



# **Graduate Student Handbook**

2023-2024



## Contents

|  |           |
|--|-----------|
| <b>Introduction .....</b>                                    | <b>3</b>  |
| Graduate Studies Regulations .....                           | 4         |
| Contacts .....   | 5         |
| International Students .....                                 | 5         |
| <b>Degree Programs .....</b>                                 | <b>5</b>  |
| <b>Courses.....</b>  | <b>6</b>  |
| Transfer of Credits.....                                     | 6         |
| Maximum Number of Courses .....                              | 6         |
| Foundational Courses.....                                    | 7         |
| Academic Integrity Module (AIM) .....                        | 7         |
| Restrictions .....   | 7         |
| Course Registration Categories .....                         | 8         |
| Dropping and Adding Courses .....                            | 8         |
| Course Assessment and Expectations.....                      | 9         |
| Academic Review Letter .....                                 | 9         |
| Transfer Courses .....                                       | 9         |
| Ontario Visiting Graduate Student (OVGS) Agreement .....     | 9         |
| Canadian University Graduate Transfer Agreement (CUGTA)..... | 10        |
| <b>Milestones .....</b>                                      | <b>10</b> |
| MEng .....   | 10        |
| Seminar Attendance Milestone .....                           | 10        |
| MAsc .....   | 11        |
| Seminar Presentation .....                                   | 11        |
| Seminar Attendance .....                                     | 11        |
| Thesis.....  | 11        |
| Oral Examination .....                                       | 11        |
| Degree Completion Process .....                              | 11        |
| PhD Program .....  | 12        |
| Seminar Attendance .....                                     | 12        |
| Comprehensive Examination.....                               | 12        |
| Thesis .....   | 12        |
| PhD Thesis and Defence.....                                  | 13        |
| Degree Completion Process .....                              | 14        |
| Copyright .....  | 13        |
| Term Activity Reports .....                                  | 14        |

|   |           |
|---|-----------|
| <b>Faculty and Supervisors.....</b>                     | <b>14</b> |
| Academic Supervisors for MASc and PhD Students.....     | 14        |
| Co-Supervisors .....                                    | 15        |
| Student-Supervisor Relationship .....                   | 15        |
| Conflict .....  | 15        |
| Changing Supervisors .....                              | 15        |
| Time Off.....   | 16        |
| <b>Safety .....</b>                                     | <b>17</b> |
| Contacts .....  | 17        |
| <b>Changes.....</b>                                     | <b>17</b> |
| Program Changes.....                                    | 17        |
| Interdepartmental/Faculty Changes.....                  | 18        |
| Program Extensions.....                                 | 18        |
| Status Changes.....                                     | 19        |
| Inactive .....  | 19        |
| Full-Time and Part-Time.....                            | 21        |
| Voluntary Withdrawal .....                              | 22        |
| Refunds .....   | 22        |
| 100% Refund Deadline .....                              | 22        |
| 50% Refund Deadline .....                               | 23        |
| <b>Tuition and Fee Structure .....</b>                  | <b>23</b> |
| <b>Financial Support.....</b>                           | <b>23</b> |
| MEng .....  | 24        |
| MASc and PhD .....                                      | 24        |
| Graduate Research Studentships.....                     | 24        |
| MASc GRS.....   | 24        |
| PhD GRS.....  | 25        |
| International Awards .....                              | 25        |
| International Master’s Award of Excellence (IMAE) ..... | 25        |
| International Doctoral Student Award (IDSA).....        | 25        |
| Scholarships .....                                      | 25        |
| Teaching Assistantships .....                           | 25        |
| Students in Financial Need.....                         | 26        |
| Employment for International Students.....              | 26        |
| On Campus .....   | 26        |
| Off Campus and After Graduation.....                    | 26        |
| Social Insurance Number and Employment Contracts.....   | 27        |

|   |           |
|---|-----------|
| <b>Student Resources.....</b>                                   | <b>27</b> |
| Mailboxes .....   | 27        |
| Office Space .....  | 27        |
| Keys .....  | 28        |
| Lounges .....   | 28        |
| Chemical Engineering Graduate Student Association (CEGSA) ..... | 28        |
| Graduate Student Association (GSA).....                         | 29        |

## Introduction

This handbook is for graduate students in the Department of Chemical Engineering. It answers some of the most asked questions about our graduate degrees. If you require more details, please contact us directly. We're happy to talk with you!

## Graduate Studies Regulations

The Senate of the University of Waterloo establishes regulations that guide graduate studies. The most current University regulations are published annually in the University of Waterloo's Graduate Studies Academic Calendar, and you can find out more by visiting [Graduate Studies and Postdoctoral Affairs](#) and consulting the [Guide for Graduate Research and Supervision](#).

The Engineering Graduate Studies Office (EGSO) influences graduate program planning and processes and provides administrative support for all academic units in the Faculty of Engineering. They are responsible for reviewing and approving departmental requests for administrative decisions before obtaining university approval through Graduate Studies and Postdoctoral Affairs (GSPA).

The Department of Chemical Engineering has its own graduate degree requirements, which are more extensive than those of the University and Faculty. You'll learn more in the sections that follow, and you may visit the [Department of Chemical Engineering website](#) for more information.

Note: This handbook is accurate at the time of publication, but subject to change. At any given time, you are bound by the degree requirements and academic guidelines set out in the Graduate Studies Academic Calendar for the year and term in which you were admitted. For your requirements, see the [archived Graduate Studies Academic Calendar](#) for the year you began your program.

## Contacts

The Department's Associate Chair for Graduate Studies is the Department's official graduate studies representative. He works closely with the Faculty of Engineering's program coordinators. Collectively, they are responsible for ensuring that University, Faculty and Department policies are implemented and for monitoring graduate students' academic performance.

Chemical Engineering's Manager of Graduate Studies, Graduate Studies Assistant and Associate Chair of Graduate Studies are your primary contacts for administrative matters.

|  |               |   |
|--|---------------|---|
| Manager of Graduate Studies            | Judy Caron    | E6 3028<br>519-888-4567 x 40279<br><a href="mailto:chegradmgr@uwaterloo.ca">chegradmgr@uwaterloo.ca</a>             |
| Teaching Assistant Program Coordinator | Sarah Fischer | E6 3024<br>519-888-4567 x 41585<br><a href="mailto:s4fische@uwaterloo.ca">s4fische@uwaterloo.ca</a>                 |
| Associate Chair of Graduate Studies    | Xianshe Feng  | E6 3004<br>519-888-4567 x 36555<br><a href="mailto:chegrad@uwaterloo.ca">chegrad@uwaterloo.ca</a>                   |
| MEng Coordinator                       | Ellen Gong    | E6 3024<br><a href="mailto:ellen.zhiyu.gong@uwaterloo.ca">ellen.zhiyu.gong@uwaterloo.ca</a><br>519-888-4567 x 41019 |

Table 1: Chemical Engineering Graduate Studies Contacts

## International Students

While the Department's Graduate Studies contacts can help with most issues related to our degree program, they are not specialists in many of the concerns unique to international students. The best resource for international students and their families is the [Student Success Office](#).

They have an experienced and dedicated team of Regulated Canadian Immigration Consultants (RCICs), formerly known as International Student Advisors, who are licensed with the Immigration Consultants of Canada Regulatory Council (ICCRC). The consultants are happy to assist you during your time at the University of Waterloo. They can help with questions about immigration, medical coverage, finances, employment and transition into Canadian life. You are encouraged to seek their support whenever you need it.

The Chemical Engineering Department is unable to help students with issues related to study permits, work permits and immigration due to strict government regulations. For questions like those, contact the Student Success Office. Its staff members are specially trained to help you with these matters.

For more information, refer to the [Citizenship and Immigration Canada](#) (CIC) website.

## Degree Programs

The Department of Chemical Engineering offers three-degree programs: Master of Engineering (MEng), Master of Applied Science (MAsc) and Doctor of Philosophy (PhD).

- **Master of Engineering (MEng):** A course-based program in which students must complete a minimum of 8.5 graduate courses and a seminar attendance requirement.

- **Master of Applied Science (MASc):** 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 that includes an oral examination.
- **Doctor of Philosophy (PhD):** 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. Direct admits to our PhD program have additional degree requirements.

For detailed information about the Department of Chemical Engineering's degree requirements, visit the [Graduate Studies Academic Calendar](#).

**Note:** For your requirements, see the [archived Graduate Studies Academic Calendar](#) for the year you began your program.

## Courses

All of your course selections should be made in consultation with your supervisor(s) and while referencing your *specific academic degree requirements*, which are defined in the graduate studies calendar for the year in which you were admitted.

Generally, the majority of your coursework will be 600- and 700-level graduate courses, but MEng and MASc students are allowed to take a limited number of 500-level courses (refer to degree requirements).

The Faculty of Engineering's graduate courses can be identified by course numbers in the 600- and 700-level series. They are normally assigned a credit weight of 0.5 units. Graduate courses in other faculties, also numbered 600 and above, normally carry a credit weight of 0.5 units as well. The most notable exceptions to this rule are the six-week NANO course modules, which carry a weight of 0.25 units.

Graduate course listings for the current and upcoming terms can be found on [Quest](#) as well as the [Schedule of Classes for Graduate Students](#). Not all courses are offered each term. See the [Schedule of Classes for Undergraduate Students](#) for 500-level courses.

## Transfer of Credits

If you have come to the Department of Chemical Engineering after taking another program at the University of Waterloo or attending another institution, you may be eligible to apply 'unused' credits from courses you took in the past towards your Chemical Engineering degree requirements.

For more information, see the Faculty of Engineering's [Transfer courses](#) web page.

## Maximum Number of Courses

The maximum number of courses per term is related to the credit weight of those courses. Typical full-term graduate courses are 0.5 credits. However, courses including CHE 600, NANO 701 and NANO 702 are 0.25 credits (which are subjected to change), and more information will follow).

Full-time Chemical Engineering students may enroll in a maximum of 1.75 credits of courses per term. Part-time students may enroll in a maximum of 0.75 credits per term.



## Foundational Courses

CHE graduate students are required to take some or all foundational courses including:

- CHE 600: Engineering and Research Methods, Ethics, Practice, and Law
- CHE 601: Theory and Application of Transport Phenomena
- CHE 602: Chemical Reactor Analysis

refer to your degree requirements for specific information.

## Academic Integrity Module (AIM)

All new graduate students are required to take the online *Graduate Academic Integrity Module (AIM)* (ACINTY 620) through Waterloo LEARN.

Before the end of the second month of your first term, you must read the information about academic integrity and then receive a mark of at least 75% in an online quiz. The goal of the Graduate AIM is to ensure that all graduate students have 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 course will take approximately two hours to complete. You need to do this module only once during your degree.

## Restrictions

There are restrictions regarding the courses that you may take to meet the requirements of your degree. Please keep in mind the following restrictions:

- No course may be taken more than once, unless approved by the Associate Chair of Graduate Studies. Please keep in mind that the course will appear twice on your transcript.
- You may not audit a course and then take the same course later for credit towards a degree.
- To receive permission to take a reading course, you must have taken at least one graduate course towards your degree and have a minimum average grade of 80%.

Reading courses, which can be identified by the CHE 7\*5 numbering scheme and the RDG code, are intended for students in research-based programs (MAsc and PhD) but are occasionally made available to MEng students (contact instructor for permission).

## Course Registration Categories

Students may register for courses in one of three categories:

### Credit

By default, every course in which you register is a Credit course that is counted towards your grade point average. Even if the course is not part of your degree requirements, the grade of each Credit course you take is included on your transcript and 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.

### Extra

If you want to receive full credit for a course but not use this credit towards your degree requirements, register for this course as an Extra using the [Course Drop/Add form](#). The grade you obtain in an Extra course will be included in your transcript along with the designation XTRA, indicating that the course was completed outside your degree requirements. The grade will not be included in your overall average.

### Audit

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

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. The course instructor will decide if you need to, for example, sit in on the class, complete assignments or participate in other course activities.

No grade will be assigned for an Audit course; therefore, no grade will 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

Students can use [Quest](#) to drop and add regular, credit graduate courses.

You may drop and add courses without penalty during the class enrolment period.

After the class enrolment period, at the end of the third week of classes, you may continue to use Quest to drop classes for a limited time. The class, with a grade of Withdrawn (WD), will remain on your 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 a rationale for your request. This request must be approved by all levels of University, and it may be declined.

See Graduate Studies and Postdoctoral Affairs' [Important Dates](#) webpage for the current term's drop/add deadline.

To enroll in an undergraduate course (500 level) or an Extra or Audit course, you must submit a [Course Drop/Add form](#) to your *Graduate Studies contact*. The completed form must be signed by

- you,
- your supervisor,
- the course instructor, and
- the Associate Chair of Graduate Studies.

For the course to be added to your course schedule, this process must be completed during the open enrolment period.

In the unusual case that a course is to be dropped or added after the deadline date, special approval may also be required from the Associate Dean of Engineering.

## Course Assessment and Expectations

As an MEng, MASC or PhD student in the Department of Chemical Engineering, you are required to make satisfactory progression towards completion of your degree requirements, as outlined in the Graduate Studies Academic Calendar of the term in which you began your program.

For a complete list of your degree requirements, consult the archived [Graduate Studies Academic Calendar](#) for the term in which you were admitted. If you began this term, consult the [current calendar](#).

## Academic Review Letter

If you are not making satisfactory progress towards the completion of your degree, you will receive an Academic Review Letter informing you of your situation and any action required on your part. You will experience one of two possible outcomes:

1. Permission will be granted for you to continue, with conditions specified in writing by the department's Graduate Review Committee, or
2. You will be required to withdraw from the program.

If you are required to withdraw, you can appeal the decision by following the steps outlined in [Policy 70 - Student Petitions and Grievances](#).

## Transfer Courses

As a registered graduate student at the University of Waterloo, you are eligible to take courses towards your degree requirements at some other universities in Ontario and Canada through the Ontario Visiting Graduate Student (OVGS) Agreement and Canadian University Graduate Transfer Agreement (CUGTA).

### Ontario Visiting Graduate Student (OVGS) Agreement

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.

To take a graduate course at another university in Ontario, you would pay fees to University of Waterloo and be classified as a visiting student at the host university, where you would pay no fees. While you are registered at Waterloo, you may take courses at another Ontario university only if they are organized through the OVGS program.

You may take no more than two courses via the OVGS agreement. They must be graduate level course(s) that are not comparable to any course(s) offered at the University of Waterloo. Furthermore, the course(s) 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 because of administrative issues: it is unlikely that the official grade would be received by Waterloo's Graduate Studies and Postdoctoral Affairs before the degree completion deadline.

To apply to be an OVGS student, complete an [Ontario Visiting Graduate Student Application](#) and submit it to the department's Manager of Graduate Studies in the term before the course begins.

To withdraw from an OVGS course, complete an [OVGS Notification of Withdrawal](#) and submit the form to the department's Manager of Graduate Studies before the last date for withdrawal from courses as published in the host university's graduate calendar. If you don't, you will receive a failing grade on your student record for that course.

Note: Students in the collaborative Nanotechnology and Water Institute programs cannot take OVGS courses towards their degree requirements.

### **Canadian University Graduate Transfer Agreement (CUGTA)**

The Canadian University Graduate Transfer Agreement (CUGTA) allows students registered in a graduate degree or diploma program at a Canadian Association for Graduate Studies (CAGS) member university to take courses offered at another CAGS member university for transfer credit, without completing further admission formalities

The University of Waterloo is a member of the CUGTA. To take a course for transfer credit from another CUGTA university, you must submit a CUGTA form. Upon acceptance by the host university, you will be registered there with non-degree status. Students who have been approved for course enrolment typically pay tuition for the course(s) and applicable incidental fees to the host institution. If the host declines to accept tuition fees, however, the fees will be charged by the University of Waterloo.

Course enrolment through this agreement is not recommended in the last term of your program, unless the host institution can provide an official transcript with the final grade by the program completion deadline for convocation.

Graduate course(s) requested through CUGTA must be integral to your degree program and must not be available at the University of Waterloo. Transfer credit will be limited to two (2) half-credit courses of the program's course requirements.

Following completion of the course(s), it your responsibility to arrange for an official transcript to be sent directly to Graduate Studies and Postdoctoral Affairs. Upon receipt, the final grade will be posted to your UWaterloo academic record.

### **Milestones**

Students in Chemical Engineering graduate programs must meet the milestones set out in their degree requirements. Milestones for the MEng, MASC and PhD programs are outlined below, by program.

#### **MEng**

MEng students must meet only the Seminar Attendance milestone, unless they are taking an optional specialization.

For the course requirements for each Chemical Engineering specialization option, see the [Flexible course-based ChE MEng](#) page.

#### **Seminar Attendance Milestone**

To meet the *Seminar Attendance Milestone*, MEng students are required to attend 12 seminars. Please review your *degree requirements*.

## MASc

All students in the MASc program are required to fulfill three milestones before graduation: present a research seminar, attend 12 research seminars, and write and defend a Master's thesis.

### Seminar Presentation

MASc students are required to complete the [Master's Seminar Presentation Milestone](#) by presenting a research seminar before the end of their fourth term. All Chemical Engineering students are encouraged to attend these seminars.

During your 15-minute presentation, you will define/describe your problem, state your specific objectives, outline your approach and, if you have any, show your results. This presentation provides an opportunity to develop your ability to communicate the results of your research in an organized and informative manner.

### Seminar Attendance

All MASc students have a [Seminar Attendance Milestone](#) that requires them to attend 12 seminars.

If you are in a collaborative program, you may have additional requirements. Please review your [degree requirements](#).

### Thesis

MASc students are responsible for submitting and defending a thesis that presents the research they completed during their degree. You and your supervisor(s) will work together to determine the topic and scope of your MASc thesis.

Your written thesis should accomplish the following:

- 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
- Provide a comprehensive set of conclusions and recommendations

You are not required to submit a final, *hardbound copy of your thesis* to the Department. However, if you want one, you can order it through [Print + Retail Solutions' W Print](#). You can submit your print order online or deliver your files via USB to one of the [W Store Essentials](#) or W Print locations.

For complete instructions and timelines for the MASc thesis process, visit the [MASc and MArch degree completion](#) page.

### Oral Examination

Chemical Engineering MASc students are also required to complete a [MASc Oral Examination](#) in which they demonstrate in-depth knowledge of the research contained in their thesis document. See the [Guidelines for Final Oral Examination of MASc Graduate Students](#) for more information.

### Degree Completion Process

For complete instructions and timelines for the degree completion process, visit the [MASc and MArch degree completion](#) page.

## PhD Program

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

### Seminar Attendance

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](#).

### Comprehensive Examination

PhD candidates must complete their comprehensive exam before the end of their **fourth** term in the program. Students who fail to complete this very important milestone in a timely manner may be required to withdraw from the PhD program.

If necessary, you may petition for an extension. Review the [EGSO policy on academic accommodations and petitions](#). Approval may be granted at the discretion of the department's Associate Chair of Graduate Studies.

Your petition for an extension must include proper documentation and justification of the reason for the request.

Petitions must include the following:

- Summary of accomplishments
- Plan and timeline for comprehensive exam completion
- Plan and timeline for program completion
- Extenuating circumstances

To petition on the basis of medical grounds, you must register with [AccessAbility Services](#) and provide them with all of the required medical documentation. AccessAbility Services will determine if the medical condition justifies an accommodation.

For more information about the PhD comprehensive examination, please contact your [Manager of Graduate Studies](#).

### Thesis

The topic and scope of your thesis should be determined by you and your supervisor(s). Your written PhD thesis should demonstrate your critical awareness and understanding of the literature in your research field, exhibit your ability to define original and useful research problems, and show your capability for independent thought in solving a research problem. The oral examination of your thesis will assess your ability to communicate the results of your research and to defend the contents of your thesis.

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

Format your thesis in accordance with the [Graduate Thesis Regulations](#), published by Graduate Studies and Postdoctoral Affairs. Do not use previously authored theses as a guide, because the guidelines are revised periodically.

Visit the [PhD Degree Completion](#) page for complete instructions and timelines for the PhD thesis and degree completion process.

You are not required to submit a final, hardbound copy of your thesis to the department. However, if you or your supervisor wants a hardbound copy, you can order one through [Print + Retail Solutions' W Print](#). Submit your print order online or deliver your files via USB to one of the W Store Essentials or W Print locations.

### **PhD Thesis and Defence**

The Faculty of Engineering's [PhD degree completion](#) page provides all the information you need to coordinate your thesis submission, apply for graduation, organize your committee and defend your thesis.

In addition to the Faculty of Engineering's administrative requirements, please [register your PhD Defense](#) with the Department.

### **Degree Completion Process**

The Faculty of Engineering's [PhD degree completion](#) page provides all the information you need to degree complete.

Remember: the process takes time. Start planning for this final stage of your degree at least a couple of months in advance.

### **Final Steps**

Once you have completed all of your academic obligations, your final – and very important – steps are to submit your [Department Sign-Off Sheet](#) to the Manager of Graduate Studies and your keys to the Department Secretary.

## **Research**

Graduate students are an integral part of research projects in the Chemical Engineering 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. Throughout the research and the communication of the results, research ethics, as outlined by [the Office of Research Ethics](#), must be followed.

Before you begin your research, your supervisor must tell you all of the preconditions and restrictions on the dissemination of the research results that have been imposed by the funding agencies. You and your research supervisor must both agree to these terms.

Before you begin the research, you must also clearly identify any intellectual property (IP) already possessed by you and your supervisor must clearly identify any of their intellectual property (IP).

## **Copyright**

It is very important that faculty, staff and students abide by the provisions of the Copyright Act when making copies of documents for research or academic/instructional purposes. The [copyright@Waterloo](#) page provides quick access to helpful information.

## Term Activity Reports

Once you have started your research program, you must electronically submit a Term Activity Report that documents your progress during the previous term and/or the objectives you have set for the following term.

**Term Activity Reports are a program requirement for all part-time and full-time research-based programs.** They are an important part of your record. Besides providing your supervisor with valuable information to support your studies, they are used for assigning scholarships, evaluating requests for extensions, and so on.

Should you receive unsatisfactory feedback from your supervisor for failure to make acceptable academic progression, you must meet with the Associate Chair Graduate Studies to review your progress and expectations for future terms. The feedback and outcome of the meeting with the Associate Chair of Graduate Studies will be documented.

**Note: MEng students are not required to submit activity reports.**

## Faculty and Supervisors

Faculty members and supervisors are a major part of graduate studies. They teach your classes, guide your research, manage your Teaching assistantships, act as mentors and directly influence the success of your graduate studies at Waterloo.

When they are admitted to the program, all MEng students are assigned the same academic advisor, also known as a supervisor of record: the department's Associate Chair of Graduate Studies.

MASc and PhD students conduct research under a Chemical Engineering faculty member who has agreed to supervise them.

The student-faculty relationship must be professional in all matters, including academics and research.

## Academic Supervisors for MASc and PhD Students

Academic supervision requires complex interaction between graduate students and their supervisor(s). The role of a supervisor is threefold: to advise, monitor and mentor.

Supervisors take part in the evaluation and examination of their students' progress and performance. They also, in many cases, provide guidance in, instruction for and encouragement of their students' research activities.

MASc and PhD students are selected by faculty members who decide which students will be part of their research group.

All MASc and PhD students in Chemical Engineering must have a full-time Chemical Engineering faculty supervisor. To be supervised by an adjunct or cross-appointed faculty member, you must also have a full-time Chemical Engineering faculty co-supervisor.



## Co-Supervisors

In the event that you have two supervisors (maximum allowed), both must be present at all of your milestones, and both must sign all of the administrative paperwork required over the course of your program (i.e. Term Activity Reports, Change of Status forms, etc.). Both supervisors must also serve on your committees (i.e. thesis reading or comprehensive/defence committees); however, they will count as only one member of the committee.

To add or remove a co-supervisor, you must complete a [Change of Supervisor form](#) and submit it with the necessary signatures to your Manager of Graduate Studies.

## Student-Supervisor Relationship

While your supervisor is responsible for mentoring you and supporting you in your program, that is just one of many demands on their time and resources. Use time with your supervisor wisely by preparing in advance for meetings. Prioritize your questions and issues, stay on top of your deadlines and give your supervisor enough time to meet them.

The most common reason for conflict among graduate students and their supervisors is mismatched expectations of the relationship. Consider what you need from your supervisor, and be realistic about what any one person can do for you. Communicate your expectations and confirm your responsibilities with your supervisor clearly and frequently.

## Conflict

Supervisors are responsible for fostering the intellectual and scholarly development of their students. Even so, conflicts may happen in any highly creative and intellectual environment. It is important to make every effort to maintain a professional relationship with your supervisor, even if disagreements arise.

If you experience conflict with your supervisor, remember that failing to address the problem early may lead to increased frustration, making the problem more difficult to resolve. Open and honest communication with your supervisor is the best way to avoid these situations.

In the event that a conflict escalates beyond the point where you and your supervisor can deal with it independently, you are encouraged to speak to the appropriate departmental Graduate Studies staff member or the Associate Chair of Graduate Studies for support and guidance. All conversations are confidential unless you request otherwise.

## Changing Supervisors

To change your academic supervisor, find another faculty member who is willing to take you on and submit a [Change of Supervisor form](#) to the Manager of Graduate Studies.

Once the form is completed, with the necessary signatures, the Department's Associate Chair of Graduate Studies and the Faculty of Engineering's Associate Dean must approve the change. When the change is approved, your academic record, as shown in Quest, will reflect the change in supervision.

## Time Off

Within the Department of Chemical Engineering, we recognize the value of a balanced lifestyle that includes time away from work and studies. Personal time off, including vacations, is an important part of mental and physical well-being.

Research-based graduate students sometimes miss the opportunity to take a well-deserved break from their studies because they have no rights to employee benefits, which include paid vacation days.

The Department of Chemical Engineering supports our graduate students in their efforts to reach their full potential, achieve academic excellence, and maintain a healthy work-life balance. So, in the absence of a University policy regarding personal time off/'vacation' for graduate students, the Department provides the following policies.

### **Graduate students may take up to three weeks (15 working days) per calendar year of personal time off, plus statutory holidays, under the following conditions:**

- Time off provisions must be negotiated in a clear and transparent manner between the graduate student and the supervisor.
- Time off will not compromise the research program and the student's graduate studies. Students must ensure that laboratory work, experimentation and other time sensitive activities are completed or arrangements have been made for others to continue any ongoing work.
- Time away cannot conflict with job responsibilities the graduate student has undertaken as part of employment with the University, such as a teaching assistant job, for which they must be present to fulfil their assigned duties.

When planning for personal time off, graduate students should consider the following:

- Make your time-off request as far in advance as feasible and discuss your supervisor's expectation where the request is concerned.
- Request time-off to coincide with lab closures (i.e. winter holidays) in order to minimize impact on research.
- Avoiding taking time-off before time-sensitive deadlines, such as award applications, abstract submissions etc. Heavy workloads in advance of deadlines can impact vacation plans.
- Time off cannot be carried forward from year to year.
- The student and supervisor should be able to maintain contact, as appropriate, if the student is away for an extended period.
- Given that graduate students receive remuneration as a stipend, not as a salary, the stipend continues, unaffected by the personal time off.

The following absences from research studies do not qualify as personal time off:

- Attendance at social activities within the academic community (e.g. department picnics, meetings etc.)
- Sick leaves or absences for health reasons.

## Safety

Chemical Engineering's laboratories are central to the innovative research conducted by faculty, students and post-docs. They also provide educational opportunities for many undergraduate and graduate students. In the process of using the labs, however, everyone faces potential hazards from chemicals, electricity and fire, among other risks.

To ensure that the laboratories remain safe for everyone, including you, all researchers must take the necessary training and follow applicable health and safety policies and procedures, as outlined by the University's [Safety Office](#).

Furthermore, compliance with Ontario's [Occupational Health and Safety Act \(OHSA\)](#) demands that you recognize, assess and control hazards that may affect workers. All people working in a laboratory, including students, post-doctoral researchers, etc., are considered workers.

For comprehensive information about safety at the University of Waterloo, consult the [Safety Office](#) website and the Department of Chemical Engineering's [Safety First](#) information. Follow up with your supervisor to be sure that you understand all expectations and meet all safety requirements.

For Covid-19 updates please visit: <https://uwaterloo.ca/coronavirus/>

## Contacts

If you have any questions about the department's safety requirements, contact:

- *Charles Dal Castel*, Lab Director, research & special projects
- TBA, Analytical lab service specialist

## Changes

Over the course of your degree, you may need to change one or more aspects of your plan. The University and the Department have processes to make it easier to accommodate your circumstances. When you make one or more changes to your plan, you may need to reassess your tuition obligations.

Read on for information about changes to your program, department and/or Faculty, and status.

## Program Changes

Program changes to/from MEng, MASc, and PhD within Chemical Engineering and between other departments are possible, under certain conditions. Program changes must be approved by your supervisor(s) and all Departments/Faculties involved.

There are some restrictions on program transfers, specifically transfers from the MEng to MASc program and from the MEng or MASc programs to the PhD program.

**MEng to MASc transfers** must be completed by the end of the 2<sup>nd</sup> term and **are not** eligible for International Master's Award of Excellence (IMAE). Furthermore, you are also responsible for finding an academic supervisor who is willing to fund you and oversee your research.

MEng or MASc to PhD program transfers must be completed by the end of the 4<sup>th</sup> term and **are** eligible for the International Doctoral Student Award (IDSA). Furthermore, you are both responsible for finding an academic supervisor who is willing to fund you and oversee your research and will demonstrate past satisfactory research experience.

To ensure a smooth transition, please speak with your Manager of Graduate Studies before starting the program change process.

[Graduate program/plan change](#)

[PhD Program Transfer Request form](#)

## Interdepartmental/Faculty Changes

If you want to move to another department or Faculty, you must obtain the necessary signatures from each area.

For example, if you want to transfer from Chemical Engineering into Systems Design Engineering, you need to get the signatures of the following people:

- your Chemical Engineering supervisor,
- the Chemical Engineering Associate Chair,
- your Systems Design Engineering supervisor,
- the Systems Design Engineering Associate Chair, and
- the Associate Dean of Engineering.

You must obtain all signatures from Chemical Engineering before you collect signatures from your new department.

If you want to change Faculties, you will need the above-mentioned approvals as well as the signatures of the Associate Dean of Graduate Studies for both the Faculty of Engineering and your new Faculty. Similarly, you will need to collect the signatures from the Department of Chemical Engineering before you collect the signatures from your new department. These signatures are usually obtained via your Manager of Graduate Studies in Chemical Engineering and the department to which you are transferring.

Department and Faculty program changes may take longer than expected to complete, due to the number of approvals needed. Be aware of term deadlines. You must submit your program change paperwork in time for your transfer to occur in the appropriate term.

## Program Extensions

Your letter of acceptance outlines how many terms it should take to complete your degree program. If you require more time to complete it, you must ask for an extension.

Chemical Engineering’s degree programs have the following limitations for active enrolment:

|      | Part Time |          | Full Time |          |
|------|-----------|----------|-----------|----------|
|      | minimum   | maximum  | minimum   | maximum  |
| MEng | 6 terms   | 15 terms | 3 terms   | 6 terms  |
| MASc | 6 terms   | 15 terms | 3 terms   | 6 terms  |
| PhD  | 8 terms   | 18 terms | 4 terms   | 12 terms |

Table 2: Chemical Engineering Degree Program Enrolment Limitations

If you need a [program time limit extension](#), your Manager of Graduate Studies will tell you, provide the associated deadlines and explain how to complete the forms online.

Note: Paper program extension forms are not accepted.

Your supervisor and the department must approve all petitions for an extension of program time limits. Once you are three terms past your [program time limit](#), your extension will also need approval from the Associate Dean, Graduate Studies.

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

If you fail to submit your online petition by the deadline stated in the email you receive advising you of the need to apply for a program extension, then you will be [required to withdraw](#) from your program.

## Status Changes

While you are actively pursuing your degree, your enrolment status is either 'Full-time' or 'Part-time,' depending on how you elected to attend university at the start of the term in which you were admitted. This status is retained until graduation, unless you voluntarily change it or are required to change it.

If you need to take a break from pursuing your degree, you must formally change your status to reflect the reason for the interruption in your progress. Your enrolment status may affect your tuition and incidental fees.

Enrolled students may change their status to one of the following options:

- Inactive
- Full-time (from part-time)
- Part-time (from full-time)
- Full-time (off-campus)
- Voluntary withdrawal

To change your enrolment status, you must submit a [Change of Enrolment Status Form](#) to your Manager of Graduate Studies.

All status change requests must be approved by your supervisor, the Associate Chair and the Associate Dean.

### Inactive

All graduate students are expected to maintain continuous registration until their program is complete. There is, however, limited opportunity to register as inactive for one term if necessary for extraordinary reasons. You may complete no degree-related activities during the inactive term. Students who are inactive do not pay tuition fees.

To register as inactive for one term, you must get permission from your supervisor, the Associate Chair and the Associate Dean of Engineering.

The following situations may be considered acceptable reasons for changing your status to inactive:

- work opportunity (Canadian Permanent Residents only)
- travel abroad
- maternity/parental leave
- illness
- family emergency

The following situations may prevent you from changing your status to inactive:

- You are in the first term of your program.
- You have already been inactive for two consecutive terms.\*
- You have an incomplete course.
- You have not included written departmental recommendation with your request.
- You are on probation and have not cleared your probationary requirements.

\* Maternity/parental leave allows a maximum of five consecutive terms of inactive study.

With a change of enrolment status to inactive, you must return your office keys before the end of the current term.

### **Off-Campus Work**

Students use an inactive term to take time from their studies to pursue work experiences that

- are external to the University of Waterloo,
- they found independent of their degree program, and/or
- do not provide any academic credit for their work.

Similarly, when students work in an industry position that is external to their UW degree program, even when it is arranged through a scholarship agency, they do so on an inactive term.

### **International Students**

According to [\*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." For students who need clarity you are encouraged to consult the [Student Success Office](#).

### **Travel Abroad**

Students with Inactive and Full-time off-campus status who are going abroad to pursue a research or work opportunity should do the following things before they leave:

- Review the University of Waterloo's Policy on Travel ([\*Policy 31\*](#))
- Register with [\*Foreign Affairs and International Trade Canada\*](#), if you are a Canadian Citizen or Permanent Resident, 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.
- Consult the [\*travel reports\*](#) of the country you will be visiting to confirm its requirements. Many countries, for example, require that your passport be valid for several months after your planned departure date from that country.
- If you are a non-Canadian who will be travelling between Canada and another country in which you have no citizenship, apply for the appropriate travel documents.
- Confirm all transportation, accommodation and financial information YOURSELF. Give copies of all of your travel itineraries and documents to someone you trust.

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.

## Healthcare

Since inactive students do not pay fees for the term they are inactive, they are not automatically enrolled in the [UHIP health coverage program](#) or the [Student Care](#) extended benefits program.

It is mandatory, however, for all international students to maintain their UHIP health coverage while inactive. If you are an international student, go to the Student Awards and Financial Aid Office in Needles Hall and arrange to have your coverage continued over your inactive term and pay just your [UHIP fees](#). If you have dependents also enrolled in the UHIP program, you will need to extend their coverage also.

All students without private medical insurance have the option to retain [Student Care](#) extended benefits coverage while inactive. To do so, contact [gsa-gm@uwaterloo.ca](mailto:gsa-gm@uwaterloo.ca), request to have your coverage continued over your inactive term and pay the [necessary fees](#) for yourself and, if applicable, your dependents.

## Full-Time and Part-Time

Students may change their enrolment status from Part-time to Full-time or from Full-time to Part-time for reasons relating to personal health, family responsibilities or employment.

To change their status, research students require permission from their supervisor, and MEng students require permission of the Department's Associate Chair of Graduate Studies.

Students with full-time jobs and those employed by the University of Waterloo for more than twenty hours per week cannot have full-time status.

Students who switch from full-time to part-time status will pay a lower tuition fee, but they will be ineligible for most scholarships, GRS and other types of financial support.

Office space is available for full-time students only. With a change to part-time enrollment status, you must return your office keys before the end of the current term.

## Full-Time Off-Campus

Full-time, off-campus status is intended for students who will be away from campus for more than four weeks in an academic term to undertake work or study directly related to their degree requirements, including research, fieldwork or courses. Students with Full-time off-campus status pay full tuition fees.

For more information, see the Faculty of Engineering's [Off-Campus study/work](#) page.

## Full-Time Off-Campus vs Inactive Status

When applying for a status change, students are often confused between Full-time off-campus and Inactive status, especially when it comes to work opportunities.

To decide whether to apply for Full-time off-campus or Inactive status, consider if you will be doing work directly related to your degree requirements while you are away.

For example, to be off campus for a four-month contract for work within your area of interest that is not directly related to your thesis research or course work, you should be Inactive for that term.

Alternatively, to be off campus for four months of work that is part of a MITACS scholarship agreement, you should be Full-time off-campus for that term because the work is part of your degree/funding requirements. To be off campus to do research for your thesis in the National Library of France or through a course at the University of Cambridge, for example, you should be Full-time off-campus for that term because the research is part of your degree requirements.

When in doubt, speak with your Manager of Graduate Studies to determine the best course of action.

With a change to full-time off-campus enrolment status, you must return your office keys before the end of the current term.

Note: None of the Chemical Engineering programs offer formal internships. While many companies and supervisors refer to some work opportunities this way, most are, in fact, not internships.

Note: International students are prohibited from going inactive to pursue a work opportunity outside the scope of their degree requirements. If you have questions regarding your situation, contact one of the University's [International Student Advisors](#).

## **Voluntary Withdrawal**

Once you have 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 awards and scholarships](#), including GRS, IDSA and IMAE. Repayment amounts are calculated according to the University of Waterloo tuition refund policy outlined in the [Graduate Studies Academic Calendar](#).

It is important that you inform your supervisor and Manager of Graduate Studies of your decision to withdraw from the program.

## **Refunds**

You may be eligible for a tuition refund if you change your status before one of two refund deadlines. Depending on when you change your status to Degree Complete, Inactive or Voluntary withdrawal, you may be refunded 100% or 50% percent of your tuition. Similarly, your status change may also require you to pay back funds.

### **100% Refund Deadline**

In the event that you paid your tuition fees for a given term and your status changes to Degree Complete, Inactive or Voluntary withdrawal on or before the 100% refund deadline, which is usually in the third week of term, you will automatically receive a full refund of your fees for that term.

If you received a GRS and/or an IMSA/IDSA and your status changes to Degree Complete, Inactive or Voluntary withdrawal on or before the 100% refund deadline, you will need to arrange through Student Financial Services to re-pay it to the Department.

If you used your GRS and/or an IMSA/IDSA to pay your tuition fees, the money from your tuition will be refunded to the Department automatically.

You are responsible for returning all funds deposited in your personal bank account by the University. Failure to repay the amount in full will result in a default on your Quest account and you will be unable to graduate, return to your studies or obtain an official transcript until you have repaid the balance.



## 50% Refund Deadline

In the event that you paid your tuition fees for a given term and your status changes to Degree Complete, Inactive or Voluntary withdrawal on or before the 50% refund deadline for that term, which is usually in the seventh week of term, you will automatically receive a refund of half your fees for that term.

If you received a GRS and/or an IMSA/IDSA and change your status to Degree Complete or Withdrawn on or before the 50% refund deadline, your supervisor will determine how much money you need to reimburse to the Department.

Discuss financial arrangements with your supervisor before you change your status.

## Tuition and Fee Structure

Graduate studies fees, which must be paid for each active term of registration, include two major components: [tuition](#) and [incidental](#).

Tuition fees cover the costs of your instruction. Incidental fees cover a variety of graduate student-related expenses that have been approved by the Board of Governors of the University of Waterloo.

For more information about fees, please refer to the [Student Financial Services](#) section of the Finance website.

For more information about University regulations governing the payment and amount of fees, see the [Graduate Studies Academic Calendar](#).

## Financial Support

Graduate students are eligible for financial support through awards, bursaries, scholarships and employment opportunities via the Department, Faculty and University.

While there is no limit to the number or amount of awards and funding that you may be granted, there is a limit to the number of hours that you may be employed by the University. The Ontario Ministry of Education and Training dictates that universities can employ full-time graduate students for no more than twenty hours per week.

The University of Waterloo's guidelines for graduate student support specify that "through the University, full-time students can accept on average at most ten hours of paid employment per week, unless the employment is directly related to their degree programs. The twenty-hour maximum applies to the total time required for Teaching Assistant and Research Assistant duties."

Find more information about [graduate student support](#) online.

Note: Funding opportunities change throughout the year, so please investigate the original sources to be sure you are aware of every option available to you.

The following sections provide information about some of the funding opportunities available at the time of publication.

## **MEng**

While very few, if any, scholarships and awards are available for MEng students, consult the Awards and Funding section of the Graduate Studies and Postdoctoral Affairs' [Graduate Funding and Awards Database](#) in case new information has become available since this handbook was published.

Changes to award information, including eligibility criteria, award value, application process, deadlines and the availability of funds, can occur at any time.

## **MASc and PhD**

All students in a full-time, research-based graduate program are eligible for funding towards tuition and incidental fees, as well as employment through graduate research studentships, teaching assistantships and more.

Comprehensive information about the funding opportunities available to you, including Tri-Council grants and Ontario Graduate Scholarship (OGS), is available via the Graduate Studies and Postdoctoral Affairs' [Awards Database](#) and the Faculty of Engineering's [Funding and Awards](#) page.

Read below for information about some popular MASc and PhD funding options, including graduate research studentships, international student awards, scholarships, teaching assistantships and options for students in financial need.

## **Graduate Research Studentships**

All full-time MASc and PhD candidates receive a guaranteed Graduate Research Studentship (GRS) from their supervisor(s), unless they are sponsored through their home government or have a third-party sponsorship. This is money paid to you through Finance in compensation for research you will conduct for your supervisor during your own academic pursuits and in the process of learning to become an independent researcher. Because these activities are conducted as part of your graduate studies, they are not considered 'employment,' and the 20-hour-per-week limitation on employment does not apply.

### **MASc GRS**

Generally, MASc students are guaranteed GRS funding for two years (six academic terms). Your original offer of admission letter outlines your conditions for financial support and the duties required of you as the recipient. The offer letter also indicates the conditions under which financial support may be withdrawn.

## PhD GRS

Generally, PhD students are guaranteed GRS funding for four years (12 academic terms). Your original offer of admission letter outlines your conditions for financial support and the duties required of you as the recipient. The offer letter also indicates the conditions under which financial support may be withdrawn.

## International Awards

International awards provide funding support to the University's international students.

### International Master's Award of Excellence (IMAE)

Eligible, full-time international MASc students may receive an IMAE for five terms. There are a limited number of IMAEs and they are awarded competitively. If you receive one, you will be notified in your offer of admission letter.

Refer to the [IMAE award description](#) for detailed eligibility criteria.

### International Doctoral Student Award (IDSA)

Full-time international students enrolled in a doctoral degree program who qualify for the IDSA may receive an award. They will receive this each term until the end of the fourth year of the doctoral program. The award attempts to balance the difference in tuition required of full-time domestic PhD and international PhD students. The amount of money associated with this award is subject to change annually.

Refer to the [IDSA award description](#) for detailed eligibility criteria.

For information about other funding opportunities for international students, check out the [International Student Funding](#) page.

## Scholarships

Over the course of each year, the Department may award scholarships to students who have shown strong merit in terms of grades, publications, conferences, etc. The number and value of the scholarships is decided on a yearly basis. Scholarships are not guaranteed.

When deciding who should receive scholarships, the Department considers only full-time, active students who

- have an overall average of at least 80%,
- have no incomplete (INC) or did not write (DNW) grades,
- are not Probationary status,
- have a file that includes a correctly completed and submitted Term Activity Report with a satisfactory evaluation for the previous term,
- will be within their program time limits at the time of receiving the award, and
- are registered for the term in which the award will be paid out.

## Teaching Assistantships

Each term, graduate students are given the opportunity to support the delivery of undergraduate and graduate courses. Teaching assistants (TAs) receive financial compensation for this position, which is referred to as a Graduate Teaching Assistantship (GTA).

Approximately two months before the beginning of each term, all eligible graduate students will receive an email about the teaching assistant (TA) opportunities available and how to apply for them. TA training (see below) is a prerequisite for teaching assistantships.

Teaching assistantships range in load from 5-10 hours per week during classes per one term. The University sets the compensation rate for this job annually. Faculty of Engineering rules dictate 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 GTAs, GRAs etc. in other departments and Faculties.

TAs are required to complete safety training, including [Supervisor Safety Awareness](#) and [Accessibility training](#), as well as the [ExpectATIONS](#) workshop or equivalent training from the Centre for Teaching Excellence. ExpectATIONS is held only twice each year. Hiring preference is given to those who have completed this workshop. Approximately two months before an ExpectATIONS workshop, all registered students will receive an email to remind them that registration will occur soon.

TA salaries are taxed by and subject to other deductions from the provincial and federal governments. International students may not take employment as a teaching assistant without a social insurance number from Human Resources Canada.

For more information on GTAs, please see Chemical Engineering's [Teaching Assistant Manual](#).

## Students in Financial Need

The University of Waterloo offers funding opportunities to graduate students who demonstrate financial need.

For more information, see Graduate Studies and Postdoctoral Affairs' [Financial need funding](#) page.

## Graduate Student Employment

Through the University of Waterloo, full time students can be employed and can accept on average ten hours of paid employment per week, which is the typical structure of TA and RA appointments. Please visit [Guidelines on graduate student support](#) for more information

## Employment for International Students

International students who are considering employment during their studies, should be aware of some special requirements, as described below. Please direct any questions you may have to the [Student Success Office](#).

### On Campus

Graduate students who hold a valid study permit must adhere to government regulations regarding hours of employment. Students may work part time on campus for up to 10 hours each week while they are registered full-time students. These positions are typically teaching assistantships and research assistantships. Students do not need a work permit to work on campus.

### Off Campus and After Graduation

If you are an international student and you wish to obtain off-campus employment or employment in Canada after you graduate from the University of Waterloo, visit the Student Success Office's [Work Permit](#) page and the [Citizenship and Immigration Canada \(CIC\)](#) website for information on the latest policies and procedures.

You can also visit the Student Success Office on the second floor of South Campus Hall to speak with a [Regulated Canadian Immigration Consultant \(RCIC\)](#), formerly known as an International Student Advisor.

## Social Insurance Number and Employment Contracts

You need to have a Social Insurance Number (SIN) to work anywhere in Canada, including the University of Waterloo. The Government of Canada uses your SIN to track your income for tax purposes.

You may apply for a SIN at any time. It will be valid for the duration of your study permit.

All Chemical Engineering students require a SIN to work as a teaching assistant. To apply for a SIN, take your passport and study permit to a [Service Canada Centre](#).

*Once you have your SIN, you may add it to Waterloo's student information system, Quest, online.*

## Student Resources

As a graduate student in the Department of Chemical Engineering, you have access to some resources intended to facilitate and enhance your studies, including mailboxes, office space, keys and lounges. As described below, you are responsible for maintaining and protecting those conveniences to which you have been given access.

### Mailboxes

All full-time PhD and MASc students are assigned a mailbox in E6-5028, which they will share with one other student. Part-time, Inactive and MEng students do not have on-campus mailboxes. Their mail is sent to the home address they specified in Quest.

**Do not have personal mail sent to the department. We are not responsible for lost or missing mail. Check your mailbox at least once each week.**

### Office Space

Office space is available to full-time 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. In conjunction with your supervisor, meet with the Department Coordinator, Erene Georgiou (E6 3024), to get 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 needs maintenance, including floor, furniture, lighting, cleaning, etc., contact Plant Operations directly at their 24-hour maintenance and service line: 519-888-4567 ext. 33793.

You may not have a fridge or microwave in your office. A microwave is available in E6, on the fourth-floor common area near the elevators. A fridge and microwave are available to all students in the Graduate & MEng Student Lounge in E6-5028.

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

## Keys

You are responsible for your University-issued keys and fobs. Do not share or lend your key or fob to anyone. 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. Do not admit unauthorized or non-registered people into that space. Do not prop doors open or leave them unlocked during hours when the facility is normally closed.

When you vacate your office space at the end of your program, remove all personal belongings from the office and leave the space tidy in consideration of the next occupant. Leave the desk and cabinet keys in the desk drawer/hutch and return all other keys directly to the Department Secretary after completion of the department sign-off process.

## Lounges

All graduate Chemical Engineering students have access to lounge facilities.

MASc and PhD students have access to the lounge/mailroom in E6-5028. It has couches, tables, chairs, a refrigerator and a microwave for your convenience. You can get the code to access this room from the [Department Coordinator](#).

MEng students have access to the MEng Graduate Student Lab in Engineering 3: E3 1101. It includes couches, tables, chairs, a small kitchen, a large study area with computers and a small meeting room for your convenience. You can get the code to access this room from the [Graduate Studies Assistant for the MEng Program](#).

The refrigerators and microwaves, which are provided by the department, are maintained by students. Please do your part to maintain these amenities. Do not leave food in the refrigerator after it has expired. Clean the microwave when necessary. Food that has passed its best before date will be removed from the fridge every Friday.

If you have concerns about the state of either lounge, please contact the Chemical Engineering Graduate Student Association (CEGSA) at [cegsa@uwaterloo.ca](mailto:cegsa@uwaterloo.ca).

## Chemical Engineering Graduate Student Association (CEGSA)

The [Chemical Engineering Graduate Student Association](#), also known as CEGSA, is a student-run organization that exists to enhance your university experience. The organization aims to

- promote social interaction for Chemical Engineering graduate students,
- promote exchange of information amongst Chemical Engineering graduate students,
- participate in the development of policies related to the PhD, MASc and MEng graduate degrees in Chemical Engineering, and
- provide Chemical Engineering representation in the Graduate Student Association (GSA).

CEGSA is led by an executive board comprised of representatives elected by the general members, who include all full- and part-time graduate students enrolled in Chemical Engineering at the University of Waterloo who have not opted out of their membership fee.

## Graduate Student Association (GSA)

The [\*Graduate Student Association\*](#) (GSA) is a student-run not-for-profit organization whose membership consists of graduate students of the University of Waterloo.

The Graduate Student Association – University of Waterloo exists to ensure that:

1. Every graduate student at the University of Waterloo has an overall positive social and academic experience.
  - a. Graduate students have a dedicated secure working space, independent of any “wet” research lab, reasonably close to their research group and supervisor, and unrestricted access to a computer.
  - b. Graduate students are aware of and have full access to any required accommodations recommended by a medical professional to promote their studies and research, and students who require these accommodations are evaluated equitably.
  - c. Research-based graduate students’ net student funding levels (total funding minus tuition fees, mandatory incidental fees and taxes) are no lower than the cost of living in Waterloo.
  - d. Graduate students are not required to take non-academic work to afford their education and living costs.
  - e. Graduate students at the University of Waterloo are able to pursue academic and/or non-academic paid employment from commencement of their studies to completion without negatively impacting their funding.
  - f. Every graduate student has equitable opportunity to take leaves without negatively impacting their present or future status in Canada.
  - g. Graduate students have access to on-campus housing, and there exists targeted marketing of available social and academic services in residence and off-campus housing related resources.
2. Graduate students and their interests are represented and promoted in the university community.
  - a. Graduate students are actively involved in deliberation and decision-making regarding the legitimate interests of the University and/or the University community.
  - b. Graduate students, through the GSA, receive complete information on university proposals, and are not required to financially contribute to any proposal not approved by the GSA.
3. Graduate students and their interests are represented and promoted to federal, provincial, and municipal levels of government.
4. Individual graduate students receive assistance with specific problems they face in the university community.
5. Graduate students at the University of Waterloo are in social, intellectual and political contact.
6. Every graduate student at the University of Waterloo has good physical and mental health.
  - a. Graduate students are knowledgeable of the signs and symptoms of the most common mental illnesses and have ongoing access to training to increase awareness and support strategies.

- b. Graduate students have workspaces that promote safety and support mental and physical wellness.
- 7. The University of Waterloo considers the long-term environmental sustainability of its operations to be a top priority.