additional graduate courses.

	<p>Students with a Master degree in petroleum engineering from other universities are required to take at least 5 additional graduate courses.</p> <p>Students without a Master degree in petroleum engineering are required to take 10 graduate courses including 4 Petroleum Engineering core courses (PET E 630, PET E 631, PET E 664 and either PET E 636 or PET E 649). A maximum of 2 graduate courses may be exempted by the petroleum group coordinator 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. PhD candidate must give one mandatory public presentation about their research prior to defense.</p> <p>PhD students may take reading courses during the program, but the reading course cannot be counted as part of the minimum number of courses that should be taken by the PhD students</p>
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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 – CIVE 660, 665, 670 or 672), 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 (5 core – CIVE660, 661, 664, 665, and either 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 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 (WRE)

Degree	Course Credits
Master of Engineering	8 courses. Plus a research project (Civ E 900). WRE students must take a minimum of 4 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.

Subdisciplinary studies with Degree in Civil and Environmental Engineering

Biomechanics Engineering Program (Degree in Civil and Environmental Engineering)

Admission into the MEng and MSc programs in Biomechanics Engineering with Degree in Civil and Environmental Engineering requires an undergraduate BSc degree from Biomedical, Civil, Environmental, Mechanical, or Electrical Engineering from a recognized institution.

Admission in the PhD program in Biomechanics Engineering with Degree in Civil and Environmental Engineering requires an MSc degree from Biomedical, Civil, Environmental, Mechanical, or Electrical Engineering from a recognized institution.

Degree	Course Credits
Master of Engineering	8 courses – required and elective courses will be determined and approved by the Department on a case by case basis, plus research project (CIVE 900).
Master of Science	6 graduate courses - required and elective courses will be determined by the supervisor and approved by the Department on a case by case basis depending on student’s background, plus research project approved by the Supervisor, plus thesis.
Doctor of Philosophy	Minimum 10 graduate courses after Bachelor degree - course requirement will be determined by the supervisor and approved by the Department on a case by case basis depending on student’s background, plus thesis.

Building Engineering Program (Degree in Civil and Environmental Engineering)

Admission into the MEng and MSc program in Building Engineering with Degree in Civil and Environmental Engineering requires an undergraduate BSc degree from Civil, Environmental, Chemical, Mechanical, Petroleum Engineering, or Architecture from a recognized institution.

Admission in the PhD program in Building Engineering with Degree in Civil and Environmental Engineering requires a MSc degree from Civil, Environmental, Chemical, Mechanical, Petroleum Engineering, or Architecture from a recognized institution.

Degree	Course Credits
Master of Engineering	8 courses (2 core- CIVE 779A, and one of either CIV E 779C, CIV E 709, or CIV E 605, plus 3 electives from the following list: CIV E 601, 602, 603, 606, 608, 654, 665, 674 and 676, and 779D, and 3 more electives from the following list: CIV E 631, ECE 560, ENG M 508, 516, 540, 558, 641, 643, 646, MEC E 539, 569, 639, 643, 667, and MGTSC 501, plus a research project (CIVE 900). To be approved by group coordinator and

	department.
Master of Science	6 courses (2 core- CIV E 779A, and one of either CIV E 779C, CIV E 709, or CIV E 605, plus 3 electives from the following list: CIV E 603, 606, 631,636, 654, 665, 674 and 676, 779D, 779E, ECE 560, ENG M 508, 516, 540, 558, 607, 641, 643, 646, 665, MEC E 539, 563, 569, 639, 643, 663, 667, 668, 671, 673, 692, and MGTSC 501, and 1 graduate level course of the student's choosing). To be approved by supervisor and department. Plus thesis.
Doctor of Philosophy	9 courses (2 core- CIV E 779A, and one of either CIV E 779C, CIV E 709, or CIV E 605, plus 6 electives from the following list: CIV E 603, 606, 631,636, 654, 665, 674 and 676, 779D, 779E, ECE 560, ENG M 508, 516, 540, 558, 607, 641, 643, 646, 665, MEC E 539, 563, 569, 639, 643, 663, 667, 668, 671, 673, 692, and MGTSC 501, and 1 graduate level course of the student's choosing). To be approved by supervisor and department. Plus thesis. Courses taken in a previous Masters level studies from a recognized institution may be accredited, on a case-by-case basis.

Cellulosic NanoMaterials Program (Degree in Civil and Environmental Engineering)

Admission into the MSc program in Cellulosic NanoMaterials with Degree in Civil and Environmental Engineering requires an undergraduate BSc degree from Civil, Environmental, Chemical, Mechanical, Petroleum or Textile Engineering from a recognized institution.

Admission in the PhD program in Cellulosic NanoMaterials with Degree in Civil and Environmental Engineering requires a MSc degree from Civil, Environmental, Chemical, Mechanical, Petroleum or Textile Engineering from a recognized institution.

Degree	Course Credits
Master of Engineering	8 courses – to be determined by the Department.
Master of Science	8 courses (5 – core chosen from the following list) and 3 other approved by the Supervisor, plus thesis. Core courses can be selected from: CH E 512, 583, 611, 612, 617, 689 and 694, CIV E 622, 631, 729, MEC E 631, 633, 637, 662 and 682.

Doctor of Philosophy	Course requirements determined on a case-by-case basis depending on student's background. Normally a minimum of 12 graduate courses beyond a bachelor's degree and at least 4 beyond a Master's degree, with a least 6 of the courses being taken at the University of Alberta (4 of the courses shall be selected from the list above plus 2 others), plus thesis.
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Pavement Engineering Program (Degree in Civil and Environmental Engineering)

Admission into the MSc program in Pavement Engineering with Degree in Civil and Environmental Engineering requires an undergraduate BSc degree from Civil, Environmental, Construction, Mechanical, or Petroleum Engineering from a recognized institution.

Admission in the PhD program in Pavement Engineering with Degree in Civil and Environmental Engineering requires an MSc degree from Civil, Environmental, Construction, Mechanical, or Petroleum Engineering from a recognized institution.

Degree	Course Credits
Master of Engineering	8 courses (3 core- CIVE 618, and two other courses from the following list – CIVE 601, 602, 619, 664, 680, 681, 799, 690, 695 and 697) and 5 other approved by the Department, plus research project (CIVE 900).
Master of Science	6 graduate courses (3 core – CIVE 618, and two other courses from the following list - CIVE 601, 602, 619, 664, 680, 681, 799, 690, 695 and 697) and three other courses approved by the Supervisor. Plus thesis.
Doctor of Philosophy	Course requirements determined on a case-by-case basis depending on the student's background. Minimum 9 graduate courses beyond a bachelor's degree (3 core – CIVE 601, 602, 619, 664, 680, 681, 799, 690, 695 and 697). Plus thesis. Courses will be approved by supervisor in the first term.

Underground Trenchless Construction Program (Degree in Civil and Environmental Engineering)

Admission into the MSc program in Underground Trenchless Construction with Degree in Civil and Environmental Engineering requires an undergraduate BSc degree from Civil, Environmental, Construction, Mechanical, or Petroleum Engineering from a recognized institution.

Admission in the PhD program in Underground Trenchless Construction with Degree in Civil and Environmental Engineering requires an MSc degree from Civil, Environmental, Construction, Mechanical, or Petroleum Engineering from a recognized institution.

Degree	Course Credits
Master of Engineering	8 courses (3 core- CIVE 609, and two other courses from the following list – CIVE 601, 602, 664, 680, 681, 799, 690, 695 and 697) and 5 other approved by the Department, plus research project (CIVE 900).
Master of Science	6 graduate courses (3 core – CIVE 609, and two other courses from the following list - CIVE 601, 602, 664, 680, 681, 690, 695 and 697) and three other courses approved by the Supervisor. Plus thesis.
Doctor of Philosophy	Course requirements determined on a case-by-case basis by the supervisor or supervisory committee depending on the student’s background. Minimum 9 graduate courses beyond a bachelor’s degree (3 core – CIVE 601, 602,609, and two other courses from the following list – CIVE 664, 680, 681, 690, 695 and 697). Plus thesis.

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 (3?) hour.

Registration in reading courses is a manual procedure that must be completed by the Department of Civil & Environmental Graduate Office, 7-209/7-211 ICE.

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 7-209/211 Donadeo ICE.
- 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 program or 3.0 in the PhD program – except structural engineering, where the minimum GPA required varies by program: 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.

Maintenance of Registration

Students who are not registered in any courses in a given term, and are not working on thesis 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, 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

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:
 - o Establishing a program of studies and a realistic timetable for completion of various phases of the program
 - o Guidance on the nature of the research and the standard expected to be reached (at the beginning of the supervisory relationship)
 - o Working with the student to establish the supervisory committee, as soon as possible after the start of the program
 - o 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:
 - o The supervisor's expectations of conduct
 - o Program requirements
 - o Degree regulations
 - o 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.ualberta.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 Departments, 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>Cheating (Continued) 30.3.2(2)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(2)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>30.3.2(2)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>30.3.2(1) Plagiarism 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>30.3.6(4) Misrepresentation of Facts 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>30.3.2(2) Cheating 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>30.3.6(5) Participation in an Offence 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 him-self or her-self 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: http://www.ualberta.ca/te</p>

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

<p>Procedures for Instructors Regarding</p> <p>Plagiarism, Cheating,</p> <p>Misrepresentation of Facts and Participation in an Offense</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>30.5.4 Procedures for Instructors in Cases Respecting Inappropriate Academic Behaviour</p> <p>30.5.4(1) 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 Offense [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>30.5.4(2) 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>Possible Sanctions</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 8 (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 Rescission of a Degree already awarded</p> <p>30.6.1 Initiation of an Appeal</p> <p>30.6.1(I) 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 decisions 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>DR LYNN K. PENROD CHAIR, GFC CAMPUS LAW REVIEW COMMITTEE*</p>	<p>DR CARL G. AMRHEIN PROVOST AND VICE-PRESIDENT (ACADEMIC)</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.

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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. It is highly recommended students take ENGG 600 in the first year of study.

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>.

Professional Development

<https://engineering2.sitecore.ualberta.ca/GraduateStudents/ProfessionalDevelopment.aspx>

Faculty of Engineering Graduate Student Professional Development Requirement Guide

Engineering graduate students must undertake a minimum of 8 hours of professional development over the course of their degree as required by the Faculty of Graduate Studies and Research. In addition, as of Fall 2017, Engineering will require training in preparation of a student's Individual Development Plan (IDP) and 4 hours of career development related workshops provided by the Faculty of Engineering.

To meet the FGSR 8 hours of professional development requirements ([link](#)), the number of hours that can be counted for professional development in each of the broad areas of

1. Career development,
2. Entrepreneurship,
3. Internship,
4. Mentorship,
5. Professional practice,
6. Skills training, and
7. Teaching

cannot exceed 4 hours, with the exception of Internship (see [link](#) for additional information).

- To be counted, professional development activities must be trackable and verifiable. It is the responsibility of the student to ensure that professional development documentation meets these requirements.
- Professional development can provide additional training in the student's area of study if not available in the Faculty of Engineering's programs (e.g., workshops at conferences).
- Professional development cannot be related to the traditional technical aspects of engineering degrees (e.g., learning software, elements of courses available in a student's program, training on equipment available in a supervisor or co-supervisor's lab). However, use of software in non-traditional or higher level applications, applicable to all fields, can be considered for professional development but must be pre-approved.

Mandatory professional development activities

As of Fall 2017, each graduate student in an engineering program will be required to register in two eClass courses, ENGG 601 and 602.

ENGG 601 is a full day offering (to be typically offered on a weekend) consisting of information on professional development and development of a student's Individual Development Plan (IDP) in the morning, and a mandatory 4-hour of workshops, 2 hours each, focusing on engineering-relevant career skills in the afternoon.

ENGG 601 will also require completion and upload of the IDP document. Students must complete ENGG 601 requirements in their first year of study.

ENGG 602 is a system to track verifiable professional development hours to meet FGSR requirements. These include professional development offered by FGSR, conference workshops, NAIT courses, etc., as described below. Records (e.g., certificates, etc.) verifying 8 or more hours of professional development activities must be documented in ENGG 602 by the various deadlines, as appropriate (program completion for M.Eng. students, defence date for M.Sc. students, and within three years of the start of program for Ph.D. students).

List of accepted professional development activities

The following list of acceptable professional development activities has been pre-approved by the Faculty of Engineering, to be amended from time to time. Any students requesting professional development credit for activities not clearly covered by this list are required to obtain approval by his/her department's Associate Chair (Graduate) in order to have it counted (and added to the list).

- Sessions offered by FGSR that are not software related
- Sessions offered by the Engineering Employment Centre
- Conference workshops and short course that does not overlap with an available course in the Faculty of Engineering.
- GTL teaching levels 1, 2, 3 up to a maximum of 4 hours
- [NAIT technical courses](#) specifically developed for Engineering students in manufacturing measurements and machining (up to 4 hours)
- List of yearly approved FEGRS workshops
- Three minute thesis workshop (up to 1 hour)
- Formal networking workshops
- Internships as defined by FGSR (up to 8 hours)
- Career development activities as elected graduate student association executive or as elected members of University, Faculty or Department committees is equivalent to 2 hours of professional development.

Note that information on this page may change. Please consult the Faculty of Engineering web site for the latest information and requirements on professional development.