



Mechanical & Industrial Engineering  
**UNIVERSITY OF TORONTO**

# **MIE Graduate Students**

**Orientation Day**

Department of Mechanical and Industrial Engineering (MIE)

Friday, September 11, 2020

# Welcome

Markus Bussmann

Chair, Department of Mechanical & Industrial  
Engineering



UNIVERSITY OF  
**TORONTO**

# MASc, PhD Studies in MIE

Murray Thomson  
Associate Chair, Department of  
Mechanical & Industrial Engineering



UNIVERSITY OF  
TORONTO

# Graduate Office Support Staff | MC108

**Celeste Francis Esteves**, Graduate Program Administrator

- PhD/MASc student support
  - Funding related questions
  - Academic advising
- Processes graduation requirements for all Graduate Programs
- [celeste@mie.utoronto.ca](mailto:celeste@mie.utoronto.ca)



**Jho Nazal**, Graduate Program Assistant: PhD/MASc Advisor

- PhD/MASc admissions officer
- PhD/MASc student support
  - Course & program related questions
  - PhD annual milestones/meetings
- [jho@mie.utoronto.ca](mailto:jho@mie.utoronto.ca)



# Graduate Office Support Staff | MC108

**Kendra Hunter**, Graduate Student Recruitment & Liaison

- Recruitment/marketing for all graduate programs at MIE
- Scholarships
- Web (graduate) content management
- MAsc Oral Exams
- Non-degree admissions
- [hunter@mie.utoronto.ca](mailto:hunter@mie.utoronto.ca)



**Aisha Mirza**, Graduate Program Assistant: MEng

- MEng admissions officer
- MEng student support
- [aisha@mie.utoronto.ca](mailto:aisha@mie.utoronto.ca)





## Graduate Office Services

- Academic Advice
- Course enrollment & course selection support
- Graduation & degree checks
- Funding information
- PhD Program Requirements & timeline



## Graduate Office Resources & Referrals

- Health & Wellness
- Learning Strategists
- Math Aid & Writing Centre
- International Transition Advisor



## Degree Programs

### **MEng** – Master of Engineering

- 10 courses or
- 7 courses + project

### **MASc** – Master of Applied Science

- 4 courses
- Thesis
- Option to “fast-track” into PhD program after 1<sup>st</sup> year

### **PhD** – Doctor of Philosophy

- 5 courses
- Dissertation





# MASc: Beginning to End

## 1. Admission

- Undergraduate degree
- Transfer from M.Eng

## 2. Thesis Final Exam

- Within 24 months
- Thesis committee
  - Supervisor + 1 members

## 3. Completion

- With degree
  - Convocation
- Without degree
  - Termination
  - Withdrawal



# PhD: Requirements/Restriction

## Requirements/Restriction for PhD:

Five graduate level courses

- *Three must be from MIE*
- *Only one reading course*
- *Only one APS course*
- *Only one 500-level course*

JDE1000H (Ethics in Research Seminar) to be completed in the 1st year of study

Distinguished MIE Seminar Series



# PhD: Beginning to End

## 2. Qualifying Exam

PhD Program Start	Program	Q.E. held between	Deadline for Q.E. scheduled & submitted on GMS
Fall	PhD	August 1 to October 30	Sept. 30 <sup>th</sup> (13 months after start)
Fall	Fast-Track PhD		Sept. 30 <sup>th</sup> (13 months after start)
Winter	Fast-Track PhD		Sept. 30 <sup>th</sup> (9 months after start)
Winter	PhD	December 1 to February 28	January 31 <sup>th</sup> (13 months after start)
Fall	Flex-time PhD		January 31 <sup>th</sup> (17 months after start)



## Good Academic Standing

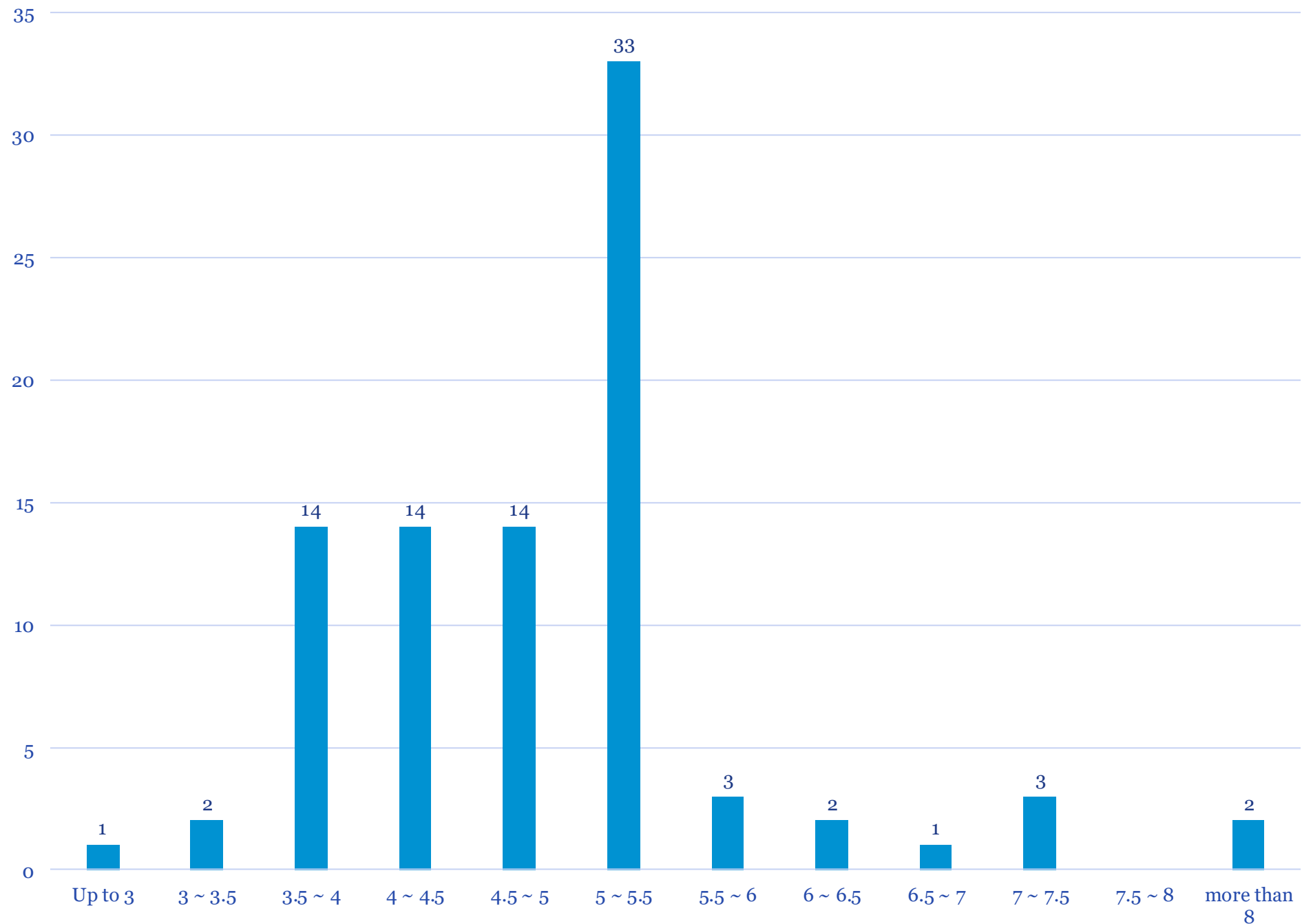
Failure to maintain **good academic standing** may result in various sanctions, including **ineligibility for financial assistance**, lowest priority for bursaries and assistantships, and even termination.

### Good Academic Standing in MIE

- Attend Orientation Session
- **No** FZ
- Average grade **A-** or above.
- Qualifying Exam within 12 months of registration
  - At least four courses to be completed
  - JDE/Ethics
  - MIE Seminar credits
- Annual Phd Progress Meetings

# Time-to-Completion

- Distribution of Phd Time-to-Completion in MIE since 2014



# MIE Program Requirements - Guide

See

<https://www.mie.utoronto.ca/graduate/graduate-programs/phd/doctor-of-philosophy/>

MIE PROGRAM REQUIREMENTS - Guide	
MAINTAINING GOOD ACADEMIC STANDING	
<p><i>In order to remain in "Good Academic Standing" throughout your program, please see: <a href="http://www.mie.utoronto.ca/graduate/graduate-programs/phd/doctor-of-philosophy/">http://www.mie.utoronto.ca/graduate/graduate-programs/phd/doctor-of-philosophy/</a></i></p>	
PhD	
YEAR 1	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a minimum of 4 Graduate Courses (at least 3 from MIE)</li> <li><input type="checkbox"/> Attend JDE Ethics course; obtain a CREDIT (on ACORN)</li> <li><input type="checkbox"/> Attend 70% of SRD MIE Seminar; obtain 1<sup>st</sup> of 2 CREDITS (on ACORN) <small>Sept. Start: before SEPTEMBER 30 on GMS Jan. Start: before JANUARY 30 on GMS</small></li> <li><input type="checkbox"/> Hold <b>QUALIFYING EXAM</b> within 12 months from PhD registration</li> </ul>
YEAR 2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete 1 Graduate Course (5<sup>th</sup> course, the last required of 5 grad. courses)</li> <li><input type="checkbox"/> Attend 70% of SRD MIE Seminar; obtain 2<sup>nd</sup> of 2 CREDITS (on ACORN)</li> <li><input type="checkbox"/> Hold <b>1<sup>st</sup> PhD COMMITTEE MEETING</b> within 24 months from registration</li> </ul>
<p><b>"CANDIDACY ACHIEVED" upon completion of all above 7 items at the end of the 2<sup>nd</sup> year</b></p>	
YEAR 3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue work on Thesis</li> <li><input type="checkbox"/> Hold <b>2<sup>nd</sup> PhD COMMITTEE MEETING</b> within 36 months from registration</li> </ul>
YEAR 4	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue work on Thesis</li> <li><input type="checkbox"/> Hold <b>3<sup>rd</sup> PhD COMMITTEE MEETING</b> within the 4<sup>th</sup> year of the program <small>Sept. Start: by APRIL on GMS Jan. Start: by AUGUST on GMS</small></li> <li>OR</li> <li><input type="checkbox"/> Hold <b>MIE DEPARTMENTAL EXAM</b> after Thesis submission to committee (may skip this exam and go directly to FOE with committee's vote) <small>2 months before end of 4<sup>th</sup> year program</small></li> <li>OR</li> <li><input type="checkbox"/> Hold <b>FINAL ORAL EXAM (FOE)</b> by the end of the 4<sup>th</sup> year of the program <small>Sept. Start: by AUGUST Jan. Start: by DECEMBER 14</small></li> </ul>
MAsc	
YEAR 1	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a minimum of 4 Graduate Courses (at least 2 from MIE)</li> <li><input type="checkbox"/> Attend JDE Ethics course; obtain a CREDIT (on ACORN)</li> <li><input type="checkbox"/> Attend 70% of SRM MIE Seminar; obtain 1 CREDIT (on ACORN)</li> </ul>
YEAR 2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue work on Thesis</li> <li><input type="checkbox"/> Hold <b>MAsc EXAM</b> by the end of the 2<sup>nd</sup> year of the program</li> </ul>



## MIE Graduate Student Management System

- Mandatory for arranging Qualifying and Committee meetings
  - <https://grad.mie.utoronto.ca/>
- **New:** Funding letter on **GMS**
  - Review with supervisor and sign.
  - Email signed letter to Celeste at [celeste@mie.utoronto.ca](mailto:celeste@mie.utoronto.ca)



## Useful Information

### Obtaining T-Card

- Instructions: <http://tcard.utoronto.ca>
- Need T-Card in order to obtain UofT email address

### Updating Mailing Address and Email

- The "utoronto" email account required to communicate with the Graduate Office.
- A current and valid local mailing address on ROSI/ACORN





## Clarifying Professor's Expectations

- Frequency and modes contact
- How should non-scheduled communication be handled?
- Where and when most of the work to be carried out?
- Timing of major milestones: courses, paper submission, drafts of thesis, etc.
- How and when will the thesis topic be decided upon?
- The expected “turnaround time” on drafts of written materials?
- If most research is to be done in a lab, what is the lab “etiquette”?
- Expectations concerning publications & conference presentations?



## Common Expectations from Supervisor

- As a **full-time student**, you are required to spend a significant number of hours on academic works such as courses and research.
- Since your supervisor is providing Research Assistantship, you are recommended to consult with your supervisor before accepting **TA positions**.
- If you will have to be **away**, you will have to consult with your supervisor prior to your away to avoid any disruption to the research project you are engaged. This is especially important when you travel **internationally**.
- Failure to maintain **good academic standing** may result in various sanctions, including ineligibility for financial assistance, lowest priority for bursaries and assistantships, and even termination



## Some Supervisor May Expect....

- You will have to consult with the supervisor before applying for any TA positions.
- You are required to be in the lab physically.
- You will have to bring a written document, summarizing the progress since last meeting, to every research meeting.
- You are entitled to have two weeks (or 10 business days) off without sacrificing stipend. However, you will have to consult with the supervisor about the timing at least two weeks in advance.



## Research at an External Partner

- External partner = industry, government, hospital or non-profit
- Students located at external partners should have a document signed by all parties that outlines everyone's expectations (i.e. external partner, student and university/professor).
- Students located at an external partner should contact the Associate Chair of Grad Studies to discuss



## Health and Safety

### Safety Training

- Annual online safety training is **mandatory** for all MIE students, faculty, researchers, and visitors.
- **Joint Health & Safety Committee**
  - Please direct any safety-related inquiries and concerns to the Joint Health & Safety Committee.
- Contact: [safety@mie.utoronto.ca](mailto:safety@mie.utoronto.ca)

*Emergency services should be contacted in the case of immediate danger.*



## Scholarship Opportunities

### Deadlines:

- See <http://www.sgs.utoronto.ca/currentstudents/Pages/Scholarships-and-Awards.aspx>
- *Fall: Vanier, NSERC, SSHRC, CIHR, named MIE*
- *Winter: OGS*

### Graduate Award Information sessions

- *Federal: Vanier, NSERC PGS-D, SSHRC CGS, PDF*
- *Provincial awards: OGS*
- *Dates and times of award information sessions are posted on SGS website*
  - *Dates: **TBA***
  - *Location: **TBA***
  - *Those unable to attend a workshop can view the slide presentations on the SGS website after the session.*

The New York Times

Opinion

# How to Get the Most Out of College

They're privileged, pivotal years. Navigate them with as much care as you did the path that got you there.



[www.nytimes.com/2018/08/17/opinion/college-students.html](http://www.nytimes.com/2018/08/17/opinion/college-students.html)



## Student Life & Resources

### MIE Graduate Resources

- <http://www.mie.utoronto.ca/graduate/gradresources.php>
- Contains useful resources for MIE grad students
- Getting Involved: Student organizations (MIE student groups, campus-wide)
- Professional Development
- Student Life: Academic Success Centre, International Student Centre

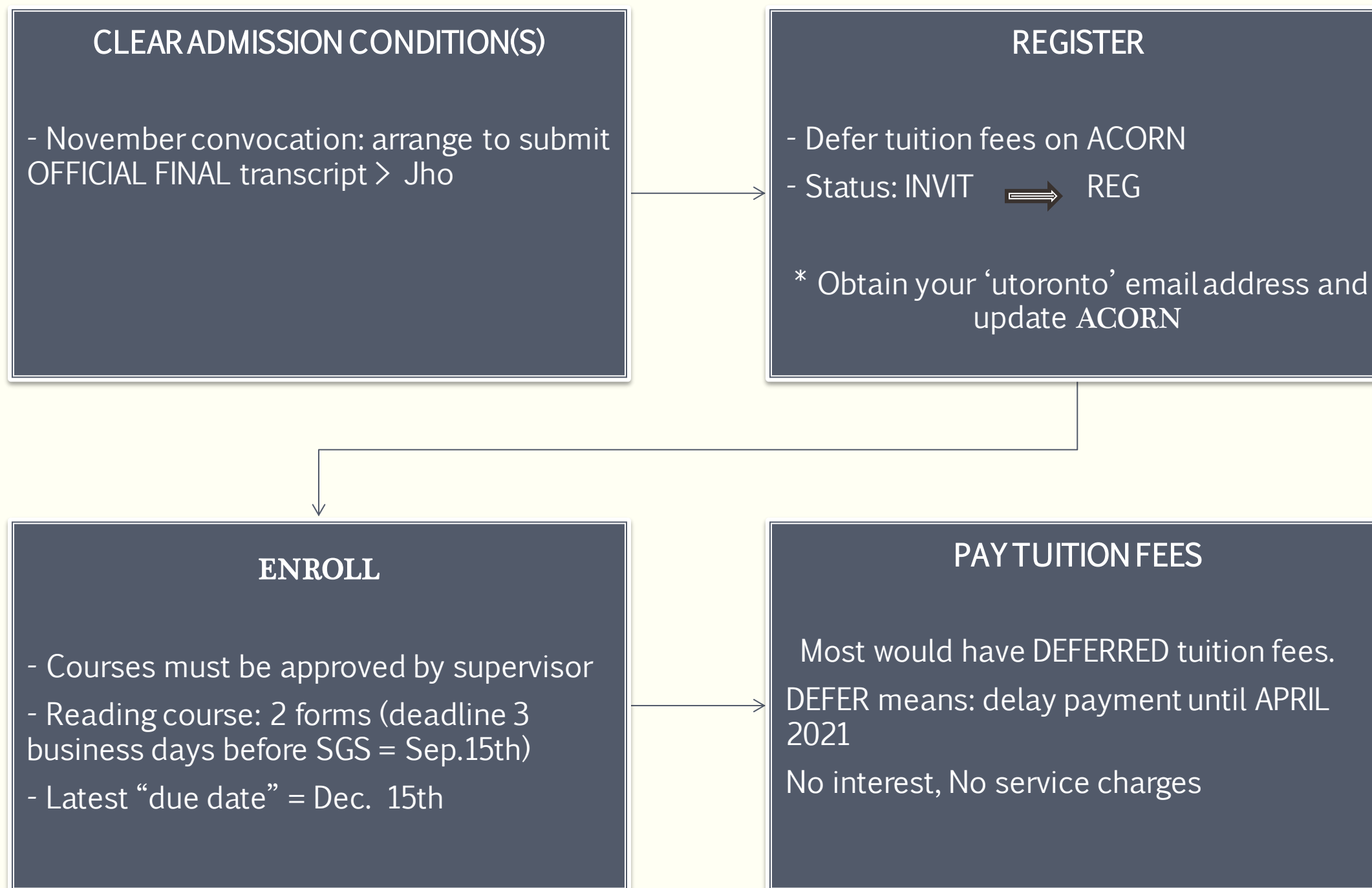


**FALL 2020  
WELCOME  
MASC & PHD  
WORLD CLASS  
RESEARCHERS!**



# GETTING STARTED

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# Course Program Content & Progress

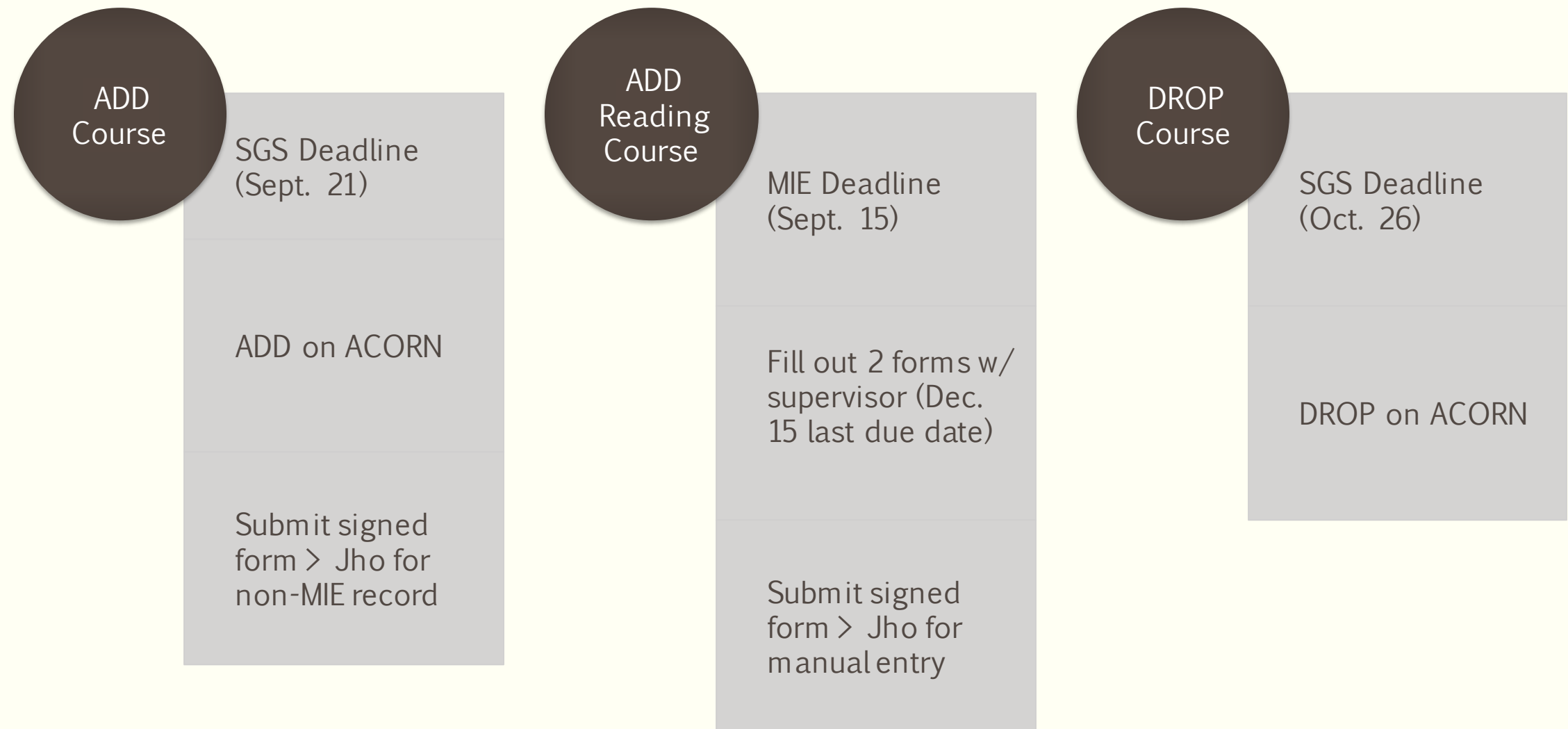
- Reading Course counts for MIE
- Maximum: 1 APS course
- Maximum: 1 Reading course
- JDE 1000 (Ethics course) to be taken within the FIRST YEAR
- SRM = Year 1 for MASc
- SRD = Years 1 & 2 for PhD
- RST = Remains until you graduate

\*PhD Flex-time = same course requirements as regular PhD but timeline is longer (6 years FOE)

	MASc	PhD & Flex-time*	PhD Fast-Track & Direct-Entry
	4 Grad. Courses 2 MIE 2 non-MIE	5 Grad. Courses 3 MIE 2 non-MIE	7 Grad. Courses 4 MIE 3 non-MIE
YEAR 1	Courses + JDE + SRM	Courses + JDE + SRD + Qualifying Exam	Courses + JDE + SRD + Qualifying Exam
YEAR 2	MASc Orals	Courses + SRD + 1 <sup>st</sup> Phd Committee Mtng	Courses + SRD + 1 <sup>st</sup> Phd Committee Mtng
		PhD CANDIDACY	
YEAR 3		Annual Milestones continue > Yr. 4	PhD CANDIDACY
YEAR 4		FOE	Annual Milestones continue > Yr. 5
YEAR 5			FOE

# ADD/DROP Courses (forms available on MIE & SGS site)

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If unable to get into a course that your supervisor wants you to take, please submit your signed Course ADD form to Jho – asap!

# MIE Distinguished Seminars - online

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FALL 2020

2:00pm – 3:00pm

- 1) Friday, September 25th
- 2) Friday, October 16th
- 3) Friday, November 13th

<https://www.mie.utoronto.ca/events/dss/>



# REGULAR FUNDING STRUCTURE (see: GMS for details)

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## Fall 2020 (October)



- UTMIE Fellowship based on funding information sheet (sent by Jho)
- \$ = amount / 12 months x 4 months
- Deposited in bank account (set up on ACORN)

## Winter 2021 (February)



- UTMIE Fellowship based on funding information sheet (sent by Jho)
- \$ = amount / 12 months x 8 months
- Applied against (deferred) Tuition fee account.

If you have other funding sources or scholarships, your detailed funding information will be adjusted by Celeste on GMS.

Research Assistantship (RA) payment information will be discussed by Elisabete.

GMS (Graduate Management System): [grad.mie.utoronto.ca/](https://grad.mie.utoronto.ca/)

Access with your UTORid

# Good Academic Standing

- PhD FALL start:
  - Qualifying Exam must be scheduled and submitted on GMS by **SEPTEMBER 30<sup>th</sup>**
  - Exam held between: **AUGUST-OCTOBER 30<sup>th</sup>** (the latest)
  - Minimum average required is A-
  - Use check list for annual requirements.

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<b>"CANDIDACY ACHIEVED"</b> upon completion of all above 7 items at the end of the 2 <sup>nd</sup> year	

MASc student please use check list

MASc	
YEAR 1	<input type="checkbox"/> Complete a minimum of 4 Graduate Courses (at least 2 from MIE) <input type="checkbox"/> Attend JDE Ethics course; obtain a CREDIT (on ACORN) <input type="checkbox"/> Attend 70% of SRM MIE Seminar; obtain 1 CREDIT (on ACORN)
YEAR 2	<input type="checkbox"/> Continue work on Thesis <input type="checkbox"/> Hold MASc EXAM by the end of the 2 <sup>nd</sup> year of the program

# OTHER INFORMATION

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- EXAM Schedules – check with instructor.
- No Reading Week.
- GMS – available next week.
- If GMS records do not match with ACORN inform Jho.
- JDE 1000/Ethics – offered in October. Watch out for email announcement from Jho.
- Any questions? (11am-11:30am)







FALL 2020



\* STAY SAFE and STAY POSITIVE \*

We are still available for you.

Jho – [jho@mie.utoronto.ca](mailto:jho@mie.utoronto.ca)