Welcome

Markus Bussmann
Chair, Department of Mechanical & Industrial Engineering
MASc, PhD Studies in MIE

Murray Thomson
Associate Chair, Department of Mechanical & Industrial Engineering
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)
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

Aisha Mirza, Graduate Program Assistant: MEng
• MEng admissions officer
• MEng student support
• 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 1st 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

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

![Bar chart showing the distribution of PhD completion times. The chart indicates that the majority of PhD students complete within the 5.5 to 6 year range.](image-url)
MIE Program Requirements - Guide

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

### Maintaining Good Academic Standing

In order to remain in "Good Academic Standing" throughout your program, please see: http://www.mie.utoronto.ca/graduate/graduate-programs/phd/doctor-of-philosophy/

#### PhD

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Complete a minimum of 4 Graduate Courses (at least 3 from MIE)</th>
<th>Attend JDE Ethics course; obtain a CREDIT (on ACORN)</th>
<th>Attend 70% of SRD MIE Seminar; obtain 1st of 2 CREDITS (on ACORN)</th>
<th>Hold QUALIFYING EXAM within 12 months from PhD registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 2</td>
<td>Complete 1 Graduate Course (5th course, the last required of 5 grad. courses)</td>
<td>Attend 70% of SRD MIE Seminar; obtain 2nd of 2 CREDITS (on ACORN)</td>
<td>Hold 1st PhD COMMITTEE MEETING within 24 months from registration</td>
<td></td>
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</tbody>
</table>

"CANDIDACY ACHIEVED" upon completion of all above 7 items at the end of the 2nd year

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>Continue work on Thesis</th>
<th>Hold 2nd PhD COMMITTEE MEETING within 36 months from registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 4</td>
<td>Continue work on Thesis</td>
<td>Hold 3rd PhD COMMITTEE MEETING within the 4th year of the program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR Hold MIE DEPARTMENTAL EXAM after Thesis submission to committee (may skip this exam and go directly to FOE with committee's vote) OR Hold FINAL ORAL EXAM (FOE) by the end of the 4th year of the program</td>
</tr>
</tbody>
</table>

#### MASc

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Complete a minimum of 4 Graduate Courses (at least 2 from MIE)</th>
<th>Attend JDE Ethics course; obtain a CREDIT (on ACORN)</th>
<th>Attend 70% of SRM MIE Seminar; obtain 1 CREDIT (on ACORN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 2</td>
<td>Continue work on Thesis</td>
<td>Hold MASc EXAM by the end of the 2nd year of the program</td>
<td></td>
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</table>
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
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 of 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

  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](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.
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.

Student Life & Resources

MIE Graduate Resources

• [http://www.mie.utoronto.ca/graduate/gradresources.php](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**

**CLEAR ADMISSION CONDITION(S)**
- November convocation: arrange to submit OFFICIAL FINAL transcript > Jho

**REGISTER**
- Defer tuition fees on ACORN
- Status: INVIT ➔ REG
* Obtain your ‘utoronto’ email address and update ACORN

**ENROLL**
- Courses must be approved by supervisor
- Reading course: 2 forms (deadline 3 business days before SGS = Sep.15th)
- Latest “due date” = Dec. 15th

**PAY TUITION FEES**
Most would have DEFERRED tuition fees.
DEFER means: delay payment until APRIL 2021
No interest, No service charges
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)
ADD/DROP Courses (forms available on MIE & SGS site)

**ADD Course**
- SGS Deadline (Sept. 21)
- ADD on ACORN
- Submit signed form > Jho for non-MIE record

**ADD Reading Course**
- MIE Deadline (Sept. 15)
- Fill out 2 forms w/ supervisor (Dec. 15 last due date)
- Submit signed form > Jho for manual entry

**DROP Course**
- SGS Deadline (Oct. 26)
- DROP on ACORN

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

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)

<table>
<thead>
<tr>
<th>Fall 2020 (October)</th>
<th>Winter 2021 (February)</th>
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<tbody>
<tr>
<td>▪ UTMIE Fellowship based on funding information sheet (sent by Jho)</td>
<td>▪ UTMIE Fellowship based on funding information sheet (sent by Jho)</td>
</tr>
<tr>
<td>▪ ( $ = \text{amount} / 12 \text{ months} \times 4 \text{ months} )</td>
<td>▪ ( $ = \text{amount} / 12 \text{ months} \times 8 \text{ months} )</td>
</tr>
<tr>
<td>▪ Deposited in bank account (set up on ACORN)</td>
<td>▪ Applied against (deferred) Tuition fee account.</td>
</tr>
</tbody>
</table>

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 30th
  - Exam held between: AUGUST-OCTOBER 30th (the latest)
  - Minimum average required is A-
  - Use check list for annual requirements.

MASc student please use check list
OTHER INFORMATION

- 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