
Department of Chemical and Materials Engineering

Information for Graduate Students

Chemical and Materials Engineering

2017 – 2018

Disclaimer: All the information in this booklet is compiled on a best efforts basis and is believed to be correct at the time of publishing. In the event of a conflict between these rules and those stated in the calendar, the rules in the calendar shall have precedence. From time to time, rules and regulations change. It is the student's responsibility to be aware of the latest rules and regulations.

September 2017

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1. Welcome

Welcome to the Department of Chemical and Materials Engineering at the University of Alberta. On behalf of the entire academic staff, we hope that your studies will be rewarding.

Most new graduate students find that the first several weeks are demanding. If you experience any problems, you should consult with one of the graduate advisors shown in the list below, as they are here to assist you.

The graduate program assistants are also a valuable source of information and will assist you throughout your studies. The academic staff members are genuinely interested in meeting new graduate students - you are encouraged to introduce yourself to the academic staff.

The first part of this booklet gives general information, and the second part gives information about the various graduate programs and student responsibilities. **Every student should read this booklet in its entirety. Ignorance of rules and regulations is no excuse. In particular, pay special attention to your program requirements, since you will not be able to graduate if you have not met each of those requirements.**

2. Key Department Contacts

A listing of department staff with contact information can be found on the department website: <http://www.cme.engineering.ualberta.ca/en/FacultyStaff.aspx> The following are key department contacts:

Dr. Vinay Prasad - Associate Chair of Graduate Studies

Lily Laser & Mia Law - Graduate Program Assistants

Dr. Natalia Semagina - Graduate Advisor for Chemical Engineering

Dr. Hao Zhang - Graduate Advisor for Materials Engineering

Dr. Ken Cadien - Department Chair

Sandra McFadyen – Assistant Chair (responsible for office space)

Shaofeng Yang - Laboratory and Safety Coordinator

Marion Pritchard – Receptionist - Responsible for keys and ID card access

3. Administration Procedures

3.1 Student ID Card – ONEcard

After registration you can get your student ID card (ONE card), from the ONE card office located in 9104 HUB Mall. The ONE card contains your student number, picture and a barcode. This card allows the use of the libraries and the sports centre. For a description of the services available to you through the ONE card, please see their website: <http://www.onecard.ualberta.ca/>

3.2 Department Payroll

A copy of your STUDY PERMIT and SOCIAL INSURANCE NUMBER (SIN), when available, should be given to the Graduate Assistant.

If you do not have a social insurance number, please see a Graduate Assistant for information on how to apply for one as soon as possible. (The procedure for this will vary depending on

http://www.hrs.ualberta.ca/MyEmployment/~media/hrs/MyEmployment/BearTracks/Add_Direct_Deposit.pdf

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.

That is, any Fall tuition owing as of October 1 will be deducted from the student's October, November and December paychecks in **six** semi-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 in their office by a certain date.

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

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

Students cannot exempt themselves from this payroll deduction.

Full tuition for the Fall, Winter, Spring and Summer terms must be paid by the respective deadlines in order to have no fees deducted from your paycheck.

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

Students must report all scholarships received to a Graduate Assistant.

3.5 Personal Information

It is the student's responsibility to ensure that their personal contact information is updated with the University at all times. Students can change their contact information by accessing Bear Tracks: <https://www.beartracks.ualberta.ca/>. It is also the responsibility of the student to inform the Department of any changes to his/her **immigration status**.

3.6 Code of Student Behavior

fees. If you are covered by a comparable health or dental plan, you can opt out of the GSA plan by submitting proof of your equivalent coverage to the

4.7 Ordering and Shipping Supplies

Ensure that your name is included on the address label when ordering supplies. When a package is received in the department, an email will be sent to you to notify you of its arrival. The Department assumes no responsibility for the ordering or delivery of any supplies.

For any problems with delivery of packages, contact Supply Management at Ext. 2-3228. When having items shipped to the department, please add at least one full day to your estimated time of arrival for distribution from Supply Management Services. ***All forms (i.e.: invoices, indent copies, purchase order copies, shipping forms, etc.) must be given to the department bookkeeper.***

Shipping of dangerous goods **must** be done with the supervision of the Department's safety officer.

4.8 Machine and Instrument Shops

The department has well equipped and staffed machine and instrument shops. Consult your supervisor about access to these facilities.

4.9 Purchasing

Equipment and supplies for teaching or research needs must be requisitioned on either indent forms (for internal university suppliers) or purchase requisition forms (external suppliers). The forms must be approved or signed by staff members with the appropriate signing authority. In all cases, all financial paperwork must be given to Sandra McFadyen.

4.10 CMEGSA

The Chemical and Materials Engineering Graduate Student Association (CMEGSA) provides new graduate student orientations, social and recreational activities, representation of graduate students, seminar refreshments, etc. Visit their website for more information:

<http://www.cme.engineering.ualberta.ca/Graduate/StudentResources/CMEGSA.aspx>

4.11 GSA

The Graduate Students Association (GSA) is located at 1-37 Triffo Hall. It provides official representation for graduate students via committees, councils and the media; promotes the general welfare of members; serves and furthers the intellectual, cultural, social, and recreational activities of its members; and represents all academically employed graduate students. For more information on their services, please see: <http://www.gsa.ualberta.ca/>

4.12 Housing

The University's Residence Services rents housing in several residences, including Graduate Student Residences, HUB Int43.64 cm φBT 50 0 0 50 0 0 Tm / Q q 0.24 0 0 0.20 0 -06 24 Sa

4.13 University Student Services

University Student Services is comprised of nine units, which are located in the Students' Union Building: Academic Support Centre, Sexual Assault Centre (SAC), Career and Placement Services (CaPS), Student OmbudService (SOS), Native Student Services (NSS), Student Counse

Students whose speaking and/or writing skills need improvement are encouraged to acquire

6.2 Alberta Health Services 'Health Link'

'Health Link' is a 24 hour a day, seven days a week telephone health advice service answered by registered nurses that anyone in Alberta can call. They provide Albertans with a greater role in managing their own health so they can make informed decisions about their health and what resources to use . Anyone

7. Organization and Administration of Graduate Programs

7.1 Degrees Offered

The Department of Chemical and Materials Engineering offers the degrees of **MSc** and **MEng** in Chemical Engineering, Process Control, Materials Engineering, and Welding Engineering. It offers **PhD** degrees in Chemical Engineering, Process Control, and Materials Engineering. Students who initially register in a given degree program require department approval before changing to another program.

7.2 Program Requirements

The Faculty and Departmental requirements for graduate programs are given in the University of Alberta Calendar. Each graduate student is responsible for being familiar with all regulations and requirements specified therein. The calendar can be found on the website: <http://calendar.ualberta.ca/index.php?catoid=6>. If flexibility within these requirements is permitted, it is left to the Department of Chemical and Materials Engineering to supplement and interpret these regulations pertaining to graduate students in the Department. Each graduate student is responsible for being familiar with the University's major deadlines, found in the Academic Schedule of the University calendar.

several locations in the department.

7.5 Presentation requirement

All MSc and PhD students are required to deliver **one** public presentation on their research. The approval of an external conference presentation to satisfy the seminar requirement is at the

The MEng course requirement is eight one-term courses, plus the project course (CME 900) and the ethics course (ENGG 600). In addition, students must fulfill the professional development requirement. At least four of the eight courses must be taken from the Department of Chemical and Materials Engineering, of which at least three must be 600 or higher level courses (also see section 10.2 for courses that are equivalent to 600 level courses in CME). The balance of the program consists of courses at the 500 or higher level in the Faculty of Engineering, or at the 400 or higher level in a Science Department. The course program must be approved by the Associate Chair (Graduate).

Under normal circumstances, it should be possible to complete the project within four to six weeks of concentrated work. The project is to be selected and then completed under the supervision of a faculty member in the CME department, with the work being recorded in a report which is evaluated to determine if the student has passed or failed. Students typically select the topic for the project in consultation with the prospective supervisor.

9. PhD Programs

The requirements for the PhD degree consist of successful completion of course work, participation in seminars, completion of the ethics course ENGG 600, and completion of the professional development requirement (for students joining on or after Fall 2016). In addition, PhD students must present their thesis which embodies the results of independent research at the end of their program (PhD final oral exam).

Moreover, PhD students must have made a presentation on their work at a conference or an equivalent venue (see section 7.5). All PhD students are also encouraged to take on two Teaching Assistantship or three Grader positions as part of their program. PhD students must complete all the requirements within **six years** from the time they first register as graduate students.

9.1 Course Work:

The minimum course requirement is six one-term courses plus the ethics course. At least three courses must be 600 or higher level courses in the Department of Chemical and Materials Engineering (also see section 10.2 for courses that are equivalent to 600 level courses in CME).

- (1) The supervisory committee and Department agrees that the course(s) in question is (are) applicable to the student's degree program, and that an equivalent course exists at the University of Alberta
- (2) The student achieved a grade acceptable to the Department
- (3) The student must not have completed or intend to complete a course of identical course content at the University of Alberta

The student's course performance at the previous university and the University of Alberta will be considered prior to departmental approval of course exemptions. To request a course exemption, the **student's supervisory committee** (not the student) should submit a written request to the Associate Chair (Graduate) with the following information for each course to be considered:

- | | |
|------------------------------|----------------------------------|
| (1) Course Number | (2) Course Description |
| (3) Course Content | (4) Course Textbook |
| (5) U of A Course Equivalent | (6) Grade achieved in the course |

The request should be submitted on the form provided for this purpose **after the completion of at least two academic terms and the successful completion of the candidacy exam**. The student's academic record will be evaluated and a written decision to the request will be distributed to the student and supervisor, and a copy placed in the student's file. It is the responsibility of the student with the advisement of the student's supervisor or supervisory committee to ensure all academic course requirements are met prior to graduation.

Normally, FGSR permits a maximum of two courses to be exempted from the program. In exceptional cases, an exemption exceeding two courses may be granted, however, in all cases **at least two graduate courses must be taken at the University of Alberta.**

The final decision shall rest with the Associate Chair for Graduate Studies.

9.3 Candidacy Examination:

The Faculty of Graduate Studies and Research requires that a PhD student pass an oral Candidacy Examination. The Department of Chemical and Materials Engineering has specific regulations:

- (a) The Candidacy Examination must be held within **16 months of initial registration**. No financial support from the department will be available to students who do not meet this deadline. Departmental support also includes TA and RA appointments, as discussed in a following section. Students failing to meet the deadline without compelling extenuating circumstances may also be required to convert to the MSc program.
- (b) The student shall submit a copy of a Research Proposal within **13 months of initial registration**. For example:
 - For students who begin in September 201X, the deadline for the submission of this report is September 30, 201X+1.
 - For students who begin in January 201X, the deadline is January 31, 201X+1.

Six copies shall be submitted to a Graduate Assistant. A copy shall be sent by the Assistant

to each member of the Candidacy Examination Committee three weeks before the date of the Candidacy Examination. The Research Proposal should be printed in 12 point or larger font and will not normally exceed 20 pages in length. The proposal may not be modified after submission.

A student who is enrolled in the MSc program and subsequently converts (Change of Category) to the PhD program shall be

that this type of financial support will be maintained beyond the periods defined below, regardless of academic performance. Satisfactory progress in course work and research should normally result in continued Department support at approximately the same rate of pay for the following periods:

-For **MSc** candidates, up to **24 months** after initial registration in the Faculty of Graduate Studies and Research;

-For **PhD** candidates, up to **48 months** after initial registration in the Faculty of Graduate Studies and Research.

Students should recognize that a work week of 40 hours will normally not be adequate to complete an advanced degree within the above time frame.

Provided that you are making satisfactory progress towards the completion of your degree, you *may* receive funding until you complete your studies and research (i.e. beyond the period listed above). The decision on this matter rests with your supervisor. Your appointment in the Department as a graduate student is a full-time responsibility. Therefore, it is expected you will devote all of your time towards your studies. The Department or your supervisor must be notified before you accept additional employment, as this may affect the level of funding you receive from the Department.

The stipends for graduate students are \$22,000 per annum for Canadian Citizens/Permanent Residents and \$25,000 for international students on student v

and by the availability of university funds.

Non-scholarship support may be provided from university funds to registered graduate students in return for specific duties during the academic year as follows:

12.2 Graduate

covered in this booklet or in the Calendar should be directed to the Graduate Assistants.

14. Graduate Ethics Training

Ethics and academic integrity training is mandatory for all newly-

otherwise), keys, tools, etc., that you have used. In particular, irreplaceable items such as bound theses or books must be returned. All garbage and other waste must be disposed of properly and safely.

An “Exit Form” must also be completed and returned to the Graduate Assistants after you have cleared out your space.

All keys must be returned to Marion Pritchard