INTRODUCTION

The Senate of the University of Waterloo establishes regulations that guide graduate studies and the most current regulations are published yearly in the University of Waterloo Graduate Calendar. This manual describes the Faculty of Engineering graduate studies policies as well as the Department of Chemical Engineering requirements for graduate degrees, which can be more extensive than Faculty and/or University requirements.

The Associate Chair for Graduate Studies is the official representative of a department for graduate studies and works closely with the Faculty Program Coordinators. They are responsible for ensuring that University, Faculty and Department policies are implemented, and for monitoring the academic performance of graduate students. The CHE Graduate Office, including Department Graduate Coordinators and the Associate Chair of Graduate Studies are the primary contacts for students on administrative matters.

Graduate students are invited to consult documents related to rules, regulations, guidelines, and practices at UW by visiting Graduate Studies and Postdoctoral Affairs website, by consulting the Guide for Graduate Research and Supervision at the University of Waterloo, or by visiting the CHE department website.

Degree Programs offered by Chemical Engineering

The Department of Chemical Engineering offers programs for the degrees of Master of Engineering (MEng), Master of Applied Science (MASc), and Doctor of Philosophy (PhD).

The MEng degree is a course based program in which students must complete a minimum of 8.5 graduate courses and a seminar attendance requirement.

The MASc degree is a research based program in which students must complete a minimum of 4.5 graduate courses, a seminar, a seminar attendance requirement and a research thesis which will also include a final Masc Oral Examination.

The PhD degree is a research based program in which students must complete a minimum of 3.5 graduate courses, a comprehensive exam, a seminar attendance requirement, and an oral defence.

*Please note that direct admits to our PhD program have additional degree requirements

All of our degree requirements are here

TUITION AND FEE STRUCTURE

The University of Waterloo Graduate Calendar contains the University regulations governing the payment of fees and the amount of these fees. The fees for graduate studies consist of two major components, tuition fees and incidental fees.

Fees must be paid for each active term of registration. International graduate students pay a higher term fee, which is specified in the University of Waterloo Graduate Calendar. The incidental fees cover a variety of graduate student-related charges that have been approved by the Board of Governors of the University of Waterloo. For complete details, please refer to the Student Accounts website.
FINANCIAL SUPPORT

MEng
All MEng programs are fully self-funded. Information about other sources of financial aid is available in the Awards and Funding section of the Graduate Studies and Postdoctoral Affairs website. Please note that there are little to no scholarships or awards for Meng students.

MASc and PhD Students
All full-time MASc and PhD candidates receive a Graduate Research Studentship (GRS) from their supervisor(s). The value of a GRS, as of May 2019, is $18,000/year for the MASc program and $23,538/year for the PhD program. Generally, MASc students are guaranteed funding for two years and PhD students are guaranteed funding for four years. Your original offer letter will have outlined the conditions for financial support and the duties required of you as the recipient. The offer letter will also have indicated the conditions under which financial support may be withdrawn.

Eligible, full-time, international MASc students may receive an International Master’s Award of Excellence IMAE valued at $2,500 per term for (5 terms). Please note that our Department receives a limited amount of these awards and these awards will appear in your offer of admission if you receive one. The award is not guaranteed.

International PhD students will receive an IDSA valued at $4,720 per term for 4 years (12 terms). These amounts are subject to change annually, and will depend on your enrolment status. The award is not guaranteed.

Each year, the Department may choose to give out Scholarships. These scholarships may be awarded based on academic merit throughout the year (students who have shown strong merit in terms of grades, publications, conferences, etc.). This process is based on budget and is decided on a year-by-year basis. This is not a guaranteed scholarship. Some criteria we look at are as follows:

- must have at least 80% Overall Average
- cannot have incomplete (INC) or did not write (DNW) grades
- cannot have Probationary status
- must be a full-time active student within your program time limits at time of receiving the award
- must have submitted an Activity Report for previous term with a satisfactory evaluation
- must be correctly completed with the relevant information in the appropriate section
- must be a registered student in the term in which the award will be paid out

Teaching Assistantships
There are Graduate Teaching Assistantships available each term to assist in the teaching, tutoring and marking of undergraduate courses. Approximately 2 months prior to the start of the term, an e-mail will be sent to all eligible graduate students with application instructions. Typically, students in their
first term of study do not receive a TAship. Graduate Teaching Assistantships are not guaranteed for any CHE graduate students. Teaching assistantships are considered a job, which is competitive and never guaranteed. The Department does its best to ensure a fair process.

Teaching Assistantships involve an average of 10 hours per week for one term and the compensation rate set annually by University. Faculty of Engineering rules indicate that a student may not hold more than one position per term or multiple positions per term that require more than 130 cumulative hours of work (this includes GTAships, GRAships, etc. in other departments and faculties).

All Teaching Assistants are required to attend an ExpecTAtions workshop held twice each year. You only need to complete this workshop once. You may apply for Teaching Assistantships each term, but preference is given to those who have completed the workshop. Approximately two months prior to an ExpecTAtions workshop, there will be an email registration reminder sent to all currently registered students. TAs are also required to complete additional safety training including Supervisor Safety Awareness and Accessibility training.

TA salaries are taxed and subject to other deductions. For International Students, teaching assistantships cannot be taken up nor payment made until the student has obtained a Social Insurance Number from Human Resources Canada (refer to the “International Students - Employment” section of this document).

For more information on GTAships please see the CHE TA Manual.

Other Funding Sources
For more information on other funding sources please see the following websites or contact the CHE Graduate Scholarship Administrator:

- Funding for International Students
- Students in Financial Need
- GSPA Funding and Awards Database (Including Tri-Council and OGS)
- Faculty of Engineering Funding and Awards website

FACULTY AND SUPERVISORS

Faculty members and supervisors are a major part of graduate studies. They teach your classes, guide your research, manage your TAships, act as mentors, and directly affect the success of your graduate studies at Waterloo. At all times, the student-faculty relationship must be professional in all matters including academics and research.

While all MEng students are assigned the same supervisor at the time of admission (Assoc. Chair Graduate Studies) to the program, MASc and PhD students are personally selected by a faculty member to be part of their research group at the time of admission.

All MASc and PhD students in Chemical Engineering must have a full-time CHE faculty supervisor. If an adjunct or cross-appointed faculty member wishes to supervise a CHE graduate student, they must also have a full-time CHE faculty co-supervisor.

Academic Supervisors for MASc and PhD Students

Academic supervision requires complex interaction between graduate students and their supervisors. The role of a supervisor is threefold: to advise, to monitor, and to act as mentor. Supervisors not only provide guidance, instruction and encouragement in the research activities of their students, but also take part in the evaluation and examination of their students’ progress and performance. Supervisors are responsible for fostering the intellectual and scholarly development of their students. This being said, in any highly creative and intellectual environment, conflicts may arise. It is important that every effort must be made
to maintain a professional relationship with your supervisor even in cases where any disagreements/conflicts may arise.

In the event that a conflict escalates beyond the point where the student and the supervisor can deal with it independently, students are encouraged to speak to the appropriate Graduate Studies Administrative Coordinator support and guidance on the situation.

**Co-Supervisors**

In the event that you have two supervisors, it should be noted that both supervisors must be present at all Milestones (in person) and both must sign all administrative paperwork done over the course of your program (i.e. Term Activity Reports, Change of Status forms, etc.). In the case of committees (i.e. thesis readers or comprehensive/defence committee members) both supervisors must serve on the committee but only count as one member.

To add or remove a co-supervisor you must complete a Change of Supervisor Form and submit it with the necessary signatures to your Program Coordinator/Advisor.

**Student-Supervisor Relationship**

When you meet with your supervisor ensure that there is clear and frequent communication of their, and your, expectations and responsibilities. The most common reason for conflict between graduate students and their supervisors is mismatched expectations of the relationship. You need to think about your needs and what you require from a supervisor. Also, be realistic about what any one other person can do for you. Supervisors have many demands on their time and resources but they are there to mentor you and support you in your program. Use time with your supervisor wisely by preparing in advance for meetings and prioritizing your questions/issues. Be on top of your deadlines and be sure to give your supervisor enough time to meet them.

If you experience conflict with your supervisor remember that failing to address the problem early on will lead to increased feelings of frustration and will make the problem more difficult to resolve in the long run. Open and honest communication with your supervisor is the best way to avoid these situations but if you do require support the CHE Grad Staff and the Associate Chair of Graduate Studies are an excellent resource for advice and support and all conversations are kept confidential unless you request otherwise.

**Changing Supervisors**

If a MASc or PhD student needs to change their academic supervisor, they can do so by finding another faculty member who is willing to take them on and completing a Change of Supervisor Form. Once the form is completed with the necessary signatures, the CHE Department and the Associate Dean must approve it. When the change is approved, your academic record will change on Quest to reflect the change in supervision.
PROGRAM ENROLMENT EXPECTATIONS

Program Enrolment Time Limits and Extensions

Each term you are over your program time limit, you must submit a Petition for Extension of Program Time Limit. Part-time students are only required to submit a Petition for Extension every other term, on the whole term (i.e. term 13, not 13.5). Petitions for extension are always submitted for the upcoming term (i.e. petitions for extension for the Fall term are submitted in July/August), and the Graduate Coordinator will advise if you need to fill out this paperwork.

Your supervisor and home Department must approve all petitions for extension of program time limits. You must provide the reason for extension and a clear timeline for completion. Once you are 3 terms past your program time limit, your extension will also need approval from the Associate Dean, Graduate Studies.

Your home Department or the Engineering Graduate Studies Office may ask you to provide additional information as part of your petition for extension.

If you fail to complete a petition for extension by the stated deadline, you will be required to withdraw from your program.

Should your supervisor, department, or Associate Dean, Graduate Studies not approve your petition for extension, you may be required to withdraw from your graduate program.

PROGRAM CHANGES

You can apply for a graduate program change rather than submit a new graduate application provided you meet the requirements of the new program and the change is approved by all departments and faculties involved.

The most common program changes in CHE are MEng to MASc and MASc to PhD but can also include MASc to MEng, PhD to MEng, PhD to MASc, as well as inter-departmental changes. Students wishing to complete a program change will need to complete a Program Change Form and obtain the necessary signatures as well as any additional paperwork required. Please speak with your Program Coordinator/Advisor before starting the program change process in order to ensure a smooth transition.

Students changing from a course-based program to a research-based program are responsible for finding an academic supervisor who is willing to fund them and oversee their research.

Interdepartmental/Faculty Changes

In the event that you wish to move to another department or faculty, signatures from each area must be obtained. For example, if you wanted to transfer from Systems Design Engineering into Chemical Engineering you would have to get the signatures of your SYDE supervisor, the SYDE Associate Chair, your CHE supervisor, the CHE Associate Chair, and the Associate Dean of Engineering. All signatures from your original home department (SYDE in this case) must be obtained before you collect signatures from your new department (CHE).
In the event that you will be changing faculties, in addition to the above-mentioned approvals, you will also need to acquire the signatures of the Associate Dean of Graduate Studies for your home Faculty as well as the Associate Dean of Graduate Studies for your new Faculty. These signatures are usually obtained via your Graduate Studies Administrative Coordinator. Similarly, you will need to collect the signatures from your home department before you collect the signatures from your new department.

You should keep in mind that interdepartmental and faculty program changes take longer to complete due to the number of approvals needed. Be sure you are aware of term deadlines before submitting your program change paperwork to ensure that your transfer will occur in the appropriate term.

**STATUS CHANGES**

Students wishing to make a change to their enrolment status for a variety of reasons must fill out a [Change of enrolment status form](#). All status change requests (full-time/part-time, inactive, on-campus/off-campus and voluntary withdrawal) must be filed using the [Change of Enrolment Status/Withdrawal form](#). Your supervisor, the Associate Chair, and the Associate Dean must approve all requests.

**Full-Time to Part-Time and Part-Time to Full-Time**

Students may be allowed to change from part-time to full-time or the reverse full-time to part-time for reasons relating to personal health issues, family responsibilities, or employment. Research students must do this with the permission of their supervisor. Meng students require the permission of the Assoc. Chair.

Please note that part-time students are not eligible for most external/internal scholarships, GRS, and other types of Waterloo financial support but pay a lower tuition rate. Students with full-time jobs are not permitted to have full-time student status.

Students who are employed by the University of Waterloo for more than 10 hours per week may not continue as a full-time student.

**Inactive Registration**

All graduate students are expected to maintain continuous active registration until the completion of their program.

If students are unable to participate in their program of study for one term, they may, with the permission of the Associate Dean of Engineering, register as inactive for that term.

Students cannot be inactive for more than two consecutive terms and probationary students cannot go inactive until they clear their probationary requirements.

Students cannot be inactive in their first term.

Students will not be granted inactive status if:

(i) They have an incomplete course

(ii) They have already had two consecutive inactive terms, or (iii) a written departmental recommendation does not accompany the request. Acceptable reasons for applying for inactive status include maternity/paternity leave, illness, work opportunity (CPR only), family emergency, etc. Students who are Inactive do not pay any tuition fees. It is highly recommended that students going abroad on their inactive term read the section of this manual entitled “[Off Campus Research and Work](#)”.

7.
Note: students are not permitted to complete their degree requirements and graduate from an inactive term. This includes degree completion prior to the 100% refund deadline in the following term.

Full-Time Off-Campus Registration
Requests for full-time, off-campus status are only considered when a student will be undertaking work directly related to their degree requirements (i.e. research, work, or courses) where the activity requires the student to be away from campus for more than four weeks in an academic term. Students who are full-time off-campus pay full tuition fees. Please review the FOE Off-Campus study/work page.

The Difference Between Inactive and Full-Time Off-Campus Registration
When applying for a status change, students are often confused on the differences between Inactive Registration and Full-Time Off-Campus Registration especially when it comes to work opportunities.

None of the CHE degree programs offer formal “Internships.” While many companies and supervisors refer to them this way, most work opportunities are, in fact, not internships. The best way to decide whether or not you should be full-time off-campus or inactive is to ask yourself whether or not you will be doing work directly related to your degree requirements.

For example, if you received an offer for a four month contract at a Company which is within your area of interest, but the work you will be doing is not directly related to your thesis research or course work then you should be inactive for that term.

Alternatively, if you have a MITACS scholarship that requires you to go work at a partner company as part of your scholarship agreement you would need to be full-time off-campus for that term as the work you are doing is part of your degree/funding requirements. Similarly, if you were going overseas to Austria to do research for your thesis in their national library or take a course you would also need to be full-time off-campus as you are doing work towards your degree requirements.

When in doubt it is best to come speak with your Program Coordinator/Advisor as they will be able to advise you on the best course of action.

Note: Effective March 2018, International Students are no longer permitted to go inactive to pursue a work opportunity which is outside the scope of their degree requirements. If you have any questions regarding your particular situation, you should contact one of the University’s International Student Advisors.

Voluntary Withdrawal
It is important that you inform your supervisor and Program Coordinator/Advisor of your decision to withdraw from the program. Once you have been withdrawn from your program, you are no longer a student at the University of Waterloo and may not use any of the University’s resources.

Voluntary withdrawal may require the repayment of certain scholarships (including GRS, IDSA, and IMAE). Repayment amounts are calculated based on the University of Waterloo tuition refund policy outlined in the Graduate Studies Calendar.

100% Refund Deadline
In the event that you have paid your tuition fees for a given term and your status changes to Degree Complete, Inactive, or Withdrawn before the 100% refund deadline for that term (usually in the third week of term) you will automatically receive a full refund of your fees for that term.

If you have received a GRS and/or an IMSA/IDSA and change your status to Degree Complete, Inactive, or Withdrawn by the 100% refund deadline you will need to re-pay it to the Department. If
you have used your GRS and/or an IMSA/IDSA to pay your tuition fees the money from your tuition will be automatically be refunded to the department. It is your responsibility to return any additional money that has been disbursed to your personal bank account. Failure to repay the amount in full will result in a default on your account and you will be unable to graduate, return to your studies or obtain an official transcript until the balance has been repaid.

50% Refund Deadline

In the event that you have paid your tuition fees for a given term and your status changes to Degree Complete, or Withdrawn before the 50% refund deadline for that term (usually in the seventh week of term) you will automatically receive a refund of half your fees for that term.

If you have received a GRS and/or an IMSA/IDSA and change your status to Degree Complete or Withdrawn by the 50% refund deadline the amount to be repaid to the Department is at the discretion of your supervisor. You should be sure to discuss financial arrangements with your supervisor prior to any status changes.

OFF CAMPUS RESEARCH AND WORK

Internships

None of the CHE degree programs offer formal “Internships.” Some students take time away from their studies (an inactive term) to pursue various work experiences but these opportunities are external to the University of Waterloo and are not internships. Students seek out these jobs independently of their degree program and do not receive any academic credit for their work on an inactive term. Similarly, some scholarships require students to do work in industry but this work is arranged through the scholarship agency and, again, is external to their UW degree program.

It should be noted that, effective March 2018, international students are no longer eligible to take an inactive term for the purposes of pursuing a work opportunity. As per the Immigration, Refugees, and Citizenship Canada (IRCC) Program Delivery Instructions (PDI) for working off campus, “If a program of study does not provide for a regularly scheduled break and a student creates their own break in a program, it is considered a leave from studies, rather than a regularly scheduled break. Students who create their own break in a program are not eligible to work on or off campus during that break.”

Inactive Students

If you plan on taking an inactive term during your degree program (for a limited external research or work opportunity which is not related to your uWaterloo program) you will need to complete the following forms;

- Change of Status
- Acknowledgement of Risk and Responsibility Form (if going abroad)
- Emergency Information Form (if going abroad)

Since inactive students do not pay fees for the term they are inactive, you will not automatically be enrolled in the UHIP health coverage program or the “Student Care” extended benefits program. It is mandatory for all International students to maintain their UHIP health coverage while inactive so you will need to go to the Student Finance Office in Needles Hall and arrange to have your coverage continued over your inactive term and pay just your UHIP fees. If you have dependants also enrolled in the UHIP program you will also need to arrange to extend their coverage as well. In order to retain your “Student Care” extended benefits coverage (for students without private medical insurance) while
inactive you will need to contact gsa-gm@uwaterloo.ca in the GSA and request to have your coverage continued over your inactive term and pay the necessary fees for yourself and any dependants.

**Full-Time Off-Campus Students**

If you plan on registering as a full-time off-campus student during the course of your degree program (for an internship or research opportunity that is related to your uWaterloo program) you will need to complete the following forms;

- Change of Enrolment Status
- Acknowledgement of Risk and Responsibility Form (if going abroad)
- Emergency Information Form (if going abroad)

**For Both Inactive and Full-Time Off-Campus Students Going Abroad**

If your research/work opportunity is taking you out of the country you should consider the following;

- Review the University of Waterloo’s Policy on Travel (Policy 31)
- Canadian Citizens and Permanent Residents should register with Foreign Affairs and International Trade Canada in case of an emergency abroad, such as an earthquake or civil unrest, or an emergency at home
- **Make two photocopies of your passport identification page** and leave a copy with a trusted friend or relative who is not travelling with you. Keep the other copy with you when you travel and leave it in a safe place separate from your passport.
- Many countries require that your passport be valid for several months after your planned departure date from that country. Because each country sets its own rules, you should consult the travel reports of the countries you will be visiting to confirm their requirements
- Non-Canadians who will be traveling between Canada and another country (in which they have no citizenship in) should apply for the appropriate travel documents
- Confirm all transportation, accommodation, and financial information YOURSELF and make sure someone you trust has copies of all of your travel itineraries and documents

**Field Work**

Graduate students participating in any fieldwork activity related to their research must familiarize themselves with the University of Waterloo’s policies and procedures governing such activity. Field work refers to any activity undertaken by members of the University in any location external to UW campuses for the purpose of research, study, training or learning.

**GRADUATE STUDIES COURSES**

**Maximum Number of Courses**

As of Fall 2019, Engineering has decreased the maximum number of courses per term in which graduate students may enroll. These new maximums were approved by Senate earlier this year and will appear in the Fall 2019 calendar. Full-time students will be able to enroll in a **maximum of 3 courses** per term and Part-time students will be able to enrol in a **maximum of 1 course** per term.

- Graduate courses offered by the Faculty of Engineering are in the 600 and 700 series and are normally assigned a weight of 0.5. Graduate courses in other faculties, numbered 600 and above, also normally carry a weight of 0.5. The most notable exception to this is NANO
courses which carry a weight of 0.25.

- Your specific degree requirements may also allow you to take a 500 level course. Please refer to your specific academic degree requirements.

- Not all courses are offered each term. Course listings for the current and upcoming terms can be found on Quest as well as the Schedule of Classes for Graduate Students.

- All course selection are be taken in consultation with your supervisor(s) and no course can be taken more than once.

- You may not audit a course, and then take the same course for credit towards a degree.

- Meng students should note that reading courses are for research based students and therefore it is not recommended that you take these courses.

- Some courses are assigned both undergraduate and graduate course numbers (referred to as held-with), with the graduate versions normally requiring additional work.

Mandatory Courses

All incoming MASc and PhD students are required to complete CHE 600 (Engineering and Research Methods, Ethics, Practice and Law, and as well have a requirement where Che 601 and Che 602 are concerned. Please refer to your degree requirements. The choice of mandatory courses must be made in consultation with your supervisor(s).

Course Registration Categories

Students may register for courses in one of three categories: credit/extra/or audit.

By default, every course in which a student registers is a Credit course and is counted towards their GPA. Even if the course is not part of your degree requirements, the grade of each credit course is included on your transcript and is counted in your overall average. For example, if you took French 101 and got 75% that course that grade would appear on your transcript and would be factored into your overall average along with your degree requirement courses.

If you want to receive full graduate credit for a course but not use this credit towards your degree requirements you should register for this course as an Extra using the Course Add/Drop form which we will discuss later in this manual. The grade obtained in an extra course will be included in your transcript along with the designation XTRA indicating that the course was completed outside the degree requirements. The grade will not be included in your overall average.

If you want to participate in a graduate course without being examined on its content you should register for this course as an Audit using the Course Add/Drop form.

Note: At the beginning of the course you must establish with the course instructor the conditions that will have to be satisfied for the course to appear on your transcript as an audit. This may mean just sitting in on the class or it may include completing assignments and other course activities; it is at the discretion of the course instructor. No grade will be assigned for this course therefore it will not be included in your average. In the case of unsatisfactory audits, the course will be removed from your record. Courses taken for audit cannot be taken for credit at a later date.

Dropping and Adding Courses
For regular, credit graduate courses, students can add and drop courses using the Quest as follows:

Students are able to drop and add courses from the beginning of the enrolment period up to the deadline. For Fall ’19 this is Sept. 24th. This date is found on the Important Dates section of the Graduate Academic Calendar.

From Week 4-10 ending November 19th - During this period, graduate students can continue to drop classes in Quest but a grade of Withdrawn (WD) will be applied and the class will remain on the transcript. Please note that WD is not an academic penalty.

Outside of these periods, students with special circumstances can petition to drop or add a class using a course drop add form. You must provide rationale for your request. This request must be approved by all levels of University, and may be declined.

If you wish to enroll in a course as Extra or Audit, or enroll in an undergraduate course (500 level) you must use the GSPA Course Add/Drop form. This form must be filled out and signed by you, your supervisor and the course instructor before being submitted to your Program Coordinator/Advisor. The Associate Chair must then approve the form before being added to your course schedule. This process must be completed between the start of the open enrolment period to the end of the enrolment period.

In the unusual case that a course is to be added or dropped after the deadline date, special approval may be required from the Associate Dean of Engineering in addition to your supervisor, the course instructor, and the Associate Chair.

Course Assessment and Expectations

MASc and MEng students are required to have an overall average of at least 70% and obtain a final grade of at least 65% in each course. Any grade below 65% is considered a failed course and must be made up in another term.

PhD students are required to have an overall average of at least 70% and obtain a final grade of at least 65% in each course. Any grade below 65% is considered a failed course and must be made up in another term.

Failed courses will be counted in your overall average but will not be counted as part of your minimum degree requirements. Failed courses cannot be retaken, converted to extra or removed from your official transcript.

If you receive a failing grade or an overall average below the required minimum for your program you will receive an Academic Progression Letter informing you of your situation and any action required on your part. In the event that you receive a second Academic Progression Letter there will be an automatic review of your status within the department. And one of two decisions will be made:

1. You will be required to withdraw from the program; or
2. Permission is granted to continue, with conditions specified in writing by the departmental Graduate Studies Committee.
   a. Students who receive a warning letter will be required to take at least one course for credit in the subsequent term so that their academic progression can be followed up on.
   b. No requests for inactive status will be approved except in extraordinary circumstances.

You will receive a formal letter informing you of the Committee’s decision. In the event that you are required to withdraw, you can appeal the decision by following the steps outlined in Policy 70.
**Academic Integrity Module (AIM)**

The Graduate AIM is an online course (ACINTY 620) that all new graduate students are required to take through Waterloo LEARN. Students must read the information about academic integrity and then receive a mark of at least 75% in an online quiz before the end of the second month of your first term. The goal of the Graduate AIM is to ensure that all graduate students are given the resources and information to work, study, and play with integrity.

You will be automatically enrolled in the course once you are matriculated into your program. The whole course will take approximately two hours to complete. You will only have to do this module once during the course of your degree.

**Ontario Visiting Graduate Student (OVGS)**

The Ontario Visiting Graduate Student agreement permits a graduate student registered at an Ontario University (Home University) to take graduate courses at another Ontario University (Host University) without completing further admission formalities. You would pay fees to your Home University and be classified as a visiting student at the Host University, where you pay no fees. Graduate students cannot take a course at another University while registered at the University of Waterloo unless it is through the OVGS program.

Graduate students at the University of Waterloo are permitted to take a maximum of two courses via the OVGS agreement. The course(s) selected must be at the graduate level and there must be no comparable course(s) offered at the University of Waterloo. The courses must be relevant to your program of study and cannot be taken as Extra or Audit. Graduate students are not permitted to take an OVGS course in their final term of study since it is unlikely that the official grade will be received by Graduate Studies and Postdoctoral Affairs before the degree completion deadline.

In order to apply to be an OVGS student you will need to complete an [Ontario Visiting Graduate Student Application](#) and submit it to the MASc/Phd Program Coordinator/Advisor in the term prior to the start of the course.

If you need to withdraw from an OVGS course, you will need to complete an [OVGS Notification of Withdrawal](#) and submit the form to the Master’s Program Coordinator/Advisor before the last date for withdrawal from courses as published in the Host University’s Graduate Calendar. Failure to do so will result in you receiving a failing grade on your student record for that course.

Note: Students in the collaborative programs (i.e. NANO and QI) cannot take OVGS courses towards their degree requirements.

**STUDENT PERFORMANCE REVIEW**

**Term Activity Reports**

Meng students are not required to submit activity reports.

The academic progress of each researched based graduate student (i.e. MASc and PhD) is reviewed by their supervisor at the end of each term. Each research based student is required to complete an on-line Term Activity Report.

The report must document your work and achievements from your previous term as well as the objectives you and your supervisor have set for the upcoming term.

Should a student receive an unsatisfactory feedback from their supervisor for failure to make acceptable academic progression the student will be required to meet with the Associate Chair Graduate Studies for review of progress and expectations going forward. This will be documented.

The activity reports are a program requirement for all research based programs (part-time and full-
time), an important part of your record, and are used for assigning scholarships, evaluating requests for extensions, and so on.

Period of Registration and Residency Requirements

Enrolment and Time Limits

Meng and MASc - For full-time students, the minimum period of registration for the Meng and MASc programs is 3 terms and the maximum allowable time is 6 terms of active registration.

Meng and MASc - For part-time students, the minimum period of registration for the Meng and MASc programs is 6 terms and the maximum allowable time is 15 terms of active registration.

PhD - For full-time students, the minimum period of registration for the PhD program is 4 terms and the maximum allowable time is 12 terms of active registration.

PhD - For part-time students, there is no minimum period of registration and the maximum allowable time is 18 terms of active registration.

The minimum residency requirement for international students should also be reviewed.

Transfer of Credits

Transfer Courses may be an option for you. Please look at the policy specific to the degree you are enrolled in.

MASc Program

Research Seminar (Milestone)

MASc students are required to complete the Master’s Seminar Presentation Milestone. You are asked to present before the end of your fourth term. The purpose of the seminar is to develop your ability to communicate the results of your research in an organized and informative manner. Your supervisor(s), must be in attendance at the seminar in order for you to receive credit.

Seminar Attendance Milestone

All students have a Seminar Attendance Milestone. Please review the process and regulations. MASc and Meng students are required to attend 12 seminars, while PhD students are required to attend 24 seminars. If you are in a collaborative program, you may have additional requirements. Please review your degree requirements.

MASc Thesis (Milestone)

The topic and scope of your thesis should be jointly determined by you and your supervisor(s). A MASc
thesis is expected to define a substantial research problem, provide a comprehensive review of the
literature in the research problem area, describe the theoretical, analytical and/or experimental solution,
and provide a comprehensive set of conclusions and recommendations.

MASc students in Chemical Engineering are required to complete a Final Oral Examination.

Complete instructions and timelines for the MASc thesis and degree completion process can be found
on the MASc Degree Completion website.

Students are not required to submit a final, hardbound copy of their thesis to the department. If you or
your supervisor wishes to obtain a hardbound copy for yourselves they can be ordered through New
Media Services located beside the DC library. The hardcopy will be sent to the department when
ready and you will be contacted by e-mail to pick it up.

PHD PROGRAM
The objective of the regular Doctor of Philosophy (PhD) degree program in Chemical Engineering is to
ensure that the student has been trained in the techniques relevant to a field of research and is capable
of applying and adapting these techniques independently to other research projects.

PhD Comprehensive Examination (Milestone)
The PhD Comprehensive Examination is required to be completed before the end of the fourth term,
with full details available by clicking the link.

If you have additional questions regarding the PhD Comprehensive Examination please contact your
Program Coordinator/Advisor.

At the discretion of the Assoc. Chair, a student may be granted an extension. The student will be
required to provide rationale and a timeline for completion.

Note: Failure to complete this very important milestone in a timely fashion can result in a student
being required to withdraw from the PhD program.

Seminar Attendance Milestone
All students have a Seminar Attendance Milestone. Please review the process and regulations. PhD
students are required to attend 24 seminars. If you are in a collaborative program, you may have
additional requirements. Please review your degree requirements.

PhD Thesis (Milestone)
The topic and scope of your thesis should be jointly determined by you and your supervisor(s). A PhD
thesis is expected to demonstrate a critical awareness and understanding of the literature in the research
field, exhibit a capability of defining original and useful research problems, and a capability of independent thought in solving a research problem. An ability to communicate verbally and in writing the results of the research must be shown. The oral examination of a thesis will assess the ability of a candidate to communicate orally the results of the research and to defend the contents of the thesis.

Originality in a thesis may be reflected in a number of ways. A candidate may have posed and solved an important new problem, or have formulated an existing problem in a novel and useful way. A candidate may offer new and significant insights into problems examined previously by other researchers. Replications of previous investigations may be acceptable, if, and only if, they incorporate significantly new elements in the design or execution of an experiment.

Theses should be formatted in accordance with the Graduate Thesis Regulations published by Graduate Studies and Postdoctoral Affairs. Previously authored theses should not be used as a guide, as the guidelines are revised periodically.

Complete instructions and timelines for the PhD thesis and degree completion process can be found on the PhD Degree Completion website.

Students are not required to submit a final, hardbound copy of their thesis to the department. If you or your supervisor wishes to obtain a hardbound copy for yourselves they can be ordered through New Media Services located beside the DC library. The hardcopy will be sent to the department when ready and you will be contacted by e-mail to pick it up.

RESEARCH

Graduate students are an integral part of all the research projects in the CHE department. All graduate research is considered a joint effort between the student carrying out the research work and the supervisor who guides and advises the student. In carrying out the research and in communicating the results, research ethics, as outlined by the Office of Research Ethics, must be followed.

Any preconditions/restrictions imposed by the funding agencies regarding the dissemination of the research results must be communicated to you, the student, prior to the commencement of the research and there has to be a mutual agreement of these terms between you and the research supervisor.

Any intellectual property (IP) that was possessed (either by you, the student, or by the supervisor) prior to the commencement of the research must be clearly identified.

Copyright

It is very important that faculty, staff and students abide by the provisions of the Copyright Act when making copies for research or academic/instructional purposes. The updated copyright website provides quick access to helpful information.

SAFETY

Chemical Engineering faculty and staff conduct research in laboratories (labs) that provide educational opportunities to many undergraduate and graduate students. People who work in labs are exposed to potential hazards and need to be aware of the health and safety policies and procedures for safe practices in research and teaching labs.

The CHE Health and Safety Committee has a website and has produced a Safety Manual to outline the rules and regulations which govern lab safety on campus. Everyone who works in a CHE lab must read and understand the information on this site and in this manual, as well as any other relevant documents with regard to laboratory safety and emergency procedures prior to their first laboratory session.
Please review the Chemical Engineering Safety First website and adhere to all Safety Training Requirements.

Once complete, please e-mail a copy of your safety training record to Chemical Engineering Coop Student.

Note: For all new students. This is mandatory, and often you are able to complete most of these requirements before your arrival on campus.

All students working in laboratories are required to write a Safety Assessment Report in consultation with their direct supervisor. This is mandatory before being able to work in a lab. Please refer to ‘How to Write a Research Safety Report’. In order to access this document you must have been matriculated, and have an active uw e-mail address.

For additional information, please e-mail:

Ralph Dickhout, ChE Safety Coordinator
Or
Tom Dean, P.Eng., Chair, ChE Safety Committee

MAILBOXES, KEYS, AND LOUNGES

Mailboxes
All full-time PhD and MASc students are assigned a mailbox which will be shared with one other student in E6-5028. Part-time, inactive, and MEng students do not have on-campus mailboxes. Their mail is sent to their home address as indicated on Quest. You should not have any personal mail sent to the department as we cannot be held responsible for lost or missing mail. Mailboxes should be checked regularly; once a week, at minimum.

Keys and Offices
Office space is available to full-time, Chemical Engineering, MASc and PhD students only.

At the beginning of your program, you must follow this procedure:

1. Speak with your supervisor about where they would like you to sit
2. With your supervisor’s direction, meet with Our Administrative Officer, Liz Bevan for room/desk assignments (E6-3032)
3. Meet with the Department Secretary, Ingrid to secure your key permit and fob

A change of enrolment status to part-time, inactive, or full-time off-campus will mean that you must return your office keys before the end of the current term.

If your office is in need of any kind of maintenance (floor, furniture, lighting, custodial needs, etc.), at any time, please contact Plant Operations directly.

Students are not permitted to have fridges or microwaves in their offices at any time for safety reasons. There is a microwave available on the 4th floor common area near the elevators, as well as a fridge and a
microwave are available to all students in the CHE Graduate Student Lounge in E6-5028.

Note: If you have a kettle or other small appliance in your office you must unplug it when it is not in use to prevent fire hazards.

You must maintain personal possession of all University issued keys and/or FOBs and are responsible for their physical security. Key transfer from one person to another is strictly prohibited. Lost or stolen keys must be reported immediately to the department.

You are responsible for the security of any space to which you have keys and should not admit unauthorized or non-registered persons into that space. Do not “prop” doors open or leave them unlocked during hours when the facility is normally locked/closed.

When you vacate your office space, in consideration of the next occupant, remove all personal belongings from the office and leave the space tidy. You should leave the desk and cabinet keys in the desk drawer/hutch and return all other keys directly to the Department Secretary.

**Lounges**

MASc and PhD students have access to the mailroom/lounge in E6-5028. There are couches, tables, chairs, refrigerators and microwaves for your convenience. The refrigerators and microwave are provided by the department but maintained by the students. This is a privilege. Do not leave food in the refrigerator after it has expired and clean the microwave if spills occur. The refrigerators are cleaned out every Friday. If you have concerns about the state of the lounge please contact CEGSA at cegsa@uwaterloo.ca.

MEng students have access to a common room in E3 1101. The code for accessing this room can be obtained from the MEng Program Coordinator/Advisor. There are couches, tables, chairs, a small kitchen, a large study area with computers, and a small meeting room for your convenience. The refrigerators and microwave are provided by the Faculty but maintained by the students. This is a privilege. Do not leave food in the refrigerator after it has expired and clean the microwave if spills occur. The refrigerators are cleaned out every Friday.

**INTERNATIONAL STUDENTS**

**International Student Experience (ISE)**

The best resource for international students on campus is the International Student Experience (ISE) office. The advisors at the ISE can help you with questions pertaining to immigration, medical coverage, finances, employment, and transition into Canadian life. They are an excellent source of information and support for international students and their families and you are encouraged to seek their support whenever you need it.

The CHE Department is unable to assist students with issues related to study permits, work permits, and immigration due to strict government regulations. Any inquiries of this nature should be directed to the International Student Experience Office whose staff are trained to assist you in these matters. For more information you can also refer to the Citizenship and Immigration Canada (CIC) website.

**Employment**

**On Campus**

Graduate students who hold a valid Study Permit must adhere to government regulations regarding hours
of employment. At present, students can work part-time on campus (up to 10 hours per week) while they are registered full-time students. These positions are typically teaching assistantships and research assistantships. A Work Permit is not required for registered students to work on-campus.

**Off Campus & After Graduation**

If you wish to obtain off campus employment or employment in Canada after you graduate from the University of Waterloo you should visit the International Student Experience Finding Work webpage and the Citizenship and Immigration Canada (CIC) website for information on the latest policies and procedures. You can also visit the International Student Experience Office on the second floor of South Campus Hall to speak with a certified CIC specialist.

**Social Insurance Number and Employment Contracts**

You will need to apply for a Social Insurance Number (SIN) to work anywhere in Canada, including the University of Waterloo. A SIN is how the Government of Canada keeps track of income for tax purposes. Students can apply for a SIN at any time and it will be valid for the duration of your study permit.

Most CHE students will require a SIN for work as TAs. In order to apply for a SIN you will need to take your passport and study permit to a Service Canada Centre.