

CHEMICAL AND MATERIALS ENGINEERING 'CHEAT SHEET' FOR GRADUATE STUDENTS

(Some of the most important things to remember about your program. Full details are in the Department's graduate student handbook, FGSR's graduate program manual and the university calendar.)

- It is your responsibility (and not your supervisor's) to know about and comply with your program requirements (details of which are provided in the graduate student handbook). Failure to comply with these requirements can lead to termination or change of program, among other possible consequences. Note that your friends are not reliable sources of information, either.
- The major program requirements include requirements on the minimum number and types of courses you can take, the ethics requirement, the professional development requirement (if admitted Fall 2016 or later), the presentation requirement, the attendance requirement for the D.B. Robinson lecture series and the successful completion of the final defense and submission of the thesis (or CME 900 for M.Eng. students). Refer to our graduate student handbook for details. In particular, if you take a course at the 400 level in the Faculty of Science, or courses outside the Faculties of Science or Engineering, or a course extra to the degree, you must seek approval for the same from the Associate Chair for Graduate Studies at the time of registration for the course; if not, there is no guarantee that the course will be approved as counting towards your program requirements. Do not rely on the advice of your friends; instead, consult the graduate student handbook.
- It is your supervisor's responsibility to schedule candidacy and final (defense) exams, and you are not allowed to contact faculty members to ask them to serve on your committee. If your supervisor asks you to schedule your exam yourself or refuses to schedule these in time, you must report this to the Associate Chair for Graduate Studies, since the failure to meet requirements will have implications on your maintaining your status in the program.
- For Ph.D. students, the research proposal (i.e., candidacy report) must be submitted within 13 months of initial registration in the program, and the candidacy examination must be held within 16 months of initial registration. These are program requirements, and failure to comply with these will result in termination or change of the program. Candidacy reports cannot be modified once they are submitted. If you transfer from a Masters program to the Ph.D., different deadlines apply; consult the graduate student handbook for details.
- We require all MSc and PhD graduate students to make a presentation at a conference (or equivalent). However, if for some reason, you do not have such a presentation and are an MSc student, you can apply to make a substitution with a presentation at a different venue. Please use the relevant form in the CME Department's forms cabinet to apply, and note that the Associate Chair reserves the right to reject the application. Also note that the presentation (or the substitution) must be approved before the final examination is scheduled, therefore, it is in your interest to provide proof of the presentation to the graduate assistants immediately after it is done. PhD students are not eligible to substitute the presentation requirement.
- In any cases where you have a complaint about your supervisor or other concerns about your research environment, please contact the Associate Chair for Graduate Studies to review your options (confidentiality of communication is guaranteed).
- FGSR's minimum requirement to be eligible for scholarships is a GPA of 3.5 over the past 15 credits (or its full-time equivalent over the last two completed years of study, if based on the admission GPA). If you are below this value, you are not eligible for any graduate scholarships administered at the University of Alberta.
- Please note that if any part of the stipend comes from trust funds (e.g., supervisor's research grants), the maximum yearly stipend a student can receive from all sources (including scholarships) is \$35,000 (domestic) or \$38,000 (international). Of this amount, a maximum of \$30,000 can be from the supervisor's research funds. Minimum stipends are \$22,000 for Canadian/PR and \$25,000 for international students, respectively.
- Full-time MSc students are guaranteed funding for 2 years and full-time PhD students for 4 years (both are subject to the student maintaining satisfactory performance). FGSR requires that MSc students must pay the equivalent of at least one full year of program fees and PhD students the equivalent of at least three full years of program fees; therefore, the fastest it is possible to graduate is one or three years for a MSc or PhD, respectively.
- In order to maintain full-time status as a MSc or PhD student, you must register for 9 credits in each of the Fall and Winter terms, and FGSR will register you for 6 credits in Spring/Summer.

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- You have up to 6 months after your defense to submit the final version of your thesis to FGSR. Once the thesis approval form has been signed by each member of your committee, you can submit it earlier, of course. Pay attention to the deadline for submitting the thesis approval form in order to avoid paying tuition fees for that semester.
- For the PhD final examination (i.e., the defense of your thesis), the external examiner should receive your thesis at least four weeks before the date of the exam. Prior to this, your supervisory committee should have approved the thesis for distribution to the external examiner, and the external examiner should have been approved by the Associate Chair for Graduate Studies. Please keep this in mind when discussing when you would like to defend your thesis with your supervisor; it is advisable to budget two months for this process.
- FGSR requires two weeks' notice in order to schedule any MSc or PhD examination, and our graduate assistants require a week's notice, too; therefore, three weeks' notice is required when scheduling candidacy or final exams (this is not flexible). Keep this in mind when discussing scheduling of these examinations with your supervisor. FGSR requires copies of the thesis to be provided to the examining committee three weeks in advance of the examination.
- If you require an extension to your program, please plan to apply for it one or two terms before it is needed. Note that if you do not apply for the extension in time, your status in the program may lapse and you will have to apply for readmission, which is not guaranteed.
- Note that the letters offering you admission to the program guarantee you (subject to performance) a specific amount of funding for two or four years from all sources. Therefore, if you decline a TA/grader offer, you are declining a portion of this payment, and your supervisor or the department is not under an obligation to replace that amount. Also, if you wish to obtain a TA/grader position, discuss it with your supervisor and the instructor of the course for which you want to be a TA/grader.
- Two common types of letters students require are employment verification letters and enrollment letters. Employment verification letters (typically required for salary verification or permanent residency application purposes) can be obtained from Human Resources at <http://www.hrs.ualberta.ca/MyEmployment/EmploymentInfo/EmploymentVerification.aspx>, and enrollment letters (for study permit extensions, immigration, visa and travel purposes) can be obtained from FGSR (e-mail grad.mail@ualberta.ca).
- Allotment of office space is made by the Assistant Chair (Sandra McFadyen). Do not make any changes to the location of your office space without first taking the permission of the Assistant Chair.
- While preparing your thesis, especially if you are following a paper-based thesis format, please pay attention to the requirements related to that format. Information is available in the CME graduate student handbook and at <https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation>.
- Academically employed graduate students are entitled to one week of vacation leave without a reduction in pay for each four-month university term, i.e., three weeks per year. Vacation must be approved in advance by your supervisor and must be arranged so as not to adversely affect your duties. For the purpose of calculating vacation leave, the year is from September 1 to August 31.
- If you are a PhD student who has completed a Master's degree prior to being admitted in the PhD program, you are eligible to apply for an exemption (not transfer) for up to two courses (except if your Master's degree was from the University of Alberta, where a request can be made for the exemption of additional courses). However, the request should be made by the supervisory committee, the exemption is not automatic and the decision is made by the Associate Chair for Graduate Studies. Make the application immediately after the completion of at least two academic terms and the successful completion of your candidacy examination, so that you have sufficient time to plan to take additional courses if the exemption is not granted.
- If you will be working in a laboratory, the following training courses related to safety (available on-line from EHS; see the graduate student handbook for details) must be completed: WHMIS, Laboratory Safety, Chemical Safety.
- For students admitted in Fall 2016 or later, it is mandatory to complete at least 8 hours of professional development. For students admitted in Fall 2017 or later, you must also complete an additional 4 hours of engineering-specific professional development. You must develop an individual development plan prior to completing the hours. Consult the CME graduate handbook and the professional development information on the Faculty of Engineering and FGSR's web sites for details and deadlines.