

Graduate students must also consult the [School of Graduate Studies web site](#) and the [School of Graduate Studies calendar](#) under *General Regulations*, *Degree Regulations* and the section on *Aerospace Science and Engineering*. Make sure that you also obtain the *Supplemental Academic Regulations* that specifically relate to the MEng, MASc and PhD programs.

I. COURSES

Managing courses on ROSI/ACORN

- Most courses can be added or dropped using ROSI or ACORN. The exceptions are AER 501, AER 521 and ROB 501. To add or drop these courses you must complete an [add/drop form](#) and submit it to the Graduate Office.

Balance between AER/ROB and non-AER/ROB Courses

- At least one half of the required credit courses for the MEng, MASc and PhD programs must be AER or ROB courses.

Transfer Credits

- Transfer credits will be allowed only from universities with accredited graduate programs.
- Only ONE transfer credit (0.5 FCE) will be allowed for a successfully completed relevant graduate course (subject to UTIAS approval) when the course credit has not been counted for any other program.

Further Comments on Courses

- Course descriptions are available on the [UTIAS web site](#).
- Course requirements can be found in the [SGS Calendar](#).
- Depending on the student's academic background, some undergraduate courses may be required to make up for any deficiency. Such courses will not be assigned credits.
- Formal interaction with the professor will occur on a regular basis for all courses.
- Within one month of the term starting date, students will be informed of the structure, course content, and mode of examination for all courses given during the term.
- All courses must be passed with at least a "B-" (i.e., >70%), except courses not required for the degree.
- Students in the PhD and MASc programs must complete course JDE 1000H (Ethics in Research) in order to qualify for graduation. This course is in addition to the stated course requirements for the particular program.

Failing a Course

- Failure (mark <70%, grade FZ) in a graduate course taken for credit may result in the termination of the student's candidacy. If, however, only one course has a failing grade, and the overall weighted average of the student's courses (including the failed course) is at least a "B-", then the student will be permitted to repeat the failed course or take another course approved by the department as an alternative to it.
- The grades for both the failed course and the repeat (or replacement) course will appear on the student's academic record.
- Failure in more than one graduate course will lead to termination of candidacy.

II. CONTINUITY OF REGISTRATION

Students in a degree program must be continuously registered for the duration of their program, unless they are granted a leave of absence by the Institute and the School of Graduate Studies. This means that students must be registered and pay tuition and fees in every term from the start of their graduate studies until the degree requirements are complete and graduation is recommended. For more details, see the [School of Graduate Studies Calendar General Regulations](#).

III. LEAVES OF ABSENCE

Requests for leaves of absence from studies are generally considered for two reasons:

1. serious health or personal problems;
2. parental leave.

For more detailed explanations of these situations, please consult the [School of Graduate Studies Leave of Absence Policy](#). Taking part in a paid internship will also be considered as a reason for a leave of absence. An internship is defined as temporary paid employment related to the program of study in which the student is partaking and must have clearly defined start and end dates. In all cases of requests for leaves of absence, documentary supporting evidence is required.

During a leave of absence, students will not be charged tuition or incidental fees, but it is assumed that students on leave will not make any use of University resources. That is, students on leave cannot take courses, use University computing, lab and office facilities, or expect advice from their supervisor. Students will not be granted a leave of absence to take a full-time job or to avoid paying fees while writing their thesis.

IV. COMPLETION OF STUDIES

Before leaving UTIAS, students must ensure that:

UTIAS Supplemental Academic Regulations Common to PhD-MASc-MEng Programs

- All material related to the student's work (notebooks, test data, records, negatives, specimens, correspondence, instrument and equipment records, etc.) are properly identified and filed (discuss with supervisor).
- Clearance is obtained from the UTIAS and U of T Libraries.
- All keys are returned.
- All charges (photocopying, telephone, etc.) are fully paid.
- A photograph of the graduating student is taken for inclusion in the student's file.
- An exit interview with the Director is arranged.
- **Please make sure to leave a *Forwarding Address* and *Email Address*.**
- **If you have a job, please also give us your business contact information.**

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.

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 normally awarded for three terms. Students holding an OGS in the second year of the MASc program normally get three terms of funding, consistent with the two-year duration of the guaranteed funding package..

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, and must be a member of the Graduate Faculty.

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

UTIAS Supplemental Academic Regulations Regulations for MASc Students



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.