



Chemical Engineering & Applied Chemistry
UNIVERSITY OF TORONTO

FACULTY
OF APPLIED
SCIENCE &
ENGINEERING

Graduate Handbook

For Current MEng Students

Version 4.0
July 2011

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1. General Information

1.1. Departmental Contacts

<http://www.chem-eng.utoronto.ca>

Department of Chemical Engineering & Applied Chemistry
University of Toronto
200 College Street
Toronto, ON M5S 3E5
Fax: 416-978-8605

Incoming faxes and messages will be kept in WB 217 for one day then will be placed in the graduate student's mailbox in the Graduate Student Lounge (WB 247).

What	Who	Where	Email
Building Keys/ Photocopy Cards/ Fax Messages	Ms. Gorette Silva Departmental Assistant	WB 217	gorette.silva@utoronto.ca 416-978-3063
Student Mailboxes		WB 247	(Graduate Student Lounge)
Safety Training	Ms. Leticia Gutierrez General Office Supervisor	WB 217	leticia.gutierrez@utoronto.ca 416-978-1779
Shipping & Receiving/Purchasing	Mr. Phil Milczarek Purchasing/Stores Coordinator	WB 16	phil.milczarek@utoronto.ca 416-978-5504
Activate TCard for access to the Graduate Common Room and WB242	Mr. Dan Tomchyshyn Network Administrator	WB 260	daniel.tomchyshyn@utoronto.ca 416-978-1144
Expense Reimbursement	Ms. Arlene Smith Business Officer	WB 217	arlene.smith@utoronto.ca 416-978-6204
Chair	Professor G. Allan	WB 220	chair.chemeng@utoronto.ca 416-978-2543
Graduate Coordinator – graduate academic matters	Professor V.G. Papangelakis	WB 213	vladimiro.papangelakis@utoronto.ca 416-978-1093
MEng Academic Advisor	Professor J. Phillips	WB 24	jane.phillips@utoronto.ca 416-978-5872
Graduate Office – graduate student and administrative matters	Ms. Pauline Martini Graduate Administrator Ms. Joan Chen Graduate Assistant	WB 212	grad.chemeng@utoronto.ca 416-978-7137 gradassist.chemeng@utoronto.ca 416-946-3987

*All Full-time MEng students are given day access to WB242. Lockers are available upon request from Ms. Pauline Martini in the Graduate Office.

1.2. 2011-2012 Dates & Deadlines

This information is also available on the SGS websites:

http://www.sgs.utoronto.ca/adminsupport/memos/2010-11_Decanal_Memos/008.htm

<http://www.sgs.utoronto.ca/calendar/>

SGS Sessional Dates 2011-2012

Fall Session 2011

M	August	1	Civic Holiday
M	August	8	Registration for Fall session begins
	August		Undergraduate course enrolment begins ⁽¹⁾
F	August	26	Last date for payment of tuition fees to meet registration deadline
M	September	5	Labour Day
M	September	12	Most formal graduate courses and seminars begin in the week of September 12th ⁽²⁾
Th	September	15	Final date to submit final doctoral theses to SGS to avoid fee charges for 2011-12 ⁽³⁾
F	September	16	Coursework must be completed and grades submitted for summer session courses and extended courses ⁽⁴⁾
F	September	16	Registration for Fall session ends; after this date, a late registration fee will be assessed
W	September	21	Summer Session grades available for viewing by students on the Student Web Service
M	September	26	Final date to add full-year and Fall session courses
F	September	30	Final date for receipt of degree recommendations and submission of any required theses for master's degrees for Fall Convocation without fees being charged for the Fall session ⁽⁵⁾
F	September	30	Final date to submit final doctoral thesis for Fall Convocation
M	October	10	Thanksgiving Day
M	October	31	Final date to drop Fall session full or half courses without academic penalty
	November		Fall Convocation Information and Dates are posted at: www.convocation.utoronto.ca , choose Fall
W	December	21	Winter break begins (for last day of classes before Winter break, consult graduate units concerned)

Winter Session 2012

M	January	9	Most formal graduate courses and seminars begin in the week of January 9th ⁽²⁾
F	January	13	Final date for registration of students beginning program in Winter session; after this date, a late registration fee will be assessed
F	January	13	Coursework must be completed and grades submitted for Fall session courses ⁽⁴⁾
M	January	16	Final date to submit doctoral theses without fee payment for Winter session
W	January	18	Fall Session grades available for viewing by students on the Student Web Service
M	January	23	Final date to add Winter session courses ⁽⁴⁾
F	January	27	Final date for receipt of degree recommendations and submission of any required theses for March or June graduation for master's students without fees being charged for the Winter session ⁽⁵⁾
F	January	27	Final date for all students to request that their degrees be conferred <i>in absentia</i> in March
F	January	27	Fall dual registrants must be recommended for the master's degree by this date to maintain their Ph.D. registration ⁽⁵⁾
M	February	20	Family Day
M	February	27	Final date to drop full-year and Winter session courses without academic penalty ⁽⁶⁾
	March		March Graduation <i>In absentia</i> Information is posted at: www.convocation.utoronto.ca , choose March <i>in absentia</i>
	April		For last day of winter classes, consult unit concerned

Summer Session 2012

F	April	6	Good Friday
F	April	20	For students obtaining degrees at June Convocation, course work must be completed and grades submitted for full-year and Winter session courses
F	April	20	Final date for receipt of degree recommendations and submission of any required theses for master's degrees for June Convocation ⁽⁵⁾
F	April	20	Final date for submission of final doctoral thesis for students whose degrees are to be conferred at the June Convocation ⁽³⁾
F	April	20	Final date for degree recommendations of Winter dual registrants for the master's degree to maintain their Ph.D. registration ⁽⁵⁾
	May		For first day of summer classes, consult graduate unit concerned.
F	May	4	Final date for registration for May session
F	May	11	Final date to enrol in May-June or May-August session courses
F	May	11	Course work must be completed and grades submitted for full-year and Winter session courses (except for extended courses) ⁽⁴⁾
W	May	16	Winter Session grades available for viewing by students on the Student Web Service
M	May	21	Victoria Day
	June		Spring Convocation Information and Dates are posted at: www.convocation.utoronto.ca , choose Spring
F	June	1	Final date to drop May/June F section courses without academic penalty ⁽⁶⁾
F	June	22	Final date to enrol in July-August courses ⁽⁶⁾
F	June	22	Final date to drop May-August session Y section courses without academic penalty ⁽⁶⁾
M	July	2	Canada Day Holiday
F	July	20	Final date to drop July-August S section courses without academic penalty ⁽⁶⁾

F	July	20	Coursework must be completed and grades submitted for May/June F Section Courses ⁽⁴⁾
W	July	25	Grades for May/June F Section Courses available for viewing by students on the Student Web Service

- (1) Graduate students may only enrol in undergraduate courses with the approval of their supervisor or graduate unit. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate division's calendar. Graduate students will be graded under the graduate grading scale. Students should consult the undergraduate Arts and Science Calendar for enrolment and dates.
- (2) The precise dates of commencement of courses are determined by the graduate units; students are urged to contact the relevant graduate units for information. The University policy states that the first day of classes in the Fall session in all teaching divisions should not be scheduled on the first and second days of Rosh Hashanah (from 1 1/2 hours before sunset on Wednesday, September 28 to about 1 1/2 hours after sunset on Friday, September 30) or on Yom Kippur (from about 1 1/2 hours before sunset on Friday, October 7 to about 1 1/2 hours after sunset on Saturday, October 8).
- (3) A final thesis is the corrected, approved version of thesis which is submitted to SGS following the Final Oral Examination.
- (4) Graduate units may establish earlier deadlines for completion of course work and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes known to the class the methods by which student performance shall be evaluated.
- (5) For final dates for completing degree requirements, students should consult their own graduate unit.
- (6) Graduate units may establish earlier deadlines to add/drop courses. Please note that the last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.
- (7) Students starting their program in the summer and OISE students are required to register by this date by paying the minimum tuition amount stated in their invoice.

2. Registration and Official Student Status

Students are considered registered once they either pay or make arrangements to register without fee payment. Having a registered status means that you are officially part of the university and can access university and departmental services and areas.

2.1. Fees

The fees website: <http://www.fees.utoronto.ca/> is your primary source for general fee information; fee amounts, payment instructions and deadlines, etc. may be accessed from the site.

2.1.1. Invoices and Interest

Fee invoices are viewable and printable from the student information system (ROSI: <http://www.rosi.utoronto.ca/>); they are no longer sent by mail to students. The invoice will indicate the fees for each session, and will also include the minimum fee payment required in order to register.

2.1.2. Paying Fees

Fees can either be paid at a bank using a printout of your invoice from ROSI, or through online banking directly from your bank account. Please note that interest will be charged for any fees showing in your account beyond a certain date; and charged on the 15th day of every month.

MEng students receiving federal or provincial loan support such as OSAP may be able to get an extended period of time to pay their fees. This arrangement is made online through ROSI, or through the school of Graduate Studies (SGS) at 63 St. George Street.

Even with a fee arrangement in place, you will continue to receive email reminders from the university about your outstanding fees until they are paid in full.

2.2. Repository of Student Information (ROSI)

ROSI: <http://www.rosi.utoronto.ca> is the university-wide student information system that contains information such as current contact information, course enrolment, fees, and scholarship information. Students are responsible for ensuring the accuracy of their information in ROSI including contact information, course enrolment and final grades.

ROSI can be accessed as soon as your acceptance of the admission offer is processed by the Graduate Office, so feel free to access it early and check it out! There are instructions for first-time users that can be accessed from the main page of the ROSI site.

2.3. Student Card (TCard) and Accessing University Services

As of June 6th 2011, students who accepted an offer of admission can pick up their TCard; for more information on what identification you need, the hours of operation for the TCard Office locations, etc., please visit: <http://www.utoronto.ca/tcard/>.

After getting your TCard, you can set up your UTORid; this ID is what will allow you to set up your utoronto email address, and access online services such as online library journals, and the new University Portal. To set up your UTORid, please visit: <https://www.utorid.utoronto.ca/>.

2.4. Official Communications

The university uses the web and email to communicate important and official messages. It is now a policy that all University of Toronto students set up and use a “utoronto” email account, and that this email address be entered in ROSI. Students are ultimately responsible for maintaining current contact information in ROSI.

Students are also responsible for ensuring that they are receiving departmental email. You are expected to use your “utoronto” email address for all UofT and departmental communication. Other domain addresses such as gmail, hotmail, yahoo, etc. will not be accepted for communication with the department.

2.5. The University Portal

Many Professors set up course websites using the Blackboard facility. Students who are enrolled in the course and have a utoronto email address listed in ROSI will automatically see a link to the course after entering portal using their UTORid. The portal can be accessed directly from the main University of Toronto webpage: <http://www.utoronto.ca>.

3. Courses

3.1. Course Enrolment

There are 2 steps in the course enrolment process:

- Enrolling in the courses through ROSI
- Departmental approval of your Program Plan to take specific courses.

Information on potential courses and links to other departments that may offer courses of interest to Chem Eng Grad students can be found on our website: <http://www.chem-eng.utoronto.ca>. This information is provided to help you find appropriate courses, however it is by no means a complete list and these courses may not be offered each year. You are encouraged to consult the website for each department for more information.

3.1.1. Enrolling

Access ROSI at <http://www.rosi.utoronto.ca>.

You can enroll in courses through ROSI before you receive approval to take the courses as part of your degree, however only courses that have been approved through the Program Plan will be counted towards your degree so make sure you regularly check your course information in ROSI.

When enrolling in a course, be sure to enter:

Course number: e.g., CHE1310H

Section Code: usually F, S or Y. This indicates whether the course is offered in the September (Fall) session (F), the January (Winter) session (S) or continues through both the fall and winter sessions (Y). Summer courses may be May-June (F), July-August (S), or June-August (Y).

Teaching Method: All graduate courses have a teaching method of LEC (lecture).

Teaching Section: Unless otherwise stated, the teaching section for a graduate course is (0101). Although there may be only one teaching section the information must still be entered on the system.

Not all graduate units allow students to enroll in courses via ROSI, or there may be additional steps to enrolling in the course. In this case, contact the respective Graduate Unit or the Graduate Assistant. Below is a list of course statuses that may appear in ROSI:

REQ: Course requested. Must be resolved/approved by the last date to add a course.
INT: Course requested pending instructor approval in addition to coordinators'/advisor's approval.
APP: Request approved. Student is enrolled in course.
REF: Request denied. Student is not enrolled and may not make another request for this course via ROSI during this session.
CAN: Course cancelled (student withdrew from course before deadline)
WAIT: No Room in the meeting section. Student has been placed on a waiting list based on category and will be enrolled automatically if space comes available.
DWAIT: Student has cancelled place on the waiting list or been removed.

If you encounter problems adding a course in ROSI and the error message you receive is not clear, take note of it and contact the Graduate Assistant.

3.1.2. Approval

Students complete the MEng Program Plan form and hand it in to the Graduate Assistant. The form is downloaded from the Departmental website. Students can (and should) meet with the MEng Academic Advisor to discuss the suitability of their course selection prior to completing their Program Plan form and preferably prior to enrolling on ROSI

3.1.3. Why bother completing the form?

Prior to graduation, the Graduate Administrator reviews your Program Plan forms and recommends you for graduation only if you have completed the courses that have been approved. Without the appropriate forms, graduation may be delayed or some of the courses may not be credited towards your degree and you will be required to take additional courses in order to meet your degree requirements.

3.2. Courses “Extra” to Degree

If you want to take a course for credit but do not want it to count towards your degree, you can take the course as “EXTra”. Please include the course on the Program Plan form and alert the Graduate Assistant by the course enrolment deadline that the course is to be extra to degree.

3.3. Auditing a Course

If you want to attend a course, ask the instructor teaching the course if you can “sit in” on it. There is no enrolment form, and no documentation provided that would confirm your attendance in the course. Please note that auditing a course is at the discretion of the course instructor.

3.4. Dropping a Course

Students are responsible for dropping (withdrawing) from courses in ROSI by the appropriate deadline.

Students should also complete a Program Change Form and submit it to the Graduate Assistant before the deadline so we have documentation that you have dropped the course in ROSI and therefore will not appear on your academic record. The Program Change Form is located on the SGS website.

3.5. Missed a course enrolment or withdrawal deadline?

Contact the Graduate Assistant. There is no guarantee that the problem can be resolved, however if there is a solution it will take anywhere from 4 to 10 weeks to complete the paperwork, forward the request to the appropriate offices, and receive confirmation that the change has been made. Avoid the issue by checking ROSI often, especially as important deadlines approach!

3.6. Grading and Evaluation

3.6.1. Letter Grades

Graduate grades are reported in Letter Grade format, as indicated in the chart below:

Grade Meanings	Letter Grade Scale	Numerical Mark Scale
Excellent	A+	90-100%
	A	85-89%
	A-	80-84%
Good	B+	77-79%
	B	73-76%
	B-	70-72%
Inadequate	FZ	0-69%

Seminar courses are typically assigned a final grade of “CR/NCR”, where “CR” means you have successfully completed the course, and “NCR” means you have not successfully completed the course.

Graduate students taking 500-level courses are graded using the scale above, and not the scale used for undergraduate courses.

3.6.2. Other grade reports that may appear in ROSI

- INC** Incomplete: Assigned as a final report by a graduate unit review committee, or SGS Associate Dean on the basis of incomplete course work in special circumstances (e.g. medical reasons or when there are no grounds for assigning a failing grade). INC carries no credit for the course and is not considered for averaging purposes.
- IPR** In Progress: Assigned by the instructor as the report for a course since it continues in a subsequent session or program. The final grade for the course will appear only once and only for the last enrollment period. IPR carries no credit for the course and is not considered for averaging purposes.
- SDF** Standing Deferred: Assigned by a graduate unit review committee to a student who has been granted an extension for the completion of course work beyond the SGS deadline for completion of course work, pending receipt from the instructor of a final course report. A final course report is due no later than the SGS deadline for completion of course work and grade submission following the original one for the course. If, by that date, a final grade is not available and the student has not submitted the outstanding course work, then the report of 'SDF' will be replaced by a final report of 'INC'. SDF carries no credit for the course and is not considered for averaging purposes.
- TRF** Program Transfer: Assigned by the School of Graduate Studies to a continuing research/seminar course begun but not completed in the first program and will not be required in the new program to which the student has been officially transferred.
- WDR** Withdrawal without academic penalty: Assigned by the graduate unit review committee, when there are extenuating circumstances, upon approval of the student's request for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes.
- XMP** Exemption: Granted on the basis of credit for work done elsewhere. It carries credit for the course, but is not considered for averaging purposes.

Please consult the SGS Sessional Dates and Deadlines for the dates that official course grades will be viewable in ROSI in your current academic year.

If a grade does not appear in ROSI on or immediately after the deadline, contact the course instructor, or the Graduate Assistant.

3.7. Transcripts

The easiest way to order an official transcript is through ROSI. You can also order transcripts through the University of Toronto Transcript Centre:

<http://www.artsci.utoronto.ca/current/undergraduate/transcripts/transcriptform>. Please note that if we ask for an “official transcript”, it means one that has been issued (i.e., prepared, sealed in an envelope, and signed over the back flap) by a Transcript Centre official. If we ask for a “ROSI printout”, it means that it should be submitted by you (email or hard copy); directly retrievable from ROSI. Please ensure that you select the print option that includes your name on the transcript.

3.8. University Policies

There are many policies that affect your status as a graduate student and responsible member of the university community. They are to be found in the School of Graduate Studies Calendar, which was given to you at Orientation, or online at:

<http://www.sgs.utoronto.ca/governance/policies.htm>.

It is the student's responsibility to remain familiar with these policies, such as, Course Work Extensions, Academic Appeals, Code of Student Conduct, Leaves of Absence, etc.

4. Services and Programs Available to MEng Students

Below are some of the key resources that may be of interest. Feel free to explore the services and student organizations available to you.

4.1. Departmental Services

Graduate Office, WB 212

gradassist.chemeng@utoronto.ca

The Graduate Office administers the graduate program and their personnel are available as a resource to graduate students for mainly academic but also for non-academic issues. Feel free to drop by in person, or contact us by email if you would like to set up a time to meet. The Graduate Office is open daily from 9:30am to 1:00pm and 2:30pm to 4:00pm. Arrangements to meet outside of these hours can be requested.

Chemical Engineering Graduate Student Association (CEGSA)

<http://cegsa.chem-eng.utoronto.ca/>

Leaders of Tomorrow – Graduate (LOT-G), WB240

<http://www.chem-eng.utoronto.ca>

The Graduate Common Room (Graduate Student Lounge), WB247

The Graduate Common Room is for the use of all graduate students. You will find daily newspapers, magazines, comfortable furniture, your mail box, announcements, vending machines, a coffee machine, a television, microwave ovens, and many other graduate students. Access is granted through your TCard.

Study Room, WB242

WB242 is available as a study room to all MEng students during weekdays from 8 am until 10 pm and when free from course teaching activities. This is a Faculty room and is also used for teaching.

Lockers

Every full-time MEng student is entitled to a locker, located outside the Graduate Student Lounge WB247. Contact the Graduate Administrator to sign-out a locker, which will have to be returned upon graduation.

Photocopiers, WB16

A cash copy card may be purchased in WB 16

Laptop and Projector, WB 217

Need to borrow a laptop and projector for an upcoming presentation or meeting? These are available on a first-come, first-serve basis from the Departmental Assistant in the Main Office (WB217).

Theses and Projects, WB 217

Those enrolling in the Project course CHE1800Y need to undergo Safety Training offered twice a year (beginning of September and beginning of May). If you start a project at any other time contact the General Office Supervisor in the Main Office (WB217) for access to the online safety course

Wireless Internet Access

There is wireless access to the UofT network (UTORwin) throughout the Wallberg building.

4.2. University Services

Libraries

<http://www.utoronto.ca>

There are numerous libraries on campus. The two main libraries for engineering references are the Engineering Library, located on the second floor of the Sandford Fleming Building, and the Science and Medicine Library in the Sigmund Samuel Library. Tours of the latter are organized regularly. There are also many on-line academic resources such as journals, etc. that can be accessed by clicking the “libraries” link on the main university website.

Student Life Services

<http://www.studentlife.utoronto.ca/>

The Division of Student Life Programs & Services provides the support, opportunities and infrastructure you need to reach your full potential, including:

- Accessibility Services
- Career Centre
- Counselling and Learning Skills

- First Nations House
- International Student Centre
- Multi-Faith Centre
- Psychiatric Service
- Student Housing Service

Hart House

<http://www.harthouse.ca/>

Hart House is a place for all university students to participate in clubs, social events, and use the athletic facilities. As a graduate student, part of your fees go towards a gym membership, and access is granted using your TCard. Find out more by visiting the Hart House website.

5. MEng Program Information

The Master of Engineering Program provides students who have an undergraduate degree in engineering with advanced professional training in chemical engineering. In just one year of full-time study, students can obtain a degree respected by employers that differentiates them in a crowded marketplace. Students also have the opportunity to further their expertise in areas such as energy, environmental engineering, health and safety management, as well as core chemical engineering.

Students registered in the MEng may choose to concurrently complete a collaborative program in:

Environmental Engineering

http://www.energy.engineering.utoronto.ca/Graduate_Programs.html

Environmental Studies

<http://www.environment.utoronto.ca/Graduate/Programs.aspx>

The Faculty of Applied Science and Engineering also offers a series of certificates within the MEng degree:

Entrepreneurship, Leadership, Innovation and Technology in Engineering (ELITE)

http://www.engineering.utoronto.ca/Future_Students/Graduate_Studies/Certificates/ELITE.htm

Engineering and Public Policy (EPP)

http://www.engineering.utoronto.ca/Future_Students/Graduate_Studies/Certificates/Engineering_and_Public_Policy_EPP_certificate.htm

Engineering and Globalization (Global)

http://www.engineering.utoronto.ca/Future_Students/Graduate_Studies/Certificates/global-certificate.htm

5.1. Collaborative Programs

The Department participates in the collaborative programs listed below:

- Environmental Engineering (MAsc, MEng, PhD),
<http://www.energy.engineering.utoronto.ca/>
- Environmental Studies (MAsc, MEng, PhD),
<http://www.environment.utoronto.ca/>

5.1.1. Collaborative Program Admission

Typically, applicants will select the collaborative program through their application for admission; however it is sometimes possible to register in the collaborative program after being admitted into the MEng program. Please review the online information for the collaborative program to determine how to apply.

5.1.2. Collaborative Program Requirements

Students must fulfill the requirements for the collaborative program and the home unit (Chemical Engineering and Applied Chemistry). Please visit the sites above to find out more information on the requirements for the collaborative program.

On successful completion of requirements for the collaborative program, a notation is added to the student's transcript.

5.2. Duration

The program may be completed on a full-time or part-time basis. Full-time students have 3 years to complete. An extension of up to 3 additional years is also possible in each case after yearly approval. Part-time students have 6 years to complete the program. Students who switch from FT to PT take on the time limits that apply to their new status.

Students are permitted to change from FT to PT, or vice versa, once during their degree and within 8 months from the start of the program.

5.3. Residence

MEng students are not required to be in full-time attendance (residence) and do not need to be continually enrolled in courses; they may “stop out” between sessions for up to 12 months. The one exception is the MEng project. Once an MEng student enrolls in the project course CHE1800Y, they will be continually enrolled in the project (and pay fees) until the project is complete.

During the sessions that an MEng student has “stopped out,” no academic fees will be charged, and access to university services are suspended until the student enrolls in courses. Stopping out does not change the time limit for completing the degree.

5.4. Degree Requirements

Students in the program complete 10 half-credit (H) courses, or 7 half-credit (H) courses plus a research project supervised by a Faculty member. Students must complete at least 1 course in the first session of study in order to maintain their registration status.

- Students need to complete 10 half-credit (H) courses; or 7 half-credit (H) courses plus a project.
- Students need to take a minimum of 3 CHE half-credit (H) technical courses. Joint technical courses (such as JCI, JTC and JCB courses) having a core Departmental faculty co-instructor are also eligible.
- Up to 4 half-credit (H) courses with non-technical content are allowed.
- No more than 3 half-credit (H) courses taken as part of the degree may be 500-level courses. Graduate courses offered in other Faculties that are co-taught with undergraduate students and do not have a separate course component for graduate students (e.g., different assignments, an extra project, different final exam, etc.) are considered equivalent to 500-level courses. The Graduate Office tracks these courses and it is up to the student to bring forward a new course to the MEng Academic Advisor for approval. The MEng Academic Advisor is also available for counselling on matters relating to course selection and program requirements.
- Students in a collaborative program must satisfy the requirements of that program in addition to this Department's requirements.
- Students may also take courses from outside the Department. Check the Chem Eng website for both the suggested course list and links to other Departments often offering courses of interest to Chem Eng Graduate Students.

Additional Requirements for the Collaborative Programs

MEng in Environmental Engineering

<http://www.energy.engineering.utoronto.ca/>

- Complete a concentration of study in environmental engineering as demonstrated through course work and (if applicable) a project.
- Complete at least one non-engineering course with substantial interdisciplinary content from a prescribed list. A request is submitted to the Division of Environmental Engineering and Energy Systems prior to SGS's final date to add courses for the session the course is to be taken.

MEng in Environmental Studies

<http://www.environment.utoronto.ca/>

- One half-course elective from the Centre for the Environment list of courses.

- Take an internship ENV 4444Y.
- Write a research paper ENV 5555Y on an environmental topic; a copy of the final research paper must be submitted to the Centre for Environment prior to convocation.

5.5. Unsatisfactory Grades

The Department allows each MEng candidate to have up to two failed or incomplete courses, but at least one of these must be retaken and passed. Candidates obtaining more than 2 failing or incomplete grades will normally have their registration terminated.

5.6. MEng Project

Students must register in CHE1800Y and complete CHE2222H (Safety training workshop) before they start working on the project. The project can (but not necessarily) be of an original nature, and must be carried out under the supervision of a Faculty member. The topic of the project should be selected in consultation with the prospective supervisor, and may entail experiments or data collection at the student's place of employment, if suitable arrangements can be made. The project should entail a critical review of the relevant literature, data collection and analysis, and possibly new theory. The project requires a Thesis submission in the end.

The effort required to complete the project should be approximately equivalent to three half courses.

Access to bound copies of previously completed theses is available through the General Office Supervisor in the Main Office (WB 217) for inspection.

5.6.1. Length of Thesis

Should be approximately 50 pages long plus relevant appendices if necessary.

5.6.2. MEng Project Departmental Oral Examination

Once completed and a Thesis is prepared, the project must be presented and defended before a 3 member committee in a Departmental Oral Examination.

(i) Examination Committee Members

The Examination Committee is comprised of:

- the project supervisor(s), and
- two other academic members, one of whom must be a core member of the CHE Department.

The supervisor(s) and student select the members of the Examination Committee and arrange a date and time convenient for all members.

(ii) Distributing the Thesis

Copies of the Thesis document should be distributed to the members of the Examination Committee at least two weeks in advance of the date of the Oral Examination. Committee members may refuse to participate in an Oral Examination if less time is given for the appraisal of the document.

(iii) Formal Request for the MEng Departmental Oral Examination

Once the committee membership has been determined, an MEng Oral Examination Request Form is to be completed and submitted to the Graduate Assistant in the Graduate Office a minimum of one week (5 business days) prior to the examination. Please ensure that a ROSI printout of your transcript is attached to the form, and that you select the print option that includes your name on the transcript.

The meeting room and laptop/projector can be booked by contacting the Departmental Assistant in the Main Office (GB 217).

The form can be found on the “Forms and Handbooks” page under the “Graduate Studies” section of the Chemical Engineering website: <http://www.chem-eng.utoronto.ca>.

5.6.3. Conduct of MEng Orals

(i) Pre Oral Review

At the start of the Oral Examination the candidate will be asked to leave the room while the following procedures are carried out:

- The Chair will briefly review the relevant Departmental Policies related to the MEng program
- The Committee will review the student's course performance.

(ii) Oral Examination

The candidate and any graduate student observers will then be asked to enter the room, and the candidate will make a 20 minute presentation on his/her project. The committee members will then question the student on his/her project. Student observers may also ask questions. At the end of the question period, the candidate and any observers will be requested to leave the room.

(iii) Post Oral Review

On the basis of the oral defense, the committee may recommend that:

- Thesis be accepted as is, or
- Thesis is accepted subject to minor corrections (handled between the candidate and the supervisor), or
- Thesis is accepted subject to minor modifications (to be completed within 1 month. The candidate must report back to the committee with the changes made for the committee to make a final decision, or
- Meeting adjourned and reconvened in order to give the candidate the opportunity to address shortcomings in his/her defense

The examination chair and the supervisor will explain the student the nature of minor modifications or corrections if recommended by the committee. Following the Oral

Examination, the student must make all corrections to the Thesis as required by the examining committee and submit the final Thesis to their supervisor(s).

5.6.4. Thesis Submission

Once the supervisor(s) approve the corrected thesis (if applicable), the student should submit 1 bound copy to the General Office Supervisor in the Main Office (WB 217) and 1 bound copy to each supervisor. The department will pay \$40 towards the cost of Thesis binding – see Appendix A for details. MEng Thesis are not submitted to SGS.

5.6.5. Graduation

Roughly one month prior to completion of your final course(s) and/or project, send an email to the Graduate Administrator with your intention to graduate. If you had defended a Thesis as part of an MEng project, the supervisor must notify the Graduate Administrator that all required modifications/corrections have been made to the Thesis before a degree recommendation can be considered.

Consult the deadlines and dates section of this Handbook or the SGS website for all relevant dates.

Appendix A: MEng Thesis Binding Reimbursement

The Department will cover the photocopying and binding costs associated with one final copy of the MEng Thesis to a maximum of 70 pages plus Appendices. The Supervisor must pay for the cost of extra pages and copies.

The Department will provide to the student up to \$40 for the Thesis binding cost, provided the degree has been earned on a “full-time” basis and receipts are provided.

No monies will be paid until an authorization slip and the required bound copy is received by the General Office Supervisor, or the Business Officer in the Main Office.

All original receipts for costs must be presented before you can be reimbursed. These receipts are to be attached to a completed Expense Reimbursement Form and then should be given to the General Office Supervisor, or the Business Officer in WB 217. Please keep in mind that a “transaction record” of a credit card or debit card purchase is not a receipt.