

WATERLOO | ENGINEERING

NEW FACULTY HANDBOOK

2018-2019

A PDF of this document is available at:

https://uwaterloo.ca/engineering/sites/ca.engineering/files/uploads/files/engineering_new_faculty_handbook_2018-2019_0.pdf

This document is updated every 2 years.

CONTENTS

Introduction	7
SECTION 1: Safety First!	8
SECTION 2: Faculty of Engineering Organization	9
Organization Chart	9
Dean of Engineering	10
Acting Dean of Engineering	10
Associate Dean, Computing – Office	10
Mandate	10
Office Staff Contact Information	11
Associate Dean, Co-operative Education and Professional Affairs – Office	11
Mandate	11
Office Staff Contact Information	12
Associate Dean, Graduate Studies – Office	13
Mandate	13
Office Staff Contact Information	13
Associate Dean, International – Office	13
Mandate	14
Office Staff Contact Information	15
Associate Dean, Outreach – Office	15
Mandate	15
Office Staff Contact Information	16
Associate Dean, Research & External Partnerships – Office	16
Mandate	16
Office Staff Contact Information	17
Associate Dean, Teaching – Office	17
Mandate	17
Office Staff Contact Information	18
Associate Dean, Undergraduate Studies – Office	18
Mandate	18
Office Staff Contact Information	19
SECTION 3: Student Resources, Processes and Programs	21
Quest – Student Information System	21
University Calendars	21
Recruitment	21

Admissions	22
Undergraduate	22
Graduate	22
Enrolment and Registration	24
Tuition Fees and Funding	25
The Co-op Education Process	26
SECTION 4: International Visitors, Students and Studying Abroad	27
International Visitors	27
International Opportunities	27
Study Abroad	28
Exchange Programs Process (Academic and Co-operative)	28
Internships	29
International Visiting Graduate Student (IVGS) Agreements	29
Cotutelle (Dual Degree)	30
Undergraduate – Inbound and Outbound	30
SECTION 5: General Teaching and Supervision Support	30
Academic Integrity	30
Accommodation and Accessibility	31
Teaching Support and Development	31
Teaching Awards	32
Courses	33
Course Requirements	33
Milestones	33
Course Scheduling	33
Rescheduling Cancelled Classes	34
Dropping and Adding Courses	34
Course Syllabus	35
Textbooks and Course Notes	36
Using Computer Labs for Teaching	36
Student Course Evaluations	37
Teaching Assistants	38
Assignments, Tests and Final Exams	38
Examinations	38
Academic Regulations Related to Assignments, Tests, and Final Exams	39
Conducting Surveys and Quizzes	40
Grade Reporting	41
Returning Assignments, Posting Grades and Grade Revisions	43
Student Petitions and Grievances	44

SECTION 6: Graduate Studies and Graduate Supervision	44
Graduate Programs	44
Graduate Student Supervision and Adds List	45
Graduate Supervision – You as the Employer	46
Student Funding (Financial Support)	47
Graduate Courses	48
Transfer Credits	48
Milestones	49
SECTION 7: Travel	50
SECTION 8: Research	51
Research Ethics	51
Research Funding	51
Intellectual Property	52
Licensing of Research Software	52
Backing Up of Research Files	53
Online Faculty Information System (OFIS)	54
SECTION 9: Professional Registration	55
SECTION 10: Expenses	56
Expense Claims	56
Faculty Professional Expense Reimbursement Plan	56
Travel Claims	57
SECTION 11: Faculty Performance Merit Review	58
SECTION 12: VPN & Non-Academic Supports and Services	59
VPN Access	59
Non-Academic Supports and Services	59
Appendices	64
Appendix A: A Year At a Glance	64
Appendix B: Websites Referenced	67
References	73
Notes	74

NOTE: this handbook contains information and content taken directly from the [University of Waterloo website](#) (University of Waterloo, 2016), the [University of Waterloo Graduate Studies Calendar](#) (University of Waterloo, 2016) and the [University of Waterloo Undergraduate Studies Academic Calendar](#) (University of Waterloo, 2016).

INTRODUCTION

QUICK REFERENCE

Academic Calendars

Graduate Studies Academic Calendar

uwaterloo.ca/graduate-studies-academic-calendar

Graduate Studies Academic Calendar (Engineering)

uwaterloo.ca/graduate-studies-academic-calendar/engineering

Undergraduate Studies Academic Calendar

ugradcalendar.uwaterloo.ca/page/uWaterloo-Undergraduate-Calendar-Access

Undergraduate Studies Academic Calendar (Engineering)

ugradcalendar.uwaterloo.ca/group/uWaterloo-Faculty-of-Engineering

New Faculty Support

Waterloo Policies, Procedures and Guidelines

uwaterloo.ca/secretariat/policies-procedures-guidelines

Waterloo Human Resources Webpage

uwaterloo.ca/human-resources/support-new-employees

Engineering-specific New Faculty Support

uwaterloo.ca/engineering/faculty-and-staff/new-faculty

Waterloo Engineering Facts 2016/17 book

uwaterloo.ca/engineering/publications

This document is intended to assist new faculty members to navigate through, and to ensure compliance and best practices in accordance with [University of Waterloo Policies, Procedures and Guidelines](#).

The Senate of the University of Waterloo establishes regulations that guide both graduate and undergraduate studies at Waterloo. Current regulations are published yearly in the Waterloo [Graduate](#) and [Undergraduate](#) Studies Academic Calendars. Individual faculties and departments may have additional requirements which may be more extensive. [Engineering Graduate Studies](#) and [Engineering Undergraduate](#) Academic Calendars are available on the prospective websites.

Information regarding support for new employees is available on the [Waterloo Human Resources Webpage](#). [Engineering-specific New Faculty Support](#) is also available at the faculty level through the Department Administrative Assistant, Marketing and Communications, ext. 37066, and from your department contact, and on the website. A list of these individuals is available on the New Faculty Support webpage.

For a comprehensive source of historical and current information about the Faculty of Engineering, please refer to the [Waterloo Engineering Facts 2016/17 book](#).

SECTION 1: SAFETY FIRST!

QUICK REFERENCE

Mandatory Health and Safety Training

uwaterloo.ca/safety-office/training/training-programs

Waterloo LEARN

uwaterloo.ca/learn-help/about-waterloo-learn

Safety Office

uwaterloo.ca/safety-office

> The Safety Office is located in the Commissary (COM) Building.

> Our entrance faces the Ring Road, next to Police & Parking Services.

This segment of the Faculty Handbook may seem out of place. Make no mistake there is no error in the placement of this information. The University of Waterloo and the Faculty of Engineering take the safety of their faculty, staff and students very seriously and make every effort to ensure a safe working environment.

This includes ensuring that such individuals have completed all Mandatory [Health and Safety Training](#) indicated below. For more information on each, click on the link, or visit the website listed above.

- > [SO1001 Employee safety orientation](#) (requires 30–60 minutes to complete)
- > [SO1081 Workplace violence awareness](#) (requires 30–60 minutes to complete)
- > [SO2017 WHMIS 2015](#) (requires 45–60 minutes to complete)

These online courses are available by self-registering on [Waterloo LEARN](#).

If you have any questions or concerns about any safety issues at the university, please do not hesitate to speak to your department administrator or the [Safety Office](#) directly.

SECTION 2: FACULTY OF ENGINEERING ORGANIZATION ORGANIZATION CHART

Number: 9C
Effective Date: 1 September 2018



Dean of Engineering

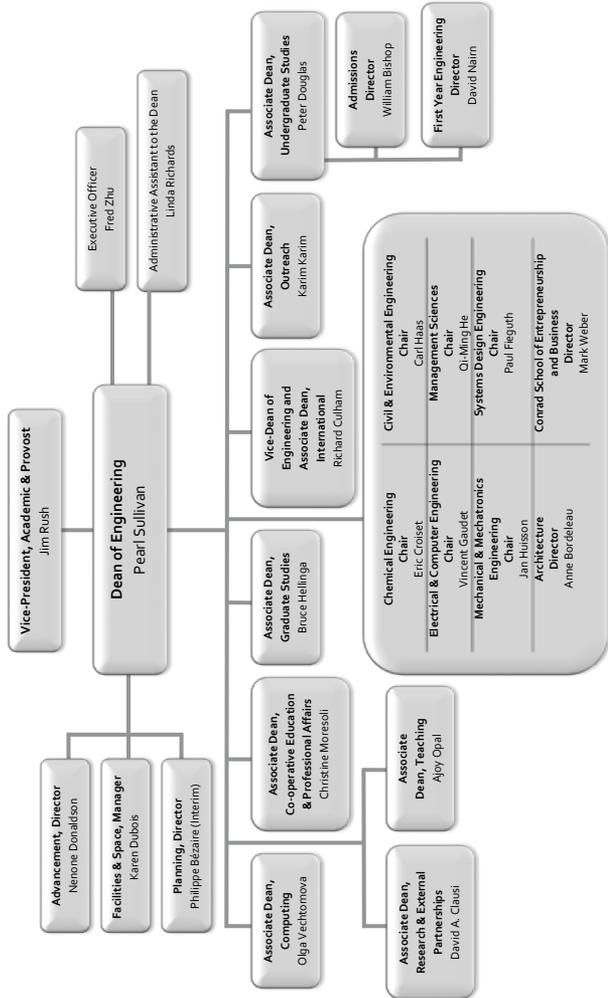


Figure 1: Faculty of Engineering Organization Chart

NOTE: Some research centres within the Faculty of Engineering may report directly to the Dean of Engineering, a specific department, or directly to the University of Waterloo Administration.

DEAN OF ENGINEERING



Pearl Sullivan, Dean of Engineering; Professor, PEng

Pearl Sullivan is Waterloo Engineering's eighth dean of engineering and the first woman to hold the post.

VICE-DEAN OF ENGINEERING



Richard Culham, Vice-Dean of Engineering;
Professor, PEng

ASSOCIATE DEAN, COMPUTING – OFFICE

Location: DWE 2513

QUICK REFERENCE

Support Line: ext. 36932

Location: Second floor, Douglas Wright Engineering (DWE) building

Mandate

The Engineering Computing Office was created to provide leadership in the planning, implementation, coordination and use of computing as it pertains to education and research in the Faculty of Engineering at the University of Waterloo. This group is the primary contact for academic and research computing needs.

This office provides and maintains numerous computing services and resources. Detailed descriptions of services and resources which are likely most relevant to all new Engineering faculty members are indicated further on in this handbook.

The first point of contact should be your departmental IT person. If the problem cannot be resolved at the departmental level, faculty and staff should contact Engineering Computing through the dedicated support line (ext. 36932) or email enghelp@uwaterloo.ca.

Students should direct questions to Engineering IT Service Desk consultants, located in E2-1308A, or by calling ext. 33524.

Office Staff Contact Information



Olga Vechtomova, Associate Dean, Computing, DWE,
ext. 32675; ovechtomova@uwaterloo.ca

Erick Engelke, Director, Computing; erick@uwaterloo.ca

Paula Lynch, Administrative Assistant; paula@uwaterloo.ca

Stephen Carr, IST Liaison to Engineering; steve.carr@uwaterloo.ca

Daniel Delattre, Systems Integration Specialist; daniel@uwaterloo.ca

Marlon Griffith, Project Leader; m3griffith@uwaterloo.ca

Mike Hurst, Systems Support Specialist; mike.hurst@uwaterloo.ca

Martin MacLeod, Manager of Hardware Operations and Systems Reliability;
martin@uwaterloo.ca

Matthew Oliver, IT Specialist; m3oliver@uwaterloo.ca

Stephen Sempson, Computer Systems Specialist; sempson@uwaterloo.ca

R. Hon Tam, Windows® Infrastructure Specialist; hon@uwaterloo.ca

Jack Truong, IT Specialist; jack.truong@uwaterloo.ca

David Walsh, Computer Systems Specialist; david.walsh@uwaterloo.ca

Ray White, UNIX Application Specialist; ray@uwaterloo.ca

ASSOCIATE DEAN, CO-OPERATIVE EDUCATION AND PROFESSIONAL AFFAIRS – OFFICE

Location: E2 1776

Mandate

The Co-operative Education and Professional Affairs (CEPA) office is responsible for matters related to co-operative education within Waterloo Engineering. They develop strategies and programs to enhance the student co-op experience, and are the liaison between the Faculty and the central office of [Co-operative Education and Career Action](#) (CECA).

They are the Faculty's liaison with Professional Engineers Ontario (PEO). They assist faculty, staff and students applying for professional engineering registration (P.Eng.) and subsidize the cost of the application for full time faculty and staff, in part, or in whole. Information relating to the application process can be found on the CEPA SharePoint Intranet site. Contact the CEPA Administrative Assistant for access.

“Faculty teaching courses in the engineering curriculum are expected to have a license as a Professional Engineer in Canada. If you do not yet satisfy the licensing requirements, you are expected to apply to have your credentials evaluated and work towards satisfying the licensing requirements within five years of your initial appointment to a faculty position. You are expected to maintain your licensed status once it has been obtained.” This fulfills the Canadian Engineering Accreditation Board (CEAB) criteria that *“Faculty delivering curriculum content that is engineering science and/or engineering design are expected to be licensed to practise engineering in Canada.”*

They interface with Engineers Canada to arrange accreditation of all undergraduate programs by the Canadian Engineering Accreditation Board (CEAB). They assist programs with data collection and document preparation for an accreditation visit.

They provide assistance to Camp 15 with the organization of events related to and including the Iron Ring Ceremony held on our Waterloo Campus for undergraduate students who will attend a convocation ceremony in either June or October.

Instructors teaching required undergraduate courses must carry out graduate attribute assessments for CEAB accreditation purposes. For further details on the graduate attributes process, and information you will need to provide, please contact the graduate attributes lecturer assigned to your program.

Office Staff Contact Information



Christine Moresoli, Associate Dean, Co-operative Education and Professional Affairs; E2 1776E, ext. 35254, engadcepa@uwaterloo.ca

Cathy Seitz, Administrative Assistant, Co-operative Education and Professional Affairs, E2 1776A, ext. 38120, cathy.seitz@uwaterloo.ca

PROGRAM	NAME OF GRADUATE ATTRIBUTES LECTURER (GAL)	EXT.	EMAIL
Biomedical Engineering	Maud Gorbet (Director, Biomedical Engineering)	30154	mgorbet@uwaterloo.ca
Chemical Engineering	Jason Grove	31640	jason.grove@uwaterloo.ca

Civil, Geological & Environmental Engineering	Rania Al-Hammoud	31176	ralhammoud@uwaterloo.ca
Electrical & Computer Engineering	Derek Wright	31163	derek.wright@uwaterloo.ca
Management Sciences	Mehrdad Pirnia	38956	mpirnia@uwaterloo.ca
Mechanical & Mechatronics Engineering	Andrew Milne	38028	ajbmilne@uwaterloo.ca
Nanotechnology Engineering	Jason Grove	31640	jason.grove@uwaterloo.ca
Systems Design Engineering	Reem Roufail (Associate Chair Undergraduate Studies)	36892	rroufail@uwaterloo.ca

ASSOCIATE DEAN, GRADUATE STUDIES – OFFICE

Location: E7 7416

Mandate

The Engineering Graduate Studies Office (EGSO) provides oversight on graduate matters for all departments in the faculty of Engineering. Primary areas of oversight include: recruitment, admissions, scholarships and awards, important dates, student funding, graduate student supervision and the Approved Doctoral Dissertation Supervisors (ADDS) list, and implementation of university policies.

They also support graduate students in the faculty. Their goal is to provide engineering graduate students with a quality academic experience from admission to degree completion.

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

Office Staff Contact Information



Bruce Hellinga, Associate Dean, Graduate Studies,
E7 7416, ext. 43376, bhellinga@uwaterloo.ca

Sarah Landy, Manager, Graduate Operations, E7 7412, 47689,
sarah.landy@uwaterloo.ca

Jennifer Collins, Strategic Graduate Enrollment Manager, E7 7408,
ext. 43298, jecollins@uwaterloo.ca

Laura Aderton, Administrative Coordinator – PhD; E7 7402, ext. 48130,
lbland@uwaterloo.ca

Catherine Balcerzak-Wimmer, Graduate Recruitment Officer; E7 7406, ext.
47688, cbalcerz@uwaterloo.ca

Tracy Solomon, Administrative Coordinator – Master’s; DWE 3520B, ext.
30294, tracy.solomon@uwaterloo.ca

NOTE: While the Graduate Recruitment Officer works closely with the Engineering Graduate Studies Office, this position officially falls under the Engineering Marketing and Communications Office.

ASSOCIATE DEAN, INTERNATIONAL – OFFICE

Location: E7 7428

QUICK REFERENCE

Delegation Visit Request Form:

uwaterloo.ca/engineering/international-0/delegation-visit-request

Mandate

The primary objective of the Associate Dean, International Office is to facilitate and support International collaboration in research and education for the Faculty of Engineering. This office works to create and maintain International work and study opportunities by partnering with peer universities of similar or higher rank.

Further relationships and opportunities are fostered by hosting and attending research workshops for University of Waterloo faculty members and potential international partners. Additionally, this office promotes and manages student mobility agreements at both the undergraduate and graduate levels. They also host researchers, government officials, and funding agency representatives from around the world. International delegates who wish to visit the university are encouraged to complete the [Delegation Visit Request form](#) on the Engineering International webpage. This will help to

ensure that the International Office can arrange a productive visit that meets all of the visitors' objectives.

As a professor in the Faculty of Engineering at Waterloo, you may participate in a global experience in one of the ways listed below:

- › supervise a student who wishes to participate in a mobility agreement;
- › invite a researcher from an institution outside of Canada;
- › co-supervise a student from an institution outside of Canada;
- › help host a visiting delegation (lab tours, etc.);
- › collaborate with a researcher from another country.

Whatever the format of international experience, guidance and information on such opportunities are available from this office. Please remember, any arrangements to host an international visitor or student should be approved by your department prior to engaging this office. Departmental Undergraduate and/or Graduate Coordinators are valuable initial points of contact.

Office Staff Contact Information



Rick Culham, Vice-Dean of Engineering and Associate Dean, International, E7 7428, ext. 40291, culham@uwaterloo.ca

Annette Dietrich, Assistant to the Associate Dean, International, E7 7432, ext. 41896, adietric@uwaterloo.ca

Cindy Howe, Administrative Coordinator, Engineering Exchange, E7 7434, ext. 43084, cindy@uwaterloo.ca

ASSOCIATE DEAN, OUTREACH – OFFICE

Location: E7 1326

Mandate

The **Outreach** office offers a variety of programs positioned to engage, and spark interest in the world of Science and Engineering for youth in grades 1 to 12, as well as undergraduate level students. Outreach programs are designed to engage youth and the community through hands-on engineering and science-focused events and programs. Notable programs include: Catalyst Summer Enrichment, Engineering Science Quest (ESQ) and Women in Engineering (WiE), as well as targeted programs geared towards developing interest in specific subjects or working with particular audiences and demographics. The outreach office is always pursuing avenues to connect

with faculty to highlight and share the research being conducted at Waterloo. Contact us directly to discuss ways we can involve faculty or research groups with new and existing programming.

Office Staff Contact Information



Karim Karim, Associate Dean, Outreach, E7 1326A, ext. 48336, kkarim@uwaterloo.ca

Rohini Wittke, Outreach Administrator, E7 1326, ext. 45239, rwittke@uwaterloo.ca

Martin Scherer, Manager of Outreach, E7 1326C, ext. 45238, mscherer@uwaterloo.ca

Caity Dyck, Outreach Coordinator, E7 1326B, ext. 46944, cdyck@uwaterloo.ca

Lyndia Stacey, Outreach Coordinator, E7 1326B, ext. 41036, lestacey@uwaterloo.ca

ASSOCIATE DEAN, RESEARCH & EXTERNAL PARTNERSHIPS – OFFICE

Location: E7 7426

Mandate

The Office of the Associate Dean, Research & External Partnerships, serves as a support to all faculty in matters related to research and external partnerships. Members of this office help faculty with the development of research plans, the review of all grants, contracts, budgets and overall proposals from start to submission, the coordination of funding agency site visits, the provision of research oversight, follow up, and program delivery. They organize workshops and information sessions for key funding programs.

Numerous prestigious research awards and prizes are available to all Engineering faculty members. The Research Office helps with the preparation of nominations for such awards.

External partnerships with industry and other agencies are key to the development of research opportunities for faculty members. The Research Office works with faculty and these contacts to find and nurture, mutually beneficial, research opportunities.

In addition to research grants and awards, funding agencies at both the federal and provincial level, like the Natural Sciences and Engineering

Research Council of Canada (NSERC) and Canada Foundation for Innovation (CFI), provide funding for partnership programs and/or equipment and infrastructure.

As a researcher seeking funding you are encouraged to have a plan for industry collaboration. Identify companies who may benefit from your research. Perform background research on companies you might consider partnering with. Attend Engineering Research Office (ERO) organized mixers and talk to colleagues. Make efforts to network externally; helps with visibility, tenure/promotion, prizes, etc.

No matter the funding sources, always communicate and deliver what you promise.

Office Staff Contact Information



David Clausi, Associate Dean, Research & External Partnerships, E7 7426, ext. 47543,
engadr@uwaterloo.ca

Rina Salazar, Administrative Officer, E7 7424, ext. 45239,
rsalazar@uwaterloo.ca

Dave Dietz, Director of Engineering Research, E7 7422, ext. 47303,
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Stefanie Bruinsma, Manager, Industry Engagement, E7 7418,
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Page Burton, Technical Writer, E7 7446, ext. 48975,
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Jon Walgate, Strategic Research Initiatives Officer, E7 7448, ext. 49265,
jon.walgate@uwaterloo.ca

Sonya Walton, Technical Writer, E7 1326B, ext. 46718

Harold Godwin, Managing Director, Advanced Manufacturing Consortium,
EC4 2139

Valerie Bradshaw, Financial Officer, Advanced Manufacturing Consortium,
EC4 2131, ext. 35511

ASSOCIATE DEAN, TEACHING – OFFICE

Location: E7 7438

Mandate

The Engineering Teaching Portfolio was established in 2012 with the mission to “provide leadership in teaching within engineering in order to improve

the depth, effectiveness and efficiency of student learning.” You can contact Gordon or Kathy for teaching development support or for information about course evaluations, teaching/course assistant(TA/CA) training, or teaching award nominations.

Each department has identified a ‘Teaching Champion’ to support the mission of the Engineering Teaching Portfolio by sharing best practices in teaching and learning, supporting efforts to improve teaching quality, and fostering and promoting teaching innovations within their units. A listing of these individuals, by department, is available on the [Engineering Teaching and Learning webpage](#).

This office provides numerous references and information on their webpage and on the [Engineering Teaching Community site](#), with the Teaching FAQ page being of particular relevance to new faculty members. You will find information about course evaluations, teaching and learning theory, teaching development, teaching awards, and more. Users wishing to access this site must login using their University of Waterloo User ID and password.

The Associate Dean, Teaching works closely with the [Centre for Teaching Excellence \(CTE\)](#) to offer complimentary, engineering-specific teaching development programs and initiatives.

Office Staff Contact Information



Ajoy Opal, Associate Dean, Teaching; E7 7438, ext. 40162, ajoy.opal@uwaterloo.ca

Kathy Becker, Teaching Development Associate; E7 7442, ext. 41208, kathy.becker@uwaterloo.ca

ASSOCIATE DEAN, UNDERGRADUATE STUDIES – OFFICE

Location: E2 1309

Mandate

The Engineering Undergraduate Office is the central hub of academic and professional support for all Engineering undergraduate students, in conjunction with engineering departmental advisors and coordinators.

From admissions to liaising with professional associations, such as Professional Engineers Ontario (PEO) and Ontario Society of Professional

Engineers (OSPE), the Engineering Undergraduate Office is a constant support centre for all Engineering undergraduate students. This office is charged with oversight of admissions, advising, first year, scheduling, counselling services, calendar/program management, and academic integrity. Additional resources/services include: academic support, Waterloo Engineering Endowment Fund (WEEF), teaching assistants, and research and funding opportunities.

This office ensures that all student rights and expectations are met through adherence to university policies and practices. Staff are available to faculty and students to ensure each is aware of their responsibilities as a member of the University of Waterloo community, and provide direction and guidance when needed.

Within the Undergraduate Office is the First Year Engineering Office. Engineering admissions for all programs, except Architecture, Software Engineering, Biomedical Engineering and Systems Design Engineering, are processed through this office. Advice for first year students on course selection as well as on other programs (except for Architecture), is vetted through this office. Starting in second year, program requirement advising, course selection, etc., is done by the Undergraduate Advisor and Program Coordinator in the department to which the student was admitted. This department is then referred to as the students' home department. The students are advised by the home department advisor(s) and coordinator(s) about their program requirements and course selection, from second year through to graduation. However, all other services provided by the Engineering Undergraduate Office are available to all Engineering undergraduate students for the duration of their studies.

Office Staff Contact Information



Peter Douglas, Associate Dean, Undergraduate Studies; E2 1776D, ext. 84792, pdouglas@uwaterloo.ca

Bill Bishop, Director, Admissions; CPH 2374C, ext. 84712, bill.bishop@uwaterloo.ca

David Nairn, Director, First Year Engineering; E2 1778C, ext. 33754, nairn@uwaterloo.ca

William Owen, Associate Director, First Year Engineering, E2 1778B, ext. 33334, bowen@uwaterloo.ca

Mary Robinson, Associate Director, First Year Engineering; E2 1778A, ext. 32529, mary.robinson@uwaterloo.ca

Susan Key, Administrative Manager; E2 1776E, ext. 33200,
sue@uwaterloo.ca

Patricia Anderson, Academic Integrity Coordinator; E2 1776C, ext. 38834,
panderson@uwaterloo.ca

Linda Beaulieu, Information Support Coordinator; E2 1776B, ext. 35677,
lindab@uwaterloo.ca

Brean Belton, Admissions Officer; NH 1147, ext. 36022,
belton@uwaterloo.ca

Jimmy Chu, Scheduling and Assistant, First Year Engineering; E2 1778F,
ext. 35257, hc2chu@uwaterloo.ca

Fiona Dhanapala, Engineering Counsellor; E2 1774C, ext. 37180,
fdhanapala@uwaterloo.ca

Karen Dyck, Administrative Co-ordinator, First Year Engineering;
E2 1778E, ext. 36738, karen@uwaterloo.ca

Amy Ernest, Admissions Officer, NH 2001, ext. 31817,
amy.ernest@uwaterloo.ca

Nancy Fritsch, Student Services Advisor; E2 1773A, ext. 33781,
nfritsch@uwaterloo.ca

Robin Jardin, Student Relations Officer; E7 7304, ext. 48306,
rjardin@uwaterloo.ca

Leigh Jackson, Admissions Specialist; CPH 2374D, ext. 30278,
leigh.jackson@uwaterloo.ca

David Lau, Engineering Instructional Support Tutor; E2 1786E, ext. 33888,
d24lau@uwaterloo.ca

Shirley Lokker, Student Services Advisor; E2 1773A, ext. 33832,
shirleyl@uwaterloo.ca

Kristine Meier, Engineering Counsellor; E2 1774G, ext. 32849,
kmeier@uwaterloo.ca

Mirjana Radulovic, Associate Director, Admissions; CPH 2374E, ext. 84894,
m2radulo@uwaterloo.ca

Lindsay Rafuse, Engineering Counsellor, E2 1774A, 36710,
lrafuse@uwaterloo.ca

Cassie Smith, Engineering Counsellor; E2 1774D, ext. 38407
cassie.smith@uwaterloo.ca

Erin Smith, Admissions Officer; NH 1147, ext. 45239,
erin.smith@uwaterloo.ca

Mike Stachowsky, Engineering Instructional Support Tutor; E2 1786G,
ext. 31294, mstachowsky@uwaterloo.ca

Fiona Yiu, Engineering Instructional Support Tutor; E2 1786F, ext. 33802,
fyiu@uwaterloo.ca

SECTION 3: STUDENT RESOURCES, PROCESSES AND PROGRAMS

QUEST – STUDENT INFORMATION SYSTEM

QUICK REFERENCE

Quest: uwaterloo.ca/quest

Quest is the University of Waterloo's student information system. Applicants, students, faculty, and staff use Quest. Access to information on Quest is given in many permission levels depending on the user and the user's needs. Faculty members may use Quest to review and accept graduate students, review student information, review their class roster or report grades. Access to Quest is requested through the Chair of the department.

UNIVERSITY CALENDARS

QUICK REFERENCE

Graduate Studies Academic Calendar

uwaterloo.ca/graduate-studies-academic-calendar

Academic Deadlines and Events

gradcalendar.uwaterloo.ca/page/GSO-Academic-Deadlines-and-Events

Undergraduate Studies Academic Calendar

ugradcalendar.uwaterloo.ca/page/uWaterloo-Undergraduate-Calendar-Access

Calendar or Events and Academic Deadlines

ugradcalendar.uwaterloo.ca/page/uWaterloo-Calendar-Events-and-Academic-Deadlines

The University of Waterloo publishes two electronic academic calendars annually. The first is the [Graduate Studies Calendar](#) and the second is the [Undergraduate Studies Calendar](#). Both of these serve as the official contract of program requirements between the University of Waterloo, and the students admitted to any term within the year of a particular calendar.

Also outlined in either of these calendars is a calendar of important academic deadline dates for that year. Dates of importance which are referenced may include, registration deadlines, course drop/add deadlines, official grade dates, etc.

RECRUITMENT

The faculty of Engineering is staffed with two members devoted to recruiting the best and brightest graduate and undergraduate students to our programs, the Graduate Recruitment Officer and a Marketing and Undergraduate Recruitment Specialist. However, there are other resources and strategies available to recruit top candidates. You may want to consider talking to colleagues, participating in recruitment events and updating your web page. While teaching, you may have an opportunity in class to explain your research to your undergraduate students. Both the university and the faculty have programs to assist with hiring Undergraduate Research Assistants (URAs) and Co-op students. You can use the Undergraduate Student Research Award [NSERC USRA](#), or Student Awards' Work programs to hire students. If you require assistance with your recruitment efforts, please contact your department Graduate or Undergraduate Associate Chair.

ADMISSIONS

QUICK REFERENCE

Undergraduate Student Admissions and Applications

uwaterloo.ca/engineering/future-undergraduate-students

Departmental Graduate Studies Coordinator:

uwaterloo.ca/graduate-studies/about/people/departmentprogram-graduate-co-ordinators

QUEST (Grad Application Summary):

uwaterloo.ca/quest

Enrolment and Time Limits:

uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/enrolment-and-time-limits

Guidelines on graduate student support

uwaterloo.ca/graduate-studies/guidelines-graduate-student-support

Undergraduate

The Faculty of Engineering has 14 professional undergraduate programs, to which students can apply. [Undergraduate Student Admissions and Applications](#) to the majority of these programs are handled by the Engineering Undergraduate Office, in co-operation with the Registrar's Office. Applications to our School of Architecture are handled independently from all other engineering programs, Systems Design and Software Engineering admissions are done collaboratively with the Engineering Undergraduate Office. All Engineering undergraduate students are admitted to, and begin their studies in the Fall term.

Graduate

Graduate student admissions are done by the individual departments to which the students are being admitted. This is done in co-operation with the Faculty of Engineering Graduate Studies and the University Graduate Studies and Postdoctoral Affairs Offices. Departmentally, procedures for admitting graduate students may vary slightly. In most departments, admissions are made to every term and applications are reviewed on a rolling basis. Applications are reviewed by individual professors who select the student(s) they wish to admit. Contact your [Departmental Graduate Studies Coordinator](#) to find out about your department's process for admitting graduate level students.

All faculty are eligible to admit Master's level research students but Doctoral level students must have a supervisor (or co-supervisor) who has been granted the status of Approved Doctoral Dissertation Supervisor (ADDS). Regardless of the level to which a student is admitted, they MUST meet all University, faculty and, in some cases, department-level admission requirements. Admissions are done through Quest and application documentation is stored in OnBase.

Faculty members normally arrange access to Grad Applications Summary and OnBase through their department Graduate Co-ordinator.

Students must be offered admission at least four months before the term to which they have been admitted. All students admitted to graduate research programs in Engineering are guaranteed funding for the duration of their program. [Enrolment and program time limit](#) information can be referenced in the University Graduate Calendar. More detail regarding funding of graduate students is available on the Graduate Studies and Postdoctoral Affairs Office webpage, and specifically under [Guidelines on Graduate Student Support](#). Funding amounts are generally determined prior to, and become effective, in the Spring (May to August) term of each year.

You are encouraged to work with your [Departmental Graduate Coordinator](#) and/or Associate Chair, Graduate Studies to find out about admitting students.

ENROLMENT AND REGISTRATION

QUICK REFERENCE

UNDERGRAD

Undergraduate Calendar

ugradcalendar.uwaterloo.ca/page/uWaterloo-Undergraduate-Calendar-Access

Calendar of Events and Academic Deadlines

ugradcalendar.uwaterloo.ca/page/uWaterloo-Calendar-Events-and-Academic-Deadlines

Undergraduate Forms (Enrolment)

uwaterloo.ca/forms/undergraduate-studies

Co-operative Education (Study/Work Sequence)

ugradcalendar.uwaterloo.ca/page/Study-Work-Sequence-Engineering

Academic/Work-Term Sequence Change Form)

uwaterloo.ca/co-operative-education/request-academicwork-term-sequence-change

GRADUATE

Graduate Calendar

uwaterloo.ca/graduate-studies-academic-calendar

Events & Academic Deadlines

gradcalendar.uwaterloo.ca/page/GSO-Academic-Deadlines-and-Events

Graduate Forms

uwaterloo.ca/forms/graduate-studies

Change of Enrolment Status/Withdrawal form

uwaterloo.ca/forms/graduate-studies/change-enrolment-status

Students at both the graduate and undergraduate levels are expected to maintain continuous enrolment through to the completion of their program.

Every term, the university must report the number of students who have registered for studies, and the status of those who have not, to the federal and provincial government, in order to secure funding. The date of this count is referred to as ‘Government Count Date’ and is indicated in both the [Undergraduate](#) and [Graduate](#) Calendars in the [Calendar of Events and Academic Deadlines](#) and/or the [Academic Deadlines and Events](#) section of the respective calendars.

Undergraduate students are generally enrolled for full-time studies or on a co-operative work term. Study and work terms normally alternate term by term. Some students follow a four stream format of study and others follow an eight stream format. Four stream students normally begin their program with a four month academic term followed by a four month co-op term. Whereas eight stream students begin their studies with eight months of academic study followed by a co-op term. After the first work term students continue on with alternating academic and work terms. Please note that Architecture,

Biomedical, Computer, Electrical, and Nanotechnology each have program-specific streams and vary slightly from the Stream 4/8 formats. If required a student can seek approval to change the order of these terms by completing a [Academic/Work-Term Sequence Change Form](#). An outline of [Study/Work Sequence](#) information is available in the undergraduate calendar.

At the graduate studies level, acceptable status for students who are not registered on campus may include: Inactive, active, full-time off-campus, Internships, External Laboratories, Field Work, Ontario Visiting Graduate Student (OVGS), etc. Unlike undergraduate studies, a student must complete a [Change of Enrolment Status/Withdrawal Form](#) when not enrolling for a term or when changing their status in any way. Other forms may be required depending on where a student is in their program. All [Graduate Forms](#) relevant to both current and in-coming student registration are available at the University Graduate Office website.

TUITION FEES AND FUNDING

QUICK REFERENCE

Tuition Fees (Graduate and undergraduate fee schedules)

uwaterloo.ca/finance/student-financial-services/tuition-fee-schedules

Engineering Graduate Student Funding and Awards

uwaterloo.ca/engineering/future-graduate-students/funding-and-awards

GSPA Awards and Funding Website

uwaterloo.ca/graduate-studies/awards-funding

Undergraduate Funding Opportunities

uwaterloo.ca/student-awards-financial-aid

[Tuition fees](#) are assessed and paid on a term-by-term basis. Increases in fees may occur annually and are normally effective in May of a given year for that academic year. Fees may vary dependent on a combination of: program in which a student is studying, attendance (full-time or part-time) and immigration status (domestic or international).

Fees charged to students are made up of a combination of tuition and incidental fees. Students may opt out of some incidental fees. Fee amounts also differ between graduate and undergraduate studies.

At the University of Waterloo, graduate students, in research-based programs, are guaranteed funding for the time period normally expected for the completion of their program. Students enrolled in graduate course-based programs are not guaranteed funding for their program. Teaching Assistantships are not included in the minimum funding amount required. Funding amounts are outlined in a student's offer of admission, which is

the formal contract of study between the student and the supervisor. There are a few formats (or a combination of formats) regularly used for graduate student funding. In Engineering, Graduate Research Studentships (GRS) are the normal method of funding, with minimum amounts determined annually.

Students can be awarded additional funding from faculty, university and external awards sources. All year-round, there are deadlines which may affect you, including major awards like NSERC, CIHR, OGS in Fall. You may be contacted by students requesting reference letters for these and other awards whose granting agencies impose strict deadlines on the receipt of references and completed applications. You can contact your department coordinator responsible for administration of these awards, or review the [GSPA Awards and funding website](#) for more information.

There is no requirement for guaranteed funding for Engineering undergraduate students. However, there are numerous [Undergraduate Funding Opportunities](#), both internal and external to the university. The University Student Awards and Financial Aid Office is a valuable resource for undergraduate student funding opportunities through scholarships, awards and bursaries.

THE CO-OP EDUCATION PROCESS

QUICK REFERENCE

Academic/work-term sequences

uwaterloo.ca/engineering/future-undergraduate-students/co-op-experience/co-op-studywork-sequences

Weekly Earnings Information Guide

uwaterloo.ca/co-operative-education/weekly-earnings-information-january-december-2015

The University of Waterloo operates the largest post-secondary co-op program of its kind in the world. Co-operative education involves alternating academic and work experience terms throughout the student's degree program. At Waterloo, students are supported in the job-seeking process through a) the recruitment of high-quality employers, b) a pairing service that matches appropriate students with prospective employers, and c) the facilitation of interviews and career guidance throughout the entire process. During the work term, students remain connected to the university through their co-op advisor.

[Academic/work-term sequences](#) can differ from faculty to faculty and from program to program. Likewise, remuneration during work terms can vary. Co-operative Education provides [Weekly Earnings Information Guide](#) for students and prospective employers, to try and encourage equity in placement earnings.

SECTION 4: INTERNATIONAL VISITORS, STUDENTS AND STUDYING ABROAD

INTERNATIONAL VISITORS

QUICK REFERENCE

Visa and Immigration Support Services

uwaterloo.ca/secretariat-general-counsel/visa-and-immigration-support-services

The first point of contact for faculty members wishing to host international visitors is their home department. Visitors may come to Waterloo as faculty, graduate students, undergraduate students, or staff. Depending on the purpose of the visit, the university must ensure that proper Canadian employment and immigration regulations have been adhered to. Failure to meet these regulations could adversely affect all future international visitors to the university and international students and international university employees.

Visa and immigration support, advice and consultation is available through the University Secretariat, Visa and Immigration Support Office, or by contacting Fran Hannigan (fhanniga@uwaterloo.ca, ext. 36332). This office can help to ensure compliance within the scope of the Immigration and Refugee Protection Act (IRPA) and its regulations.

INTERNATIONAL OPPORTUNITIES

QUICK REFERENCE

Waterloo International (Go Abroad)

uwaterloo.ca/international/go-abroad

Waterloo International (Come to Waterloo)

uwaterloo.ca/international/why-come-waterloo

Graduate Studies and Postdoctoral Affairs Office (International Visiting Graduate Student)

uwaterloo.ca/graduate-studies/visiting-and-exchange-students/international-visiting-graduate-student-ivgs

Global Prominence and Internationalization is a vital part of the University of Waterloo's strategic plan. In support of this, the Faculty of Engineering encourages students to take part in experiences outside of Canada, by providing opportunities for students to study and/or work abroad at any one of the many international institutions with whom the university is a partner. A listing of partnerships is available through the [Go Abroad](#) and [Come to Waterloo](#) links on the Waterloo International website. The Faculty of Engineering supports numerous options for international students wishing to come to Waterloo, or go abroad to study or work. Below is a summary of these options with a short description of each.

Study Abroad

Undergraduate Students – Inbound

Study Abroad Students are non-degree, fee-paying students. They must be nominated by, and enrolled in, their home institution. The student's home institution must be a University of Waterloo partner institution. Please refer to the Waterloo International, [Study Abroad Students](#) webpage for more detailed information.

Exchange programs process (academic and co-operative)

Inbound and Outbound Undergraduate Students

› Contact Administrative Coordinator, Engineering Exchange in the Associate Dean, International Office

Inbound Graduate Students must:

- › Be enrolled as a full-time student at their home institution.
- › Contact the department Graduate Coordinator to determine process.
- › Follow the proper application procedure for the graduate program.
- › Obtain the appropriate documents for Canadian immigration.

Outbound Graduate Students must:

- › Have the approval of their supervisor.
- › Have completed the following:
 - confirmation of benefit coverage with the GSPA and Federation of Students
 - change of Enrolment Status Form (GSPA Website)
 - pre-departure training (Waterloo International (WI)) Website)
 - acknowledgement of risk and responsibility form (WI Website)
 - emergency Information form (WI Website)
 - fieldwork risk management form, if field work is involved (WI Website)

Internships

Undergraduate Students

- › Since Engineering is only offered as a co-operative program, it is highly unlikely that an undergraduate student would participate in an internship placement.

Outbound Graduate Students must:

- › Have the approval of their supervisor
- › Have completed the following:
 - confirmation of benefit coverage with the GSPA and Federation of Students
 - change of Enrolment Status Form (GSPA Website)
 - pre-departure training (WI Website)
 - acknowledgement of risk and responsibility form (WI Website)
 - emergency Information form (WI Website)
 - fieldwork risk management form, if field work is involved (WI Website)

International Visiting Graduate Student (IVGS) agreements

Inbound Graduate Students

- › Permits graduate students from partner universities to come and do research at Waterloo that will be counted toward their thesis at their home institution
- › Students will be required to:
 1. request and receive Letter of Invitation to attend as an international visiting graduate student, from a Waterloo Faculty member
 2. complete International Visiting Graduate Student acceptance form (pdf)
 3. request and receive Letter of Acceptance to the student, issued from the Associate Provost, Graduate Studies at the University of Waterloo, as required by Citizenship and Immigration Canada.

For more information, contact Audrey Sloboda, Manager, Graduate Reporting & Mobility Programs (asloboda@uwaterloo.ca, ext. 36035)

Inbound Undergraduate Students

- › If no formal Student Exchange Agreement exists between Waterloo and the student's home university, undergraduate students may study at Waterloo on a Letter of Permission.
- › Students will need to:
 1. contact the department Undergraduate Coordinator
 2. complete an online application and Letter of Permission
 3. provide an official/original transcript from their home institution

Cotutelle (Dual Degree)

One-off: Graduate – Inbound and Outbound

- › Issued when one doctoral dissertation is used to fulfil the requirements for a doctorate at two different universities in two different countries.
- › Students have to fulfil ALL requirements for the degree at BOTH institutions (required coursework, residency, comprehensives, milestones, etc.)
- › For more information, contact Manager, Graduate International Agreements, Recruitment and Admissions, in the Graduate Studies and Postdoctoral Affairs Office.

Overarching: Graduate – Inbound and Outbound

- › The Faculty of Engineering has partnered with a few international post secondary institutions to establish over-arching Cotutelle agreements. Participation in these agreements requires that faculty members follow the same process as that which has been established for all Cotutelle agreements.

Undergraduate – Other Inbound and Outbound Opportunities

- › Contact Admissions Coordinator, Registrar's Office

Other, less common arrangements include; Field Courses, Study Abroad, Summer Programs, Service Learning (Volunteering, e.g. Engineers Without Borders, which is managed through the Co-operative Education Office), and Visiting Scholar arrangements.

SECTION 5: GENERAL TEACHING AND SUPERVISION SUPPORT

ACADEMIC INTEGRITY

QUICK REFERENCE

Academic Integrity Office

uwaterloo.ca/academic-integrity

iThenticate (Plagiarism Software for Researchers)

uwaterloo.ca/academic-integrity/integrity-waterloo-faculty/turnitinr-waterloo

Turnitin® (Content Comparison Software)

uwaterloo.ca/academic-integrity/integrity-waterloo-faculty/turnitinr-waterloo

The University expects all of its employees and students to demonstrate academic integrity in all of the work they do. That is why the University

has an office dedicated to ensuring the proper information, resources and supports, related to academic integrity in teaching, research and learning, are available to all of its members. Some of the tools and resources provided include information regarding, collaboration, plagiarism, use of previous assignments, exams and intellectual property (e.g., iThenticate, Turnitin®).

ACCOMMODATION AND ACCESSABILITY

QUICK REFERENCE

AccessAbility Services

uwaterloo.ca/accessability-services/about

Roles and Responsibilities (related to accommodation and accessibility)

uwaterloo.ca/accessability-services/roles-and-responsibilities

The AccessAbility Services office provides academic support for University of Waterloo students with both permanent and temporary disabilities. Waterloo promotes an inclusive, supportive environment for all learners. Accommodations for the needs of those who have registered with AccessAbility Services is not optional at Waterloo. AccessAbility Services has created documentation outlining the Roles and Responsibilities for both students and faculty/instructors.

It may be beneficial to have a back-up exam on hand, just in case an additional exam offering is required to meet the needs of a student with a disability, outside of the scheduled exam offering for your course.

TEACHING SUPPORT AND DEVELOPMENT

QUICK REFERENCE

Associate Vice-President, Academic

uwaterloo.ca/associate-vice-president-academic

Engineering Teaching and Learning Webpage

uwaterloo.ca/engineering/teaching-and-learning

Waterloo LEARN Help (Learning Management System hosted by Desire2Learn):

uwaterloo.ca/learn-help

Centre for Teaching Excellence (CTE) Liaison

uwaterloo.ca/centre-for-teaching-excellence/about/people/group/85

Course Evaluations

uwaterloo.ca/engineering/teaching-and-learning/course-evaluations

The [Associate Vice-President](#), Academic is responsible for initiatives and services that support teaching practices at the University of Waterloo, as well as undergraduate and graduate program reviews. In the Faculty of Engineering the Associate Dean, Teaching is where faculty members can go for guidance and support in developing teaching skills and interpreting course evaluation results. Each department has identified a ‘Teaching Champion’ to share best practices in teaching and learning, support efforts to improve teaching quality, and foster and promote teaching innovations within their units. A listing of these individuals, by department, is available on the [Engineering Teaching and Learning Webpage](#). Course evaluations are done each term and for each course taught.

The Learning Management System (hosted by Desire2Learn) called Waterloo LEARN is a University-wide platform available to all course instructors at both the undergraduate and graduate levels. Access to Waterloo LEARN can be arranged by contacting Waterloo LEARN Help. Each faculty also has a Centre for Teaching Excellence (CTE) Liaison, who can assist with Waterloo LEARN.

TEACHING AWARDS

QUICK REFERENCE

Teaching Awards

uwaterloo.ca/centre-for-teaching-excellence/awards

Engineering Teaching Portfolio

uwaterloo.ca/engineering/about/people/group/129

Engineering Teaching and Learning Community Website

uwaterloo.ca/engineering/teaching-and-learning

The University of Waterloo takes great pride in the quality of esteemed researchers and teachers who comprise our faculty members and lecturers. At the University of Waterloo, more than 120 faculty members have received awards in recognition of their excellent teaching. Additionally, over 300 Waterloo Engineering faculty members, instructors and students have earned awards for their work as teachers, lab instructors, or teaching assistants.

[Teaching awards](#) are available at both the faculty and university levels, and recipients of these teaching awards may be suitable nominees for external teaching awards. The [Engineering Teaching Portfolio](#) is available to support nominations for internal and external teaching awards and maintains a list of teaching awards specific to engineering education, links to their webpages, and a list of past recipients on the Teaching Awards section of the [Engineering Teaching and Learning Community Website](#).

COURSES

QUICK REFERENCE

Undergraduate Courses

ugradcalendar.uwaterloo.ca/page/Course-Descriptions-Index

Graduate Courses:

uwaterloo.ca/graduate-studies-academic-calendar/graduate-course-search

Course Requirements

Undergraduate students must take a prescribed list of courses along with the completion of their work terms and work term reports in order to fulfill the requirements of their degree and to graduate. Undergraduate courses in Engineering fall under two main headings: core, and non-core (or elective) courses. Undergraduate courses are numbered in the 100s through the 400s. At the graduate level some departments have a subset of courses required to fulfill degree requirements, but, by-in-large, students must complete courses numbered in the 500s through the 700s range. Specific course requirements for programs at both the undergraduate and graduate levels may vary significantly from program to program within a department. Course requirements for all programs are available in the appropriate university calendar.

Milestones

In addition to the completion of course requirements, some undergraduate and graduate programs require the completion of milestones. Milestones are non-course degree requirements (e.g., thesis, comprehensives, and master's research paper) that a student must complete toward degree progress in order to graduate.

Course Scheduling

QUICK REFERENCE

Scheduling Office

uwaterloo.ca/registrar/about/people/group/31

Undergrad Schedule of Classes Definitions

uwaterloo.ca/quest/undergraduate-students/schedule-of-classes-definitions

Schedule of Classes for Undergraduate Courses

www.adm.uwaterloo.ca/infocour/CIR/SA/under.html

Schedule of Classes for Graduate Courses

www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html

Podium Access Form

strobe.uwaterloo.ca/itms/eclassroom/fobEntry.php

Scheduling representative (Email to find out your representative information)

[mailto:regstep@uwaterloo.ca?subject=My Department Scheduling Representative](mailto:regstep@uwaterloo.ca?subject=My%20Department%20Scheduling%20Representative)

[The Scheduling Office](#) is responsible for all course scheduling at the University of Waterloo. All courses, regardless of the level of study, are defined (in [The Undergrad Schedule of Classes Definitions](#)) and scheduled with the same component requirements. The requirements/components for these courses are displayed in the Schedule of Classes for both [Undergraduate Courses](#) and for [Graduate Courses](#). Some classrooms are managed by the university Registrar's Office and others are managed by individual departments. Electronic classrooms, managed by the university, require a key fob for access to the podium and electronics in the room. A [Podium Access Form](#), to get a fob to access podiums in lecture halls, should be completed prior to the start of classes.

Class teaching assignments are determined within a department, usually one year in advance of the offering of the course. Class scheduling and changes to course offerings or scheduling changes, must be arranged through your department [Scheduling Representative](#).

Rescheduling Cancelled Classes

QUICK REFERENCE

Acceptable Procedure for Rescheduling Cancelled Classes

ugradcalendar.uwaterloo.ca/page/Acad-Regs-Rescheduling-Cancelled-Classes

From time to time classes may be cancelled because of a campus-wide emergency closure, such as inclement weather. Information about the [Acceptable Procedure for Rescheduling Cancelled Classes](#) is available in the Undergraduate Studies Academic Calendar. Although posted in the undergraduate calendar, these regulations apply to graduate courses as well.

Dropping and Adding Courses

QUICK REFERENCE

Undergraduate Course forms

Course Selection Override Form

uwaterloo.ca/forms/undergraduate-studies/course-selection-override

Course Override Form

uwaterloo.ca/forms/undergraduate-studies/course-override

Cross-registration at Laurier

uwaterloo.ca/forms/undergraduate-studies/cross-registration-laurier

Letter of permission (to enrol in a course at school other than Laurier)

uwaterloo.ca/forms/undergraduate-studies/letter-permission

Graduate Course Forms

Course Drop/Add Form

uwaterloo.ca/forms/graduate-studies/graduate-studies-course-dropadd

OVGS Application Form

uwaterloo.ca/forms/graduate-studies/ontario-visiting-graduate-student-ovgs-application

OVGS Notice of Withdrawal

uwaterloo.ca/forms/graduate-studies/ontario-visiting-graduate-student-ovgs-notification

Prior to the beginning of any term, students are notified to select their courses through QUEST. The time period covering this is known as open enrolment. Once open enrolment ends, and the drop/add deadlines have passed, students are no longer able to drop or add courses through QUEST. Undergraduate students who wish to drop or add a course when open enrolment or the drop/add period end, or enrol in a course that requires special status or permission must complete a [Course Selection Override Form](#) or a [Course Override Form](#), with all of the necessary approval signatures. Graduate students similarly must drop/add courses using a [Course Drop/Add Form](#).

OVGS(Ontario Visiting Graduate Students) have separate forms. See the OVGS Application Form (to enrol in a graduate course at another Ontario university other than the student's home university) and the OVGS Notice of Withdrawal Form(to withdraw from a graduate course at another Ontario university).

Course Syllabus

QUICK REFERENCE

Information for Instructors

uwaterloo.ca/associate-vice-president-academic/information-instructors

Updated Course Outline Template

uwaterloo.ca/secretariat/committees-and-councils/senate-undergraduate-council/course-outline-template

The most important and final authority on a course's information is the course syllabus. The course syllabus is to be available to students at the end of the first week of classes. This document describes all aspects of the course including content, assessments, and timing constraints. [Information for Instructors](#), including an [Updated Course Outline Template](#) and examples are available on the Associate Vice-President, Academic webpage.

Textbooks and Course Notes

QUICK REFERENCE

Department Bookstore Liaison:

bookstore.uwaterloo.ca/liaisons.html

Courseware (to create custom learning materials)

bookstore.uwaterloo.ca/courseware/index.php

Information for Faculty

bookstore.uwaterloo.ca/faculty_faq.html

Each academic department at Waterloo (and in the Colleges) has a [Department Bookstore Liaison](#). This individual can assist you and direct you to the appropriate resources for ordering textbooks, arranging course notes, and arranging other course material requirements. When ordering your course materials, be sure to enquire about Instructor and Teaching Assistant Editions.

Using Computer Labs for Teaching

QUICK REFERENCE

Engineering Computing Support Line: ext. 36932

Multimedia and WEEF lab bookings: Paula Lynch, ext. 36839

Computer Labs List and Locations

uwaterloo.ca/engineering-computing/computer-labs

Installed Software on Lab Computers

uwaterloo.ca/engineering-computing/computer-labs/software

Engineering computing maintains nine undergraduate computer labs (including two labs used only for teaching: Multimedia and WEEF) and one lab for coursework Masters students. Multimedia and WEEF Lab Bookings for teaching can be made by contacting Paula Lynch, Administrative Assistant, Engineering Computing (paula@uwaterloo.ca; ext. 36839).

To determine where each lab is located, see the [Computer Lab List and Locations](#).

You can also find an up-to-date list of all [Installed Software on Lab computers](#) in each lab.

Some departments have their own computer labs. Check with your department for location, software and availability.

Student Course Evaluations

QUICK REFERENCE

Engineering Teaching Authenticated Site

uwaterloo.ca/engl

Engineering Teaching Webpage (Course Evaluations)

uwaterloo.ca/engineering/teaching-learning/course-evaluations

Evaluate Course Evaluation System

evaluate.uwaterloo.ca

Undergraduate Course Critiques

eng.uwaterloo.ca/critiques

Graduate Course Critiques

eng.uwaterloo.ca/grad_critiques

Engineering Course Evaluation Results Interface

engevals.uwaterloo.ca

Engineering Course Evaluations, commonly referred to as Course Critiques, allow students to provide constructive feedback on their learning experience. We are fortunate to have students who are engaged in the course evaluation process and who take a respectful, professional approach to that process. Student feedback is viewed as a valuable resource in guiding the ongoing development of our faculty members as teachers.

Students are given class time in week 10 or 11 of term to complete Course Critiques on their cell phones, tablets or laptops. Instructors leave the classroom while students complete the questionnaires. Student responses are anonymous.

Students access the questionnaires and instructors review their results by logging in to the [Evaluate Course Evaluation System](#). Results are released only after final grades have been entered, usually in the first week of the following term. Numerical results can be accessed by any member of the Waterloo Engineering community on the Engineering Teaching Webpage, while students' written comments are accessible only by the course instructor.

Faculty, staff and students may access course evaluation results through the [Undergraduate Course Critiques](#) and [Graduate Course Critiques](#) pages. An updated course evaluation database was established in 2014, and instructors may access their historical results by logging in to the new [Engineering Course Evaluation Results Interface](#).

TEACHING ASSISTANTS

QUICK REFERENCE

Roles and Responsibilities of TAs

uwaterloo.ca/engineering/teaching-and-learning/teaching-assistants/roles-and-responsibilities

TA Resources Webpage

uwaterloo.ca/engineering/teaching-and-learning/teaching-assistants/resources

A Teaching Assistantship (TA) position allows graduate students an opportunity to support undergraduates while building skills that will support them in their own academic careers. All Engineering students interested in accepting a TA position must complete a mandatory two-day workshop called ExpectTations. The ExpectTations workshop is managed by the Engineering Teaching Portfolio. Participants work in small groups led by Faculty and Student mentors, working through content and activities designed to teach them about the [Roles and Responsibilities of TAs](#). The Teaching Portfolio also maintains a [TA Resources Webpage](#).

The hiring process and the person responsible for hiring for TAs differs from department to department. Check with your department Undergraduate Associate Chair/Director for information about the process in your department.

ASSIGNMENTS, TESTS AND FINAL EXAMS

Examinations

QUICK REFERENCE

Academic Regulations Related to Assignments, Tests, and Final Examinations:

ugradcalendar.uwaterloo.ca/page/Regulations-Overview

EngSoc

engsoc.uwaterloo.ca

Exam Bank

cas.uwaterloo.ca/cas/login?service=http%3A%2F%2Fmathsoc.uwaterloo.ca%2Fexambank

The Formal Lecture Period

ugradcalendar.uwaterloo.ca/page/Regulations-The-Formal-Lecture-Period

The Final Examination Period Study Days

ugradcalendar.uwaterloo.ca/page/Regulations-Study-Days

Guidelines on Tests during the Formal Lecture Period

ugradcalendar.uwaterloo.ca/page/Regulations-Guidelines-Tests-Formal-Lecture-Period

Rules for Test Conduct

ugradcalendar.uwaterloo.ca/page/Regulations-Rules-For-Test-Conduct

Additional Rules for Final Examinations

ugradcalendar.uwaterloo.ca/page/Regulations-Additional-Rules-for-Final-Examination

Accommodations

ugradcalendar.uwaterloo.ca/page/Regulations-Accommodations

Missed Exams/Exam Issues in Engineering

uwaterloo.ca/engineering/current-undergraduate-students/first-year/exam-issues

Accommodations Due to Final Examination Schedule Conflicts

ugradcalendar.uwaterloo.ca/page/Regulations-Accommodations-Final-Exam-Conflicts

Student Access to Final Examination Papers

ugradcalendar.uwaterloo.ca/page/Regulations-Student-Access-to-Final-Exam-Papers

Courses in Engineering generally include two main exam periods in any given term: midterms and finals. Midterm examinations are generally held in the middle of the term at approximately week seven. In some instances midterm exams are scheduled by the instructor while in others these exams are scheduled through the department scheduling representative.

Academic Regulations Related to Assignments, Tests, and Final Exams

The University has clear, Senate-approved, [Academic Regulations Related to Assignments, Tests, and Final Examinations](#) intended to provide transparency to instructors, students, and proctors regarding expectations and conduct for graded course elements. These regulations support academic integrity by clarifying expectations and procedures. Assignments refer to assessments that are intended to provide opportunities for students to implement or apply concepts, skills, and/or judgments taught in a course over an extended period of time usually outside of the class meeting times. Tests are assessments of knowledge, skills, and/or judgment in a controlled environment; examinations are tests that are scheduled during the University's final examination period. When administering exams, you may want to allow room on the exam paper for answers as opposed to using exam booklets. That way you are sure to get all the question papers back. You are best not to return final exam question sheets, as they may be added to [EngSoc Exam Bank](#). EngSoc Exam Bank is exactly what the name implies, a collection of quizzes, midterm and final exams which have been administered at the University of Waterloo, and submitted for future reference, by students who have completed those exams. Exam Bank cannot be accessed by engineering faculty members. All of the content in the Exam Bank are copyrighted by the University of Waterloo. Students may use this for their own personal use, but may not redistribute it in any way.

University regulations dictate that all final examinations must be securely retained by the instructor for one year after the examination.

The Faculty of Engineering provides guidelines and procedures for faculty and students, in dealing with missed exams, illness during an exam and other possible concerns or happenings during the exam period, on their website in the [Exam issues section](#).

Students may request an informal review of a final examination (both the questions and the examination responses) up to one year from the date that the examination was written or until the date indicated in the course outline. You should NEVER email or send a scanned copy of an exam to a student for review. Your best option is to make time for a student to meet with you to review an exam in-person.

Information regarding all aspects of examinations and the examination process are outlined, in detail, in sections of the approved regulations and guidelines indicated below;

- > [The Formal Lecture Period](#)
- > [The Final Examination Period Study Days](#)
- > [Guidelines on Tests during the Formal Lecture Period](#)
- > [Rules for Tests Conduct](#)
- > [Additional Rules for Final Examinations](#)
- > [Accommodations](#)
- > [Missed Exams/Exam Issues in Engineering](#)
- > [Accommodations Due to Final Examination Schedule Conflicts](#)
- > [Student Access to Final Examination Papers](#)

Conducting Surveys and Quizzes

QUICK REFERENCE

Surveyor (student testing tool)

uwaterloo.ca/engineering-computing/resources-faculty-and-staff/surveyor-survey-and-student-testing-tool

The Engineering Computing Office has developed a platform for electronic surveys and quizzes which is available to all Engineering faculty members. This platform is called Surveyor.

[Surveyor](#) is a general-purpose tool for collecting answers from people. It consists of a student and instructor app, and has three basic modes:

- > anonymous surveys

- > name-attached surveys
- > course-specific testing

The program is compatible with most cell phones, tablets, laptops and desktop computers.

Grade Reporting

QUICK REFERENCE

Transcript Legend

uwaterloo.ca/registrar/transcripts/transcript-legend

Uploading Final Grades

uwaterloo.ca/quest/faculty-and-staff/how-do-i/upload-my-final-grades

Help Contact Information

rogrades@uwaterloo.ca

Final Examination Schedule

uwaterloo.ca/registrar/final-examinations/exam-schedule

Academic Regulations Related to Assignments, Test and Final Exams

General Examination Information

Engineering Undergraduate Student Examinations and Promotions Rules

ugradcalendar.uwaterloo.ca/page/ENG-Examinations-and-Promotions-Rules

School of Architecture Examinations and Promotions Rules

ugradcalendar.uwaterloo.ca/page/ENG-Architecture-Regulations-Exams-Promotions

Grades and Grading(Graduate Studies)

gradcalendar.uwaterloo.ca/page/GSO-Grades-and-Grading#fn1

Final grades for courses are reported by the instructor through the QUEST student information system. Numeric grades are primarily reported for courses in the Faculty of Engineering. A [Transcript Legend](#) for graduate and undergraduate courses is available on the Registrar's Office website. Instructors receive a grade submission schedule in an email from rogrades@uwaterloo.ca. This email includes a timeline for the grade submission process, information on instructions for [Uploading Grades](#), [Help Contact Information](#) and additional links related to examinations and tests. It is important to adhere to this timeline to ensure students' academic progression is not delayed.

Both the University of Waterloo Undergraduate and Graduate calendars provide direction on grades to be assigned and grading values. These values may vary slightly between undergraduate and graduate courses. A summary of [Engineering Undergraduate Student Examinations and Promotions Rules](#) can be located in the undergraduate calendar, bullet #14. [School of Architecture Examinations and Promotion Rules](#) can be accessed in the School of Architecture: Honours Bachelor of Architectural Studies section of

this calendar. The graduate studies grading scheme can be referenced in the [Grades and Grading](#) section of the graduate studies calendar.

The grades most commonly awarded by an instructor include, a numeric grade between 0 and 100. Non-numeric grades assigned may include; FM or F-, CR/NCR, INC, IP or DNW.

FM or F- F indicates that the student earned a grade of 32 or less in the course material. This is a failing grade.

Departments may offer, courses that carry no grades, and satisfactory work in such courses will be indicated on the transcript by CR. CR/NCR courses are so designated in the calendar. No degree candidate can fulfil more than half of the minimum department course requirements by courses of this type. Note that these courses are generally offered at the graduate level.

Incomplete grades (INC) are assigned when the course work is incomplete and the student has permission to extend the work beyond the term. If the work is not completed within six months from the end of the term, a grade will be assigned. INC grades that are not cleared within the allotted time frame revert to a designation of Failure to complete or FTC. For the purpose of overall average calculation, at the graduate level the value of an FTC is 0, while at the undergraduate level this grade equates to 32.

'If a graduate student takes an undergraduate course for graduate credit, the graduate grading scheme will apply. Undergraduate courses taken for graduate credit or to meet probationary or transitional requirements for a graduate program are subject to the same regulations as graduate courses, i.e., interim grades may not be assigned, once a grade has been assigned it may not be changed; incomplete grade status (INC) converts to failure to complete (FTC) after two terms following the term in which the course was taken. Students may petition for an extension of incomplete status.' (Waterloo Graduate Calendar)

Where appropriate, a grade of Did Not Write (DNW) can be assigned by the instructor. DNW is assigned when the student did not withdraw from the course and was not eligible for an incomplete grade. The student did not complete sufficient proportion of the assignments, tests, and examinations for an evaluation to be made. For the purpose of overall average calculation a grade of 32 is associated with a DNW at the undergraduate level, and a grade of 0 is associated at the graduate level.

Instructors cannot assign grades of AEG, WD, WF, UR, AUD. These grades are assigned through the approval of the appropriate Associate Dean.

Instructors are encouraged to consult the appropriate Associate Dean (Undergraduate or Graduate) if there is any uncertainty regarding the most appropriate grade to be assigned to a student.

Grade changes to the student record can be communicated to the Registrar's office at sarecord@uwaterloo.ca.

Returning Assignments, Posting Grades and Grade Revisions

QUICK REFERENCE

Returning assignments and posting grades

uwaterloo.ca/privacy/about-information-and-privacy/guidelines-frequently-asked-questions/returning-assignments-and-posting-grades

Graduate Grade Revision Form: contact the Graduate Studies Records Specialist for the Faculty of Engineering for SharePoint site access to forms

Undergraduate Grade revision form (contact the Information Support Coordinator, Linda Beaulieu): ext. 35677, lindab@uwaterloo.ca

The University takes great care in ensuring that all its members' rights are acknowledged and respected in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). This includes the provision of guidelines and best practices when returning assignments or informing students of grades. Guidelines on [Returning Assignments and Posting Grades](#) are available on the Information and Privacy webpage. Simply put, no identifying comments or markings (i.e. name) should be put on a paper or test to be left in a place of public access when returning papers, test, assignments, etc., to students.

On a rare occasion, a grade that a student receives may need to be revised. An example of such a occasion would be when an Incomplete (INC) grade is cleared, and a new grade is to be applied to the course. Both the University Graduate Studies and Postdoctoral Affairs and the Faculty of Engineering have specific forms to be used to make such a revision.

The Graduate Studies Grade Revision form can be accessed on the Graduate Studies and Postdoctoral Affairs Office – Records SharePoint site. Access to the site is obtained by contacting the Graduate Studies Records Specialist for the Faculty of Engineering. The [Undergraduate Grade Revision Form](#) is also on a SharePoint site. Access to this site can be obtained by contacting the Linda Beaulieu, Information Support Coordinator in the Engineering Undergraduate Office (ext. 35677, lindab@uwaterloo.ca).

Student Petitions and Grievances

QUICK REFERENCE

Policy 70 – Student Petitions and Grievances

uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70

Policy 71 – Student Discipline

uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71

Policy 72 – Student Appeals

uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72

Student petitions and grievances can exist in many forms and may involve grades, academic freedom, procedural fairness, petition for exception to academic regulations. Conversely, the imposition of discipline may be required by the University. Definite procedures have been developed and MUST be followed in either case.

University policies related to student petitions and grievances, and academic discipline can be referenced on the university Secretariat website. Policies most relevant to these include, but are not restricted to;

- > [Policy 70 – Student Petitions and Grievances](#)
- > [Policy 71 – Student Discipline](#)
- > [Policy 72 – Student Appeals](#)

SECTION 6: GRADUATE STUDIES AND GRADUATE SUPERVISION

GRADUATE PROGRAMS

QUICK REFERENCE

Minimum Degree Requirements (University of Waterloo)

gradcalendar.uwaterloo.ca/page/GSO-Minimum-Degree-Requirements

Minimum Degree Requirements (Faculty of Engineering)

gradcalendar.uwaterloo.ca/page/Faculty-of-Engineering-minimum-requirements

Minimum Funding (Graduate Amounts)

uwaterloo.ca/graduate-studies/awards-funding/minimum-funding

Graduate Office Forms

uwaterloo.ca/forms/graduate-studies

The Faculty of Engineering offers 37 graduate studies degrees. These degrees are offered through either research (resulting in a Master of Applied Science (MAsc) or doctoral (PhD) degree) or course-based study (resulting in a Master of Engineering (MEng), Master of Management Science (MMSc), Master of Architecture (MArch) or Master of Business, Entrepreneurship and Technology (MBET) degree). Some course-based programs may result in a diploma, rather than a Master's or doctoral degree but this format is least common. Some departments within Engineering allow students to acquire diplomas/specializations within the requirements of their MEng degree.

While most students complete their degree requirements on-campus, some departments do offer graduate programs entirely through online study. In most cases, students have the option of enrolling as a full-time or part-time student.

Graduate research-based programs at the University of Waterloo require completion of coursework and a thesis, along with some additional milestones. Graduate course-based programs require the completion of at least eight graduate level courses. Students who complete a Master's level course-based program are normally not admissible to a doctoral level program as they lack the research background required to be successful in such a program.

The University of Waterloo has [Minimum Degree Requirements \(University\)](#) which must be met for completion of a graduate program. The Faculty of Engineering and each department may also have [Minimum Degree Requirements \(Faculty\)](#) additional to those of the University. Students must meet minimum admission and degree requirements as outlined in the University Graduate Studies Calendar. In all cases, degree requirements generally consist of course, and milestones completion.

All full-time research program students are guaranteed Minimum Funding for the normal amount of time expected for the completion of their degree.

GRADUATE STUDENT SUPERVISION AND ADDS LIST

QUICK REFERENCE

ADDS List Requirements

uwaterloo.ca/engineering/approved-doctoral-dissertation-supervisor-status

Organization of Graduate Studies Webpage

uwaterloo.ca/graduate-studies/about-graduate-studies

A Guide for Graduate Research and Supervision at the University of Waterloo

uwaterloo.ca/graduate-studies/faculty-and-staff

Change of Supervisor Form

uwaterloo.ca/forms/graduate-studies

While all full-time faculty members are permitted to supervise Master's level graduate student, those wishing to supervise doctoral level students must apply for and be approved to sole supervise PhD students. Once approved for doctoral supervision, the faculty member's name is added to the Approved Doctoral Dissertation Supervisor (ADDS) list.

ADDS List Requirements Application requirements and criteria for addition to the ADDS list are specified on the [Organization of Graduate Studies Webpage](#). Once approved, a faculty member should contact the Graduate Admissions Coordinator for their home department to ensure their status for admission purposes is up-dated to doctoral supervisory status.

The process for inclusion on the ADDS list begins with your Department Chair.

In 2011, the University produced [A Guide for Graduate Research and Supervision at the University of Waterloo](#). We encourage you to reference this document.

If for any reason it becomes necessary to add, remove or change a supervisor, a [Change of Supervisor Form](#) must be completed and approved.

GRADUATE SUPERVISION – YOU AS THE EMPLOYER

QUICK REFERENCE

Graduate Student Employment references

uwaterloo.ca/graduate-studies/awardsandfunding/graduate-student-employment

Mandatory Health and Safety Training

uwaterloo.ca/safety-office/training/training-programs

SO1001 Employee safety orientation

info.uwaterloo.ca/infohs/hse/online_training/workplace_violence/workplace_violence.html

SO1081 Workplace violence awareness

info.uwaterloo.ca/infohs/hse/online_training/workplace_violence/workplace_violence.html

SO2017 WHMIS 2015

uwaterloo.ca/safety-office/news/new-whmis-2015-training-course

Graduate students, and in some cases undergraduate students, are hired by faculty members for a Co-operative placement, or as a graduate or an undergraduate research assistant. A faculty member may also act in the role of supervisor for a teaching assistant of a course they are teaching. In either scenario, the faculty member, as the employer/supervisor, of the student employee must adhere to the [policies, procedures and guidelines](#) expected of all managers/supervisors at the University of Waterloo. This includes

ensuring that such individuals have completed all mandatory [Health and Safety Training](#) indicated below.

- › [SO1001 Employee safety orientation](#) (requires 30-60 minutes to complete)
- › [SO1081 Workplace violence awareness](#) (requires 30-60 minutes to complete)
- › [SO2017 WHMIS 2015](#) (requires 45-60 minutes to complete) This online course is available by self-registering on LEARN

Your department Administrative Officer or Administrative Assistant can advise you on who can best assist you with; Human Resources, payroll and other University offices in the hiring of an individual.

STUDENT FUNDING (FINANCIAL SUPPORT)

QUICK REFERENCE

Faculty of Engineering Funding Requirements

uwaterloo.ca/engineering/future-graduate-students/funding-and-awards

Minimum funding amounts

uwaterloo.ca/graduate-studies/awards-funding/minimum-funding

Graduate Research Studentship vs. Graduate Research Assistantship

uwaterloo.ca/human-resources/support-managers/payroll/graduate-research-studentship-vs-graduate-research

As indicated earlier in this document, all full-time research program students are guaranteed funding for the normal amount of time expected for the completion of their degree. When preparing a recommendation for admission for a student, the supervisor(s) must indicate the funding to be promised to the student. The [Faculty of Engineering Funding Requirements](#) state that all students are paid this minimum amount in the form of Graduate Research Studentship (GRS). A GRS is the preferred format for graduate student funding, as these are considered scholarships and therefore students receive the entire amount awarded. This is not the case with Graduate Research Assistantships (GRA) which are paid employment positions on which students are taxed, thereby reducing the net amount the student receives.

Examples of other student funding sources available to students: Graduate Research Assistantship (GRA), Domestic Doctoral Student Award (Eng DDSA), External Scholarships, Teaching Assistantships (TA), Waterloo and Faculty of Engineering Scholarships, the Provost's Entrance Award for Women, etc. These are awarded in addition to the required minimum funding guaranteed at admission.

Undergraduate student awards, scholarships, bursaries, work-study programs and external funding opportunities such as government aid programs, are managed through the Student Awards and Financial Aid Office.

Do I pay a GRS or a GRA? If you are unsure of the form of payment most appropriate for a student, you may find the reference [Graduate Research Studentship vs. Graduate Research Assistantship](#) provided by the Human Resources department most useful.

GRADUATE COURSES

The Faculty of Engineering considers any grade less than 65% to be a failed course, except in Architecture, where a minimum passing grade in any course is 50%. Students in the Faculty of Engineering are required to maintain a cumulative program average of at least 70% to remain in their program. Some programs may have higher required grades and cumulative averages. These requirements will differ where a student is enrolled in probationary courses.

In the event of a course failure or program average not meeting the required minimum of 70%, a formal review will be conducted by the department.

The number of courses required for a student to meet their program requirements will differ from program to program. However, the Faculty of Engineering does impose a maximum of five full-time courses (total of 2.5 credits) per term for full-time students, and two courses (total of 1 credit) per term for part-time students.

In the case of a Co-operative program, each co-operative work term shall carry academic credit and be recorded as a course with a unit weight of 0.50. These co-operative work-term courses are additional academic requirements to those listed above for minimum Master's degree requirements.

TRANSFER CREDITS

QUICK REFERENCE

Transferable Academic Credits (Guidelines on maximum)

gradcalendar.uwaterloo.ca/page/GSO-Transfer-Credit

The Ontario Visiting Graduate Student Plan (OVGS)

gradcalendar.uwaterloo.ca/page/GSO-OVGS

The Canadian Universities Graduate Transfer Agreement (CUGTA, 1998)

uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/canadian-graduate-student-research-mobility-agreement-cgsrma

Canadian Graduate Student Research Mobility Agreement (CGSRMA)

The University provides clear guidelines on the maximum number of

Transferable Academic Credits to a University of Waterloo degree program from another institution. The number of transfer credits permitted may vary depending on the program to which a student is admitted. *“Transfer credits must be “unused” credits, i.e., they must not have been credited towards an earlier acquired degree or other academic credential. Transfer credits must be specified in writing at the time of departmental recommendation for admission. A minimum of 70% (University of Waterloo converted grade) is required for transfer credit.”* (UWaterloo Graduate Studies Calendar, 2016)

It is noteworthy that the University does participate in external course enrolment through the **Ontario Visiting Graduate Student Plan (OVGS)** and the **Canadian Universities Graduate Transfer Agreement (CUGTA, 1998)** and the **Canadian Graduate Student Research Mobility Agreement (CGSRMA)** which allows graduate students to complete or enhance their research by spending time at another university within Canada. Courses taken through these agreements are also included in the total number of allowable transfer credits.

MILESTONES

QUICK REFERENCE

Faculty Minimum Requirements

gradcalendar.uwaterloo.ca/page/Faculty-of-Engineering-minimum-requirements

Department/Program Requirements

uwaterloo.ca/graduate-studies-academic-calendar/engineering

Department Graduate Studies Co-ordinator

uwaterloo.ca/graduate-studies/about/people/departmentprogram-graduate-co-ordinators

Department Graduate Officer/Associate Chair:

uwaterloo.ca/graduate-studies/about-graduate-studies/graduate-studies-department-contacts/department-graduateprogram-officers

As indicated earlier, in addition to course requirements, degree-seeking students must also complete Milestones in fulfillment of their degree requirements. Once again, minimum milestone requirements are outlined by the University of Waterloo. Additional **Faculty Minimum Requirements**, **Department/Program Requirements** and even program milestones may also be mandatory for the completion of a student’s program requirements.

Milestones may include, but may not be restricted to a seminar or seminars, comprehensive examination(s), a thesis and an oral thesis defence. All milestone requirements for a given program should be outlined in the **relevant program section** of the graduate studies calendar.

The University, Faculty and home department all provide the necessary forms for arranging and recording the completion of a student's milestones. In most cases these forms are available through your department website. Questions related to the completion of any milestone are best directed to your [Department Graduate Studies Co-ordinator](#) or [Department Graduate Officer/Associate Chair](#).

SECTION 7: TRAVEL

QUICK REFERENCE

Waterloo International Office

uwaterloo.ca/international

Policy 31, Travel:

uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-31

The University of Waterloo is world renowned for its global contributions to research, academic programs and its high caliber students and Alumni. Faculty, students and staff are encouraged to take advantage of the increasing opportunities offered as a result of our growing network of international partners. However, first and foremost to any international experience is the assurance of safe travel.

The [Waterloo International Office](#) is responsible for providing knowledge and expertise on international travel safety and security for all members of the University of Waterloo community. Please be sure to refer to their website prior to international travel by yourself or a student you supervise, and read [Policy 31, Travel](#) in order to be knowledgeable on policies, procedures and guidelines with travel. Please also ensure that you or your student(s) inquire about any additional medical coverage required for both domestic and international travel prior to a conference, internship, etc.

SECTION 8: RESEARCH

RESEARCH ETHICS

QUICK REFERENCE

Office of Research Ethics

uwaterloo.ca/research/office-research-ethics

Research Ethics primarily involves the review and assurance of ethical soundness of a proposed project involving human and/or animal subjects with the consideration of risk management, confidentiality, and informed consent. Research must serve the community or individual as a whole.

The University of Waterloo has an [Office of Research Ethics](#) to support researchers with these considerations. This office can assist with questions and reviews regarding: research integrity, research with animals, research with human participants, and research using tissue or bodily fluids, to name a few.

All proposed surveys, experimentation and research involving individuals should be vetted through this office prior to the commencement of the activity.

RESEARCH FUNDING

QUICK REFERENCE

Faculty of Engineering Research Office

uwaterloo.ca/engineering/research

University of Waterloo, Office of Research

uwaterloo.ca/research

Policy 26, Provision for University Overhead in Sponsored Research Activities

uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-26

Research Overhead Rates

uwaterloo.ca/research/find-and-manage-funding/apply-funding/building-budget/overhead

Mandatory Cover Sheet

uwaterloo.ca/research/forms/cover-sheet-sponsored-research

The [Faculty of Engineering Research Office](#), provides oversight and guidance to Engineering faculty members, for all funding applications. All new Engineering faculty members are contacted, through email by this office, to arrange a meeting to discuss funding and opportunities. One of the many supports offered by the faculty office is assistance of two writers, who are available to help with the crafting of funding proposals.

This office liaises with the [University of Waterloo, Office of Research](#), who provide oversight of research funding applications for all university faculty members.

Some projects whose funding includes (in part or in whole) industry contributions, may have overhead fees associated, per University of Waterloo [Policy 26](#), Provision for University Overhead in Sponsored Research Activities. Please refer to the [Research Overhead Rates](#) on the University Research webpage.

The Engineering Research Office communicates with faculty members weekly through email. These emails will provide information regarding funding opportunities and deadline dates. It is important that you are mindful of department, faculty, and university and agency deadlines.

INTELLECTUAL PROPERTY

One of the biggest perks that Waterloo offers to its prospective, current and renowned researchers is Intellectual Property (IP) ownership. This ownership affords faculty and student researchers the ability to engage in commercial enterprise either through contract research and licensing opportunities with industry, or independently with their own research outcomes.

The university supports these rights through guidance and policies pertinent to Intellectual property rights, protection, and a conflict of interest policy, as well as Canadian and International patent search tools.

Your best references for matters related to research, research ethics, intellectual property and all other research related guidelines are the [University of Waterloo's Office of Research](#), and the [Engineering Faculty Research Office](#).

LICENSING OF RESEARCH SOFTWARE

QUICK REFERENCE

IST Webstore

strobe.uwaterloo.ca/ist/saw/webstore

Skills for the Academic Workplace Program

uwaterloo.ca/information-systems-technology/services/skills-academic-e-workplace-saw-courses

Engineering Computing Office

uwaterloo.ca/engineering-computing

Vendors typically have two licenses with the University of Waterloo, one for student/course use and one for research use. The [IST Webstore](#) can be used

to purchase some of the most popular products from a university account. Training is offered as well through the [Skills for the Academic Workplace Program](#).

The [Engineering Computing Office](#) can assist with specialized laboratory environments, software, and support for courses and course development using computer and communications technologies.

BACKING UP OF RESEARCH FILES

QUICK REFERENCE

ECResearch (Engineering research data storage)

uwaterloo.ca/engineering-computing/resources-faculty-and-staff/ecresearch

ECResearch Contact Information

engrt@engmail.uwaterloo.ca

[ECResearch](#) is a network file server, specifically for Engineering faculty members, for the storage of research data. Engineering Computing provides 1TB (backed-up) or 2TB (not backed up) of network storage for any faculty member at no cost. Additional storage space can be purchased.

ECResearch can be used for backups, file sharing or other purposes. Faculty members can also request accounts for their graduate students and share their disk quota with them.

The server can be accessed in a number of ways, all requiring Nexus credentials for authentication:

- › Through OwnCloud, an open-source “Dropbox”-like web service, accessible through a browser or through an installed client application that synchronizes a selected folder. The synchronization client is available for Windows, MacOS, Linux, Android, etc. OwnCloud also allows easy file sharing among OwnCloud users.
- › Via the Microsoft file sharing protocol, SMB/CIFS, from Windows, MacOS, Linux, Unix, etc.
- › Via Network File System Protocol(NFS) on Unix/Linux, accessible from on-campus computers only.

ECResearch is managed by the Engineering Computing Office. Contact engrt@engmail.uwaterloo.ca for details or to set up your space.

ONLINE FACULTY INFORMATION SYSTEM (OFIS)

QUICK REFERENCE

Online Faculty Information System (OFIS) (Research-related data and report generation)

ofis.uwaterloo.ca/OFIS/ofis

The Online Faculty Information System (OFIS) contains data from various university databases, such as research grants, teaching evaluations and supervised students. OFIS allows faculty members to:

- › Generate an XML file for import into the Canadian Common CV. This reduces time and effort in preparing grant applications.
- › Import a Google Scholar BibTeX file.
- › Automatically import the publication records from Microsoft Academic Search and DBLP.
- › Generate Merit report.
- › Generate faculty profile webpage.
- › Delegate data entry and editing to a staff member.

All faculty and staff members on campus are able to access [OFIS](#) by logging in to the system with their WatIAM user id and password.

SECTION 9: PROFESSIONAL REGISTRATION

The Faculty of Engineering clearly indicates, through the hiring process of all new probationary faculty hires, that there is an expectation that such individuals become a member of the Professional Engineers of Ontario, or continue to be a member of this organization, as a condition of their offer of employment. In Architecture, faculty members are encouraged to continue to be members of their provincial Professional Orders of Architects.

As a show of support for this requirement, the Co-operative Education and Professional Affairs (CEPA) Office in the Faculty of Engineering will reimburse the application fee/preparatory seminar fee/exam fee/initial registration and first year annual fee for full time faculty (Lecturer/Assist. Prof/Assoc. Prof/Prof). For any others, half fees may be reimbursed if the Department will match payment of the other half. Approval should be obtained from the Department Chair and the CEPA should be notified of same before proceeding with the application process.

In addition to this offer of financial assistance, the CEPA will provide resources for professional registration, applications, guidelines, background material, seminars, and interface with Professional Engineers Ontario (PEO) on your behalf.

SECTION 10: EXPENSES

EXPENSE CLAIMS

QUICK REFERENCE

Payments & Expense Accounting Group

uwaterloo.ca/finance/about/people/group/24

Guidelines for Expenses

uwaterloo.ca/finance/expenses/guidelines-expenses

Concur Online Expense

uwaterloo.ca/finance/expenses/concur

All expense claims should be submitted within 120 days of the date of the transaction(s). Expenses incurred, resulting in reimbursements or direct invoice payments are handled by the [Payments & Expense Accounting Group](#) within the University Finance Office.

Transactions such as, faculty professional expense reimbursement, independent contractors invoices, petty cash reimbursements, request for payment, supplier Invoices related to purchase order, systems contracting requisitions, freight, customs and brokerage, etc., and travel advances/settlement/claims, are all handled through this office. This office monitors for accordance with generally accepted accounting principles, established [Guidelines for Expenses](#), University policy and sound business practices.

Systems used at the University of Waterloo for the processing of expense claims include [Concur Online Expense](#) (for reimbursement transactions). Access to the Concur system can be requested from the University Finance department. Contact your department Administrative Officer/Assistant for assistance.

FACULTY PROFESSIONAL EXPENSE REIMBURSEMENT PLAN

QUICK REFERENCE

Faculty Professional Expense Reimbursement Plan Webpage

uwaterloo.ca/finance/guidance-procedures/procedures-info/faculty-professional-expense-reimbursement-plan

The Faculty Professional Expense Reimbursement Plan, a.k.a. Faculty Allowance, allows for reimbursement of business expenses directly related to teaching, research and professional duties. The University makes every effort to ensure that such reimbursements are a non-taxable benefit to faculty, acceptable to the Canada Revenue Agency (CRA).

The reimbursement will be either the maximum allowance or the total of actual expenses, whichever is less. Currently, the amount of expenses that exceed the annual allowance are carried forward for up to three years.

NOTE: Strict deadlines are imposed for these claims. The claims are done through Concur and original receipts are required.

Detailed information regarding submission procedures and due dates, is available on the University Finance Office website on the [Faculty Professional Expense Reimbursement Plan Webpage](#).

TRAVEL CLAIMS

QUICK REFERENCE

Waterloo Policy 31, Travel

uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-31

Concur

uwaterloo.ca/finance/expenses/concur

Guidelines for Travel Expenses

uwaterloo.ca/secretariat-general-counsel/guidelines-travel-expenses

University of Waterloo [Policy 31 Travel](#), provides the principles and framework for travel and travel-related expenses. Travel expenses must be related to university business. Ensure that all receipts and boarding passes are retained as they must be uploaded when making your claim for reimbursement. All claims are processed through the [Concur](#) system. [Guidelines for Travel Expenses](#) are available on the Secretariat website.

SECTION 11: FACULTY PERFORMANCE MERIT REVIEW

QUICK REFERENCE

Faculty Association of the University of Waterloo
uwaterloo.ca/faculty-association

Article 13 (Faculty Salaries, Annual Selective Increases and Member Evaluation Procedures)

uwaterloo.ca/secretariat-general-counsel/documents-potential-interest/memorandum-agreement-uw-fauw#facultysalaries

Policy 77 (Tenure and Promotion of Faculty Members)

uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-77

Katie Damphouse (Academic Freedom & Tenure and Policy Officer)
mcdamphouse@uwaterloo.ca, ext. 32352

A Memorandum of Agreement between the [Faculty Association of the University of Waterloo](#) and the University of Waterloo was adopted May 1, 1998. [Article 13](#) of this agreement, Faculty Salaries, Annual Selective Increases and Member Evaluation Procedures, states the principles governing the determination of salaries for faculty members holding regular appointments.

Faculty Performance Merit Reviews are normally done early in the calendar year. Guidelines and documents for these reviews are posted by both the Faculty of Engineering and each individual department. Guidelines for evaluation may differ slightly from one department to another. Your departmental document would likely be your most appropriate guideline.

Overall, faculty are evaluated on their research, teaching, and administrative contributions. Evaluations are usually based on a 40/40/20 split, respectively. Tenure-track faculty members are evaluated every year while tenured or continuing lecturers must submit for every other year.

Guidelines regarding Tenure and Promotion of Faculty Members are available in University of Waterloo [Policy 77](#).

Questions regarding this agreement can be directed to the Academic Freedom & Tenure and Policy Officer for the Faculty Association of the University of Waterloo, Katie Damphouse (mcdamphouse@uwaterloo.ca, ext. 32352).

SECTION 12: VPN & NON-ACADEMIC SUPPORTS AND SERVICES

VPN ACCESS

QUICK REFERENCE

Setup Instructions for the Waterloo VPN Service

uwaterloo.ca/information-systems-technology/services/virtual-private-network-vpn

Most services on campus can only be accessed remotely via the campus virtual private network (VPN) connection, including Remote Desktop (RDP) access to campus workstations, license servers, library electronic documents, etc. Most people will want to install the Cisco AnyConnect client software and run that before running RDP, etc. Setup Instructions for the Waterloo VPN Service can be found on the Information Systems and Technology website in the services section.

NON-ACADEMIC SUPPORTS AND SERVICES

As a faculty member there are numerous non-teaching or research-related support and service providers on campus whose services you may find helpful. You may interact with these offices in your capacity as teacher, supervisor, advisor or employer, in addition to your own personal needs. Below is a listing of some of the services you are most likely to require information or guidance from in your varying roles.

SERVICE/ SUPPORT PROVIDER	SERVICE PROVIDED	URL
Academic Integrity	Students: information regarding collaboration, plagiarism, use of previous assignments, exams, etc., intellectual property	uwaterloo.ca/academic-integrity
AccessAbility Services	provide academic support for University of Waterloo students who have both permanent and temporary disabilities	uwaterloo.ca/accessability-services
Audio Visual (Information Systems & Technology)		uwaterloo.ca/information-systems-technology/services/category/149
Bookstore & Retail Services	Textbooks, custom learning materials, course notes	www.bookstore.uwaterloo.ca/courseware/index.php
Central Stores	Mail, shipping, moving, bookings, gas cylinder management	uwaterloo.ca/central-stores

Career Action Centre	Career development and support for students, staff and faculty	uwaterloo.ca/career-action
Centre for Extended Learning	Help for instructors and faculty to provide pedagogically sound, high-quality online learning	cel.uwaterloo.ca/instructors.html
Center for Teaching Excellence	Learning Center that has developed numerous resources to assist instructors to enhance their teaching and improve their students' learning	uwaterloo.ca/centre-for-teaching-excellence/resources
Conflict Management & Human Rights	Resource for matters of harassment, discrimination, and other general forms of conflict	uwaterloo.ca/conflict-management-human-rights
Co-operative Education & Career Advancement (CECA)	Liaison with students, employers, alumni, and the UWaterloo faculties and departments to promote and facilitate employment opportunities	uwaterloo.ca/co-operative-education/about-co-operative-education
Counselling Services	Counselling & Psychological Services including coping skills seminars and workshops, therapy groups, peer support, etc.	uwaterloo.ca/counselling-services
Employee Assistance Program	Health and wellness services for Waterloo employees and their families	uwaterloo.ca/employee-assistance-program
Equity Office	Works to ensure equitable learning, teaching, working and living environments	uwaterloo.ca/equity
Faculty Association	Official representative body for all regular faculty members at the University of Waterloo	uwaterloo.ca/faculty-association
Finance	<ul style="list-style-type: none"> › Maintenance and development of appropriate financial accounting methods and processes › Maintenance of adequate financial internal control procedures for acquisition, retention and disposal of University's physical assets › Maintenance of adequate internal control procedures for University's assets, liabilities and finances › Investment of University funds within established approved guidelines › Management of the University's general insurance program › Participation in development and maintenance of annual operating budget › Preparation of the annual audited financial statements › Performance of sample audits and post-audit/reviews of University business processes and transactions 	uwaterloo.ca/finance

Graduate Studies and Postdoctoral Affairs Office	<ul style="list-style-type: none"> › Recruitment › Applications › Admission › Grade Reporting › Registration › Awards and Funding › Theses › Convocation › Approved Doctoral Dissertation Supervisor (ADDS)/PhD supervision › Examination Committee Chairs › Graduate Studies Academic Calendar › Support of Graduate Enrolment Numbers/Targets › Liaison with Graduate Student Association (GSA) › Review of Graduate program 	uwaterloo.ca/graduate-studies
Health Services	Provision of primary medical care for all registered University of Waterloo students	uwaterloo.ca/health-services
Human Resources	<ul style="list-style-type: none"> › Talent Acquisition › Employee Support › Benefits › Pension › Payroll 	uwaterloo.ca/human-resources
Important Dates – Graduate		gradcalendar.uwaterloo.ca/page/GSO-Academic-Deadlines-and-Events
Important Dates – Undergraduate		ugradcalendar.uwaterloo.ca/page/uWaterloo-Calendar-Events-and-Academic-Deadlines
Information and Privacy		uwaterloo.ca/privacy
Information Systems & Technology (IST)	Information Technology Support Audio/Video Rentals	uwaterloo.ca/information-systems-technology/about
Instructional Technologies and Multimedia Services (ITMS)	Teaching, Learning and Research Systems and Environments e.g. Waterloo LEARN	uwaterloo.ca/information-systems-technology/services/category/149
Library	Library services and resources. NOTE: The Davis Centre (DC) library is the primary STEM library on campus.	www.lib.uwaterloo.ca
New Media Services	Submission of print jobs (e.g. Course notes), binding, 3-D printing, custom publishing, passport photos	www.newmediaservices.uwaterloo.ca/index.html
Occupational Health	Support and counsel for maintaining a healthy work/life balance	uwaterloo.ca/occupational-health

Office of Research	Support for Waterloo researchers with funding opportunities, commercialization, ethics review and funding management	uwaterloo.ca/research
Parking Services	Monthly parking, visitor parking	uwaterloo.ca/parking
Plant Operations	Repair and maintenance of all university buildings and grounds	plantoperations.uwaterloo.ca
Police Services	Promotion and upholding of policies and practices in partnership with the campus community to ensure a safe and secure study, living and work environment NOTE: Waterloo Police Services maintains a positive and productive working relationship with Waterloo Regional Police.	uwaterloo.ca/police
Procurement & Contract Services	Ensurance that University acquisitions and contracts are executed professionally, correctly, ethically, efficiently, and transparently	uwaterloo.ca/procurement
Registrar's Office (RO)	Registration support and maintenance of undergraduate student records, including: <ul style="list-style-type: none"> › Admission › Communication › Marketing and Undergraduate Recruitment › Course scheduling › Scheduling and Administration of Final Examinations › Grade Reporting › Convocation › Financial Aid, Awards, and Scholarships › Undergraduate Calendar 	uwaterloo.ca/registrar
Secretariat & Office of General Counsel	Support for the university and it's officers on all governance, policy and operational issues which might affect the institution	uwaterloo.ca/secretariat-general-counsel
Student Awards & Financial Aid	Financial information and support services to students for all internal and external funding sources	uwaterloo.ca/student-awards-financial-aid
Student Success Office (SSO)	Provision and facilitation of strategic student support for academic and personal success, including immigration documentation information for international students or students studying abroad	uwaterloo.ca/student-success
University Club	A popular spot for post-dissertation or business lunches/dinners on campus	uwaterloo.ca/university-club

University Records Management	Information and guidance on retention and destruction of all records and recorded information in any format or medium. (e.g. Exam papers)	uwaterloo.ca/records-management
Velocity	Waterloo Entrepreneurship Program	velocity.uwaterloo.ca
Visitor Centre	On-campus tours and general information regarding UWaterloo	uwaterloo.ca/find-out-more/visit-waterloo/visitors-centre
WatCard	A Waterloo all-purpose card that serves as your Waterloo Library card, and that can be loaded with flex dollars for personal on campus purchases (as well as at some off-campus vendors)	www.watcard.uwaterloo.ca/staff.html
The Writing and Communication Centre	Communication and writing practice, support, and writing related research on campus	uwaterloo.ca/writing-centre

APPENDICES

APPENDIX A: A YEAR AT A GLANCE

Note: This chart is intended as a guide only. Timing of events may vary slightly

JANUARY (WINTER TERM)	
Week 1	Classes and work term begin Previous terms grades available on QUEST
Week 2	Course syllabus finalized and available to students Annual Faculty Performance/Merit Review Information due to Department Chair
Week 3	100% refund ends
Week 4	
FEBRUARY	
Week 5	Course offerings may be determined by departments for coming terms
Week 6	
Week 7	Midterm Study Break (Fall and Winter terms only)
Week 8	Midterm Exams
MARCH	
Week 9	Midterm Exams
Week 10	Course Critiques conducted
Week 11	Course Critiques conducted
Week 12	Lectures end Finances in order to meet year-end deadlines
APRIL	
Week 13	Final Examinations begin (NOTE: Extended learning dates may differ)
Week 14	Latest date to arrange Graduate Student payments
Week 15	Final grades due seven days after the course final exam
MAY (SPRING TERM)	
Week 1	Classes and work term begin Previous terms grades available on QUEST
Week 2	Course syllabus finalized and available to students
Week 3	100% refund ends
Week 4	
JUNE	
Week 5	Course offerings may be determined by departments for coming terms
Week 6	
Week 7	Midterm Exams
Week 8	Midterm Exams
JULY	

Week 9	
Week 10	Course Critiques conducted
Week 11	Course Critiques conducted
Week 12	Lectures end
August	
Week 13	Final Examinations begin (NOTE: Extended learning dates may differ)
Week 14	Latest date to arrange Graduate Student payments
Week 15	Final grades due seven days after the course final exam
SEPTEMBER (FALL TERM)	
Week 1	Classes and work term begin Previous terms grades available on QUEST
Week 2	Course syllabus finalized and available to students
Week 3	100% refund ends
Week 4	
OCTOBER	
Week 5	Course offerings may be determined by departments for coming terms
Week 6	Midterm Study Break (Fall and Winter terms only)
Week 7	Midterm Exams
Week 8	Midterm Exams
NOVEMBER	
Week 9	
Week 10	Course Critiques conducted
Week 11	Course Critiques conducted
Week 12	Lectures end
DECEMBER	
Week 13	Final Examinations begin (NOTE: Extended learning dates may differ)
	Latest date to arrange Graduate Student payments
Week 14	Annual Faculty Performance Review information sent to faculty members
Week 15	Final grades due seven days after the course final exam

WEEKS FOR WINTER/SPRING/FALL TERMS

JANUARY/MAY/SEPTEMBER

Week 1	Classes and work term begin Previous terms grades available on QUEST
Week 2	Course syllabus finalized and available to students Annual Faculty Performance/Merit Review Information due to Department Chair (Winter Term only)
Week 3	100% refund ends
Week 4	

FEBRUARY/JUNE/OCTOBER

Week 5	Course offerings may be determined by departments for coming terms
Week 6	Midterm Study Break (Summer term only)
Week 7	Midterm Study Break (Winter term only) Midterm Exams (Spring and Summer terms)
Week 8	Midterm Exams

MARCH/JULY/NOVEMBER

Week 9	Midterm Exams (Winter term only)
Week 10	Course Critiques conducted
Week 11	Course Critiques conducted
Week 12	Lectures end Finances in order to meet year-end deadlines (Winter term only)

APRIL/AUGUST/DECEMBER

Week 13	Final Examinations begin (NOTE: Extended learning dates may differ)
Week 14	Latest date to arrange Graduate Student payments Annual Faculty Performance Review information sent to faculty members (Fall term only)
Week 15	Final grades due seven days after the course final exam

APPENDIX B: WEBSITES REFERENCED

SERVICE/SUPPORT PROVIDER	URL/EMAIL ADDRESS
Academic Integrity	uwaterloo.ca/academic-integrity
Academic Regulations Related to Assignments, Tests, and Final Examinations	ugradcalendar.uwaterloo.ca/page/Regulations-Overview
Academic/Work-Term Sequence Change Form	uwaterloo.ca/co-operative-education/request-academicwork-term-sequence-change
AccessAbility Services	uwaterloo.ca/accessability-services
AccessAbility Roles and Responsibilities	uwaterloo.ca/accessability-services/roles-and-responsibilities
Accommodations	ugradcalendar.uwaterloo.ca/page/Regulations-Accommodations
Accommodations Due to Final Examination Schedule Conflicts	ugradcalendar.uwaterloo.ca/page/Regulations-Accommodations-Final-Exam-Conflicts
ADDS List Requirements	uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/responsibilities-graduate-studies-administrators
Additional Rules for Final Examinations	ugradcalendar.uwaterloo.ca/page/Regulations-Additional-Rules-for-Final-Examination
Admissions – Graduate	uwaterloo.ca/graduate-studies/about/people/departmentprogram-graduate-co-ordinators
Admissions – Undergraduate	uwaterloo.ca/engineering/future-undergraduate-students
Associate Vice-President, Academic	uwaterloo.ca/associate-vice-president-academic
Audio Visual (Information Systems & Technology)	uwaterloo.ca/information-systems-technology/services/category/149
Bookstore & Retail Services	www.bookstore.uwaterloo.ca/courseware/index.php
Bookstore Liaison	www.bookstore.uwaterloo.ca/liaisons.html
Canadian Graduate Student Research Mobility Agreement (CGSRMA)	gradcalendar.uwaterloo.ca/page/CGSRMA
Canadian Universities Graduate Transfer Agreement (CUGTA, 1998)	gradcalendar.uwaterloo.ca/page/GSO-CUGTA
Career Action Centre	uwaterloo.ca/career-action
Central Stores	uwaterloo.ca/central-stores
Centre for Extended Learning	cel.uwaterloo.ca/instructors.html
Centre for Teaching Excellence (CTE)	uwaterloo.ca/centre-for-teaching-excellence
Come to Waterloo Waterloo International	uwaterloo.ca/international/why-come-waterloo
Conflict Management & Human Rights	uwaterloo.ca/conflict-management-human-rights
Co-operative Education and Career Action	uwaterloo.ca/co-operative-education-career-action
Counselling Services	uwaterloo.ca/counselling-services
Course Evaluation System	evaluate.uwaterloo.ca

Course Evaluations page on Engineering Teaching webpage	uwaterloo.ca/engineering/teaching-learning/course-evaluations
Course Forms – Graduate	uwaterloo.ca/forms/graduate-studies
Course Forms – Undergraduate	uwaterloo.ca/forms/undergraduate-studies
Course Outline	uwaterloo.ca/associate-vice-president-academic/information-instructors
Courseware – custom learning materials	www.bookstore.uwaterloo.ca/courseware/index.php
Cross-registration at Wilfrid Laurier	uwaterloo.ca/forms/undergraduate-studies/cross-registration-laurier
Delegation Visit Request form	uwaterloo.ca/engineering/international-0/delegation-visit-request
ECResearch	uwaterloo.ca/engineering-computing/resources-faculty-and-staff/ecresearch
Employee Assistance Program	uwaterloo.ca/employee-assistance-program
Engineering Computing Help (ext. 33524)	enghelp@uwaterloo.ca
Engineering Computing Labs	uwaterloo.ca/engineering-computing/computer-labs
Engineering Computing Labs Software Listing	uwaterloo.ca/engineering-computing/computer-labs/software
Engineering Teaching	uwaterloo.ca/engineering/teaching-and-learning
Equity Office	uwaterloo.ca/equity
Exam Bank Login	cas.uwaterloo.ca/cas/login?service=http%3A%2F%2Fmathsoc.uwaterloo.ca%2Fexambank
Faculty Association	uwaterloo.ca/faculty-association
Final Exam Schedule	uwaterloo.ca/registrar/final-examinations/exam-schedule
Finance	uwaterloo.ca/finance
Formal Lecture Period	ugradcalendar.uwaterloo.ca/page/Regulations-The-Formal-Lecture-Period
Funding and Awards (Engineering)	uwaterloo.ca/engineering/future-graduate-students/funding-and-awards
Funding and Awards (Graduate Studies)	uwaterloo.ca/graduate-studies/awards-funding
Funding and Awards (Undergraduate Studies)	uwaterloo.ca/student-awards-financial-aid
Go Abroad – Waterloo International	uwaterloo.ca/international/go-abroad
Grade Reporting – How do I upload my final grades?	uwaterloo.ca/quest/faculty-and-staff/how-do-i-upload-my-final-grades
Grade Reporting Help	rgrades@uwaterloo.ca
Grade Revision – Graduate	See SharePoint Site – Graduate Studies and Postdoctoral Affairs Office-Records
Grade Revision – Undergraduate	See SharePoint Site – Undergraduate Studies Office
Graduate Academic Deadlines and Events	gradcalendar.uwaterloo.ca/page/GSO-Academic-Deadlines-and-Events

Graduate Courses – Architecture (ARCH)	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-ARCH.html
Graduate Courses – Business and Entrepreneurship (BE)	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-BE.html
Graduate Courses – Business, Entrepreneurship and Technology (BET)	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-BET.html
Graduate Courses – Chemical Engineering (CHE)	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-CHE.html
Graduate Courses – Civil Engineering (CIVE)	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-CIVE.html
Graduate Courses – Electrical and Computer Engineering (ECE)	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-ECE.html
Graduate Courses – Management Sciences (MSCI)	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-MSCI.html
Graduate Courses – Mechanical and Mechatronics Engineering (ME)	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-ME.html
Graduate Courses – Systems Design Engineering	www.ucalendar.uwaterloo.ca/SA/GRAD/1617/GRDcourse-SYDE.html
Graduate Student Employment References	uwaterloo.ca/graduate-studies/awardsand-funding/graduate-student-employment
Graduate Student Funding Requirements – Engineering	uwaterloo.ca/engineering/future-graduate-students/funding-and-awards
Graduate Research Studentship vs. Graduate Research Assistantship	uwaterloo.ca/human-resources/support-managers/payroll/graduate-research-studentship-vs-graduate-research
Graduate Studies and Postdoctoral Affairs Office	uwaterloo.ca/graduate-studies
Graduate Studies Academic Calendar	uwaterloo.ca/graduate-studies-academic-calendar
Graduate Studies Co-ordinators	uwaterloo.ca/graduate-studies/about/people/departments-program-graduate-co-ordinators
Graduate Studies Forms	uwaterloo.ca/forms/graduate-studies
Graduate Studies Milestones	uwaterloo.ca/graduate-studies-academic-calendar/engineering
Graduate Studies Minimum Degree Requirements	gradcalendar.uwaterloo.ca/page/Faculty-of-Engineering-minimum-requirements
Guide to Graduate Research and Supervision at University of Waterloo	uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/a_guide_for_graduate_research_and_supervision_at_the_university_of_waterloo.pdf
Guidelines on Graduate Student Support	uwaterloo.ca/graduate-studies/current-students/policies-guidelines-and-student-responsibilities/guidelines-graduate-student-support
Guidelines on Tests during the Formal Lecture Period	ugradcalendar.uwaterloo.ca/page/Regulations-Guidelines-Tests-Formal-Lecture-Period
Health and Safety Training	uwaterloo.ca/safety-office/training/training-programs
Health Services	uwaterloo.ca/campus-wellness/health-services

Human Resources	uwaterloo.ca/human-resources
Important Dates – Graduate	uwaterloo.ca/privacy
Information and Privacy	uwaterloo.ca/information-systems-technology/about
Information Systems & Technology (IST)	uwaterloo.ca/information-systems-technology/services/category/149
Instructional Technologies and Multimedia Services (ITMS)	uwaterloo.ca/discover-graduate-studies/admission-requirements/international-agreements-and-sponsorships
Intellectual Property	uwaterloo.ca/research/waterloo-commercialization-office-watco/intellectual-property
International Study	uwaterloo.ca/international
International Visiting Graduate Student (IVGS)	uwaterloo.ca/discover-graduate-studies/visiting-and-exchange-students/visiting-graduate-student-programs
iThenticate (plagiarism software for researchers)	uwaterloo.ca/academic-integrity/ithenticate-information
Letter of Permission	uwaterloo.ca/forms/undergraduate-studies/letter-permission
Library	www.lib.uwaterloo.ca
Missed Exams/Exam Issues in Engineering	uwaterloo.ca/engineering/current-undergraduate-students/first-year/exam-issues
Multimedia and WEEF lab bookings	uwaterloo.ca/engineering-computing/computer-labs/weef-lab-engineering-2-1310
New Faculty Support – Engineering contact	uwaterloo.ca/engineering/faculty-and-staff/new-faculty
New Media Services	www.newmediaservices.uwaterloo.ca
Occupational Health	uwaterloo.ca/occupational-health/
Office of Research	uwaterloo.ca/research/
Online Faculty Information System (OFIS)	ofis.uwaterloo.ca/OFIS/ofis
Ontario Visiting Graduate Student Plan (OVGS)	gradcalendar.uwaterloo.ca/page/GSO-OVGS
Outreach	uwaterloo.ca/engineering/about/community-outreach
Parking Services	uwaterloo.ca/parking
Plant Operations	uwaterloo.ca/plant-operations
Podium Access Form	uwaterloo.ca/information-systems-technology/services/electronic-classrooms/electronic-classroom-e-classroom-services-and-support
Police Services	uwaterloo.ca/police
Policies	uwaterloo.ca/secretariat/policies-procedures-guidelines
Procurement & Contract Services	uwaterloo.ca/procurement
Quest	uwaterloo.ca/quest

Registrar's Office	uwaterloo.ca/registrar
Rescheduling Cancelled Classes	ugradcalendar.uwaterloo.ca/page/uWaterloo-Rescheduling-Cancelled-Classes
Returning Assignments and Posting Grades	uwaterloo.ca/privacy/about-information-and-privacy/guidelines-frequently-asked-questions/returning-assignments-and-posting-grades
Rules for Test Conduct	ugradcalendar.uwaterloo.ca/page/Regulations-Rules-For-Test-Conduct
Safety Office	uwaterloo.ca/safety-office
Schedule of Classes – Definitions	uwaterloo.ca/quest/undergraduate-students/schedule-of-classes-definitions
Schedule of Classes – Graduate	www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html
Schedule of Classes – Undergraduate	www.adm.uwaterloo.ca/infocour/CIR/SA/under.html
Scheduling Representative (Email to find out)	regstep@uwaterloo.ca
School of Architecture Examinations and Promotions Rules	ugradcalendar.uwaterloo.ca/page/ENG-Architecture-Regulations-Exams-Promotions
Secretariat & Office of General Counsel	uwaterloo.ca/secretariat-general-counsel
Skills for the Academic Workplace	uwaterloo.ca/information-systems-technology/services/skills-academic-e-workplace-saw-courses
Software – IST Webstore	cas.uwaterloo.ca/cas/login?service=https%3a%2f%2fstrobe.uwaterloo.ca%2fist%2fsaw%2fwebstore%2f
Student Access to Final Examination Papers	ugradcalendar.uwaterloo.ca/page/Regulations-Student-Access-to-Final-Exam-Papers
Student Awards & Financial Aid	uwaterloo.ca/student-awards-financial-aid
Study Days	ugradcalendar.uwaterloo.ca/page/Regulations-Study-Days
Surveyor	uwaterloo.ca/engineering-computing/resources-faculty-and-staff/surveyor-survey-and-student-testing-tool
Teaching Assistant – Roles and responsibilities	uwaterloo.ca/engineering/teaching-and-learning/teaching-assistants/roles-and-responsibilities
Teaching Awards	uwaterloo.ca/centre-for-teaching-excellence/awards
Teaching Champions	uwaterloo.ca/engineering/teaching-and-learning
Tenure and Promotion of Faculty Members – Policy 77	uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-77
Transcript Legend	uwaterloo.ca/registrar/transcripts/transcript-legend
Transfer Credit	gradcalendar.uwaterloo.ca/page/GSO-Transfer-Credit
Travel – Policy 31 (See also, Waterloo International)	uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-31
Tuition Fees (Schedules and Deadlines)	uwaterloo.ca/finance/student-financial-services/tuition-fee-schedules

Turnitin® (content comparison)	uwaterloo.ca/academic-integrity/integrity-waterloo-faculty/turnitnr-waterloo
Undergraduate Calendar of Events & Academic Deadlines	ugradcalendar.uwaterloo.ca/page/uWaterloo-Calendar-Events-and-Academic-Deadlines
Undergraduate Courses	uwaterloo.ca/engineering/future-undergraduate-students/application-process/academic-course-requirements
Undergraduate Forms	uwaterloo.ca/forms/undergraduate-studies
Undergraduate Student Admissions	uwaterloo.ca/engineering/future-undergraduate-students
Undergraduate Student Research Award (NSERC USRA)	uwaterloo.ca/student-awards-financial-aid/awards/nserc-undergraduate-research-awards
Undergraduate Studies Academic Calendar	ugradcalendar.uwaterloo.ca/page/uWaterloo-Undergraduate-Calendar-Access
Upload Final Grades	uwaterloo.ca/quest/faculty-and-staff/how-do-i-upload-my-final-grades
UWLearn	uwaterloo.ca/learn-help
VPN Access	uwaterloo.ca/information-systems-technology/services/virtual-private-network-vpn
Visa and Immigration Support Services	uwaterloo.ca/secretariat/visa-and-immigration-support-services
Waterloo Engineering Facts 2016/17	uwaterloo.ca/engineering/publications
Waterloo International	uwaterloo.ca/international

DEAN'S OFFICES WEBPAGES/CONTACTS

Dean of Engineering	uwaterloo.ca/engineering/contacts
Vice-Dean of Engineering and Associate Dean, International Offices	uwaterloo.ca/engineering/about/people/group/36 and uwaterloo.ca/engineering/international-0
Associate Dean Engineering Computing Office	uwaterloo.ca/engineering-computing
Associate Dean Co-operative Education & Professional Affairs	uwaterloo.ca/engineering/resources-and-services/co-operative-education-and-professional-affairs-office
Associate Dean Graduate Studies Office	uwaterloo.ca/engineering/future-graduate-students
Associate Dean Outreach	uwaterloo.ca/engineering/about/community-outreach
Associate Dean Research and External Partnerships	uwaterloo.ca/engineering/research
Associate Dean Teaching Learning Office	uwaterloo.ca/engineering/teaching-and-learning
Associate Dean Undergraduate Studies Office	uwaterloo.ca/engineering/current-undergraduate-students/academic-support
Development and Alumni Affairs	uwaterloo.ca/engineering/about/people/group/46
Marketing and Communications	uwaterloo.ca/engineering/about/people/bcotton
APC-EPC-CAD	Director of Planning, Faculty of Engineering

Faculty Appointments	Director of Planning, Faculty of Engineering
Engineering Honours and Award Committee	Director of Planning, Faculty of Engineering
Engineering Teaching	Assistant to the Associate Dean, Teaching Community sharepoint.uwaterloo.ca/sites/Engineering-Teaching/Community/SitePages/Teaching%20Awards.aspx
Engineering Undergraduate Office	Information Support Co-ordinator in the Engineering Undergraduate Office
Graduate Studies and Postdoctoral Affairs Office-Records	Graduate Studies Records Specialist-Engineering
Reporting Data	Director of Planning, Faculty of Engineering

REFERENCES

University of Waterloo. (2016). Retrieved from uwaterloo.ca

University of Waterloo. (2016). Retrieved from Graduate Studies Academic Calendar: uwaterloo.ca/graduate-studies-academic-calendar

University of Waterloo. (2016). Retrieved from Undergraduate Studies Academic Calendar: ugradcalendar.uwaterloo.ca/page/uWaterloo-Undergraduate-Calendar-Access

NOTES

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uwaterloo.ca/engineering