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# Department of Chemical and Materials Engineering

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This document is available online at:

<http://www.cme.engineering.ualberta.ca/Graduate/StudentResources.aspx>

**2014 – 2015**



UNIVERSITY OF  
**ALBERTA**

## **Information for Graduate Students**

### **Chemical and Materials Engineering**

**2014 – 2015**

**Disclaimer:** All the information in this booklet is compiled on a best efforts basis and is believed to be correct at the time of publishing. In the event of a conflict between these rules and those stated in the calendar, the rules in the calendar shall have precedence. From time to time, rules and regulations change. It is the student's responsibility to be aware of the latest rules and regulations.

August 2014

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## **1. Welcome**

Welcome to the Department of Chemical and Materials Engineering at the University of Alberta. On behalf of the entire academic staff, we hope that your studies will be rewarding.

Most new graduate students find that the first several weeks are demanding. If you experience any problems, you should consult with one of the graduate advisors shown in the list below, as they are here to assist you.

The graduate program assistants are also a valuable source of information and will assist you throughout your studies. The academic staff members are genuinely interested in meeting new graduate students - you are encouraged to introduce yourself to the academic staff.

The first part of this booklet gives general information, and the second part gives information about the various graduate programs and student responsibilities. **Every student should read this booklet in its entirety. Ignorance of rules and regulations is no excuse.**

## **2. Key Department Contacts**

A listing of department staff with contact information can be found on the department website: <http://www.cme.engineering.ualberta.ca/FacultyStaff.aspx> The following are key department contacts:

**Dr. Vinay Prasad** - Associate Chair of Graduate Studies

**Lily Laser & Mia Law** - Graduate Program Assistants

**Dr. Natalia Semagina** - Graduate Advisor for Chemical Engineering

**Dr. Hao Zhang** - Graduate Advisor for Materials Engineering

**Dr. Fraser Forbes** - Department Chair

**Nicole Leszczewski** - Payroll Officer

**Sandra McFadyen** – Assistant Chair (responsible for office space)

**Andrée Koenig** - Laboratory and Safety Coordinator

**Kevin Heidebrecht** - Responsible for keys (Room CME 256)

**Jack Gibeau & Nathan House** – Computer technical support

### **3. Administration Procedures**

#### ***3.1 Student ID Card – ONEcard***

After registration you can get your student ID card (ONE card), from the ONE card office located in 9104 HUB Mall. The ONE card contains your student number, picture and a barcode. This card allows the use of the libraries and the sports centre. For a description of the services available to you through the ONE card, please see their website: <http://www.onecard.ualberta.ca/>

#### ***3.2 Department Payroll***

A copy of your STUDY PERMIT and SOCIAL INSURANCE NUMBER (SIN), when available, should be given to the Payroll Officer.

If you do not have a social insurance number, please see Lily Laser or Mia Law for information on how to apply for one as soon as possible. (The procedure for this will vary depending on the information contained in your study permit). When ready, you will go to the following location to apply for your SIN:

#### **CANADA PLACE #1440, 9700 Jasper Avenue, Edmonton (8:30 – 4:00 p.m.)**

Take the Light Rail Transit system (LRT) to get to Canada Place. Board the train at University Station and alight at Churchill Station.

TD1 and TD1AB forms (these forms are optional) are available at the links below or in Appendix A (p. 26-29).

<http://www.cra-arc.gc.ca/E/pbg/tf/td1/td1-fill-14e.pdf>

<http://www.cra-arc.gc.ca/E/pbg/tf/td1ab/td1ab-fill-14e.pdf>

You may complete these forms (optional) and forward them to Nicole in the payroll office.

A chequing account with a Canadian bank must be opened before you will receive payment from our department. ***\*Please see page 12 for further banking information.***  
Your pay advice can be viewed using Beartracks.

#### **Graduate Student Assistantship Information:**

Graduate students will be paid twice a month.

All payments are made by direct deposit to the student's personal bank account. Students must set up direct deposit in Bear Tracks: <https://www.beartracks.ualberta.ca/>

For instructions on how to do this, see the Direct Deposit instructions at the link below or Appendix A (p. 23-25):

[http://www.hrs.ualberta.ca/MyEmployment/~media/hrs/MyEmployment/BearTracks/Add\\_Direct\\_Deposit.pdf](http://www.hrs.ualberta.ca/MyEmployment/~media/hrs/MyEmployment/BearTracks/Add_Direct_Deposit.pdf)

## **Automatic Deduction of Outstanding Fees and Tuition**

The University's payroll system **automatically** deducts outstanding tuition and fees from the paychecks of graduate teaching and research assistants one month after the start of Fall, Winter, Spring and Summer terms.

That is, any Fall tuition owing as of October 1 will be deducted from the student's October, November and December paychecks in **six** bi-monthly installments **to a maximum of 80% of your salary**. If there is tuition left owing at the end of the term, Financial Services will issue a statement letting you know the amount that is due in their office by a certain date.

Similarly, any Winter tuition owing as of February 1 will be automatically deducted from the student's February, March, and April paychecks in **six** bi-monthly installments.

Also, students will have automatic deductions from their paychecks in June, July and August. Deductions will occur twice a month.

**Students cannot exempt themselves from this payroll deduction.**

**Full tuition for the Fall, Winter, Spring and Summer terms must be paid by the respective deadlines in order to have no fees deducted from your paycheck.**

Note: The automatic payroll deduction is only taken from assistantship funding. Installments are not withdrawn from any scholarship funding students may be receiving.

**Students must report all scholarships received to the payroll office.**

### ***3.3 Office Assignments***

The Department will assign a desk for each student during the first semester. Office assignments are done by Sandra McFadyen. The necessary keys are issued by Kevin Heidebrecht upon authorization by the research supervisor or the Department Chair. All students must pay a \$50.00 deposit and return a signed "New Employee/Student Information Form" before they will be given keys. Please inform Sandra McFadyen if you and your supervisor wish to make a room change. Such changes must **NOT** be made without authorization.

### ***3.4 Building Keys***

The CME building is locked late each evening and all day on holidays (the building hours are posted on the main doors). To permit access to the building, each student can obtain a key. Complete the forms available at CME 256 and take them to Kevin Heidebrecht.

### ***3.5 Telephone Lists***

The Department maintains telephone and contact lists for all staff and students, available on our website: <http://www.cme.engineering.ualberta.ca/FacultyStaff/Resources.aspx>. Inform one of the Graduate Assistants if any of your contact information changes (ie: supervisor, telephone number, room number etc).

### ***3.6 Personal Information***

It is the student's responsibility to ensure that their personal contact information is updated with the University at all times. Students can change their contact information by accessing Bear Tracks: <https://www.beartracks.ualberta.ca/>

It is also the responsibility of the student to inform the Department of any changes to his/her **immigration status**.

### ***3.7 Code of Student Behavior***

The University's Code of Student Behavior states academic and non-academic offenses for which students will be sanctioned. Students should familiarize themselves with this code, which can be found on the website: <http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Code-Student-Behavior/25.html>. Students' attention is drawn in particular to the University's stand on plagiarism and harassment.

### ***3.8 Parking and Automobile Regulations***

Questions concerning parking privileges and use of automobiles on Campus should be directed to Parking Services. Their website is: <http://www.asinfo.ualberta.ca/ParkingServices>, and their office is located at 1-051 Lister Centre (87th Avenue & 116th Street).

### ***3.9 Laboratory Safety and Security***

You are required to attend the Department Safety Seminar during your first semester. Information regarding the seminar will be distributed accordingly.

Please fill out the Working Alone form available on our website and return the signed copy to Lily Laser or Mia Law:

<http://www.cme.engineering.ualberta.ca/FacultyStaff/Resources/Forms%20Cabinet.aspx>

On occasion, the department has experienced laboratory burglary. **Please ensure that your laboratory is locked when unattended, and all your personal belongings are locked up in a secure place at all times to prevent theft.**

### ***3.10 Computer and Network Access***

After you have finished your registration, it is necessary for you to complete an on-line form to ensure that you will be added to the department e-mailing lists and that you will have access to department computing resources. The URL for this form is:

<http://cmesql.eche.ualberta.ca/forms/NewStudent/>

### ***3.11 Medical and Dental Insurance***

You will need to apply for Alberta Health Care Insurance. Locations are listed in this link: <http://www.health.alberta.ca/documents/AHCIP-Registry-Agent-Poster.pdf>

The Graduate Student Association (GSA) has a dental/health plan to help with medical fees that are *not* covered by Alberta Health Care. The cost for this plan is included in your University fees. If you are covered by a comparable health or dental plan, you can opt out of the GSA plan by submitting proof of your equivalent coverage to the GSA at 1-37 Triffo Hall. Full-time students are automatically re-enrolled into the dental/health plan each year. For more information, visit the GSA website: <http://www.gsa.ualberta.ca/>



## **4. University and Department Services**

### ***4.1 Mail Service and Mailboxes***

Department mail for students are placed in a filing cabinet directly across from the photocopy room on the 7<sup>th</sup> Floor of ECERF. There are 26 files, one for each letter of the alphabet. The letter corresponds to the first letter of your last name (eg.) all mail for Bill Jones would be placed in file J. Mail that does not have a proper mailing address will be placed inside a box (outlined in red) and this mail will be sent back if unclaimed after one month. All mail will be inserted into the appropriate file, except for large items, in which case an email will be sent indicating where it may be claimed. **All personal mail must be sent to a home address or post office box.**

### ***4.2 Telephone***

Public call boxes are located in various places. Supervisors may also provide a telephone handset in the lab space for students and research staff members to use. The prime purpose of these handsets is to allow convenient contact with local equipment and material suppliers; consequently, personal calls should be kept to a minimum during business / office hours.

### ***4.3 Photocopiers and Fax Machine***

The use of the photocopier and fax machine is restricted to office hours and care should be taken to use the equipment. You will need a PIN to access the photocopier. To obtain a PIN, you must have the permission of your supervisor.

**\* The photocopiers / fax machine are to be used for university-related business only.**

Theses are **not** to be photocopied on department photocopiers. They must be taken to McCallum Printing at 2-50 Cameron Library for duplicating. Also be aware that the University of Alberta has contractual agreements regarding copyright infringement. You should not photocopy large portions of books, because this can constitute copyright infringement.

### ***4.4 Department Forms***

Many of the forms that you will need are available on our website:

<http://www.cme.engineering.ualberta.ca/FacultyStaff/Resources/Forms%20Cabinet.aspx>

### ***4.5 Office Supplies***

The department does **not** provide office supplies. They are your or your supervisor's responsibility.

### ***4.6 Conference Rooms and Projector***

The department conference rooms and the department computer and projector can be booked for research meetings and seminars through our website at: <http://bookings.eche.ualberta.ca/>

#### ***4.7 Ordering and Shipping Supplies***

Ensure that your name is included on the address label when ordering supplies. When a package is received in the department, an email will be sent to you to notify you of its arrival. The Department assumes no responsibility for the ordering or delivery of any supplies. For any problems with delivery of packages, contact Supply Management at Ext. 2-3228. When having items shipped to the department, please add at least one full day to your estimated time of arrival for distribution from Supply Management Services. ***All forms (i.e.: invoices, indent copies, purchase order copies, shipping forms, etc.) must be given to the department bookkeeper.***

Shipping of dangerous goods **must** be done with the supervision of Andrée Koenig.

#### ***4.8 Machine and Instrument Shops***

The department has well equipped and staffed machine and instrument shops. Consult your supervisor about access to these facilities.

#### ***4.9 Chemical Services Laboratory***

A Chemical Technologist, Andrée Koenig, is available to assist students and staff with chemical analytical services. In addition, information on safety, procurement of chemicals and supplies, and on the development and operation of gas chromatographic separations may be available from Andree.

#### ***4.10 Purchasing***

Equipment and supplies for teaching or research needs must be requisitioned on either indent forms (for internal university suppliers) or purchase requisition forms (external suppliers). The forms must be approved or signed by staff members with the appropriate signing authority. In all cases, all financial paperwork must be given to the Department Bookkeeper.

#### ***4.11 CMEGSA***

The Chemical and Materials Engineering Graduate Student Association (CMEGSA) provides new graduate student orientations, social and recreational activities, representation of graduate students, seminar refreshments, etc... Visit their website for more information:  
<http://www.cme.engineering.ualberta.ca/Graduate/CMEGSA.aspx>

#### ***4.12 GSA***

The Graduate Students Association (GSA) is located at 1-37 Triffo Hall. It provides official representation for graduate students via committees, councils and the media; promotes the general welfare of members; serves and furthers the intellectual, cultural, social, and recreational activities of its members; and represents all academically employed graduate students. For more information on their services, please see: <http://www.gsa.ualberta.ca/>

#### ***4.13 Housing***

The University's Residence Services rents housing in several residences, including Graduate Student Residences, HUB International and housing for married students in Michener Park. Their website is: <http://www.residence.ualberta.ca/>

The Students Union Housing Registry maintains lists of rooms and apartments in the city: <http://www.su.ualberta.ca/housing> Neither the University nor the Department assumes responsibility for finding accommodation for students.

#### ***4.14 University Student Services***

University Student Services is comprised of nine units, which are located in the Students' Union Building: Academic Support Centre, Sexual Assault Centre (SAC), Career and Placement Services (CaPS), Student OmbudService (SOS), Native Student Services (NSS), Student Counseling Services (SCS), Student Financial Aid and Information Centre (SFAIC), Services for Students with Disabilities (SSD), and University Health Centre (UHC). For more information, see: <http://www.deanofstudents.ualberta.ca/studentsservices>

#### ***4.15 Centre for Teaching and Learning***

The Centre for Teaching and Learning provides opportunities for graduate students to develop their teaching skills through theory classes and teaching experience. More information on this program is available at: <http://wwwctl.ualberta.ca/>

#### ***4.16 University Health Centre***

The University of Alberta Health Centre is located on the second floor of SUB. They are open Monday - Friday (8 a.m. - 3:45 p.m). A pharmacy is located in the SUB Bookstore and is open Monday – Friday (8:30 a.m. - 4:30 p.m).

#### ***4.17 Student Counseling Services***

Student Counseling Services (SCS) offers psychological counseling to current students. There is no charge for individual sessions with counselors. They provide accessible professional psychological services to students who may be experiencing on-going or situational personal, academic, or career-related difficulties. They are located at 2-600 SUB and their hours are Monday – Friday 8:30 a.m. - 4:30 p.m.

### **5. Services for International Students**

#### ***5.1 University of Alberta International***

The University of Alberta International Centre provides excellent services and programs to both Canadian and foreign students, such as orientation programs and information on study abroad opportunities. <http://www.international.ualberta.ca/>

#### ***5.2 International Student Orientation***

International students are encouraged to participate in the international orientation seminar held at the International Centre. Information is available on their website: <http://www.international.ualberta.ca/>

### ***5.3 English Language Training***

Students whose speaking and/or writing skills need improvement are encouraged to acquire basic skills through formal courses. The International Centre has information on language schools and individual tutors. English language training courses are also offered by:

- Faculty of Extension - [www.extension.ualberta.ca/faculty/index.aspx](http://www.extension.ualberta.ca/faculty/index.aspx)
- Student Success Centre - [www.studentsuccess.ualberta.ca](http://www.studentsuccess.ualberta.ca)
- Continuing Education through Metro Community College - <http://www.metrocontinuingeducation.ca/>
- Grant MacEwan Community College - [www.macewan.ca](http://www.macewan.ca)
- Norquest College – [www.norquest.ca](http://www.norquest.ca)

### ***5.4 Renewing your study permit***

If you want to extend your stay in Canada as a student, you must complete the ‘Application to Change Conditions or Extend Your Stay in Canada.’ Check the expiry date on your study permit and make sure you apply well **before** that date. You should apply for renewal at least 45 days before your current permit expires. Please see Lily Laser or Mia Law for instructions on obtaining letters to extend your study permit.

If you apply for renewal of your study permit, and the permit expires before you receive an answer, you can continue to study in Canada under the same conditions until you receive a decision. Please bring Nicole a copy of your payment receipt as well as the Canada Post receipt. The receipts should list the date of the application as well as your full legal name.

You should apply to renew your study permit if you intend to travel outside Canada and your permit will expire while you are travelling. You cannot extend your study permit beyond the expiry date on your passport. If your study permit has expired and you have not applied for an extension, you must leave Canada.

## **6. General Information**

### ***6.1 Transportation***

The City of Edmonton has a public transportation system. The LRT (Light Rail Transit) system offers convenient transportation from the University to downtown Edmonton, Rexall Place, Commonwealth Stadium, communities in northern Edmonton, as well as links to South Campus (including the Saville Sports Centre), Southgate Mall and Century Park. The bus system also offers transportation to and from the University. A listing of routes and schedules is available at [www.takeETS.com](http://www.takeETS.com).

All students will receive a U-pass when they receive their One Card, which allows use of the ETS systems during the periods September to April. Some students will also receive a Spring/Summer U-pass for the months of May to August. For more information, see: <http://uofa.ualberta.ca/upass>

## 6.2 Alberta Health Services 'Health Link'

'Health Link' is a 24 hour a day, seven days a week telephone health advice service answered by registered nurses that anyone in Alberta can call. They provide Albertans with a greater role in managing their own health so they can make informed decisions about their health and what resources to use *from their own homes*. Anyone with a health concern can call: 780-408-LINK (780-408-5465) or 1-866-408-5465 (outside Edmonton) to get health advice or information 24 hours a day, seven days a week. <http://www.albertahealthservices.ca/>

## 6.3 Banking

All students must open a chequing account with a recognized Canadian banking institution to receive their pay. Listed below are some banks that you may be interested in opening your chequing account at:

[TD Canada Trust](#): 1-866-222-3456

[RBC Royal Bank](#): 1-800-769-2511

[CIBC](#): 1-800-465-2422

[Bank of Montreal](#): 1-800-363-9992

**After you have opened a chequing account, you will need to enter your banking information and set up Direct Deposit in Bear Tracks:** <https://www.beartracks.ualberta.ca/>

**\*Direct Deposit Instructions** are available at:

[http://www.hrs.ualberta.ca/MyEmployment/~media/hrs/MyEmployment/BearTracks/Add\\_Direct\\_Deposit.pdf](http://www.hrs.ualberta.ca/MyEmployment/~media/hrs/MyEmployment/BearTracks/Add_Direct_Deposit.pdf) or in Appendix A (p. 23-25).

## **7. Organization and Administration of Graduate Programs**

### ***7.1 Degrees Offered***

The Department of Chemical and Materials Engineering offers the degrees of **MSc** in Chemical Engineering, Process Control, Materials Engineering, and Welding Engineering. It offers **PhD** degrees in Chemical Engineering, Process Control, and Materials Engineering. Students who initially register in a given degree program require department approval before changing to another program.

### ***7.2 Program Requirements***

The Faculty and Departmental requirements for graduate programs are given in the University of Alberta Calendar. Each graduate student is responsible for being familiar with all regulations and requirements specified therein. The calendar can be found on the website: <http://www.registrar.ualberta.ca/calendar/>. If flexibility within these requirements is permitted, it is left to the Department of Chemical and Materials Engineering to supplement and interpret these regulations pertaining to graduate students in the Department. Each graduate student is responsible for being familiar with the University's major deadlines, found in the Academic Schedule of the University calendar.

### ***7.3 Registration***

Registration in the Faculty of Graduate Studies and Research (FGSR) is required immediately for students entering at the beginning of September or January. Course registration should be completed no later than the end of the first week of classes. You should consult your graduate advisor or supervisor for advice on registration. Students must be registered full-time in 9 credits each term to receive funding from the department. Students must maintain full time registration until their degree is finished, regardless of whether they are working on the University campus or not. It is your responsibility to be aware of all deadlines in the University of Alberta Student Calendar pertaining to registration. Registration can be completed through the Bear Tracks web-based system at <https://www.beartracks.ualberta.ca/>. Please see p. 20 for further registration information. If you have any difficulties registering, please see Lily Laser or Mia Law for assistance.

### ***7.4 Seminars***

The Department offers a distinguished seminar series, called the *D.B. Robinson Distinguished Seminar Series*, of which the premier event is the ICI lectures. Other seminars may be offered from time to time. Attendance at a minimum of **six** of these seminars per academic year is **required** by all MSc and PhD students throughout the duration of their program. Students starting their program in January must attend at least three of these seminars in their first term. Students who miss the attendance requirement for the D.B. Robinson series will be assigned additional work. In addition, all MSc and PhD students are required to deliver one public presentation on their research. The approval of an external conference presentation to satisfy the seminar requirement is at the discretion of the Associate Chair (Graduate). Seminar notices will be e-mailed to the department and posted on the departmental website. Notices of interest to graduate students and official notices are posted on the bulletin board at several locations in the department.

## **8. MSc Programs**

The requirements for the MSc degree consist of successful completion of course work, participation in seminars, completion of the ethics course ENGG 600, and presentation of a thesis which embodies the results of independent research. All MSc students are also encouraged to take on one Teaching Assistantship or one Grader position as part of their program. MSc students must complete all of the requirements within **four years** from the time they first register as graduate students.

The MSc minimum course requirement is four courses plus the ethics course. At least two courses must be 600 or higher level courses in the Department of Chemical and Materials Engineering. The balance of the courses shall be at the 500 or higher level in the Faculty of Engineering, or at the 400 or higher level in a Science Department. Students in Materials Engineering must take Mat E 640, which counts as one of the two 600 level courses. Reading courses will not count towards the total course requirement. Science courses at the 400 level must be approved by the supervisor and Associate Chair (Graduate). All students entering with qualifying status will be assigned a program of courses by the Associate Chair in consultation with the student's potential supervisor.

## **9. PhD Programs**

The requirements for the PhD degree consist of successful completion of course work, participation in seminars, completion of the ethics course ENGG 600, and presentation of a thesis which embodies the results of independent research. All PhD students are also encouraged to take on two Teaching Assistantship or three Grader positions as part of their program. PhD students must complete all the requirements within **six years** from the time they first register as graduate students.

### **9.1 Course Work:**

The minimum course requirement is six one-term courses plus the ethics course. At least three courses must be 600 or higher level courses in the Department of Chemical and Materials Engineering. The balance of the courses shall be at the 500 or higher level in the Faculty of Engineering, or at the 400 or higher level in a Science Department. Students in Materials Engineering must take MAT E 640, which counts as one of the three 600 level courses. Reading courses will not count towards the total course requirement. The final course program for such students shall be approved in writing by the supervisory committee and is subject to final approval by the Associate Chair Graduate Studies.

### **9.2 PhD Program Following an MSc**

A student admitted to the PhD graduate program in the Department of Chemical and Materials Engineering **may** be eligible for a Department course exemption if the student has previously completed a recognized graduate degree program at an accredited university. The number of courses will be evaluated and approved on a case-by-case basis. The criteria that must be met before Departmental course or course unit exemption will be considered are:

- (1) The supervisory committee and Department agrees that the course(s) in question is (are) applicable to the student's degree program
- (2) The student achieved a grade acceptable to the Department
- (3) The student must not have completed or intend to complete a course of identical course content at the University of Alberta

The student's course performance at the previous university and the University of Alberta will be considered prior to Departmental approval of course exemptions. To request a course exemption, the **student's supervisory committee** (not the student) should submit a written request to the Associate Chair (Graduate) with the following information for each course to be considered:

- |                              |                                  |
|------------------------------|----------------------------------|
| (1) Course Number            | (2) Course Description           |
| (3) Course Content           | (4) Course Textbook              |
| (5) U of A Course Equivalent | (6) Grade achieved in the course |

The request should be submitted on **the form provided for this purpose** after the completion of at least two academic terms and the successful completion of the candidacy exam. The student's academic record will be evaluated and a written decision to the request will be distributed to the student and supervisor, and a copy placed in the student's file. It is the responsibility of the student with the advisement of the student's supervisor or supervisory committee to ensure all academic course requirements are met prior to graduation.

Normally FGSR permits a maximum of two courses to be exempted from the program. In exceptional cases, an exemption exceeding two courses may be granted, however, in all cases **at least two graduate courses must be taken at the University of Alberta.**

The final decision shall rest with the Associate Chair (Graduate).



### **9.3 Candidacy Examination:**

The Faculty of Graduate Studies and Research requires that a PhD student pass an oral Candidacy Examination. The Department of Chemical and Materials Engineering has specific regulations:

- (a) The Candidacy Examination must be held within **16 months of initial registration**. No financial support from the department will be available to students who do not meet this deadline. Departmental support includes TA and RA appointments, discussed in a following section. Students failing to meet the deadline without compelling extenuating circumstances may also be required to convert to the MSc program.
- (b) The student shall submit a copy of a Research Proposal within 13 months of initial registration:
  - For students who begin in September 2014, the deadline for the submission of this report is September 30, 2015.
  - For students who begin in January 2015, the deadline is January 31, 2016.

Six copies shall be submitted to the Graduate Assistants. A copy shall be sent by the Assistants to each member of the Candidacy Examination Committee three weeks before the date of the Candidacy Examination. The Research Proposal should be printed in 12 point or larger font and will not normally exceed 20 pages in length. The proposal may not be modified after submission.

A student who is enrolled in the MSc program and subsequently converts to the PhD program shall be subject to the following rule:

- The candidacy report shall be submitted within *one month of the effective date of program transfer, or 13 months from the date of first registration in the MSc program, whichever is later.*
- The candidacy exam shall be held within *four months of the effective transfer date or 16 months from the date of first registration for the MSc, whichever is later.*

### **10. Course Exclusion List**

Regardless of any other statement made within this document, the courses in the following list shall not be counted as meeting part of the requirement for completion of graduate courses. The following list is not all inclusive and other courses may not be valid. Students are reminded that all course programs are subject to the final approval of the Associate Chair (Graduate).

- INT D 561 Energy and Environment Course (Focus on Oil Sands)
- Reading courses

## **11. Performance**

All graduate students are required to maintain a satisfactory standard of performance to remain in the faculty. The interpretation of satisfactory performance in MSc and PhD programs in the Department of Chemical and Materials Engineering is as follows:

### ***11.1 General***

The cumulative grade point average (G.P.A.) used in evaluating a student's performance for MSc and PhD programs refers to a weighted (by term hours) average of the grades in all courses in the student's graduate program. The original grade in a failed course which has been repeated or replaced by an alternate course is included in calculating the G.P.A.

The pass mark in any course taken as part of the program is C+. A failing grade is defined as C or lower for graduate students. All failed courses must be either repeated or replaced by an alternate course acceptable to the Department. It is required that the cumulative grade point average (G.P.A.) at the time of graduation for all courses in the program be not less than 2.7.

A course that is not part of the course requirements should be declared as extra to the degree at the time of registration. Please fill out the "Course Extra to Degree" form available on the FGSR website, obtain your supervisor's signature, then hand in to Lily Laser or Mia Law.  
<http://www.gradstudies.ualberta.ca/en.aspx>

### ***11.2 Specific***

If the G.P.A. is less than 2.7 after one term of graduate study, the student will be placed on academic probation. A student placed on probation may remove this status by performance in the next term such that the G.P.A. for the course work of both terms is at least 2.7. Being on probation means that students are permitted to stay in the graduate program even though their most recent record is below the standard normally required by the Department. Graduate students are not permitted to stay on probation for two consecutive terms. Students on academic probation do not receive financial support from the Department. If the G.P.A. after two terms of graduate study is less than 2.7 the student may be required to withdraw.

### ***11.3 PhD Programs***

A student who wishes to go directly into a PhD program after graduation from a BSc program is required to have first class standing (G.P.A. of 3.5 out of 4 at the University of Alberta, or equivalent).

## **12. Financial Assistance**

Full time graduate students admitted to the MSc and PhD programs are offered financial support. The financial terms are outlined in the department funding letter when students are admitted.

Financial support from university funds provided for graduate students is distributed on an annual basis by the Department. Eligible students who qualify for support cannot be guaranteed that this type of financial support will be maintained beyond the periods defined below, regardless of academic performance. Satisfactory progress in course work and research should normally result in continued Department support at approximately the same rate of pay for the following periods:

-For **MSc** candidates, up to **24 months** after initial registration in the Faculty of Graduate Studies and Research;

-For **PhD** candidates, up to **48 months** after initial registration in the Faculty of Graduate Studies and Research.

Students should recognize that a work week of 40 hours will normally not be adequate to complete an advanced degree within the above time frame.

Provided that you are making satisfactory progress towards the completion of your degree, you *may* receive funding until you complete your studies and research. Your appointment in the Department as a graduate student is a full-time responsibility. Therefore, it is expected you will devote all of your time towards your studies. The Department or your supervisor must be notified before you accept additional employment, as this may affect the level of funding you receive from the Department.

The stipends for graduate students entering in 2014/2015 are \$22,000 per annum for Canadian Citizens/Permanent Residents and \$25,000 for international students on student visas.

The difference in the funding levels is to partially offset the higher tuition fees that students on student visas are required to pay. Note that these amounts include, but are not limited to, income from all sources, including scholarships, bursaries, teaching and research assistantships, fellowships and external funding agencies, including governments and industry.

**The maximum amount of graduate student funding is \$30,000 per annum.**

Payments from the following sources are used to determine salary minimums:

- Teaching Assistantships
- Grading Assistantships
- Scholarships
- Supervisor Support

**It is the responsibility of the student to report all scholarships received to the department payroll office.**

### ***12.1 Scholarships and Fellowships***

Major scholarships and fellowships are usually tenable from September 1. Payments will be made monthly, in advance, i.e., on September 1 for the month of September. Holders of scholarships and fellowships are not entitled to remission of fees unless explicitly stated under the terms of the award. On occasion, scholarship stipends may be augmented with part-time graduate appointments but only to the extent permitted by the scholarship regulations applicable and by the availability of university funds.

Non-scholarship support may be provided from university funds to registered graduate students in return for specific duties during the academic year as follows:

### ***12.2 Teaching Assistantships***

Teaching assistantships (TAs), including TA and Grader appointments, are awarded by the department to graduate students who either have clear potential or demonstrated ability to perform well in the classroom. TAs assist a faculty member in teaching and may be responsible for portions of class development, seminar preparation and delivery, and holding office hours to answer student questions.

Graders are primarily responsible for marking assignments in a timely fashion and maintaining a grade book for the recording of marks. The specific responsibilities for TA and Graders are determined at the beginning of the term by the faculty instructor.

The appointment is usually for one academic term, and exceptional students may be offered additional teaching assistantships for subsequent terms.

### ***12.3 Research Assistantships***

Research assistantships (RAs) may be awarded by the department to graduate students who have demonstrated a particular research interest or exceptional research ability.

RAs assist a faculty member in research activities, and may be responsible for conducting literature searches, designing and setting up equipment, performing experiments, and analyzing data and research results. The specific responsibilities for RAs are determined at the beginning of the term by the faculty supervisor.

The appointment is usually for one academic term. The results of this research may or may not be directly related to the student's thesis topic.

The balance of the stipend, that is, the part not comprised of scholarships, TA and RA, is provided by the research supervisor out of grant or contract funds.

**\*Letters assigning Teaching and Research Assistantships will be placed in the student's mailbox by the end of the first month after the term begins.**

### **13. Registration**

All graduate students in MSc and PhD programs must register full time if they are paid by the department. All students must maintain full time registration until they finish their degree.

Full time registration is defined as a minimum of 9 credits. Students are not permitted to register as part time students, unless they were initially admitted with part time status..

If a student wishes to withdraw from a course after the registration deadline, they must complete a withdrawal form, which can be obtained from Lily Laser or Mia Law. Written permission from the supervisor must be included before the form will be signed and sent to the FGSR.

Also, because a student must be registered full-time, an add/delete form with registration in Thesis 90X will also be sent to the FGSR with a memo from the Department requesting that this course be added to the student's transcript.

This means that the student will be obligated to pay for the course that they have withdrawn from **as well as** the additional credits that must be added for them to maintain their full-time status (9 CR).

Questions concerning the organization and administration of the programs which are **not** covered in this booklet or in the Calendar should be directed to the Graduate Advisors.

### **14. Graduate Ethics Training**

Ethics and academic integrity training is mandatory for all newly-admitted University of Alberta graduate students who started their program on or after September 1, 2004.

For students who entered prior to Sept. 2006, ethics training consisted of:

1. a web-based course offered by the Faculty of Graduate Studies and Research (FGSR) (equivalent to five hours of training); and/or
2. department-based workshops, seminars, tutorials, etc.

Please view the FGSR's website at the following address for more information on the G.E.T. training: <http://www.gradstudies.ualberta.ca/degreesuperv/ethics/>

**\*\* Students admitted after September 2006 must take and pass the course ENGG 600.**

ENGG 600 is offered each Winter term and is worth 0.5 CR.

## **15. Professional Engineer (PEng) status**

To practice engineering in the province of Alberta, you must be a Professional Engineer (PEng). All the information needed to obtain your PEng license can be found on the APEGA website: [www.apega.ca](http://www.apega.ca)

Please note: Completing your MSc or PhD degree does not guarantee that you have met all the requirements for PEng status. It is important to read the APEGA website to acquire information about all the requirements.

## **16. Copies of Thesis**

Arrangements and expenses for thesis preparation, including typing, production of photographs and tables, and duplicating are the responsibility of the student.

Theses are to be submitted in electronic form following the rules posted on the FGSR website. Instructions regarding thesis format and methods of thesis reproduction are available on the FGSR website: [www.gradstudies.ualberta.ca](http://www.gradstudies.ualberta.ca) Type *thesis submission* in the search bar (top right corner).

<http://guides.library.ualberta.ca/content.php?pid=67093&sid=495424>

<http://guides.library.ualberta.ca/content.php?pid=87240&sid=2614712>

The student and/or the supervisor may desire bound copies for their personal libraries.

## **17. Checking Out**

At the conclusion of your studies, you must return all equipment and supplies (unless directed otherwise), keys, tools, etc., that you have used. In particular, irreplaceable items such as bound theses or books must be returned. All garbage and other waste must be disposed of.

An “Exit Form” must also be completed and returned to the Graduate Assistants after you have cleared out your space.

All keys must be returned to Kevin Heidebrecht. After an inspection of your assigned space is completed, the key deposit will be returned. Please note that it is your responsibility to ensure that your assigned space is left clean for the next occupant.

# **Appendix A**

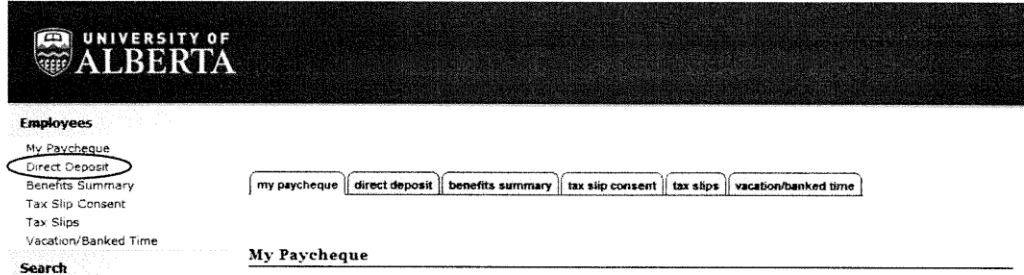
## **Forms**

## Direct Deposit – Add Bank Account – New Setup

Human Resource Services (HRS)

Add new direct deposit information. Direct Deposits can only be made to recognized Canadian financial institutions. Deposits cannot be made to a 'Line of Credit' or to foreign bank accounts.

1. Click **Direct Deposit** from the menu items.



2. Click **Add Account** to enter new direct deposit information.

### Direct Deposit

Use this page to edit your current direct deposit information or set-up direct deposit to more than one bank account. Direct deposit is MANDATORY for all Payroll and Travel & Expense payments.

**PLEASE NOTE:**

**Each employee MUST have at least one bank account set up below for MANDATORY Direct Deposit. The bank account with a Deposit Type of 'Balance' will also be shared with the Travel & Expense (T&E) module for payment of travel/expense claims. T&E payments will only be made to the 'Balance' account.**

Please ensure that you verify all account information you enter here to ensure that your deposits go to your valid account. You can find your account information at the bottom of your personal cheque or by contacting your financial institution.

For instructions on using this page, please refer to the help guide available on the Human Resource Services website at <http://www.hrs.ualberta.ca/SelfService.aspx>

**Please click the Add Account button to begin new setup.**

**ADD ACCOUNT**

**Effective Date of Change** - new or edited direct deposit information has to be entered 7 calendar days prior to pay day to take effect in the current pay period.

3. Add Direct Deposit Information:
  - a. **Account Type** – From the drop down select either **Chequing** or **Savings**.



- b. **Deposit Type** – Defaults to **Balance** when direct deposit information is being set up for the first time. **The Balance account is considered your primary direct deposit account.**

Deposits can be made to more than one bank account. You can allocate portions of your paycheque to other accounts using either amount or percent. For each additional bank account save the information then use the Add Account button to add additional bank accounts.

- c. **Amount or Percent** – not applicable when direct deposit information is being entered for the first time.
- d. Verify Your Direct Deposit information from a personal cheque or contact your financial institution. Enter your Bank, Branch and Account information.

**Bank ID** – 3 digits  
**Branch ID** – 5 digits  
**Account Number** - up to 12 digits depending on the financial institution.

- e. **Deposit Order** – Not applicable when direct deposit information is being entered for the first time.
- f. Click the **Save** button.

**Direct Deposit**

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**Add Direct Deposit**

**Verify your direct deposit\banking information from a personal cheque or contact your financial institution.** Incorrect banking information can result in payment delays.

\*Account Type:  **a**

\*Deposit Type:  **b**

Amount or Percent:  **c**

[View cheque example](#)

Bank ID:

Branch ID:

Account Number:  **d**

**e** \*Deposit Order:  (example: 1 = first account processed)

\* Required Field

**f**

**Effective Date of Change** - new or edited direct deposit information has to be entered 7 calendar days prior to pay day to take effect in the current pay period.

[Return to Direct Deposit](#)

4. Your direct deposit information is now saved. This information can be edited or additional accounts can be added at any time.

**Direct Deposit**

Use this page to edit your current direct deposit information or set-up direct deposit to more than one bank account. Direct deposit is MANDATORY for all Payroll and Travel & Expense payments.


**PLEASE NOTE:**

**Each employee MUST have at least one bank account set up below for MANDATORY Direct Deposit. The bank account with a Deposit Type of 'Balance' will also be shared with the Travel & Expense (T&E) module for payment of travel/expense claims. T&E payments will only be made to the 'Balance' account.**

Please ensure that you verify all account information you enter here to ensure that your deposits go to your valid account. You can find your account information at the bottom of your personal cheque or by contacting your financial institution.

For instructions on using this page, please refer to the help guide available on the Human Resource Services website at <http://www.hrs.ualberta.ca/SelfService.aspx>

**Direct deposits can only be made to recognized Canadian financial institutions.** Deposits cannot be made to a 'Line of Credit' or foreign bank accounts.

 **Changes successfully saved. Due to timing, your changes may not be reflected until a future paycheque.**

| Account Type | Bank ID | Branch ID | Account Number | Deposit Type | Amt/Pct | Deposit Order |  |                      |
|--------------|---------|-----------|----------------|--------------|---------|---------------|--|----------------------|
| Chequing     | 999     | 99999     | 1234567890     | Balance      |         | 999           |  | <a href="#">edit</a> |

[ADD ACCOUNT](#)

**Effective Date of Change** - new or edited direct deposit information has to be entered 7 calendar days prior to pay day to take effect in the current pay period.

**Effective Date of Direct Deposit - to take effect in the current pay period direct deposit information has to be entered 7 calendar days prior to pay day.**



**Completing Form TD1**

Complete this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not complete Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

**More than one employer or payer at the same time**

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2014, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 on the front page, and do not complete lines 2 to 12.

**Total income less than total claim amount**

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

**Non-residents**

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2014? If you are unsure of your residency status, call the International tax and non-resident enquiries line at **1-855-284-5942**.

- If **yes**, complete the previous page.
- If **no**, **check** the box, enter "0" on line 13, and do not complete lines 2 to 12 as you are not entitled to the personal tax credits.

**Provincial or territorial personal tax credits return**

If your claim amount on line 13 is more than \$11,138, you also have to complete a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$11,138), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

**Note:** If you are a Saskatchewan resident supporting children under 18 at any time during 2014, you may be able to claim the child amount on Form TD1SK, *2014 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to complete Form TD1SK even if you are **only** claiming the basic personal amount on this form.

**Deduction for living in a prescribed zone**

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2014, you can claim:

- \$8.25 for each day that you live in the prescribed northern zone; or
- \$16.50 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, get Form T2222, *Northern Residents Deductions*, and the Publication T4039, *Northern Residents Deductions – Places in Prescribed Zones*.

**Additional tax to be deducted**

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

\$

**Reduction in tax deductions**

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for Year(s)* \_\_\_\_\_, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Privacy Act, personal information bank number CRA PPU 047

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

It is a serious offence to make a false return.

Date \_\_\_\_\_

YYYY/MM/DD



2014 Alberta Personal Tax Credits Return

TD1AB Protected B when completed

Your employer or payer will use this form to determine the amount of your provincial tax deductions. Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Form with fields for personal information (Last name, First name, Date of birth, Employee number, Address, Social insurance number) and 12 numbered sections for tax credits (Basic personal amount, Age amount, Pension income amount, Tuition and education amounts, Disability amount, Spouse or common-law partner amount, Amount for an eligible dependant, Caregiver amount, Amount for infirm dependants age 18 or older, Amounts transferred from spouse or common-law partner, Amounts transferred from a dependant, TOTAL CLAIM AMOUNT).



**Completing Form TD1AB**

Complete this form **only** if you are an employee working in Alberta or a pensioner residing in Alberta and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not complete Form TD1AB, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

**Will you have more than one employer or payer at the same time?**

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1AB for 2014, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1AB, enter "0" on line 12 on the front page and do not complete lines 2 to 11.

**Total income less than total claim amount**

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

**Additional tax to be deducted**

If you wish to have more tax deducted, complete "Additional tax to be deducted" on the federal Form TD1.

**Reduction in tax deductions**

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for Year(s)* \_\_\_\_\_, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

**Forms and publications**

To get our forms and publications, go to [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms) or call 1-800-959-5525.

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

It is a serious offence to make a false return.