

FACULTY OF ENGINEERING

Department of Chemical and Materials Engineering



# Graduate Student Orientation

Welcome!



UNIVERSITY OF ALBERTA  
DEPARTMENT OF CHEMICAL  
& MATERIALS ENGINEERING



# Key Departmental Contacts

Name	Role
Ken Cadien	Department Chair
Vinay Prasad	Associate Chair for Graduate Studies
Lily Laser, Mia Law, Amy Chow	Graduate Assistants
Hao Zhang	Grad Advisor for Materials Engineering
Natalia Semagina	Grad Advisor for Chemical Engineering
Sandra McFadyen	Assistant Chair
Shaofeng Yang	Lab & Safety Coordinator





# Program Requirements

[www.registrar.ualberta.ca/calendar](http://www.registrar.ualberta.ca/calendar)

- **Each graduate student is responsible for being familiar with *all* regulations and requirements pertaining to them as given in the University of Alberta Calendar**
- **The same responsibility applies for the information in the Graduate Manual**  
(<http://www.cme.engineering.ualberta.ca/Graduate/StudentResources.aspx>)
- Be aware of major deadlines
- Familiarize yourself with the policies and procedures now in effect in the Department of Chemical and Materials Engineering





# Reliable sources of information

- University of Alberta Calendar
- FGSR Graduate Handbook
- CME Department Graduate Manual
- Associate Chair for graduate studies
- Graduate Assistants

**Unreliable sources: pretty much anyone else**





# Program Requirements

- Course requirements
  - Research methods course (CME 600) for PhD students in their first year
- Presentation requirement (MSc/PhD)
- Ethics (ENGG 600)
- Professional development
- Attendance at DBR lectures
- Thesis (MSc/PhD) or project (CME 900 – M.Eng.)





# Course Requirements

## MSc

- Minimum 4 courses: at least 2 at 600 level in CME
- All courses at least at 500 level in Faculty of Engineering or 400 level in a Science department
- MAT E and Welding students must take MAT E 640
- No readings/independent study courses
- Courses outside Engineering and Science need approval of Associate Chair





# Course Requirements

## PhD

- Minimum 6 courses: at least 3 at 600 level in CME
- All courses at least at 500 level in Faculty of Engineering or 400 level in a Science department
- MAT E students must take MAT E 640
- No readings/independent study courses
- Exemptions possible if student has an MSc degree
- CME 600 (Introduction to research methods) mandatory

Candidacy report in 13 months, exam in 16 months





# Course Requirements

## M.Eng.

- 8 courses: at least 4 in CME, of which at least 3 are at 600 level
- All courses at least at 500 level in Faculty of Engineering or 400 level in a Science department
- MAT E and Welding students must take MAT E 640
- No readings/independent study courses

Must also complete project course (CME 900)







# Course Registration

[www.beartracks.ualberta.ca](http://www.beartracks.ualberta.ca)

- Course registration should be completed no later than the end of the first week of classes (keep track of add/drop deadlines – September 16).
- Consult your supervisor or graduate advisor for registration advice
- Full time students must be registered a minimum of 9 credits in Fall/Winter and 6 credits in Spring/Summer until the end of their program (university rule)  
(except for M.Eng. students)
- Registration can be completed through Bear Tracks
- See Lily Laser for help with registration difficulties





# Course Offerings

- Courses offered this term by the department have been circulated
- Many relevant courses are offered by the other departments in the Faculty of Engineering and in the Faculty of Science
- The complete course requirements are given in detail in the Graduate Student Handbook
  - [www.cme.engineering.ualberta.ca/Graduate/StudentResources.aspx](http://www.cme.engineering.ualberta.ca/Graduate/StudentResources.aspx)





# Code of Student Behaviour

[www.registrar.ualberta.ca/calendar](http://www.registrar.ualberta.ca/calendar)

- Clearly states what are considered to be academic and non-academic offenses
- Familiarize yourself with this code
- Student's attention is drawn to the University's stand on **plagiarism, cheating, misrepresentation of facts, participation in an offence, and harassment**
- It is mandatory to attend the course **ENGG 600: Engineering Ethics and Integrity**, offered in both the **Fall and Winter terms**





# Program Requirements

- Course requirements
  - Research methods course (CME 600) for PhD students in their first year
- Presentation requirement (MSc/PhD)
- Ethics (ENGG 600)
- Professional development
- Attendance at DBR lectures
- Thesis (MSc/PhD) or project (CME 900 – M.Eng.)





# Program requirements

- D.B. Robinson Distinguished Speaker Series
  - 75% attendance
- ENGG 600 – Engineering Ethics and Integrity
  - Offered in Fall and Winter terms, register in either term
  - **Attendance is mandatory**
- Professional development
  - Individual development plan (IDP)
  - 8 hours of professional development activities+4 hours of engineering specific PD activities
  - <https://www.ualberta.ca/graduate-studies/professional-development>
  - <https://www.ualberta.ca/engineering/student-services/academic-support/graduate-studies-professional-development>
- All MSc/PhD students must have a presentation at a conference or an acceptable equivalent venue before graduation.
- Vacation & Travel: Discuss with supervisor (MSc/PhD) before planning vacation or travel





# Departmental Seminars & Notices

**Attendance is mandatory at the D.B. Robinson Speaker Series for all graduate students**

- 75% of the seminars must be attended in each academic year.....First DBR this year is Sept. 5 (3:30 pm, ETLC 1-003)
- Seminar notices will be emailed
- Notices can also be accessed on the CME website <https://www.ualberta.ca/chemical-materials-engineering/about-us/db-robinson-speaker-series/2019-2020-speaker-schedule>





# DBR Series 2019-20

Date	Name	Title
September 5, 2019	Jillian Buriak	Let's Do the Twist: Epitaxial Block Copolymer Nanopatterns and Graphene Bilayers
September 12, 2019	Yoshitada Morikawa	Theoretical Design of Chemical Reactions at Surfaces and Interfaces using First-principles Simulation
October 3, 2019	Elizabeth Gillies	Development of New Functional Degradable Polymers for Biomedical Applications
October 17, 2019	Anthony Dixon	Selective oxidation in fixed bed reactors – insights from CFD simulations
Oct. 31 and Nov. 1, 2019	Gerald Fuller	Two Sides of the Evaporation Coin: Stabilizing Foams and Causing Rayleigh-Taylor Instabilities Lubricin – Alleviating the Effects of Dry Eye
January 23, 2020	Gerald Frenkel	A New Paradigm for Designing Corrosion Resistant Materials
March 12, 2020	Marianthi Ierapetritou	Process Systems Integration Modeling and Optimization of Pharmaceutical processes
April 16, 2020	Dongyuan Zhao	Oriented Assembly of Functional Mesoporous Materials on Interface





# Study Space Assignment

- Sandra McFadyen is in charge of space assignments
- You will be assigned a desk for study use
  - *Speak to your supervisor regarding a computer*
- Research space will be assigned in the appropriate laboratory
- **All space changes must be authorized by Sandra**







# Building and Office Keys

- To access the CME and other buildings after normal opening hours you must have a building key
- Forms available at reception, complete and give to Marion Pritchard/Amy Chow
  - You **must** have permission from your supervisor to obtain any keys you need
  - A **refundable cash deposit** of \$50.00 is required





# Laboratory Safety & Security

- **It is mandatory to attend the departmental safety seminar during your first semester!**
- The safety seminar will be held on Thursday, September 19, 3:00 pm (Donadeo ICE 8-207). You will not get a key if you miss this seminar!
- Once your supervisor has been designated, please fill in the working alone form
- **Lock your laboratory when it is unattended**
- **The department is not responsible for lost or stolen property**





# Financial Support

- Your appointment in the Department as a graduate student is a full-time responsibility. It is expected that you will devote your time towards your studies.
- Full-time MSc students are guaranteed a level of funding for a duration of 24 months (**subject to performance**)
- Full-time PhD students (with or without an MSc) are guaranteed a level of funding for a duration of 48 months (**subject to performance**)
- ***The department or your supervisor must be notified before you accept additional employment because this may affect the level of funding you receive.***





# Financial Support (2018-2019)

- Current minimum stipends for graduate students:
  - Base stipend is \$22,000 per year
- Students on student visas receive an additional amount equal to about 75 % of the tuition fee differential (\$3000 per year)
- Maximum stipend: \$35000/year for Canadian/PR, \$38000/year for international (max from supervisor's research funds: \$30000/year)
- The stipend includes payments from all sources.

Please report all scholarships to the department.





# Teaching Assistantships

- The goal for TA and Grader appointments
  - MSc: 1 TA or 1 Grader
  - PhD: 2 TA or 3 Grader
- Awarded by the department. If interested, speak to your supervisor or the course instructor and ask them to send a request to Dr. Cadien
  - TAs assist a faculty member in teaching
  - Graders are responsible for marking assignments
- Letters assigning TAs will be placed in students' mailbox usually within 10 days of the beginning of the term
- Appointment is usually for one academic term
- Exceptional students may be offered additional TAs for subsequent terms





# Department Payroll

## To complete:

- New Employee/Student form
- Direct Deposit form
- TD1 and TD1-AB forms
- Electronic Banking form

## Required Information:

- Passport
- Student Authorization and/or SIN
- A chequing account with a Canadian bank

**Note:** You get paid semimonthly on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Your salary will be deposited directly into your Canadian bank account.





# Personal Information

- Student's must ensure that their personal contact information is up to date at all times
- Personal information can be updated using Bear Tracks
- ***Immigration status changes must be reported to the Department***





# Mail Service & Mailboxes

- Mail folders are assigned to each graduate student according to their last name initial (e.g. Prasad, V.)
- All mail is date stamped and will be sent back to the original sender after 30 days if it remains unclaimed
- ***ALL personal mail must be sent to a home address or post office box***







# Photocopiers & Fax Machines

- The use of the department/Faculty's photocopier/fax machines is restricted to **university-related business**
- Be aware of copyright infringement
- Theses must be sent to the printers for copying, and not be photocopied on the departmental machines





# Office Supplies

- The department **does not** provide office supplies
- Please make arrangements with your supervisor to get supplies





# University Student Services

<http://www.studentservices.ualberta.ca>

- University Student Services includes (among other things):
  - Sexual Assault Centre
  - Career and Placement Services
  - Student OmbudsService
  - Aboriginal Student Services
  - Counselling and Clinical Services
  - Student Accessibility Services
  - Financial Aid and Information Centre
  - Student Success Centre
  - University Health Centre (UHC)
- Most units are located on the second floor of the Students Union Building (SUB)





# Medical Insurance

- All students are eligible for Alberta Health Care Insurance provided you reside in Alberta for **12 months or more**
- All new non-Canadian students **must apply within 30 days of their arrival in Alberta** or suffer a 3 month penalty during which time no coverage is provided
- Visa students require copies of their immigration papers to apply
- Health care coverage does not include dental work, eyeglasses or medication
- The Graduate Student Association (GSA) has a dental/health plan to help with medical fees that are not covered by Alberta Health Care (<http://www.gsa.ualberta.ca/>)





# University Health Centre

<http://www.uwell.ualberta.ca>

- **The U of A has a medical centre located on the second floor of SUB**
- This service is for staff and students of the U of A
  - Hours: Monday – Friday, 8:30 am – 4:30 pm
- The pharmacy is located at the SUB Bookstore
  - Hours: Monday – Friday, 8:30 am – 5:00 pm





# Counselling and Clinical Services

<https://www.ualberta.ca/current-students/counselling>

- Includes professional counseling agency staffed by chartered psychologists and psychologists-in-training who are supervised by senior staff
- Available to students currently enrolled at the U of A
- There is no charge for initial consultations (individual sessions)
- They are located at 2-600 SUB





# International Centre/Student Orientation

- The International Centre (Telus Building, near 87 Avenue and 111 Street) provides excellent services and programs to both Canadian and foreign students.
- International students are strongly encouraged to participate in their orientation seminars





# Writing Help

- Writing assistance is available through:
  - Centre for Writers (**FREE** assistance with assignments) <http://c4w.ualberta.ca/>







# Thank you

Our Website:

[www.cme.engineering.ualberta.ca](http://www.cme.engineering.ualberta.ca)



UNIVERSITY OF ALBERTA  
DEPARTMENT OF CHEMICAL  
& MATERIALS ENGINEERING