

UTIAS Supplemental Academic Regulations 2019-2020 Regulations for MASc Students



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 *Information and Regulations for all Graduate Students*, which covers information on Courses and Completion of Studies.

1. COURSES

MASc students are required to take five courses, one of which must be AER 1800H Research Seminar in Aerospace Science and Engineering. All courses must be completed within the first year of studies. In addition, all MASc students must complete the one-day non-credit seminar JDE 1000H Ethics in Research during their first year of studies.

2. AER1800H – RESEARCH SEMINAR IN AEROSPACE SCIENCE AND ENGINEERING

2.1 Format of Research Seminar Course

Students will make two formal presentations at Research Assessment Committee (RAC) meetings held at the end of each of the first two terms of full time registration. The evaluation of the student's performance at the two RAC meetings will constitute the mark for the seminar course.

2.2 Schedule of RAC Meetings

RAC meetings will be scheduled around the middle of December and April. Scheduling will occur following the issue of the undergraduate exam timetable for the relevant periods to avoid conflicts with undergraduate exams.

2.3 Preparation for RAC Meetings

2.3.1 Written Report

In preparation for the RAC meetings, students will prepare a report. An electronic copy of the report must be submitted to the RAC members and the Graduate Office on or before the **1st day of December/April**. If RAC members prefer a hard copy, the student must provide it. The report must be a comprehensive and coherent independent document, not simply a duplicate of the material used for the presentation. The report length is limited to 10 letter-sized pages (1.5 spacing, 12 point font, 25 mm margins). Material in excess of 10 pages will not be read by the RAC. The 10 pages must include the following:

- the thesis title or topic;
- a discussion of the literature relevant to the thesis;
- the research objectives, methodology and plan for the remainder of the MASc program;

- references for the report; and
- specific milestones for the MASc research.

2.3.2 Oral Presentation

The student will give a 20-minute presentation to be followed by a 10-minute discussion/question period.

2.4 Mark Assignment

- The RAC marks assigned at the RAC meetings will be based on the written report, oral presentation and handling of questions.
- The final mark for the course will be the combined marks for the two RAC meetings.

2.5 Consequence of Unsatisfactory Performance on the Research Seminar Course

If the student's mark for the course (the combined mark for the first and second RAC meetings) is less than 70%, the student shall have an opportunity to show improvement at a follow-up RAC meeting (that is, at a special third RAC meeting), provided that the average of all courses (including the Research Seminar Course) is at least a B- (B minus). If the mark assigned at the follow-up meeting is greater than 70%, the grade assigned to the student will be B- (B minus). A student whose mark on a permitted follow-up evaluation by the RAC is below 70% will have their degree candidacy terminated.

3. DIRECT TRANSFERS FROM MASc TO PhD

3.1 Transfer request by students, recommendation by RAC, and approval by Department

- It is possible for exceptional MASc students at UTIAS to transfer directly into a PhD program under the same supervisor at the end of their second term of registration (on recommendation by the RAC, and approval by the Department after the second RAC meeting).
- MASc students wishing to be considered for such a transfer must show at their second RAC meeting how the MASc research project could be expanded into a PhD thesis.
- Students are reminded to inquire about the transfer possibility through discussions with their supervisors prior to the RAC meeting.
- In exceptional cases (students with >87% on the AER1800H course and all A's on other courses), the RAC may recommend transfer even if transfer is not requested by the student. In such cases, the student will be given until June 30 to accept the offer to transfer.
- Transfer recommendations by the RAC are conditional, and are subject to approval by the department.

3.2 Implications of Direct Transfers on Ontario Graduate Scholarships

- Ontario Graduate Scholarships (OGS) are awarded for two or three terms. Students holding an OGS in the second year of the MASc program normally get two terms of funding, consistent with the twenty month duration of the guaranteed funding package. Students transferring from the MASc program directly to the PhD program are eligible for three terms of OGS funding in the first year of their PhD program **provided** they declare their intention to complete the direct transfer prior to June 15. Otherwise they will be eligible only for two terms of funding.

3.3 Course Requirement for Direct Transfer Students

- Students who take advantage of the MASc to PhD direct transfer will need to take two extra courses in addition to the five completed prior to the transfer for a total of seven courses. The two additional courses must be completed during the one year period subsequent to the transfer.

4. THESIS PREPARATION

Students preparing for graduation must submit a comprehensive first draft of the thesis (to the supervisor) at least three months before the SGS deadline for the thesis submission or the date that the student expects to complete the thesis requirements. The subsequent revised form of the thesis must be submitted to one faculty member at UTIAS, who is not involved in the student's supervision and who will serve as the second thesis reader, at least two months before the SGS deadline for the thesis submission or the date that the student expects to complete the thesis requirements. The second reader will be selected by the student's supervisor.

4.1 Final Thesis Document

- Students are responsible for the preparation of the thesis. The final thesis must be prepared according to the SGS Guidelines for the Preparation of Thesis for Microfilming and Binding.
- MASc theses **must** be kept under 100 pages, using a 12 font type and 1.5 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 electronic version of the thesis **must** be a maximum of 10 MB. Second readers will be directed not to accept theses exceeding the page or size limits.
- Submit **TWO unbound** copies (double sided) to the UTIAS Graduate Office. Binding fees will be paid by UTIAS. The submission of the thesis in electronic form is also required.
- Submit the thesis to the SGS according to the SGS thesis submission policy and procedure.



5. DEPARTMENTAL MASc SEMINAR (DMS)

The DMS will be scheduled after acceptance of the thesis by the student's supervisor. The thesis will be sent to the secondary examiner subsequent to acceptance of the thesis by student's supervisor. Note that the DMS can, and should, be scheduled before the second reader has examined the thesis. Excluding questions, the DMS presentation should last approximately 30 minutes. It is recommended that the seminar be understandable by a broad range of UTIAS students and faculty. The presentation will be followed by questions from faculty and students.