

Note 1: Graduate students must also consult the SGS calendar and the SGS web site under *General Regulations, Degree Regulations* and the section on *Aerospace Science and Engineering*. Some of the regulations presented here may also be included in the SGS Calendar, but are provided here for completeness.

Note 2: Make sure that you also obtain a copy of the *UTIAS Supplemental Academic Regulations (Common to PhD-MASc-MEng)*, which covers information on Courses and Completion of Studies.

1. PROGRAM DURATION AND FINANCIAL SUPPORT

Doctoral students with satisfactory academic performance receive a minimum level of financial support for four years in the program. Under extenuating circumstances, the student may apply for funding for a fifth year; such an application will require the full (financial) support of the supervising professor and must be approved by the Institute.

2. DOCTORAL EXAMINATION COMMITTEE (DEC) AND DEC MEETINGS

Composition of DEC

- The student's supervisor, in consultation with the Associate Director of Graduate Studies selects the committee.
- Three members of the UTIAS Graduate Faculty (Supervisor plus two experts, one of whom will act as Chair)
- Other experts from outside of UTIAS may be added if deemed necessary

Schedule of DEC Meetings

- DEC meetings will be scheduled as follows:
 - between January 15th – February 15th for September start students, the DEC written report is due the first business day after January 15th;
 - in the month of May for January start students, the DEC written report is due the first business day after May 1st.
 - between September 15th – October 15th for May start students, the DEC written report is due the first business day after September 15th.
- The 1st meeting must be held within 6 months of PhD start.
- The 2nd DEC meeting (approximately 1.5 years after PhD start) is designated as the "Qualifying Exam" which will determine whether the student should continue in the program.
- Subsequent meetings are held at least once per year.

Functions of the DEC

- To ascertain the suitability of the student for advanced research
- To assess the thesis topic
- To conduct formal reviews of the student's progress at least once a year (unsatisfactory progress may result in the termination of the student's candidacy)
- To provide first assessment of the completed thesis.

Expectations at the DEC Meetings

- At the first DEC meeting (held within 6 months of PhD start, or date of transfer for 'transfer' students) the aim is to identify the topic and scope of the thesis.
- At the 2nd DEC meeting (the Qualifying Exam), the student's progress is assessed and a decision is made whether the student should continue in the PhD program or his/her candidacy be terminated.
- At subsequent meetings, progress is assessed, and goals are set for future work and thesis completion.
- **PhD students are required to present a draft of the PhD thesis to the DEC prior to the completion of 4.5 years in the PhD program; for transfer students, the period is 5.5 years after 1st registration in the MASc program. In some cases, this may require rescheduling a student's DEC from the expected date in order to ensure that one falls in the 4-4.5 year time since the beginning of the program (5-5.5 year period for transfer students). The draft must represent a substantially complete form of the final thesis and is due two weeks prior to the scheduled meeting. Students who fail to present the draft by the required time will automatically receive a grade of "unsatisfactory" at the subsequent DEC meeting and have three months to address the situation.**

Preparation for DEC Meetings

Written Report

In preparation for the DEC meetings (including the 1st DEC), students will prepare a written report. Four copies of the written report are to be submitted to the Graduate Office according to the meeting schedule. The written report must be a comprehensive and coherent document, not simply a hard-copy of the material used for the presentation. The report should address the following issues:

- Thesis topic/title
- A brief discussion of the status of the field on the international scene
- How the proposed thesis topic will address outstanding issues in the field
- Where the original contributions are expected to be made
- Research objectives and plan for the long term
- Research methodology
- Progress to date for the 1st DEC, and progress since last meeting for subsequent DEC
- Specific milestones for the coming year

- Report length is limited to 10 pages (1½ spacing and 12 font). Additional information may be submitted in an Appendix, which may or may not be read by the DEC members.
- Draft of the thesis **prior to the completion of 4 years in the PhD program (5 years for transfer students)**

Oral Presentation

- Excluding questions, the presentation should last approximately 30 minutes.
- Refer to the **DEC Meeting Report** (sent by email to all PhD students annually by the Graduate Office) for guidelines for the preparation of the DEC oral presentation.

3. DEPARTMENTAL DOCTORAL SEMINAR (DDS)

The DDS will be scheduled after acceptance of the thesis by the student's DEC at the "final DEC" meeting. (Quorum for the DDS includes the three DEC members plus either the Director or one of the Associate Directors.) In preparation for the DDS the student must submit the following documents to Gail in the Graduate Office.

- A copy of the thesis to be placed in the UTIAS Library at least one week prior to the DDS
- A brief bio, including the following information:
 - Undergraduate studies: dates, universities, programs
 - Master's studies: dates, universities, programs
 - PhD studies: start date; date of transfer for transfer students
 - Publications in refereed journals, refereed conference proceedings, and other technical reports/publications (use these headings)
 - Scholarships, other awards and distinctions
- An abstract of the thesis to be used for the seminar notice

Oral Presentation at the DDS

- Excluding questions, the presentation should last approximately 40 minutes
- The presentation will be followed by question from faculty and students

4. PhD PROGRAM EXTENSION REQUEST

After 6 years of registration in the PhD program, students who have not completed their theses, but are very close to having it completed, may request a program extension for a period not to exceed one year. The request will only be approved if a credible case is made by the student and the supervisor that the thesis could be, and will be, completed in the requested extra time. Otherwise, the student's program registration will lapse.

5. FINAL ORAL EXAMINATION (FOE)

In Planning the Final Oral Examination, a minimum period of **9 weeks** should be allowed between the "Final DEC" meeting and the FOE.

Composition of the Final Oral Examination Committee

- THREE examiners who are members of the UTIAS Graduate Faculty (normally 3 members of the DEC)
- TWO examiners from outside of UTIAS: one must be from outside of the University of Toronto who will write an appraisal of the thesis, and the other will be from another department at the University of Toronto
- **Quorum at the FOE:** four examiners, including **both of the examiners from outside of UTIAS**.

6. THESIS PREPARATION

Student preparing for graduation must submit a "nearly final draft" of the thesis to the DEC at least two months before the planned "final DEC" meeting. Following the "final DEC," a copy of the thesis must be placed in the library at least one week prior to the DDS.

Thesis Preparation for the 'Final Oral Exam'

- The PhD theses must be kept **under 160 pages**, using a 12 font type and 1½ line spacing. Paper size should be 8.5"x11" (21.5cm x 28cm) with 1.0" (2.5 cm) margins all around. This page limit is to include all text, figures, tables, appendices, etc. (i.e., all pages from cover to cover). Each and every page in the text must be numbered.
- The student will submit **6 copies** of the thesis document to the Graduate Office **at least 8 weeks** prior to the planned FOE date.

Final Thesis Document

- Subsequent to a successful FOE, the student will prepare the final thesis document, with corrections and/or minor modifications incorporated.
- Students are responsible for the preparation of the thesis (typing, graphs, photographs, etc.). The final thesis must be prepared according to the SGS *Guidelines for the Preparation of Thesis for Microfilming and Binding*.
- Submit **TWO unbound** copies (double sided) to the UTIAS Graduate Office. Microfilming and binding fees will be paid by UTIAS. The submission of the thesis in electronic form (e.g., on a computer disk) is also required.
- Submit the thesis to the SGS according to the SGS thesis submission policy and procedure.
- Prior to convocation, PhD candidates must prepare **at least one formal manuscript**, based on the thesis, for publication in a **refereed journal or a refereed conference proceeding**.