

ORIENTATION For New Grad Students

Department of Chemical Engineering

September 06, 2024

Kingston, ON Canada



**SMITH
ENGINEERING**
Queen's University

Chemical
Engineering

AGENDA

Welcome Dept Head	Robin Hutchinson	8:30
Grad Presentation	Dominik Barz	8:40
Graduate Assistant:	Laurie Phillips	9:15
CEGSA	Florence Bullem	9:30
Safety Information:	Srijit Nair	9:40
PSAC:	Yun Woo Choi	10:00
	BREAK	10:10
SGPS	TBA	10:20
FEAS Wellness	Seth Chisholm	10:30
Library Resources	Michael White	10:40



**SMITH
ENGINEERING**
Queen's University

Chemical
Engineering

- **Mandatory Course Requirements**
 - for ALL graduate STUDENTS
 - CHEM801 (safety, non-credit, 4 mandatory evening lectures and an exam)
 - CHEE897, CBME802 or CMAS897 (seminar, continuous registration)
 - CHEE899 (MASC Thesis) or CHEE999 (PhD Thesis)
 - Graduate Courses:
 - 4 for MASC, 3 for PhD, 4 for promoted PhD
 - ***APSC 801 "Master of Engineering Foundations" (online module) is mandatory for M.Eng. Students (recommended for the rest)***

Completing Your Course-Based Degree (M.Eng.)

- 8 term-length courses taken in one year (24 units)
- 1 term-length course is equal to a 12 week course taught in one term (Fall or Winter) for 3.0 units (e.g., CHEE8XX)
- Graduate Modules are 1.5 units (e.g., CHEE9XX)
- CHEE898 is a project course equal to 2 term-length courses or 6.0 units – need a supervisor with a small project, usually taken in the winter/spring terms
- Four courses (or 12 units) must be CHEE courses
- 2 400-level (non-CHEE) or 2 double-numbered courses (CHEE or non-CHEE) are allowed, or a combination of 2, total.

CHEE double-numbered courses

- **CHEE803/CHEE412** Transport Phenomena;
- **CHEE821/CHEE434** Process Control II;
- **CHEE909/CHEE460** Colloid & Surface Phenomena

Thesis-based Master's Degree

- **Research Requirements – under supervision**

- Completion time 2 years (guaranteed funding)
- Typically leads to a research publication
- Thesis Defended to a Committee
 - Supervisor, Chair/Head's Delegate, Internal & External
- 4 term-length courses
 - Not more than 1 in non-CHEE 4th year or 1 double-numbered course
- 1 Research Seminar (timing determined by supervisor)
 - Seminar and Graduate Coordinators determine pass/fail
 - 15 minute seminar plus 5 minutes for questions
 - Seminar Days: December 04, 2024 & April 24, 2025

Thesis-based Doctoral Degree

- **Research Requirements – largely self-directed**

- Completion time 4 years (guaranteed funding)
- Typically leads to several research publications (original work, e.g. papers, patents)
- 3 term length courses; 4 total for promoted students (only one double-numbered course allowed)
- 2 Research Seminars (timing determined by supervisor)
 - Seminar and Graduate Coordinators determine pass/fail
 - 15 minute seminar plus 5 minutes for questions
 - Seminar Days: December 04, 2024 & April 24, 2024

Thesis-based Doctoral Degree (cont'd)

- **Comprehensive Exam – 12 months into program**
 - Research Proposal presented to a committee composed of Chair/Head's Delegate, Supervisor, internal & external examiners
- **Supervisory Committee**
 - Established at Comprehensive Exam: Supervisor, internal & external examiners
 - Meet annually after Comp Exam for review of progress report; SGSPA Progress Report submitted once per year (it is the student's responsibility to fill out and submit the report)

PhD Students: Report Forms for Students

- [Annual Progress Report \(PDF, 17 KB\)](#) OR complete the [online form](#)

Every doctoral student is responsible for submitting a written report at least once per year to their supervisor, and/or, if applicable, the supervisory committee, detailing their progress since the last report and the plan/objectives for the next year.

- **Thesis Defended to a Committee**
 - Supervisory Committee, new Head's Delegate, Chair; an examiner external to Queen's

Promotion to Doctoral Program

- After 2 terms in the Master's program but before the 6th term begins
- Plan early; need good performance in courses (A- or better) AND demonstrated research potential
- Can decrease total study time by ~1 year
- Only 4 courses total are required for promoted students
- No-fee application; see Laurie for procedure

Course Selection

- **In General**

- Talk with your supervisor, permission required
- Permission of the Grad Chair required for MEng students
- Audits require pre-approval from your supervisor and do not count toward your course requirements

- **CHEE Courses**

- Talk to instructor about your background

- **External to the Department**

- Permission of the instructor required

Courses at Royal Military College

- Reciprocal Agreement; no tuition fee
- Offerings are listed on CHEE website
- Special Registration Procedure – see Laurie
- Listed as a transfer credit from RMC with a separate transcript

Transfer Credits

- For courses not counting toward a previous degree
- There must be an equivalent course at Queen's
- Obtain a syllabus of the course
- Write a letter of request to the Grad Chair
- Your supervisor must declare their support of the transfer in a memo to the Grad Chair
- The Grad Chair then sends the request to Grad Council for approval
- Do not wait until the end of your program to make this request

SGSPA Policies

(<https://www.queensu.ca/grad-postdoc/grad-studies/policies>)

- Student Code of Conduct
- Harassment and Discrimination
- Sexual Violence Prevention and Response
- Principles of Equity, Diversity, Inclusion, and Indigeneity (EDI)
- Academic Accommodations for Students with a Disability
- Short-Term Academic Considerations
- Academic Integrity
- Research Integrity
- Research Ethics
- Indigenous Research Ethics
- Intellectual Property
- Graduate Supervision
- Maternity/Parental Leave

ACADEMIC INTEGRITY

- **Plagiarism**

- Presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem as long as it is clearly understood whose work is being presented, for example, by way of formal acknowledgement or by footnoting.
- Copy and paste is considered plagiarism if not properly hi-lighted in the text as well as cited in the references.

PLAGIARISM FORM - sign and return to Laurie by September 30th

<https://www.queensu.ca/academic-calendar/graduate-studies/academic-integrity-policy/>

SGSPA Policies (<https://www.queensu.ca/grad-postdoc/grad-studies/policies>)

- **Intellectual Property**

- Look up definitions of patent, patentable research, and intellectual contribution and authorship in scientific and scholarly publications and intellectual property
 - Queen's University policies on scientific and scholarly publications and intellectual property:
- <https://rehab.queensu.ca/academic-programs/policies/authorship-policy>

SGSPA Policies (<https://www.queensu.ca/grad-postdoc/grad-studies/policies>)

- **Student code of conduct**

- Queen's Student Code of Conduct sets expectations of student behaviour
- To adhere to and promote respect, honesty, trust, fairness, and personal responsibility
- Respect of everyone in a professional setting
- Inclusive environment, free from harassment and discrimination
- Safe workplace (campus, classroom, labs)
- Conduct etiquette (towards other students, staff and professors)
- Use of equipment: improper use of equipment or conduct may require re-training or re-certification to access the lab

Financial Support (MAsc & PhD only)

- Laurie has emailed your funding package
- We encourage you to apply for OGS and NSERC
- information for NSERC will come to you by email later this term
- Information for OGS will be available in January

Teaching Assistantships

- You are expected to TA at least one term during each year of your studies
- One TA involves:
 - 6 hrs/week on average for a total of 72 hrs/term
 - TA contract = \$3,169.44 per term = \$792.36 per month
- Important role and part of your education
- Assignments are based on the needs of the undergraduate program and the expertise required

TA Other Info

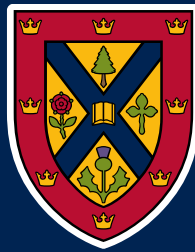
- TA Union – representative will speak today
- Discuss all duties with the course instructor
- Keep track of your hours and keep the course instructor informed!
- We hope you were able to take advantage of the Queen's Centre for Teaching & Learning Teaching Development sessions.

File Back Up and Storage

- All your data has to be properly stored and backed up
 - Queen's Smith Engineering approved storage is OneDrive
<https://www.queensu.ca/its/file-sharing-service-comparison>
- Login using your NetID and password
- Queen's ITS offers licenced software
- Smith Engineering IT provides many, many software titles through
<https://apps.engineering.queensu.ca>

Final Thoughts

- Discover great things, teach them to the world
- Don't be afraid to ask for help
- Get to know your fellow graduate students
- Develop a support network
- Enjoy and explore Kingston and the surrounding area



Queen's
UNIVERSITY