



Distinguished MIE Seminar Series

Purpose

The objective of the Distinguished MIE Seminar Series is to offer MIE graduate students a survey of recent research advances in specialized fields within the mechanical engineering (ME) and industrial engineering (IE) disciplines, and to foster interactions between the MIE research community and experts from around the world, from both academia and industry. Every week, a MIE faculty member will host a seminar speaker for a two-day visit. The speaker will meet with students during the AMIGAS lunch, and give a ~45-minute lecture on their latest research work. **Research graduate students must attend these weekly seminars to earn course credit as part of their degree requirements.**

Time and Location

All seminars (unless otherwise stated) are held on **Fridays from 2 to 3 pm, in MC102.**

The full seminar schedule is available at this link: <http://www.mie.utoronto.ca/events/seminars/>

Course Requirements

Research graduate students (Ph.D. and M.A.Sc., but not M.Eng.) must attend these weekly seminars to earn credit as part of their degree requirements. Requirements for Ph.D. and M.A.Sc. students are summarized below:

Ph.D.: **Need 2 credits**

Register for SRD4444Y

To earn a credit, minimum 70% of seminars attended during an academic year

M.A.Sc.: **Need 1 credit**

Register for SRM3333Y

To earn a credit, minimum 70% of seminars attended during their first year of registration

Note that it is the student's responsibility to check ACORN, and ensure that the SRD or SRM course code is correctly registered in their accounts.

Here are two examples for how the attendance record is calculated to determine whether course credit is approved.

Example #1:

A PhD student started her program in September 2016. There were 22 seminars in 2016-2017, and there are 21 seminars in 2017-2018. The PhD student must therefore attend *a minimum of 16 seminars* between September 2016 and April 2017 to earn the first credit, and *a minimum of 15 seminars* between September 2017 and April 2018 to earn the second credit.

Example #2:

An MAsc student started his program in January 2017. There were only 10 seminars in the Winter 2017 semester. There are 11 seminars in Fall 2017, for a total of 21 seminars between January and December 2017. The student therefore needs to attend *a minimum of 15 seminars* spanning the two consecutive semesters.

Consecutive Academic Semesters

Note that the student's attendance record is based on **consecutive academic semesters**. Students are not allowed to suspend attendance for any semester, except with **written approval from the Graduate Office**.

Example:

If you start your program in September 2017, you must attend 70% of seminars between Sept 2017 and April 2018. You are not allowed to use seminars attended for Fall 2017 and Fall 2018, and skip the Winter 2018 semester.

If you are for any reason unable to meet the required seminar attendance due to major scheduling conflicts, illness, or other unforeseen circumstance, you must inform the MIE Graduate Office first so that permission may be granted to you by the Associate Chair of Graduate Studies, and so that proper notation may be recorded on your student file.

Exceptions

A research graduate student may be allowed an exception on their seminar attendance record only under exceptional circumstances. **You must check with the Graduate Office to inquire about whether an exception is valid.**

****** For Industrial Engineering (IE) Students Only***

The MIE department is roughly two-thirds ME, and one-third IE in size (both in student population and faculty appointments). As a result, our Seminar Series generally consists of two-thirds ME topics and one-third IE topics. To address this discrepancy, IE grad students are allowed to supplement their seminar attendance by attending **up to a maximum of 5 alternate seminars outside of MIE**, with written confirmation from their supervisor and approval from the Graduate Office.

For IE students who wish to attend alternate seminars outside of MIE, please complete the [Alternate Seminar Request Form](#) (attached at the end of this guide).

Contact Information

For questions related to the Seminar Series, please email seminars@mie.utoronto.ca, and a member of the Seminar Series Team will reply to you as soon as possible.

If the matter concerns course credit, please check with **Jho Nazal** (jho@mie.utoronto.ca) in the Graduate Office, who will coordinate with the Seminar Team and the Associate Chair of Graduate Studies, as needed.

Academic Misconduct

We have observed cases of students attempting to obtain credit for a seminar they did not attend. This constitutes an **academic offence**. It is our policy that a student caught with their first offence will have their attendance voided for that seminar. For repeated offences, much more severe penalties will be administered on a case-by-case basis. A record of all offences will remain permanently on your student file.

Academic misconduct is a serious offence, and will not be tolerated at this university.

Attendance Procedure

We will be using the **Top Hat** application to track your seminar attendance each week. Occasionally (a few times each semester), we will also use our previous system of swiping your T-Card instead of the Top Hat application, to check your attendance. These will be done randomly throughout the year.

To use Top Hat:

1. Accept the email invitation you receive from us, and create an account with Top Hat.
2. Log in, and search for the Join Code: 691766.
3. At the beginning of each seminar, text the 4-digit code displayed in class to the Top Hat app.
4. At the end of the seminar, text the second (different) 4-digit code displayed in class.
5. You will only have 15 seconds or so to text before the code is invalid.

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Alternate Seminar Request Form

September 2017

TO: MSc and PhD Industrial Engineering students who must meet the MIE Seminar requirements in 2017/2018

FROM: Professor Chi-Guhn Lee, Associate Chair of Graduate Studies

RE: Approval for up to five (5) alternative seminars, for 2017/2018

Again this year, the MIE Seminar Series is weighted rather heavily towards ME seminars. As a result, I'm willing to allow IE students to attend up to five other seminars to count towards their requirement. Supervisors are expected to approve the alternative seminars, and vouch that the student has attended them. Any seminars attended between Sept 2017 and April 2018 are eligible.

Students are asked to seek approval for each seminar attended, and record the seminars on this page. In April 2018, ask your supervisor to sign it, and then submit it to the MIE Graduate Studies Office.

| Seminar title and speaker | Date |
|----------------------------------|-------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Student name

Supervisor name

Student signature Date

Supervisor signature Date

Student number