MASc & PhD Orientation
Fall 2023

September 7, 2023
Land Acknowledgement

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.
Welcome & Department Overview

- People
- Programs
- Levels of University Support
The Department of Mechanical & Industrial Engineering offers three graduate programs:

- Professional Master of Engineering (MEng) program
- Research-based Master of Applied Science (MASc)
- Doctor of Philosophy (PhD) programs
Levels of University Support

- **Engineering departments** supports their graduate students with specifics in their academic program.

- **Faculty of Applied Science and Engineering, Graduate Studies (FASE)** supports students with professional development programs and events, oversees Faculty-Wide engineering courses.

- **School of Graduate Studies (SGS)** supports all graduate students with a variety of services and resources (policies, awards, financial aid, career development, academic writing/speaking and more).
MIE Graduate Office

- People
- Services
- Graduate Office Resources & Referrals
- School of Graduate Studies vs MIE Graduate Office
Graduate Office Staff – MASc/PhD Support | MC 108

Sandra Borges, Admissions, MEng/MASc/PhD Graduate Program Advisor (acting)
• PhD/MASc student support
• Funding related questions
• Academic advising
• Processes graduation requirements for all Graduate Programs

Neha Mumtaz, Graduate Program Assistant (MEng)
• Graduate student support
Graduate Office Services

- Academic Advice
- Course enrollment & course selection support
- Graduation & degree checks
- Funding information
- Program Requirements & timeline
Graduate Office Resources & Referrals

• Health & Wellness
• Learning Strategists
• Math Aid & Writing Centre
• International Transition Advisor
The SGS supports graduate students across the University. Please refer to the SGS website for:

- University-wide policies and guidelines:
  - SGS Code of Behaviour on Academic Matters, plagiarism, offenses, appeals
  - Code of Student Conduct, harassment, violence
  - No working full time for research students
- Important dates and deadlines (i.e. sessional dates)
Our Faculty

- Over 60 dedicated faculty members
- Experts in their fields
- Leaders in ground-breaking research
MIE Faculty in the News

Professor Goldie Nejat
Global News: “Conversations with Alexa: How robots are helping Canada’s aging population connect”

Professor Tim Chan
CTV News: “Around the clock: Experts weigh in on speeding up Canada’s vaccination rollout”
AMIGAS: Your MIE Graduate Student Group

Association of Mechanical and Industrial Graduate Students
Welcome!

University of Toronto Engineering
GECOS: Your Engineering Graduate Student Club

The Graduate Engineering Council of Students
Fall Activities

Picnics, Wonderland, Welcome Pub Event, Snakes & Latte, Coffee Break Events, Distillery District etc. in Fall 2021-22.
Winter Activities

Intercontinental Cooking Class, Persian New Year, Chinese New Year, Musical Event etc. in Winter 2021.
Summer Activities

Cherry Blossoms, Niagara Falls, Canada’s wonderland, Trillium Park Picnic, Trampoline Park Event, etc. in Summer.

Coffee Break Event
Cheery Blossom Event
Niagara Falls Event
Stress Relief Activities at Sky Zone
Trampoline Park Event
Trillium Park Picnic Event
The social events do not end here..

Welcome BBQ EVENT

Wednesday, Sep. 13th starting at 12 pm
**Academic and Professional Development Activities**

Student seminar series and mentorship program

Professional development events: Networking, Alumni Event and Job Search events

**FREE WEBINAR:**

**HOW TO MASTER YOUR JOB SEARCH & DIFFERENTIATE AS TOP TALENT**

*Live with Diana Y. Chan*

Executive Career Coach, Speaker & Founder, My Marketability

**FEB 11, 12:00 PM - 1:00 PM EST**

**Networking with LinkedIn!**

Join us on Zoom

Nov 12, 2021 | 6 PM

Speaker: Mujtaba Ali Khan

**MIE Student Seminar Series**

*September 24th, 3 - 4 p.m.*

Presenters

Nittish Sarker: Improved Operability of Photovoltaic-powered Reverse Osmosis for Remote, Off-grid Communities

Malika R. Irami: Toronto Western Hospital Non-Emergent Spine Care QBP Planning System & Operationalizing Dynamic Response To Funded Surgery Volumes

After hearing the talks, please fill out the feedback form [link in the chat box: https://forms.gle/8RUjcmiWVvBH9Rs0I5], as a thank you, you will receive a gift card from the AMIGAS.

Interested in presenting at the next MIE student seminar series? Contact us at: amigas@mie.utoronto.ca

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**MIE Mentorship Program Info Session**

February 2021

Coordinator: AMIGAS team

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Mechanical & Industrial Engineering

University of Toronto
Interested in joining AMIGAS as an executive???

- The fall elections process started last week.
  
  Applications are due by September 22\textsuperscript{nd} at 23:59 pm EST.

- Conditions for becoming an exec:
  
  - Be a full time or part time Gard student at MIE for this academic year (2023-2024).
Stay In Touch

The best way to stay in touch is to follow our Instagram Page and our Weekly Newsletters.

Make sure to add our email amigas@mie.utoronto.ca to your trusted contact!
Our Alumni

Graduates of our MASc program go into careers such as:
• Business and Marketing Lead (LEGO)
• Member of Faculty (Harvard University)
• Medical Produce Development Manager (MDA)
• Software Development Engineer (Yahoo! Inc)

Graduates of our PhD program go into careers such as:
• R&D Engineer (Genpak)
• Director – Rail Solutions (Optym)
• Product Design (Interaptix Augmented Reality)
• Defence Scientist (Department of National Defence, Canada)
Chakameh Shafii  
MechE MASc (2014)  
VP of Product Management at Sidekick Health

Ali Vahit Esensoy  
IndE PhD (2016)  
Vice President, Data Science at Klick
MASc: Step by Step

- Admission
- Thesis Final Exam
- Completion
MASc Program Steps

Step 1: Admission
- Undergraduate degree
- Transfer from MEng

Step 2: Thesis Final Exam
- Within 24 months
- Thesis committee: supervisor + 1 member

Step 3: Completion
- With degree: convocation
- Without degree: termination, withdrawal
Requirements & Restrictions

• Complete 4 graduate level courses:
  • 2 must be from MIE
  • Up to one reading course
  • Up to one APS course
• Complete JDE1000H (Ethics in Research Seminar) in the 1st or the 2nd term of registration.
• Attend a minimum of 70% of departmental seminars (MIE Distinguished MIE Seminar Series) in the first 2 years.
PhD: Step by Step

- Admission
- Qualifying Exam
- Progress Meetings
- Oral Exam (MIE and SGS)
- Completion
PhD Program Steps 1-3

Step 1: Admission
- Master’s degree
- Direct entry from Undergrad
- Transfer from MASc

Step 2: Qualifying Exam
- Within 12 months of registration
- Pre-requisites: 4 courses or more with at least an A- average
- Failure to meet the pre-requisites may lead to termination

Step 3: Progress Meetings
- Every 12 months from registration
- Outcome may be termination
PhD Program Steps 4-5

Step 4: Oral Exam
- Scheduled with MIE and SGS

Step 5: Completion
- With degree: convocation
- Without degree: termination, withdrawal
Requirements & Restrictions

- Complete 5 graduate level courses:
  - 3 must be from MIE
  - Only one reading course
  - Only one APS course
  - Only one 500-level course
- Complete JDE1000H (Ethics in Research Seminar) in the 1st year of study.
- Attend a minimum of 70% of departmental seminars (MIE Distinguished MIE Seminar Series) in the first 2 years.
Good Academic Standing

- Sanctions
- What Constitutes Good Academic Standing
Good Academic Standing

What Constitutes Good Academic Standing?

- 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

*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**.
Funding & Scholarships

- Funding Components
- How to Access Funding
- Accessing Pay Slips and Tax Documents
- Business Office Contacts
2023-2024
Funding & Scholarships

Mechanical and Industrial Engineering
University of Toronto
Welcome!!!
Funding and Scholarships

What are the funding components:

1) MIE Open **Fellowship** (paid via acorn on October and February)
2) RA - **Research Assistantship** (paid via HRIS system in the business office, on a monthly basis)
3) **Scholarship** – when applicable to the student
4) When changes on funding may occur?
Funding Package

How much is it?

https://www.mie.utoronto.ca/programs/graduate/scholarships-funding/
Funding from the Supervisor

RA = Research Assistantship

1) Documentation required for processing payment on a monthly basis
2) When payment is made
3) Where you can see the credit made (bank account update)

TA = Teaching Assistant
Not part of the funding package, payment is made via the business office.
Receiving your funding

• How to access your funding:

• **Fellowship** = Student must update information on the acorn system, including bank account

• **Research Assistantship** – Student must provide documentation/information to the business office team
Funding Letter

• How to obtain it?

• https://gms.mie.utoronto.ca

• When the letter will be ready?
T4 and T4A

• **How to obtain a pay slip:**
  - Go to the ESS website at [https://hrandequity.utoronto.ca/resources/ess.htm](https://hrandequity.utoronto.ca/resources/ess.htm) with your Utorid and password plus your Personal Number and you can obtain your pay slip on a monthly basis.

• **Personal Number:** Update on GMS

• You also can obtain your T4 and T4A on a yearly basis, via this ESS site.
Research Supplies

a) MC 106 Receive and Delivery
b) Purchases via MIE and how to do it?
c) Approval process and fund
c) Reimbursement of supplies – what is needed
Field Trip and or Conferences

Travel and or conference:

a) What is needed:
b) authorization from the PI/supervisor
c) support documentation
d) Expense Claim form and Policy can be found at
https://www.mie.utoronto.ca/faculty-staff/forms-support/business-forms/
Need More Support

Please contact:

• Business Office = Travel and Expense Claim at businessoffice@mie.utoronto.ca or room MC134

• Purchase Coordinator at purchasing@mie.utoronto.ca

THANK YOU!
How to Succeed & Resources

• Quick Tips
• Communicating with your Supervisor
• Common Expectations
• Graduate Student Supports (Faculty & University-wide)
• MIE Graduate Student Management System (GMS)
Graduate Programming
Navigate Your Degree With Grad Maps

• Develop your professional skills
• Connect with your peers and mentors
• Build your professional network
• Launch your career plan
Welcome to Graduate School!

Friday September 15, 2023
11:00 am - 2:00 pm

uoft.me/FASEcurrentstudents
Building a Better Relationship with Your Writing

Wednesday, September 27
12:00 – 1:30 pm
GB202

https://forms.office.com/r/Be1kAyv4ig
I HAVE A GRADUATE DEGREE — NOW WHAT?

The OPTIONS Program is here to help you explore diverse career pathways.

Visit uoft.me/optionsprogram to learn about the 9-week cohort program and complementary events.
Cohort Program

• Create a career exploration plan
• Communicate your experiences in a resume, cover letter, and interview
• Use informational interviews and networking tools to clarify career aspirations

Fall 2023 I Applications Due:
September 25
MASc Cohort
PhD and PDF Cohort

Winter 2024 I Applications
Open: Mid-December
MEng Cohort
Complementary Events
Learn more

uoft.me/FASECurrentstudents

Questions? Contact grad.experience@engineering.utoronto.ca
Become the engineering leader the future needs.
Courses, workshops, programs, and more!

Visit uoft.me/ileadstudents to learn more and sign up for our newsletter!
Quick Tips

- Graduate school is what you make it – establish your goals.
- Take initiative, be aware of deadlines and ask for clarification when needed.
- Leverage the U of T alumni network - join Engineering CONNECT.
- Attend networking sessions and make relationships outside the laboratory/classroom.
- Prioritize a work-life balance.
- Stay physically and mentally well. Seek out support if you need it.
Communicating with your Supervisor

- Confirm how and how often you will be in contact.
- Find out how non-scheduled communication should be handled.
- Confirm where and when most of the work will be completed.
- Discuss timing of major milestones: courses, paper submission, thesis topic and drafts, turnaround time on written materials etc.
- The expected “turnaround time” on drafts of written materials.
- Discuss lab etiquette.
- Talk about expectations concerning publications & conference presentations.
Common Expectations

- 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.
Engineering Faculty Supports:

**Engineering Grad Career Development**

**ILead and ILead:Grad** | Leadership development programming and events

**Graduate Peer and Career Support (Grad PACS)** | Engineering grad students guides for advice

**Hatchery, H2i, OnRamp** | Entrepreneurship programs

**U of T Engineering CONNECT** | Web platform to network with U of T Engineering Alumni

**Alumni Mentorship Program**
University-wide Supports:

Centre for International Experience (resource centre for International Students, study permits, travelling abroad etc)

Graduate Centre for Academic Communication (GCAC) (training in academic writing and speaking)

UofT Career Learning Network (workshops, networking events, job postings, career fairs etc.)

SGS Resources & Supports (academic workshops, guides for degree success, book meeting rooms)
MIE Graduate Student Management System (GMS)

- Mandatory for arranging Qualifying and Committee meetings
  - [https://grad.mie.utoronto.ca/](https://grad.mie.utoronto.ca/)

- Program funding letter available on **GMS**
  - Review with supervisor and sign.
  - Email signed letter to the MIE Business Office
Questions?