

CEE Graduate Handbook

All the answers you need in one place!
2023-2024



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CEE Graduate Student Handbook 2023-2024

Introduction

This booklet is a synopsis of the policies and practices of the Department of Civil and Environmental Engineering as they apply to the Master of Applied Science (MASc) and Doctor of Philosophy (Ph.D.) graduate students.

Disclaimer

This document was prepared by the Graduate Committee in the Department of Civil and Environmental Engineering (CEE), University of Windsor (UWin). It is intended to provide informal, useful information about the facilities and services available within the department and at the University to incoming and current graduate students. It is correct to the best of our knowledge; however, policies and procedures may change. Please consult with the [CEE Graduate Coordinators](#), [Graduate Secretary](#), or the [Faculty of Graduate Studies](#) to verify that the information listed is current and accurate. Please notify the Graduate Secretary of any errors of fact, implication or omission. Suggestions for other material that should be included are welcome.

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1. Applying to the MAsC and PhD program in CEE

1.1 Admission Requirements

The CEE Graduate Committee looks for excellent academic records that include strong backgrounds in one or more of the basic disciplines: civil, environmental, chemical, mechanical, and resource engineering, etc. The committee also looks for previous work in the disciplines related to the intended area of concentration.

MAsC Admission Requirements: Cumulative Average

For entry into our MAsC program, you must have maintained a minimum cumulative grade point average of B-, 70% (or Canadian equivalent) in your last two years of full-time study in an undergraduate program. You must hold a Bachelor of Applied Science (4-year degree) from this University or an equivalent degree in Engineering or Applied Science.

PHD Admission Requirements: Cumulative Average

For entry into our Ph.D. program, applicants must have completed a Master's degree with thesis, and received a minimum cumulative grade point average of A- or 80% (or Canadian equivalent).

The GPA is calculated based on whether the applicant:

- 1) **Completed** the Master's - the Master's Degree's CGPA is used.
- 2) **Not Completed** the Master's - the CGPA is based on the blended average of the Master's coursework and the last year (normally, courses of the last 2 terms) of the undergraduate degree.

Other Considerations

The committee also gives weight to your letters of recommendation, letter of intent, evidence of research activity (i.e., peer-reviewed publications, submissions to scholarly journals, presentations at conferences, attendance at workshops, etc.), and previous work experience in the disciplines related to the intended area of concentration. You may include this information in your Letter of Intent. Please note that the GPA requirements are minimum; MAsC and PhD programs are competitive and graduate faculty members may not accept students with minimum GPAs.

1.2 Find A Supervisor

You are not required to secure a supervisor in Civil or Environmental Engineering at the time of application. However, the most common reason for a rejection of an application is due to "Graduate Faculty Member Unavailable to Supervise Requested Research Area". Therefore, prior to

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submitting applications, applicants for the research program are encouraged to contact and consult with faculty members whose research area(s) they are interested in. Please note, the faculty member must formally accept the student before a final admission decision is made.

You may already have a strong idea of which field of study you would like to pursue as a graduate student. However, if not, don't worry as this is the time to explore possibilities. The choice of your academic advisor will help guide your future career. Take a look through the [CEE faculty](#) to find the perfect match for you. Often, the professors will have linked CVs or personal webpages. Therefore, be sure to check those out to get even more information on research programs conducted by Civil or Environmental Engineering faculty. The Universities of [Waterloo](#) and [British Columbia](#) have excellent advice on choosing a potential Advisor. If you need ideas on how to write an introductory e-mail, Waterloo's page has some tips, and there are more details from the blog "[The Professor Is In.](#)"

Inquiries about application and admission, kindly email gradadmit@uwindsor.ca.

Contact the CEE Graduate Secretary (gradsecycee@uwindsor.ca) if you have any questions about Civil or Environmental programs.

1.3 Application Procedure

Please follow the [Graduate Application Instructions](#):

- Once your application is successfully submitted, you will see a confirmation number on the screen.
- Once your application and payment have been processed, you will receive an application acknowledgement email. Note that it may take up to two business days to receive this email.
- In addition, to allow our [electronic Graduate Application System](#) (eGAS) to be updated with your information, please wait at least 24 hours after receiving the application acknowledgement email before continuing with the remaining steps (please refer to the [Graduate Application Instructions](#)).

1.3.1 Admission Deadlines

The deadline to submit your complete application, including all fees and supporting documentation, are as follows:

Terms	Final Deadline
Fall (Sept-Dec)	July 1
Winter (Jan -Apr)	Nov 1
Summer (May-Aug)	Mar 1

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International candidates should attempt to **apply at least six months** in advance of their planned enrolment date. Note that there are earlier deadlines if you wish to be considered for a scholarship.

1.3.2 Entrance Scholarship Deadlines

Applicants must have submitted a complete admission application package by the **Graduate Entrance Scholarship deadline dates** as follows:

Terms	Deadline for Graduate Entrance Scholarship	Dept. Deadline to Recommend for Scholarship	Final Deadline (without Scholarship)
Fall (Sept-Dec)	May 1	June 1	July 1
Winter (Jan -Apr)	Sept 1	Oct 1	Nov 1
Summer (May-Aug)	Jan 1	Feb 1	Mar 1

All applicants are automatically considered for the Graduate Entrance Scholarship if the CGPA is A- or 80% (Canadian equivalent). For more information, please follow the link to the [Entrance Scholarship](#) program.

Please note, the Entrance Scholarship only partially covers the tuition fee. In addition, there will still be fees for incidentals, such as the optional Drug and Dental plans. See [Tuition Fee Estimator](#).

1.3.3 Unofficial Transcripts

You will need to provide one copy of unofficial transcripts from each post-secondary degree program, in English.

1.3.4 English Language Proficiency Score

For applicants whose native language is not English, a satisfactory [English Language Proficiency Score](#) is required. CEE does not require submission of a GRE score unless specifically requested.

The **minimum** test score requirements for admission to our MAsc or PhD program is indicated in the table below:

TOEFL (paper-based)	580
TOEFL (electronic)	220
TOEFL (internet-based)	83
IELTS	6.5
CAEL	70%
DUOLINGO	120
PEARSON	65

Applicants are exempt from submitting an English language proficiency test score if any one of the following conditions is true:

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- 1) Within the past two years you have completed a university degree at a Canadian institution.
- 2) Within the past two years, you have completed a university degree at an institution where English was the primary language of instruction, as indicated on [U Windsor exemption list](#).
- 3) [If your native language is English](#).

1.3.5 Writing Sample (Letter of Intent)

The letter of intent is similar to a short essay describing your academic research interest in either Civil or Environmental Engineering. There is no exact format provided. However, here are some examples of information you may include:

- 1) How your education and experiences have prepared you for success in the graduate program.
- 2) Why you are selecting this program at the University of Windsor and how is it the most suitable place for you to pursue your research interests.
- 3) If there is a [graduate faculty member](#) in **Civil Engineering** or **Environmental Engineering** that you would prefer to supervise your research, you may list him/her.
- 4) Any publications, conferences, and/or past work experiences in which you have been involved.
- 5) If you are self-funded: Considering the high tuition fees for international students, your chance of admission will improve if you can partially or completely cover all of the expenses of your studies at UWindsor.

1.3.6 Confidential Report Forms

- Once your documents are uploaded and application is submitted on eGAS, your referees will receive an automatic email with a link to complete their confidential report forms.
- Referees will be given 21 days to complete their reports. For time management purposes, it is encouraged that your **application be submitted a minimum of 25 days prior to the deadline dates specified for the term**. This will help ensure your reference reports will be uploaded in time.

1.3.7 CEE Admission Checklist

- [Apply online](#) and pay the application fee. Once your payment has been processed (up to two business days) you will be sent an email with further instructions on how to proceed with the application process such as activating your UWin account and logging into [eGAs](#)
- Activate UWindsor Account by using your student number and Personal Access Code (PAC)
- Login into the University's [electronic Graduate Application System](#) (eGAS); choosing the "Civil Engineering" or "Environmental Engineering" graduate program from the list of options.

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- Upload the following documents:
 - 1) English Language Proficiency Score (if applicable). CEE does not require submission of a GRE score.
 - 2) Letter of Intent
 - 3) Unofficial Transcripts (one copy for each degree program)
 - 4) Confidential Report Forms: Need to list two referees (MAsc) and three referees (PhD); academic preferred. Confidential Report forms from referees will be submitted by the referees directly to the eGAs.
 - 5) CV (for PhD applicants)
 - 6) SUBMIT

1.3.8 After Completing Application

You will receive an e-mail from Graduate Admissions acknowledging the receipt of your application.

To view the status of your application, please log onto eGAS with your UWin ID and password. The status of your application will automatically populate after authentication. Note: graduate applicants cannot view their application status through the UWinsite "Applicant Homepage", only through eGAS.

1.3.9 Admission Decision

1). Accepted

Once the application is complete and meets all admission requirements, it will be forwarded to the CEE department. The Graduate Coordinator will initially review your application to ascertain if you are qualified for acceptance to our MAsc or PhD Program. The Graduate Coordinator will then forward your file to the appropriate professor(s) within the Civil or Environmental Engineering program. If a professor commits to supervising you, the Graduate Coordinator will then recommend admission and forward your file to the Dean of Graduate Studies for final review and approval. If you qualify for the Graduate Entrance Scholarship, the Graduate Coordinator will recommend it to the Dean of Graduate Studies for final review and approval.

Probationary Admission

The student who has **not** satisfied the admission requirements for the graduate program might still be accepted under a probationary admission.

- **Potential Supervisor:** will need to provide a rationale for the acceptance of the student and list two graduate level courses or up to five undergraduate level courses that the student must take (receiving a min. of 73% in each) for the probation condition to be lifted.

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- **Graduate Secretary:** if admitted, will keep track of the completion of this condition and inform the Faculty of Graduate Studies and Office of the Registrar once it has been satisfied.

Final Decision Made

Once a decision has been made, usually within four weeks (depending on the time of year), you will receive a letter of acceptance, from the Faculty of Graduate Studies on eGAS. It will list the conditions of your admission, including the official documentation required and the deadline dates in which to submit them to the Office of the Registrar - Graduate Division. You will also need to formally accept your offer on eGAS within three weeks of receiving your offer letter.

To respond to the offer of admission, you would need to follow the instructions found below:

- Login to your eGAS account and click on the Application Status tab. Click on "Offer Letter" to view the offer letter
- Click on the Offer Acceptance tab, click on Details and select an option from the drop-down menu (accept, decline, or defer)
- Click on Save
- You will have 21 days to accept the offer. If your deadline has expired and you still wish to accept the offer, send an email with this request (and the reason for the delay) to: gradsecycee@uwindsor.ca * Please note, only one extension is given per student per application.
- If you accept the offer and subsequently wish to decline or defer your admission, send an email with this request to: gradsecycee@uwindsor.ca

Mailing Address:

University of Windsor
Office of the Registrar - Graduate Division
401 Sunset Avenue
Windsor, ON N9B 3P4

2). Rejected (Due to)

Graduate Faculty Member Unavailable to Supervise Requested Research Area

Even with all other admission requirements satisfied, an application will still be rejected if there is no faculty member available to supervise a student's chosen area of research.

Low Cumulative Average (Canadian equivalent)

- **MASc Thesis and Major Paper:** minimum of 70% in the last two years of full-time studies

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- **PhD:** minimum of 80% in the MASc thesis program

Insufficient Background

- Prior degree is in an unrelated field or is not a Bachelor of Applied Science degree.
- Academic institution where prior degree was received is not on the list of accredited institutions (by OURA).

1.3.10 Deferral Requests

Deferral requests will be considered for confirmed applicants (i.e. applicants who have accepted their offer of admission). Students must make a request by the add/drop date of the original start term, to the Faculty of Graduate Studies to be considered for approval. For example, if you are deferring to the Winter term, you must make a deferral request by the late registration deadline for the Fall term. On the Faculty of Graduate Studies homepage you can find a list of [Important Dates](#). Instructions for Requesting a Deferral:

You will need to confirm with your supervisor(s), that he/she will still accept you for the next available term. (i.e. if starting in Winter 2023, you may defer to the next term, Summer 2023).

- 1) Email gradsecycee@uwindsor.ca with your name, student number, program name and request for the deferral.
- 2) If you have registered for the initial start term but plan to defer to the next available term, please ensure that you have dropped any courses in your current term registration.

Only one deferral request is permitted. After this, you will need to reapply to the program to be reconsidered. You will be able to keep the entrance scholarship if your request is approved.

1.4 Transfer from MENG to MASc Program

MEng students that wish to transfer to MASc program may contact the Graduate Secretary and Graduate Coordinator to discuss the required steps. The requirements for a transfer from MEng to MASc include:

- completing four graduate courses in the MEng program before an application is submitted,
- obtaining an overall average of at least 77%,
- applying to the MASc program and meeting all minimum requirements,
- approval of a CEE faculty member to supervise the student.

A maximum of two courses from their major (excluding GENG-8XXX courses) may be granted advanced standing towards the requirements of the MASc degree. Find more information in [Graduate Calendar \(Spring 2023\)](#).

2. New CEE Graduate Students

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Welcome! We have all of the details you need to know to get set up and on your way. If you have any questions or difficulties, don't hesitate to contact the CEE Graduate Secretary.

New students will need to be set up by completing/obtaining the following:

2.1 Before You Arrive at UWIN

Activate [UWin Email Address](#)

Your UWin Account is your personal digital identification for accessing a number of on-line services at the University of Windsor. A valid and active UWin Account is required of every person associated with the University of Windsor who plans on using any of the Information Technology (IT) systems and services.

The UWin account has two components:

- 1) UWin ID (also known as your user ID, login or user name)
- 2) UWin password

Please refer to '[First-Time Student/applicant account activation](#)' under the heading 'Quick Links'

International Students: [Apply for a Study Permit \(i.e., Student Visa\)](#)

Due to the long processing time, it is a good idea to start your visa application at least six to eight months before you wish to start your program. As every country's requirements will be different, be sure to check out the excellent International Student Centre's (ISC) page on [applying for a permit](#). Your permit will be issued to you at your port of entry.

International Students: [Check out the International Student Centre's website](#)

The [International Student Centre \(ISC\)](#) website has information about the "soft landing" program and many other useful items.

- [Soft Landing Program for New International Arrivals](#)
- [International Student Orientation](#)
- [Health Plans and Services](#)
- [Immigration and Visa/ Scheduling an Appointment with an International Student Advisor](#)
- [ask.UWindsor Knowledge Articles](#)
- [Information Technology Services \(I.T. Services\)](#)

[Student Support Services](#) provides a variety of important links used to help support students during their studies at UWindsor. Everything from academic to enrolment to health and wellness support can be found.

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2.2 Once You Are in UWindsor

UWin ID Card (Student Card)

The [UwinCARD](#) office is in the basement of the [CAW Student Center](#). They will take your picture and print your student ID card. Most functions can be done online, including submitting a picture for your first UwinCARD. To help keep services moving quickly, kindly have the following ready:

- Government issued picture ID (passport, Canadian drivers' licence, etc.)
- Student/employee number or card.

Meet with Your Advisor

You will need to discuss your project, your degree, and lab safety (see [Appendix A](#)).

Meet with the Graduate Coordinator

To review your graduation timeline, milestones and necessary courses for completion.

Contact the Graduate Secretary

The Secretary will:

- provide you the link to the [Key Control](#) website for access request for keys to the building, office space and lab. You will need a local mailing address, phone number and student/employee number before you can begin the paperwork.
- provide you the link and resources related to [Students: New Hire Package](#) (if you will be receiving a salary through a GA, Work Study or salaried RA - most graduate students do). You will need the package to be submitted to the Department of Human Resources (hr@uwindsor.ca) in order to receive an employee number (see below); you need to fill in the top part of the form.

Key Control Services – Access to CEI, Office, and Labs

Please visit the [Key Control Services website](#) to complete the key/card/fob form. Request CEI access and CEI 3084 (Grad Offices) and/or your lab if applicable. In the notes section, add expected completion date. You will need to pay a \$50.00 refundable deposit (by debit or credit card) upon picking up your keys. Once you have returned to CEE, please give your receipt to the Administrative Assistant, Office of the Dean in Engineering. The receipt will be kept on file, and you will be issued a refund when you surrender your keys to Key Control.

International Students: Apply for a Social Insurance Number (SIN)

You will need a Social Insurance Number (SIN) in order to be paid by the University.

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Please refer to the [ISC website](#) for details. You can take your letter from the Department of Human Resources to a [Service of Canada Centre](#) location (inside City Hall) to get your SIN.

Obtaining a UWindsor Employee Number

Get an employee number (if you will be salaried, e.g., for Graduate Assistantships (GA's) & Research Assistantships (RA's))

Step 1: Students will first need to complete a series of documents found in the [Student Hiring Package](#). Once complete, will need to submit this to the Department of Human Resources either electronically to hr@uwindsor.ca or on campus in Room 501, Chrysler Hall Tower. Should you have any questions or require assistance, please contact the Student Employee Clerk/Receptionist at hr@uwindsor.ca.

Step 2: Once students receive their first contract, e.g., GA, this will need to be signed and submitted to the Departmental Graduate Secretary right away for processing so that an employee number can be generated in the system. Once in the system, students will be required to complete the [mandatory training modules](#) upon hire.

- 1) Workplace Hazardous Materials Information System (WHMIS) Training (~30 minutes)

Everyone working in a lab must have WHMIS training, updated annually. This is an online course and test.

- 2) Accessibility for Ontarians with Disabilities Act, 2005 (AODA) training (~25 minutes)
- 3) Accessible Customer Service Training (~90 minutes)
- 4) Health & Safety in the Workplace
- 5) Violence & Harassment Prevention in the Workplace: Awareness Training (PowerPoint and quiz)

Green Shield OHIP Equivalent Coverage

It provides the registered International Students with the medically necessary coverage for services and treatments normally covered by the OHIP for an Ontario resident in all of Canada. **It is mandatory that you have the OHIP Equivalent coverage while you are studying in Canada at the University of Windsor.** This service is administered by the International Student Centre's Health Insurance Program Administrator. If you have any questions about the coverage or wish to add family members to your coverage, please visit the [ISC website](#) or reach out to the GSHIP's Administrator at gship@uwindsor.ca

Supplemental Benefits - Drug and Dental Plan

The insurance provider is Green Shield Canada, and the plan is administered by the Graduate Student Society of the University of Windsor. If you already have extended health coverage,

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including dental, you may choose to opt-out of UWin's program and be reimbursed for the fee. Opt-out form can be completed on the [GSS website](#). You may also choose to add family members to your coverage by using opt-in form on [the same webpage](#). Of you have any further questions about this type of coverage, please go to the [GSS webpage](#) or contact benefits@uwindsorgss.ca

International Students: Open a Chequing Account at a Canadian Bank

One of your initial tasks will be to open a bank account in Windsor. Most major Canadian financial institutions offer special banking programs for students.

For more information about the process and list of available banks in the area, please visit the [ISC's website](#).

International Student Identity Card (ISIC)

To get your ISIC card, please visit the University of Windsor Student Alliance (UWSA) office on the 2nd floor in the CAW Centre. Bring your validated student card and a passport size photo. Card holders are eligible for discounts around the city and across Canada (see "[Discounts](#)" in the "Finance" section).

3. Current CEE Graduate Students

3.1 Degree Requirements

MASc Degree (Thesis): Students must satisfactorily complete a minimum of four (4) graduate level courses, a research proposal, a thesis, and a defense. The program is designed to be completed within a two-year time frame.

MASc Degree (Major Paper): Students must satisfactorily complete eight (8) graduate level courses, a research proposal, a major paper, and a defense. The program is designed to be completed within a two-year time frame.

Ph.D. Degree: Students must satisfactorily complete a minimum of four (4) graduate level courses, comprehensive examination, a research proposal, a dissertation, and a defense. If transferring from the MASc program, a maximum of two graduate courses can be used for advanced standing towards the requirements of the PhD degree. The program is designed to be completed within a four-year time frame.

Course Selection

The courses are selected in consultation with the students' supervisor(s), the degree requirements of the program and the students' overall interest in the subject area. Registration is performed in [UWinsite Student](#), the campus-wide registration system.

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- **CEE Graduate Seminar course:** Required by both MASC (CIVL/ENVE 8595) and PhD candidates (CIVL/ENVE 9595). All full-time and part-time research graduate students are required to complete 36 hours of graduate seminar classes in three to four terms and give one seminar presentation in the Graduate Seminar course during their program. Students who are not able to complete the Graduate Seminar course must take an additional 3-credit graduate course, approved by their graduate coordinator, to fulfill the overall credit requirement for the degree. The Graduate Seminar is graded on a pass/fail basis, and the credit received will not be used as one of the four or eight courses needed towards their degree requirements.
- CEE Graduate Students **must** be registered in the "Major Paper (Course number CIVL/ENVE 8960), "Thesis" (CIVL/ENVE 8970), or "Dissertation" (Course number CIVL/ENVE 9980) **every semester** (including summer)
- Additional coursework may be required by your Examining Committee, beyond four courses for the MASC thesis or PhD students, and eight for those in the major paper option.

You will need to obtain a B- (70%) minimum in all coursework and CGPA. Once classes are completed, it is good practice to double check your MyUWindsor account to ensure your transcript is complete and has all coursework accurately recorded, including your thesis/major paper/dissertation and Graduate Seminar.

3.2 Three Major Requirements of Graduate Research

These are: conducting, presenting, and publishing your research.

Taking courses is another requirement, but this is a research-based graduate program, hence, the pervasiveness of the term, "research".

Choosing a Research Topic

Your Advisor may have suggestions for a research topic, and at the Master's level, this is certainly a great way to start. That is not to say that you shouldn't try to develop your own set of questions within this framework - graduate study is a great exercise in intellectual thought. This is especially relevant for doctoral students, since at this level, your professional identity may be shaped (at least at first) by association with your chosen topic. Other great suggestions for choosing a thesis or dissertation research topic can be found in the following websites, [UBC](#) and [Carleton](#).

Publications and Presentations

Scientific communication is critical to career success no matter what sector you hope to work in. You can have the most exciting project and results in the world, but if you can't communicate your findings in a clear and engaging way, you will be one of the few who know about them! CEE graduate

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students will have the chance to develop their scientific communication skills and many opportunities to practice them!

Publishing in a Journal

All CEE students are encouraged to generate at least one journal article (MAsc one submitted; Ph.D. one submitted and one accepted) before graduating. After looking at your research questions, data and results, your Advisor will probably have a good idea as to which journal you should be targeting for submission. You can go to the journal website to find the "Guidelines for Authors" to discover formatting, submitting and outlining requirements. Read through several articles in that journal that are similar to how you think yours might be, to get an idea of what to include or emphasize in each section. Your Advisor will help you every step of the way—after all, their name is going to be on this article, too! Your committee members are also good people to reach out to for a thorough review of your drafts - especially if they are co-authors of your work. [Writing help](#) is available through the University, and [Mitacs](#) has several pertinent workshops available. Accepted manuscripts can be posted at scholarship@uwindsor as a way to connect with other researchers in your area.

Presenting Your Research Findings

Public speaking is a very common fear that can be overcome by learning presentation techniques and, of course, through practice! CEE graduate students are provided ample opportunity for both.

The Graduate Seminar is an excellent place to develop your presentation technique before an intimate and non-judgmental audience who will also provide constructive feedback. In addition, [Mitacs](#) has a two-part series to help you develop your presentation skills. CEE graduate students are encouraged to present their data in poster presentations, University and Departmental seminars and at conferences in Canada and abroad. One fun (and potentially lucrative) venue in which to try out your presentation skills is the [Three Minute Thesis Competition \(3MT\)](#) held in the spring.

Conferences

CEE graduate students have had the opportunity to speak at conferences all over the world. Talk to your Advisor about which conferences you might present at (and the best ways to cover the fees and travel costs!).

Some of the conferences that are heavily attended by CEE graduate students are:

Civil and Environmental Engineering

Annual Conference of the Canadian Society for Civil Engineers, [Canadian Society for Civil Engineering \(CSCE\)](#)

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Structure

National Conference on Earthquake Engineering, US, by the [Earthquake Engineering Research Institute](#) (EERI)

World Conference on Earthquake Engineering, [WCEE 2024 - Milano candidacy world conference earthquake engineering](#)

Canadian Conference on Earthquake Engineering, [Canadian Association for Earthquake Engineering \(caee.ca\)](#)

Water Resources

Annual Conference of the International Association of Hydraulic Research ([IAHR](#))

American Physical Society - Fluid Mechanics conference ([Meetings - Unit - DFD \(aps.org\)](#))

Transportation

Transportation research board (TRB) annual meeting in Washington D.C., [Homepage | Annual Meeting \(trb.org\)](#)

Canadian Transportation Research Forum, [CTRF | Canadian Transport Research Forum](#)

Intelligent Transportation System (ITS) Canada, <https://www.itscanada.ca/>

Water Quality and Treatment

Annual Conference of Water Environment Association of Ontario, [Water Environment Association of Ontario | Events \(weao.org\)](#)

Annual Water Environment Federation Technology Conference, [WEFTEC](#)

Air Quality

Annual Conference of Air and Waste Management Association, [Air & Waste Management Association \(awma.org\)](#)

3.3 Timeline

Your Advisor, Advisory Committee, Graduate Secretary, and the Graduate Coordinator will help keep you on track toward graduation, but here are the basic requirements for graduation. More details are available on [CEE's website](#) and in the [Graduate Calendar](#). Here is a checklist to summarize the requirements:

Requirement	MASc	PhD
Committee (FGS form, submit on UWinsite)	Within 1 month of Start Date	Within 1 month of Start Date
Proposal	Within 12 months of Start Date	Within 12 months of Start Date
Comprehensive Exam	N/A	Within 24 months of Start Date
Progress Report and Presentation	Optional	Six to 12 Months Prior to Graduation

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Defend	At least 1 month prior to Graduation	At least 1 month prior to Graduation
Fulfill all degree requirement	within 24 months of Start	within 48 months of Start
Apply for Graduation	Deadline set by FGS	Deadline set by FGS

Annual Report

Submitted to the Graduate Secretary by May 31 of each year. To be completed by the student and supervisor to review the progress in the research program over the past year and plans for the upcoming year. For new graduate students who have been in the research program for less than five months, complete only the most applicable sections.

3.4 Thesis and Dissertation Committee Compositions

Your Committee members can be one of your most valuable resources during your graduate work. They have expertise to help you troubleshoot problems and experience to suggest different research lines that you may want to pursue. They will review your experimental design and proposed analyses, give you feedback and advice on your progress, and participate in your examination(s).

They are also the people most likely to write supportive letters of reference for scholarship or job applications! For more details, you can look at the sections on "Advisory Committees" on the [Faculty of Graduate Studies website](#). Your Committee members will be selected with the advice and assistance of your Advisor.

Occasionally, new discoveries from your research may cause your research program to diverge to the point where the expertise of one or more of your Committee members is no longer relevant. You always have the option to revise your Committee membership to help keep the expertise relevant to your research question (either adding or dropping). You may also bring even more expertise to your Committee by adding "Special Members" from industry, government or NGOs. Whenever there are changes made to your Committee, you will need to resubmit your Committee membership form.

You will need to select the correct committee form to complete, depending if your advisor is the [sole supervisor](#) or if you have [co-supervisors](#). You will then need to obtain all signatures from your committee members. **Committee members will need to do one of the following:**

- 1) Provide their digital or hand signatures next to their names
- 2) Send an email to your advisor indicating their consent to serving on your committee, which you will attach when submitting the form in case the committee only added their initials instead of signatures

In addition, you will also need to sign and date page two of the form: [Non-Exclusive License](#) form thus, authorizing the University to archive, reproduce and distribute your thesis. Once complete, please upload the committee form, in addition to any emails with confirmation from committee

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members, to UWinsite Student. Instructions for uploading can be found at the bottom of page one of the forms.

After submitting your [committee form](#) on [UWinsite Student](#), the final approval must be made by the Executive Committee of the Faculty of Graduate Studies and Research. The Master's and Doctoral committee must be approved prior to the end of the second term of registration in the MASc or PhD program (CIVL 8970-1/ENVE 8970-1, CIVL/ENVE 8960, or CIVL 9980-1/ENVE 9980-1,).

Committee member	MASc Thesis Committee	MASc Major Paper Committee	PhD Committee
Supervisor	1 or 2 (co-supervisors)	1 or 2	1 or 2
Departmental Program Reader	1	1	2
Outside Program Reader	1	-	2
External Examiner			1
Special Committee Member	As needed	As needed	As needed

The majority of committee members must have [Graduate Faculty Designation](#).

Supervisor

The thesis or dissertation supervisor is the student's research mentor and advisor throughout his/her studies. The supervisor must hold graduate faculty status or be a cross-appointed member of the departmental graduate faculty.

Departmental Program Reader

Must be a faculty member within the student's program (i.e., within either the Civil or Environmental Engineering program).

Outside Program Reader

Must be a faculty member from the University of Windsor. He/she must be outside the student's program in which he/she is registered (i.e., a Civil Eng. student can have a member in Env. Eng. serve in this role). The Outside Program Reader cannot be cross appointed with the program in which the student is registered.

Special Committee Member

Additional members may be added with the approval of the program Graduate Coordinator and the Executive Committee of the Faculty Council of Graduate Studies. Members can be from government or industry.

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External Examiner (Only for Doctoral Students)

For the final oral defense of the dissertation, the committee will be supplemented by an independent external examiner, who is someone outside of UWindsor. The examiner is to be an expert in the field of research associated with that of the doctoral candidate, but has not been involved in helping with his/her dissertation. The person must be appointed at least **six weeks** prior to the defense, and be approved by the Graduate Program Chair and the Dean of Graduate Studies. The External Examiner will evaluate the dissertation and will be present (either in person or online) at the defense. [Refer to the external examiner guidelines.](#)

- [External Examiner Request Form](#): the student will need to upload the complete form along with the external examiner's updated CV, to UWinsite Student at least **8 weeks** prior to your proposed defense (following the instructions at the bottom of the form)
- [Approval to Submit Form](#): once the external examiner accepts the invitation to serve in your defense, the Faculty of Graduate Studies will send an email to your supervisor and the Graduate Secretary requesting an electronic copy of your dissertation and approval to submit form (needs to be signed by the majority of committee members indicating their consent for the dissertation to be examined by the external) at least **4 weeks** prior to your defense. Therefore, you need to forward copies of dissertation to your Doctoral Committee Members at least **6 weeks** prior to your defense.

3.5 Registration

Graduate students must register before the [posted registration deadline for each term](#) on UWinsite Student. Full-time students who have not registered by this deadline will be expected to have applied for a leave of absence, or their registration will be considered to have lapsed and they will be required to re-apply to their program for the next available term.

Graduate students who are not registered for the term and wish to register after [the posted late registration deadline for the term](#) must complete a "[Course add form: Special Circumstances Request](#)" available from the [Student Forms webpage](#). Students will need to obtain authorization from their program Graduate Coordinator, and submit the form to the [CEE Graduate Secretary](#).

3.5.1 Time Limit Extensions

Students whose program limit has expired must request an extension to their time limit. **PhD students** must complete all requirements for the degree within six consecutive years. **Master's students** must complete all requirements for the degree within three consecutive years, except for certain Master's programs available on a part-time basis. In these latter programs, the time limit will depend on the nature of the program but will not normally exceed five consecutive years.

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The student must complete the [Time Limit Extension form](#) and upload it to UWinsite Student by following the instructions found at the bottom of the form.

3.5.2 Leave of Absence Application

If you wish to request a leave from for a specified term(s), you must complete the [Leave of Absence Application form](#) and upload to UWinsite Student following the instructions at the bottom of the form. This must be done before the add/drop date for the term (usually the second week of the term).

For the following types of leaves, program time limit and funding eligibility will be extended by the duration of the leave: Maternity, Paternity, Parental, Medical, Financial and Personal Leaves.

During your leave of absence from your program you will not have access to any university resources, including office space, computer access, library facilities, continuation of laboratory experiments, computer research applications and especially guidance by faculty members.

3.5.3 Courses Outside of Your Program

Graduate students taking an undergraduate course or a course outside of their program will not be able to register online and must complete a "[Course add form: Special Circumstances Request](#) " available from the [Student Forms webpage](#). Students must obtain authorization from the instructor of the course and their program Graduate Coordinator and submit the form to the [CEE Graduate Secretary](#).

Course Substitution Requests

Graduate students taking an undergraduate course or a course outside of their program and wish to receive credit towards their degree requirements, will need to receive approval by the student's supervisor, Program Graduate Coordinator and the Faculty of Graduate Studies. The student would need to complete a [course substitution form](#) and upload it to UWinsite by the [add/drop date](#) for the term in which the course is offered.

Courses at another University (visiting student)

The [Ontario Visiting Graduate Student program \(OVGS\)](#) allows a graduate student at an Ontario University to take graduate courses at another Ontario University while remaining registered at his/her Home University. See [Ontario Visiting Graduate Student | Faculty of Graduate Studies \(uwindsor.ca\)](#) for more information.

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3.5.4 Course Audit Requests

If a student wishes to take a course as an [audit](#) instead of for credit, he/she will need to formally register by completing the [Course Add Form: Special Circumstances](#) and following the instructions below:

- 1) Check the 'Audit' box
- 2) Enter the course subject code, course number, section and class number at the bottom of the form.
- 3) Provide a rationale for requesting to audit this course.
- 4) Have the instructor for the course and applicable Graduate Coordinator for the program sign
- 5) Return the complete form to the CEE Graduate Secretary for processing

Audit students are permitted to participate normally in the classroom experience; they are allowed and encouraged to engage fully in class discussions. Although audit students are not allowed to participate in any assessments throughout the course including the examinations and may not be graded in any way, they are still required to pay the regular tuition fees for the course(s) they audit. While audited courses do not confer academic credit, they do appear on students' transcripts.

Registration for auditing opens with the commencement of the semester and, in the case that room is still available, closes after the tenth day of classes. During the Intersession and Summer session, registration closes after the fifth day of class.

3.6 PhD Comprehensive Examination (only for Doctoral students)

3.6.1 Ph.D. Comprehensive Examining Committee

Your Ph.D. Comprehensive Examining Committee consists of faculty members plus a Chair to oversee the exam.

3.6.2 Comprehensive Examination

This exam is done within two years of beginning your program to ensure that you have both a reasonable mastery of your specialized field and also knowledge of broader areas of Civil or Environmental Engineering; it is designed to test your command of knowledge and ability to integrate that knowledge.

Typically, students approach their [Comprehensive Examining Committee](#) **six months before the scheduled exam date and begin preparing for your exam then**, but discuss with your Advisor what the best timeline is for you. You are strongly encouraged to meet with each of your [Comprehensive Examining Committee](#) Members to discuss likely knowledge areas where they may

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concentrate their questions to help you focus your study direction. They may provide you with materials, such as journal articles or book chapters. Your Committee Members may be very vague or very precise in what they will tell you, but either way they don't need to stick to it!

Four results are possible:

1) Pass

2) Conditional Pass

Your Comprehensive Exam Committee may recommend that you take remedial or additional coursework, which you will need to complete by a specified date to pass the comprehensive exam.

3) Repeat Exam (one or more topics or the entire exam), and

4) Fail

If this was your first attempt at the exam you may be given a "Repeat Exam" result. You can re-take the exam within 6-12 months of the first. If you fail the second exam, you must withdraw from the Ph.D. program.

The outcome and conditions if any will be spelled out in the Department Head's letter including the names of the people who will evaluate whether these criteria have been met. Failure to meet these conditions before a specified date will render you ineligible to defend.

3.7 Transferring from MASc to PhD Program

A student may transfer directly from the MASc to the Ph.D. program without completion of the Master's thesis. The MASc to Ph.D. transfer program is established for "fast-tracking" graduate students who have demonstrated outstanding progress in both course work and research after one full year of their MASc studies.

There is - needless to say - a bunch of paperwork to be completed, but basically the requirements are:

- Completion of four graduate level courses (3 credits each) with no grade(s) lower than 80% for all coursework.
- At least one first-author journal article submitted (recommended).
- Exceptional progress in research.
- Registered in the MASc program full-time for a minimum of three and a maximum of four terms
- A meeting with the Master's Committee
- Approval of your Advising Committee. If this is unanimous, then you can transfer with a minimum of paperwork. The supervisory committee must recommend the transfer, in writing, based on demonstrated excellence in research and provide evidence of a complete plan of

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research for the doctoral degree. If there are one or more objections, your request will have to go in front of the CEE Graduate Committee.

- Complete the [Transfer from Master's to PhD form](#) and submit it to the CEE Graduate Secretary before the following deadline dates: Winter (Oct 1); Summer (Feb 1); and Fall (June 1)
- Recommendations must be made no earlier than the beginning of Term 3 and be approved prior to the completion of Term 4 of the master's degree.
- To be considered for the Graduate Entrance Scholarship for the PhD, the student must receive a GPA of 80% or equivalent. Keep in mind the deadline dates for Entrance Scholarship consideration with the Faculty of Graduate Studies for the term you would start the PhD program.

Once the transfer is approved, the student's advisor may select up to two graduate courses taken from the MASc program to use towards the degree requirements of the PhD program. The advisor would need to complete the [Transfer Credit form](#). Once complete, he/she would need to provide this to the CEE Graduate Secretary.

If appropriate, members of the student's MASc advisory committee may also serve as members of the doctoral committee. However, you need to fill up the Doctoral Dissertation Committee Form ([sole supervisor](#) or [co-supervisors](#)).

Note: It is vital that both you and your supervisor are 100% certain that transfer from the MASc to PhD is the right decision for you. There are both academic and financial implications of the transfer. Once you have transferred from MASc to PhD program you cannot revert back to the MASc. If you subsequently fail to complete the PhD then you will leave the University with no qualification.

3.8 Research Proposal

- All students are required to present the dissertation/thesis/major paper proposal to their advisory committee, the event is open to the university committee. The CEE Graduate Secretary will prepare the notice and circulate it. The CEE Graduate Secretary can help set up the proposal (i.e., scheduling a date, booking the room or sending an MS Teams invitation; if needed). The student or supervisor will need to email the CEE Graduate Secretary with the request and details.
- Please note: All students must complete the proposal within 12 months of their start date.

3.9 Defenses, Format Checking, and Deposition

The following regulations from the graduate calendar are set by the Faculty of Graduate Studies, and apply to all graduate students:

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3.9.1 Defenses

Chair of Defense

MASc (Major Paper): A Chair is not required.

MASc (Thesis): The Chair of a Master's Thesis defense will be a member of graduate faculty who has not served on the candidate's Master's committee. The CEE Graduate Secretary will often send a request to the Program Coordinator to serve in this capacity. The chair is non-voting and would not ask evaluative questions. The CEE Graduate Secretary can help in securing a chair.

Doctoral Dissertation: The Chair of a Doctoral Dissertation defense will be appointed by the Faculty of Graduate Studies. The chair is non-voting and would not ask evaluative questions. The CEE department will be notified once this information is confirmed.

Final Oral Defense

The [final oral defense](#) should be completed at least three weeks prior to the Convocation at which the candidate expects to receive the degree.

MASc Thesis or major paper defense:

- The CEE Graduate Secretary can help set up the defense (i.e., securing a chair, booking the room or sending an MS Teams invitation; scheduling a defense date if needed). The student or supervisor will need to email the CEE Graduate Secretary with the request and details.
- Notice of the final oral defense must be submitted by the Department (CEE Graduate Secretary) and received in the Faculty of Graduate Studies **at least eight days prior** to the defense. The CEE Graduate Secretary will prepare the notice and circulate it.

Doctoral Dissertation defense :

The date and time of the defense will be set by Faculty of Graduate Studies. The CEE Graduate Secretary will prepare the notice and circulate it.

Dissertation & Thesis/Major Paper Defenses Q/A

What kinds of questions will the examiners ask?

The types of questions asked will vary widely, depending upon whether the defense is of a major paper or thesis (MASc), or a dissertation (PhD), the type of research you did, and upon the Committee members themselves. Questions may vary from specific to very general within the

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context of the discipline. You may be asked to explain or clarify details dealing with data presentation or interpretations and general conclusions

Examiners may ask questions that test your familiarity with background theory or methodology or different approaches to the topic. Series of questions may lead into general academic discussion in which you may be asked to speculate on questions to which there is no specific answer. You should realize that you will seldom be expected to know the answers for every question posed. Many examiners wish to establish the limits of a student's knowledge in a particular area; therefore, will pursue a line of questioning until the candidate can't answer.

How can I best prepare for my defense?

One effective way of practicing is to get friends and lab mates together to stage a mock exam. Have them look over your thesis/dissertation and then ask you questions accordingly.

What should I bring the day of the defense?

Your thesis/dissertation, a notebook, pen, and some water. The use of reference materials (other than your thesis/dissertation) is at the discretion of your Examining Committee.

Who can be there?

Defenses are advertised across campus and are open to the public. Questions from the general audience will be permitted at the discretion of the Chair. The general public may also attend the committee-questioning period that follows the presentation. The audience may remain until the Committee begins its deliberations. If they elect to stay through the question period, they must remain seated and silent throughout the entire process and must leave before deliberations.

How long does the defense take?

Typically, a thesis/major paper defense takes about 2 hours; while a dissertation defense takes about 3 to 3.5 hours.

What happens in a defense?

You and your Committee will be introduced to the audience by the Chair, after which you will make an oral presentation (typically 20-25 minutes for MAsC, 30-35 minutes for PhD) summarizing the chief conclusions of the thesis or dissertation. The Chair asks for questions from the general audience (Committee Members will withhold questions at this time), then the Committee Members will take turns asking you questions. One round of questioning usually lasts for about half an hour; therefore with multiple rounds, it may continue for several hours. The order of questioners and types of questions posed are moderated by the Chair, whose role is to ensure fairness. The Chair will not ask evaluative questions. Once the question period is over, the candidate and members of the audience are excused. The Committee evaluates both the written major paper/thesis/dissertation, your presentation and your handling of the questions asked (from both

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the general audience and the Committee Members). Specific revisions may be put forward as a prerequisite for recommending that the candidate be passed. Once the Committee has made their decision, you will be recalled and advised of the outcome of the deliberations. The Chair and advisor(s) will fill up a [Report Form](#) (under "Thesis and dissertation forms") which will be placed in your file.

What results can I get?

Result	Explanation
Pass with no changes	
Pass with minor changes	Small revisions are required (e.g., typographical errors, clarification of textual material, qualification of conclusions). Your Advisor can sign off on them.
Pass with major changes	Major revisions are required (e.g., new analyses or substantive textual changes). Your Examining Committee will need to clearly lay out the requirements for completion.
Fail but can resubmit	If more than one negative vote is cast, you will need to meet with your Advisor, the Graduate Coordinator, and the Dean of Graduate Studies to determine your options. You will have between three and twelve months, after your initial grade is given, to resubmit.
Fail	Must be unanimously negative. You may not resubmit your defense and must withdraw from the program.

Signature

Pass or a Pass with minor change: your committee can immediately sign your thesis/dissertation signature page.

Pass with major changes: your committee will withhold signing the thesis signature page until you have made the necessary corrections and notified the committee of them- either through a written synopsis or individual meetings with members. Some members may ask to re-read the thesis before signing.

The use of approval page templates on Graduate Studies website is strongly recommended: [Doctoral Dissertation](#) / [Master's Thesis](#) / [Major Paper](#).

Please refer to the Faculty of Graduate Studies website for [suggested options for obtaining electronic signatures](#), otherwise, your thesis may be returned by the library thesis-formatting group and need to be redone.

3.9.2 Format Checking and Deposition

Follow the [Format Requirements](#) and use the [template](#) when preparing the major paper, thesis, or dissertation.

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After the thesis/major paper/dissertation is approved by the candidate's Advisory Committee and has been reviewed by the Graduate Studies office for [format compliance](#), the student deposits the required number of copies at least two weeks prior to Convocation. Review the [final submission/deposit requirements](#).

3.9.3 [Phase I and II Tuition Refund Deadline](#)

According to the [registration requirements for research students completing the final oral defense and deposit](#), all graduate students must register until actual completion of all coursework and research requirements for their degree. Students will not be permitted to defend and/or deposit unless they are registered for the term in which they are defending and/or depositing:

- Students must be registered in the term they are **completing the final oral defense; AND**
- Students must be registered in the term they are **completing the final submission (deposit)** with Graduate Studies after the defense.
- You must be registered in the **Winter term** if you defend or deposit from **January 1 to April 30**; and
- You must be registered in the **Summer term** if you defend or deposit from **May 1 to August 31**; and
- You must be registered in the **Fall term** if you defend or deposit from **September 1 to the end of December** (the exact December date varies each year depending on the holiday closure and will be posted each year on the [Important Dates webpage](#)).
- Review the [Phase I FAQs](#), including "[Do I need to pay tuition fees if I am planning to meet Phase I?](#)".

3.10 Applying for Graduation

It is done through UWinsite Student. Applications must be completed by the end of the Winter term for Spring Convocation and by the end of the Summer term for Fall Convocation ([Graduation Information](#)). There is also a helpful reference sheet found in the '[How do I apply to graduate](#)'.

- 1) Login to UWinsite Student and click on the My Academics tile.
- 2) Click the Graduation tab and select Apply for Graduation.
- 3) Click the 'Apply to Graduate' link
- 4) Select the 'Expected Graduation Term' drop-down menu and click 'Continue' " For example, if you expect to fulfill your degree requirements in Fall 2022, your Expected Graduation Term will be Fall 2022 (even though you will attend Spring 2023 Convocation. "Select your Diploma Delivery Option (click Yes or No) to indicate if you are planning to attend. If you

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are planning on attending convocation, select the appropriate convocation ceremony session for your program and how many tickets you will need.

- 5) After clicking 'Continue' remember to 'Submit Application'.

Please note that you will have a certain amount of time to complete all your degree requirements (if you haven't already). This includes the deposit of thesis/major paper or dissertation, corrected and revised as needed, to the Faculty of Graduate Studies website.

3.11 Funding Opportunities

3.11.1 Paid Work (GA and RA)

All full-time graduate students admitted into our research-based programs may receive funding from three main sources: scholarships (internal and external), Graduate Assistantships (GAs) and Research Assistantships (RAs). This latter category is supervisor specific. Eligibility for scholarships is subject to constraints dictated by the funding sources. Eligibility for GA is subject to constraints dictated by the by [Collective Agreement 4580](#).

Graduate Assistantships (GAs)

The Department of Civil and Environmental Engineering posts for Graduate Assistantships prior to each term (Fall/Winter/Summer). Applications are accepted on/or before the Departmental deadline date set for each term. All positions are subject to sufficient enrolment and final budgetary approval.

Applications are open to current and incoming full-time (MAsc and PhD) graduate students in the Department of Civil and Environmental Engineering. Graduate students must maintain full-time registration throughout the term; must be in good standing in the degree program; and must have a valid SIN and be eligible to work in Canada to hold a Graduate Assistantship. Please refer to the [Collective Agreement 4580](#) Articles 12, 13 and 14 for eligibility details.

Please refer to the [University of Windsor Timetables](#) to note class times and locations, as well as the examination times to ensure that there are no conflicts with your own class/examination times.

The CEE Graduate Secretary will email graduate students in regard to the postings available within the department. You will also be able to find the GA Notice on the Civil and Environmental Engineering website as well. It is important to regularly check your UWindsor email and the [CEE website](#).

The email will contain the GA Notice and application form with instructions. A completed GA application and all unofficial transcripts must be submitted to, the Graduate Secretary, Department of Civil and Environmental Engineering (CEENG@uwindsor.ca) on or before the application deadline

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For international students: you must have a Study Permit valid until the end of the semester, and you must have a valid SIN number **AT THE TIME of submitting your GA application**.

As a GA, your duties may include preparation of laboratories or quizzes, teaching tutorials to undergraduate students, marking assignments and similar activities. The Faculty of Graduate Studies website has an excellent [webpage](#) with all the details regarding GA responsibilities. An [orientation workshop and training \(GA/TAcademy\)](#) is offered every term explaining all of your rights, responsibilities and basic instruction. CTL offers development opportunities, support, feedback and training for interested GAs throughout the year.

The [Centre for Teaching and Learning](#) offers development opportunities, support, feedback and training for interested GAs throughout the year.

Number of GA Appointments Graduate Students Can Receive

A full-time GA can work no more than 10 hours/week for one term (140 hours total). Once they start their first GA, M.A.Sc. students are guaranteed to hold three GA positions (one per semester) over two years; Ph.D. students can hold seven GA positions over four years. Throughout the years, some students have been fortunate enough to receive a 4th (M.Sc.) or 8th (Ph.D.) bonus GA-ship (not guaranteed). Keep in mind, when a student transfers from the M.A.Sc. to the PhD program, the number of awarded GA positions resets to zero. This means you will be entitled to at least seven more appointments over the first four years of your PhD.

Any GA-ships received beyond a "bonus" assignment, are termed "grace GA" for one additional, final term (availability is dependent on teaching needs). The Dean of Engineering must approve any grace GA's requested. Note that you cannot defer a GAship except under special circumstances. GAs are covered under the [CUPE 4580](#) agreement.

Please make note that if you **decline your GA offer**, then you are basically waiving your right to one of the 3 (M.A.Sc) or 7 (PhD) guaranteed GA appointments. If you **request an exemption from holding a GA assignment for a specific term**, then you should be guaranteed the position as long as you have not exceeded the number of exemption requests permitted and as long as you are within the program length allotment as dictated by the Graduate Calendar. For example, M.A.Sc. candidates are expected to complete their program within 24 months of admission and PhD students are expected to complete their program within 48 months of admission. Thus if you apply for a GA after the expected date of completion, your application becomes a grace situation and you are therefore, not guaranteed a GA contract (even if you had "deferred" a course in the past).

You can request a specific GA assignment and a faculty can request specific GAs but, ultimately, the assignments are decided by the CEE Graduate Committee on the basis of the teaching needs in any particular year and on your academic background.

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If you are planning on defending and completing all graduation requirements by the Phase I deadline (100% tuition refund), then you **cannot** apply for a GA. If you are planning on defending and completing all graduation requirements by the Phase II deadline (50% tuition refund) then you **can** apply for a GA. However, remember, the contract runs until the **end of the term**. **Therefore**, if you sign the contract, then you are contractually obligated to complete the GA duties until the end of that term.

If you have any more questions, please feel free to contact the CEE Graduate Secretary for information.

Research Assistantships

These are awards funded from professors' research grants and the value varies by advisor. They can take the form of either a scholarship or salary, depending on whether you are trying to secure income or facilitate your research ([Research Assistantship Guidelines](#)).

The CEE Graduate Secretary will need to prepare the RA form based on the information provided by the student's supervisor. Once the advisor signs the form, it will go to the CEE Department Head and then Research Finances for processing.

Research Assistantships (RA Scholarship)

An [RA Scholarship form](#) is used when assisting a student with funding and facilitating the student's research related to his/her thesis/dissertation. It is awarded to a research-based MASc or PhD student by his/her research advisor. The amount is dependent on research funds granted to the advisor.

Research Assistant Salary (RA Salary)

An [RA Salary form](#) is used when an MASc or PhD student is hired to assist in completing tasks needed for the professor's own research, academic, and professional goals.

3.11.2 Scholarships & Awards

The [Faculty of Graduate Studies funding website](#) has much of the information you will need on internal and external sources of funding. Graduate students are expected to apply for all major scholarships for which they are eligible.

Scholarship and award deadlines are all year long and some have very few applicants; therefore, is always worth trying! Your best bet is to ask fellow graduate students or your supervisor if they know of any likely candidates (or have received any themselves). It is important to start the application process early as some awards have a fairly involved application, requiring original transcripts, recommendation letters and/or essays.

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Graduate students will receive an e-mail from the Graduate Secretary notifying them of the awards available and giving details and instructions on how to apply.

National and Provincial Scholarships

If you have an outstanding academic record (average A- in the most recent two years of study) you may be in the running for a major external award. Evidence of research capability, previous research awards (such as NSERC Undergraduate Student Research Awards), and experience of research will also strengthen an application. See the [Faculty of Graduate Studies website](#) for more information.

Donor-sponsored awards

Donor-sponsored awards are available to graduate students in various disciplines who meet the award eligibility requirements. The application deadline is around mid-January for several graduate specific awards. Students can access the UWinAward application by logging into [UWinsite Student](#) > Student Homepage > Award Profile. There is [a link to resources](#) that will assist students with completing their application/profile. You can find a list of available awards at: <https://www.uwindsor.ca/studentawards/awards-search>.

UWin Endowment Awards

In the early fall, the Faculty of Graduate Studies sends out an e-mail with the current list of endowment awards available to graduate students (usually 200+; some are listed [on their website](#)). These can all be applied for through your UWinsite Student portal and normally should be completed by February.

CEE or Faculty of Engineering Endowment Awards

The Faculty of Engineering and CEE has a number of graduate awards exclusively for CEE or engineering graduate students (some are listed on the [Faculty of Graduate Studies website](#)).

Graduate Student Conference Travel Support Fund

Funds are often available to full-time graduate students who have made presentations of their research at an academic conference. The amount of each reimbursement will not exceed \$500.00 CDN for travel. For more information, check out the [Faculty of Graduate Studies website](#).

Graduate Student Society

The Graduate Student Society (GSS) allocates a number of scholarships (\$500 each) every winter usually based on financial need.

Applications are usually available in December and the deadline in January (you will receive an e-mail from the Graduate Secretary). You can check the [GSS website](#) for details.

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Summary of Funding Opportunities: Please refer to the following links for funding opportunities available for graduate students:

- 1) Department of Civil and Environmental Engineering:
<http://www.uwindsor.ca/engineering/civil/68/admission-faqs>
- 2) Faculty of Graduate Studies: <http://www.uwindsor.ca/graduate-studies/456/scholarships-and-awards>
- 3) Students Awards and Financial Aid Office:
<http://www.uwindsor.ca/studentawards/international-students-scholarships>

3.11.3 Needs-Based Financial Assistance

The Ontario Student Assistance Program (OSAP) provides grants, interest-free loans, and 30% off Ontario tuition. You are encouraged to apply if your family income is \$160,000 or less as eligibility for OSAP extends to needs-based awards and work study positions. Information regarding how to [estimate how much OSAP assistance you might qualify for](#) or to [apply on-line](#), can be found on the [Government of Ontario website](#). For more information see [the Student Awards & Financial Aid website](#).

3.12 Around CEE

3.12.1 General Personnel (Head, Secretaries, and grad coordinators)

Dr. Edwin Tam (he), Head of CEE

Room 3067 CEI. The Head is chair of all of the CEE Committees, including the Graduate Committee, and will oversee your progress through reports from the Graduate Coordinators. He is accessible to the student body and -- after your Advisor and the Graduate Coordinator -- is the person to see to resolve any difficulties you may be having in your graduate career.

Anne-Marie Bartlett (she), Secretary to the Department Head

Room 3067 CEI. She is an excellent first person to contact regarding anything to do with the CEE building, resources, or administrative questions (e.g., mailing/receiving packages, answering HR questions, etc.).

Elizaveta Gorshkova (she), Graduate Secretary

Room 3067 CEI. The Graduate Secretary will track your progress and coordinate all the paperwork that evolves during the course of your degree. The Secretary is an excellent resource for questions.

Specifically, about academics and graduate student opportunities at CEE.

Dr. T. Bolisetti, Civil Eng. Graduate Coordinator (he, Room 3061 CEI)

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Dr. I. Xu, Environmental Eng. Graduate Coordinator (she, Room 3076 CEI)

These are the people to consult if you are having any difficulties during your time at CEE. They can provide advice, intervention and references to resources that will help you through any problems you might be having. With the help of the Graduate Secretary, they will do their best to ensure that you graduate on schedule, while following University rules.

3.12.2 Engineering Technical Support and Computing Services

(<https://www.uwindsor.ca/engineering/862/technical-support-and-computing-services>)

All of CEE's [research facilities](#) are run by full-time technicians employed by the University of Windsor. They are available to train new users, provide assistance with the running of the equipment, and offer advice on preparation methods or troubleshooting.

TBA

Manager of Technical Support

519-253-3000 ext. 2628 | Office: 2011 CEI

engtechmgr@uwindsor.ca

Matt St. Louis

Technologist (civil)

519-253-3000 ext. 2545 | Office: 1127A CEI

mstlouis@uwindsor.ca

Jerome Finnerty

Technologist (civil)

519-253-3000 ext. 4183 | Office: 1127A CEI

Jerome.Finnerty@uwindsor.ca

David Lee

Technologist (environmental)

519-253-3000 ext. 2564 | Office: 1197A CEI

david.lee@uwindsor.ca

Mark Gryn

Computer Systems Manager

519-253-3000 ext. 3394 | Office: 2158 CEI

ENGECS@uwindsor.ca

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Srabanti Chitte

ECS Support Technician

519-253-3000 ext. 3391 | Office: 2158 CEI

ENGECs@uwindsor.ca

Lionel Beaudoin

ECS Technical Support Assistant

519-253-3000 ext. 3399 | Office: 2162 CEI

ENGECs@uwindsor.ca

The [Computer Labs](#) are located on the north side of the CEI building on second floor. If your project requires high-performance computer processing (e.g., data analysis of mega data and extensive modeling) or a specific software, contact either **Mark** or **Srabanti**.

3.12.3 Technical Communication Support

Engineering Technical Communication Support

The Faculty of Engineering offers free Technical Communication Support to all engineering students — from first year to doctoral-level. Attend a workshop or a one-on-one consultation for guidance on lab and other technical reports, theses and dissertations, oral presentations and more.

The team provides guidance and instruction on the following:

- grammar and punctuation
- sentence structure
- constructing strong engineering arguments
- writing concisely
- finding, evaluating, and integrating research
- citing and referencing
- oral presentations page design and formatting
- and much more!

Please visit success.uwindsor.ca and click on "Engineering Student Support Services" to book an appointment or register for an event within Engineering Communications Support.

For more information, email engcomm@uwindsor.ca or [visit the Engineering Student Support Services Centre website](#).

Writing Support Desk

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The Writing Support Desk (WSD) is located on the main floor of Leddy Library and is a service that provides students with help regarding various aspects of their academic writing, including:

- interpreting assignment prompts
- constructing strong theses and arguments
- grammar, punctuation, and syntax problems
- analyzing and integrating sources
- citing and referencing

Students should note that the WSD is not a proofreading service. Although they can examine as much of a sample of writing as they can in the space of a one-on-one consultation, the goal is to teach students how to improve their writing, not to edit the work.

To maximize time during your appointment, please email any files you wish to go over in advance to writingsupport@uwindsor.ca (.docx or .doc formats only please).

As of July 2022, the Writing Support Desk offers services **online** and **in-person**. [One-on-one consultations](#) booked via [mySuccess](#) will be available via [Microsoft Teams](#).

[Workshops](#) will be available at their scheduled times via [Blackboard Virtual Classroom](#). Some workshops are also available as video tutorials on the WSD website under 'Video Tutorials' and on the WSD Blackboard page under Resources > Video Tutorials and/or Virtual Lounge > Recordings. Please note that students who do not yet have access to the WSD Blackboard page under Organizations must use the self enrollment link on the workshops page to gain access. [Read more about the WSD's Policies and Procedures](#).

If you require accommodations for a disability, please contact the Writing Support Desk:

519-253-3000 (ext.3472), writingsupport@uwindsor.ca

3.12.4 [English Conversation Group \(ECG\) at Leddy Library](#)

Free weekly lunch hour sessions during the fall and winter terms. For international students, these informal, guided discussions help you make connections, practice their English, and become better oral communicators. The ECG also discusses topics relevant to life in Canada and at the University of Windsor.

3.13 Procedures and Policies

3.13.1 Research-Related

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Grad Office (CEI 3084)

A limited number of desks are being made available in CEI Room 3084 for occupation by graduate research students. These desks will be eligible to registered PhD and MASC students as follows:

- Only PhD students in their 2nd, 3rd and 4th years, and MASC students in their 2nd year who apply will be eligible to occupy desks. Preference will be given to PhD students. Once you are eligible to apply for the desk, please email CEE Graduate Secretary to initiate the application process and for further instructions.
- A "use it or lose it" policy will apply. Students who do not use the desk for a month will forfeit the desk and must re-apply. The graduate secretary will keep a running list of applicants.
- Rules of Use (violation of which will result in a loss of desk privileges):
 - All students must use their access card to enter room 3084. Only students assigned a desk should be in this room. Under no circumstances should access to this area be given to anyone else.
 - ABSOLUTELY NO FOOD SHOULD BE STORED OVERNIGHT IN THIS AREA
 - This is a QUIET area for Graduate research only and is NOT to be used for GA office hours or as a social hang out. Use rooms 2184, 2185, 2186, 3080, 3081, 3082 for GA office hours and book through ENGROOMS@uwindsor.ca
 - Use headphones or earphones when listening to audio. Consideration to other students in the area must always be adhered to.
 - Desk area must be maintained and kept clean. (i.e. no food and/or debris, etc.)
 - Take your valuables with you when leaving the room or use a "buddy" system. Each student is responsible for their own articles. No storage of personal belongings in cabinets unless you have submitted the Storage Locker Agreement.
 - Any Student who causes damage to this area in any way, including removing labels, PC's, etc., will lose access to this area immediately.
 - This area will be Peer monitored. Meaning students in this area are asked to help maintain it and report any infractions to the Dept. (MAME, ECE, CEE) graduate secretary to help avoid future loss of privileges and allow only students who actually want to use this space to have a desk.

Backing up Your Computer

With all the time and effort you put into your data collection, analysis and writing, it makes sense to back up your computer regularly. Windows and Mac computers both ship with tools to back up locally (to an external hard drive or USB key) and there are several affordable services that will back up your computer automatically and store it on the Cloud. Another approach is to sync your

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folders with [UWIN OneDrive](#). It would be a tragedy to delay your graduation because of a local computer failure leading to loss of your work. Back up!

Academic Integrity

Academic dishonesty (e.g., plagiarism, cheating) can have a heavy cost to your academic career. The [Academic Integrity Office](#) has everything you need to avoid this pitfall, including interactive tutorials and twice-yearly workshops especially for international students, who may not be as familiar with North American citation and anti-plagiarism standards.

Appeals

In addition to appealing informally (see [Senate Bylaw 55, section 1.12](#) and [Graduate Calendar \(fall 2022\)](#)), students may formally appeal a grade. Graduate appeals must be made in writing to the Dean of Graduate Studies, in accordance with the Graduate Appeals Policy as stated in Senate Bylaw 55: Graduate Academic Evaluation Procedures. Appeals must be received no later than three weeks after the final mark has been released by the Registrar.

Fieldwork

Talk to your Advisor, the Lab Technician and experienced lab mates to get their advice about planning and conducting field research. Here are some general things to keep in mind.

- Will you have to transport any controlled substances (e.g., biohazardous materials, controlled substances like ethanol)? This can especially be a problem crossing borders.
- Have you taken appropriate safety courses?
- Do you have reliable safety equipment (e.g., Personal Protective Equipment, First Aid Kit)?
- Have you let people know your plans: where you are going, when you will be back, your cell number, and who to contact?
- Are you traveling with another person? Always do fieldwork in pairs.
- Do you have all your permits with you?
- Never conduct field research in hazardous weather conditions.
- Have you developed a sample labeling system?
- What kind of preservative will best store your samples?
- Do you have any special shipping considerations (e.g., do you have samples that need to be frozen)?
- Will you need refrigeration at the site?
- What other equipment/supplies/instruments are needed that you will need to bring in with you?

Major Equipment Malfunction

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In the event of a malfunction of major equipment (e.g., freezers) during business hours, please contact the Lab Technician. If it is outside of regular business hours, check to see if there is a name and telephone number of a contact person and attempt to contact this individual right away.

Working alone or after normal working hours in research labs

There will be people working after hours and on occasion working alone. In research laboratories special precautions must be taken to prevent injury.

- Working alone should be avoided. Someone must always be within calling distance when a laboratory experiment is being performed.
- Work procedures with hazardous materials must never be done alone; at least one other person must be present at all times.
- The supervisor is to inform personnel of any material or procedure that may not be used by a person working alone. Such as Cyanide.
- The supervisor must ensure that the person is familiar with the procedure being used, that the procedure is reviewed and hazards are known.
- The person working alone must know what to do in case of emergency or help situation (have phone numbers available)
- Fill up the working alone after hours form (hardcopy in the SPO binder, ask lab technologist for an e-copy) , notify your lab technologist by email 24 hours prior to working after hours. The procedure is to ensure the whereabouts of personnel in case of emergency, fire or lockdown. After hours is classified from 4:30PM till 8:30AM next day and weekends and holidays.

Vehicles

If you use a personal vehicle for university-related business, e.g., field trips, contact your supervisor to find out reimbursement eligibility and rate.

Waste

- Waste will be picked up regularly from each lab.
- You can find empty waste containers, labels and tags in your lab. If you need more, contact your lab tech or CCC.
- The satellite waste accumulation site is located in Room 1197 CEI.
- Please email bmiddleton@uwindsor.ca or call ext. 2564 to schedule a delivery time and obtain additional waste supplies. If unavailable please contact the CCC directly.
- All deliveries must be made in person and with prior consent.
- Observe all safety measures when transporting waste within the building.

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- For disposal of non-standard/special waste items, please contact the CCC directly.

If you are unsure of how to dispose of something, please take a look through the [Chemical Control Centre website](#). There you will find information on:

- [Chemical Waste](#)
- [Biological Waste](#)
- [Empty Containers](#)
- [Radioactive Waste](#)
- [Battery & Cell phone Recycling](#)
- [Mercury-Containing Lamps](#)
- [Toner Cartridge Recycling](#)
- [PCB Management](#)
- [Disposal of Obsolete Computers](#)

If you still can't find the answer to your question, please contact the [Chemical Control](#) (x3523, option #2) or lab tech. They will be very happy to answer any questions you might have.

Here are a few notes that are more CEE-specific:

Biological/Geological Waste

Bacterial Plates (e.g., Agar)

Will need to be autoclaved in a red Biohazard bag. Check CCC or lab technologist for instructions on how to prepare your samples.

Biological Waste

Biological Waste must be sorted according to the type of biological waste. In order to package the waste properly, please refer to the [Biomedical and Pharmaceutical Waste Handling Poster](#).

Note that this is biological waste *only* - not gloves, syringes, etc.

Solid waste & Garbage

Broken glass

There should be a yellow broken glass container in your lab.

Cardboard Boxes

Can be placed in the CEE hallway for pick up by the custodial staff.

Garbage

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Small quantities of solid waste (discarded wood, metals, concrete, soil, sand, sediment, stones, etc.) can be placed in the garbage. Large quantities should be taken to one of the municipal 'clean fill' landfill locations for disposal.

Garbage is removed daily from laboratories, offices, and classrooms by the custodial staff.

Recyclables

The university presently recycles fine paper, corrugated products (paper bin) and plastic bottles and aluminum cans. Drop off areas for used printer toner cartridges, batteries and cell phones are also available, see [Chemical Control Centre website](#).

Sharps

Blades and needles should be disposed of in a special sharps container, kept in your lab.

3.13.2 General Procedures and Policies

Booking Rooms

GA office hour rooms (2184-6, 3080-2), and some meeting rooms in CEI can be booked by emailing ENGROOMS@uwindsor.ca.

Software

Students are eligible to download software licensed by the University, including virus protection software. Check out what they've got at the [Software Depot](#).

Sending a Large Electronic File

Look at the information page on [Big File Drop Box](#) and follow the directions.

Office Supplies

Normal office supplies (pens, pads of paper, tape, staples, file folders, etc.) are the students' responsibility. Supplies necessary for running laboratories, marking exams, and more will be provided by course instructors/Advisors.

Parking

[Parking Permit](#) fees are currently ranging anywhere from \$600 - 900/year for students. The nearest UWin lot for students is the lot South of CEI. Alternatively, there is metered or free street-side parking. There is also a bike rack available at the front of CEI.

Pets

Pets are not permitted at CEI except for guide dogs.

Telephone

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The University of Windsor has a common telephone number (519) 253-3000, with separate four-digit extension numbers for each line. For on-campus operator assistance, dial '0' or use the convenient [University Directory](#).

Collect Calls / Incoming Calls

As all incoming telephone calls (except FAX numbers) are received through an automated central switchboard, collect calls for individuals will not be accepted.

Emergencies

Calls for emergency services should be placed by dialing ext. 4444 or 911 to call the Campus Police. They will arrive quickly and will arrange for off-campus emergency response, if required.

Local and '800' Calls

To make a local call dial '9' and then the 10-digit telephone number. If you wish to make a call to an '800' number, you must dial 9, 1 800, and the 7-digit telephone number.

Long Distance Calls

To make a long-distance call, dial 9, 1, area code, phone number (7-digit). Enter the 5-digit authorization code followed by the pound (#) sign when the system prompts you with a tone. Each faculty and staff member has been assigned an authorization code. Long distance charges for research are deducted from grants.

Fax

The department Xerox machine can send and receive faxes (519-971-3686). Please ask the secretary for help.

Addresses

To have parcels/boxes shipped to CEE

Your name
University of Windsor - CEE
Shipping and Receiving
2601 Union Street
Windsor, ON
N9B 3P4

To have letters sent to CEE

Your name
University of Windsor - CEE
401 Sunset Avenue

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Windsor, ON, Canada
N9B 3P4

Billing address

University of Windsor
Accounts Payable Department
401 Sunset Ave
Windsor, ON
N9B 3P4

Street address of CEE

2285 Wyandotte Street West
Windsor, ON
N9B 1K3

Mails and Parcels

Mailboxes

There are no mailboxes for graduate students. Use your home address for personal correspondence and use your supervisor's name and UWin address for business correspondence.

Postage

Stamps for personal correspondence can be purchased at the Pharmacy, located in the basement of the CAW Student Centre (Room B06). For research-related correspondence, simply write the grant number where postage would normally go and put the letter in the outgoing box in Room 3067 or the University Post Office in the basement of Windsor Hall Tower.

Inter-University Transit Service (IUTS)

The University is a member of the Ontario Inter-University Transit Service (IUTS) which means that letters and small parcels destined for other Ontario Universities are delivered postage -free. Write "IUTS" with the name and # of the University where stamps are normally placed ([List of IUTS participating institutions](#)), then put the items in the Outgoing Mail box.

Parcels and Boxes

If they are not too large or heavy, you may leave them in Room 3067. If they are labeled and stamped, you can take them to Distribution Services (2601 Union Street, near Key Control Office). Otherwise, you will have to take them to a post office - the closest is in the [Shoppers Drug Mart](#) at 1675 Wyandotte Street West (Wyandotte & Campbell).

Courier Service

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Parcels can be sent via courier using forms available from the Secretary to the Department Head. They will need to arrange for pick up so let them know before noon, if possible; The cost of courier delivery is borne by the sender and you will need a grant number to cover these costs. The University's contracts with UPS and Purolator give us the best rate for the US and Canada. Recommended Courier Services for international shipments into Canada are UPS and FedEx. Note that if you would like another institution/company to use our courier account numbers, you can give them our account number, a grant number (very important) and UWin's Shipping and Receiving address (with Attention: Person's name, CEE). Provide the Secretary to the Department Head the Way Bill #, the Grant #, to know who the costs will be charged to.

For international orders that cannot be shipped to a Canadian address, contact customs@uwindsor.ca to arrange alternate delivery accommodations.

All shipments from outside of Canada require specific documentation, details for which can be found here: <https://www.uwindsor.ca/finance/customs>.

Pickup and Delivery

Out-going intra-campus mail is placed in Room 3067, they will be picked a few days per week.

Stamped off-campus mail can also be posted from the University Post Office in the basement of Windsor Hall Tower or the central desk at the CAW.

Receiving Packages

The Secretary to the Department Head may email/call the Labs looking for someone to accept a parcel. Please ask your Lab Tech, Advisor or a fellow lab member what the procedure is for your lab. Generally, it will be something similar to this:

- Check the contents against the packing slip.
- Ensure that the contents have arrived chilled or frozen, if appropriate
- Stow the contents of the package appropriately.
- File the packing slip appropriately.

Cardboard boxes can be put into the hallway for recycling.

Photo Copying and Poster Printing

Copying machines are located at the first floor of [Leddy Library](#). They can be operated with your UWinCARD, which can have funds added in a number of ways.

The [University Print Shop](#) is located in the lower level of Chrysler Hall Tower, Room 01. It offers copying, printing, binding, and poster printing services as well as handling invitations, tickets,

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business cards, letterhead, envelopes, flyers, brochures, and different sign and banner options. Several print shops around town also offer full-colour, largescale poster printing.

Repair Requests

Please route all repair and cleaning requests (including light bulb changes) through the Lab Technicians.

Safety & Security

Deter Thefts

There have been a few thefts of opportunity at CEI over the past years. Please ensure that your valuables, particularly laptops, are locked up securely if you are going to leave them unattended.

Always lock doors to offices or laboratories if they are to be unoccupied, even for a few minutes. Do not hesitate to politely question unfamiliar people whom you see in hallways outside of normal business hours (e.g., "May I help you?" or "Can I help you find something?"). If you have any doubts, call Campus Police, at ext. 4444 or 911. With millions of dollars of equipment and irreplaceable research at stake, it is better to be safe than sorry.

Insure Your Belongings

Note that your personal belongings are not insured by the University. You should check to see if your home/apartment insurance covers items that you keep in your office (personal computer, phone, etc.).

Emergencies

In case of an emergency, dial ext. 4444 (or just 911 from a University land line) and give your name and location. The 911 number is the emergency number for Campus Police, who will be able to reach your location quickly and will contact the municipal emergency people and provide timely assistance. For non-emergency calls to Campus Police, dial extension #1234.

Laboratory Safety [Laboratory \(uwindsor.ca\)](http://Laboratory.uwindsor.ca)

All labs are equipped with an eyewash station and emergency shower. Each lab has a binder (red insert) about Safety, SOPs (Standard Operation Procedures) and SDS (Safety Data Sheet) / MSDS (Material Safety Data Sheet); fire extinguishers; First Aid Kits; and telephone.

When you are in the lab, always know the whereabouts of all items listed above. Do a test, ask your lab mate or technologist to place you in the room, close your eyes and give yourself 10 seconds to get to the eye wash station (in case of an accident) or the nearest door (in case of dense smoke).

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Overall, safety matters and should be first priority. Please ensure that you are familiar with all of the safety features, procedures, and regulations for [Lab Safety](#). If you have any questions or concerns regarding safety in the lab, feel free to contact:

Environmental Engineering

David Lee

Laboratory Technician

Office: 1197A CEI

519-253-3000, ext. 2564

Civil Engineering

M. St. Louis

Technologist

Office: 1146A CEI

519-253-3000, ext. 2545

Fire Safety

As per Ontario Fire Codes, there are fire extinguishers in all the labs. Due to the sensitive research conducted at CEE, you will be notified if there will be a fire alarm test - the sound will be short and intermittent. If there is a long, continuous alarm, it is a real fire alarm. You must leave the building by the [nearest exit](#) and meet at the rallying points:

- In the front of the CEI building
- On the sidewalk on California beside the Parking Garage
- South side parking lot between CARE and CEI
- East side across the driveway on the grass

First Aid

Some CEI staff and several faculties have first aid training (current list is in the First Aid boxes). First aid kits are located in rooms throughout the building, including every CEE lab and Grad Office).

Reporting Injuries

If you are hurt while on campus or while engaged in your research off campus, you must fill out an [injury report](#) form within 24 hours. Or alternatively, the lab technologist has these forms. The department will be fined if you require medical attention and have not turned in a form. Therefore, please take the time to report injuries, no matter how minor.

Reporting Spills

If a spill occurs while you are present, follow the instructions in the [Hazardous Materials Spill Response Manual](#) developed by the Chemical Control Centre (CCC). If you are unsure of how to

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handle the spill, or if the spill is too large for you to handle on your own, contact the CCC at ext. 3519 or - if after hours - Campus Police ext. 911. Make sure you fill out a [Spill Incident Report form](#) within 24 hours of the incident.

Walksafe

[Walksafe](#) helps people get to their vehicle, home, apartment, or residence on-or off-campus, at night. Dial '0' from any university phone and ask for Walksafe or call ext. 3504.

3.14 Where can I go for help?

There are three ways to find help with UWinsite Student:

- You can search your questions on [askuwindsor.ca](#) to find Knowledge Articles.
- You can visit [UWinsite Student](#) and scroll down to find the Student Resources where you will find training modules and videos on the most frequently used functions of UWinsite .
- You can email UWinsite@uwindsor.ca and the UWinsite Team will respond to you; they are very helpful.

3.14.1 Dealing with Problems

If you encounter any problems while you are enrolled as a graduate student, there are many potential ways to address them. First, attempt to discuss any problems with your Advisor. If you feel that you can't talk to your Advisor, talk to the Graduate Coordinator. Your fellow graduate students can also be a great resource as well - graduate students who have been here for a while will be happy to share their experiences with new graduate students and point them in the right direction for help.

3.14.2 Academic Support

Academic Data Centre

The [Academic Data Centre](#) helps students at the University of Windsor access data, carry out statistical and geospatial data analysis. It is located in room 1104, Leddy Library (next to the Cafe). This includes Pollution and Climate Data, Statistical Analysis, and Geospatial Services and Guides (GIS).

Bookstore

The [Campus Bookstore \(www.uwindsorstore.ca\)](#) provides University of Windsor branded apparel, gifts, and supplies. Options of course materials include new and used books, eBooks, digital courseware, and Open Educational Resources.

Centre for English Language Development

The [Centre for English Language Development](#) offers intensive language learning, academic skill

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Preparation, and exciting social activities.

FAQs for Graduate Students

The Faculty of Graduate Studies maintains a list of FAQs for [Future Students](#) and [Current Students](#).

Information Technology Services

[Information Technology Services](#) manages all things computing at UWin, including the [HelpDesk](#). The IT Services [HelpDesk](#) is the central point for computing questions on the University of Windsor campus. Whether you are simply looking for general computing information or have a specific problem or query, call, e-mail or drop by our website for the latest services and support information.

Orientation to Working in a Lab

We highly recommend [reading "At the Bench: A Laboratory Navigator"](#), by Kathy Barker for a refreshingly commonsensical approach to starting work in a lab. This includes lab etiquette, staying organized, planning an experiment, keeping a notebook, and presenting your data.

Library Services

The Leddy Library offers many [Services for Graduate Students](#) including Interlibrary Loans.

UWinsite Student

UWinsite Student is your pathway to search and register for courses, apply to live in residence, change your address and access many other campus services. See the [UWinsite Student](#) for specific instructions on how to use it.

Skills to Enhance Personal Success - S.T.E.P.S.)

[S.T.E.P.S. \(Skills to Enhance Personal Success\)](#) is a program offered by the Student Success Centre to help students with taking exams, making timelines, and studying smarter. Although primarily for undergraduates, **they do have some graduate students who attend.**

Student Accessibility Services

[Student Accessibility Services](#) (SDS) provides a variety of services and supports to students with documented disabilities (e.g., learning disabilities, attention deficit/hyperactivity disorder, acquired brain injuries, vision, hearing and mobility impairments, chronic medical conditions and psychiatric issues), who have registered with SDS. These services and supports are intended to facilitate the

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inclusion of students with disabilities fully into the fabric of the University of Windsor, and to help minimize the impact of a disability on individual learning and academic performance.

3.14.3 Career and Employment Services

Co-op, Career and Employment Services

[Career Development & Experiential Learning](#) provides a variety of resources including one-on-one appointments with a Career Staff Member, workshops, resume and job interview clinics and job fairs.

mySuccess

[mySuccess](#) is a web-based system allowing students access to job opportunities, employment-related resources, appointment bookings with our staff (resume help, interest testing, mock interviews, etc.), information about upcoming events (career workshops, employer events) and the Ignite (Work Study) program.

Co-Curricular Transcript

The [Co-Curricular Record](#) details students' activities, as well as the corresponding skills that have been gained from each activity. The CCT complements a resume and allows students to showcase their skill development and leadership experiences to potential employers and graduate schools. For more information, please login to the [mySuccess](#) portal.

GAing Help and Support

An [orientation workshop and training](#) (GA/TA Academy) are offered every term, and the [Centre for Teaching and Learning](#) offers development opportunities, support, feedback and training for interested GAs throughout the year.

Lead@UWindsor

[Lead@UWindsor](#) provides students with an opportunity to make a difference on campus, provide support to their peers, influence their surroundings, and gain valuable experience. As a Lead@UWindsor volunteer, you will develop a stronger sense of student identity and pride, graduate with more work readiness skills, be aware of campus services and resources, and create connections and networks.

Mitacs

UWin is partnered with [Mitacs](#) which offers a number of highly regarded professional development workshops throughout the year.

Volunteer Internship Program (VIP)

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The [VIP-Community Services Learning](#), run through the Student Success Centre can coordinate career-related work experiences. While it is primarily designed for undergraduate students, they do accept a limited number of graduate students.

Volunteer Opportunities

Want to get involved, meet people, and have fun? Gain experience and enhance your skills? Our campus and community offer a wide range of [volunteer opportunities](#) that you can take part in. Sign up to receive automatic notifications about upcoming events based on your interests and availability!

3.14.4 Health & Wellness

Athletics & Recreational Services

Visit [Athletics & Recreational Services](#) for all things Lancer-related and also for information on the fitness facilities, recreation programs and clubs and intramurals available.

Campus Police

[Campus Police](#) responds to and investigates calls for services ranging from general assistance to assaults to domestic disturbances. They also deliver cutting-edge community crime prevention and emergency preparedness services to our campus community.

Financial Planning

[Student Awards & Financial Aid](#) will provide personal financial planning help to graduate students (e.g., budgeting, loans, setting up a line of credit, searching for awards, etc.). They also highly recommend reading [The Debt-Free Graduate: How to Survive College Without Going Broke](#), by Murray Baker.

Psychological Services & Research Centre

The [Psychological Services & Research Centre](#) (PSRC) provides confidential individual and group psychotherapy to university students free of charge. Students wanting other forms of assistance (e.g., crisis intervention, academic or legal counselling, study skills training, or medical assistance) are referred to appropriate services on campus or in the Windsor community. Current University of Windsor students seeking individual psychotherapy services should go to the Student Counselling Centre first (below).

Sexual Assault and Sexual Misconduct

The [Sexual Assault website](#) gives a comprehensive list of resources available for both helping someone who has been assaulted and for getting help for yourself if needed.

Student Counselling Centre

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[The Student Counselling Centre](#) offers support programs to help students who may experience academic challenges caused by personal, physical or, emotional difficulties. The University is able to offer short-term counselling and therapy services to students.

Giselle St. Louis

Clinical Therapist, Engineering

519-253-3000 ext. 4146 | Office: 1160 CEI - Suite 1165

giselle@uwindsor.ca

Campus Dental Centre

The [Campus Dental Centre](#) is a full-service dentist conveniently located on campus.

Student Health Services

[Student Health Services](#) is your family physician's office while on campus. They provide confidential, student-centred health care, including comprehensive medical care, counselling, and referrals.

University Pharmacy

The [University Pharmacy](#) is a full-service pharmacy located in the basement of the CAW building.

3.14.5 Social/Cultural Support

Aboriginal Education Centre

[The Aboriginal Education Centre](#) provides support to self-identified Aboriginal students to help them reach their highest potential in a culturally-supportive atmosphere.

Multi-Faith Space

The [Multi-Faith Space](#) is open at all times to the University community regardless of faith, religion, gender, etc. It is located in the basement of the CAW Student Centre, beside the Pharmacy. There is a prayer room in CEI 3010/3011.

Community Legal Aid

Graduate students may get assistance from [Community Legal Aid](#) if you are of low income and if your legal matter falls within the social justice case selection criteria of the CLA (e.g., wrongful dismissal, academic affairs, landlord/tenant disputes in the University area).

Housing

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There are a range of housing options available, from [Residence](#) to off-campus housing (refer to the [UWSA website](#)). If you choose to stay off-campus, you can look at [kijiji.ca](#) and [Places4Students](#).

Human Rights, Equity and Accessibility (Office of)

The [Office of Human Rights, Equity & Accessibility](#) (OHREA) is responsible for education, human rights inquiries and complaints, Ombudsman functions related to human rights, equity and accessibility, government reporting, policy development, and any other matters requiring accountability in these areas at the University of Windsor.

International Student Centre

[The International Student Centre](#) (ISC) facilitates the well-being of students engaged in international experiences; providing continuous support to help them succeed. The ISC guides and supports international students starting upon their arrival on campus and follows them right up to graduation. Canadian students will also find opportunities here to meet people from around the world and to travel abroad on Exchange.

Student Clubs and Societies

The UWSA hosts a directory of UWin's [Student Clubs and Societies](#) and there is a Clubs Week each September in the CAW.

Womyn's Centre

The [WOMXN'S CENTRE](#) operates as a collective, offering a resource library and referral service for all students. It is a safe space and environment for women to come together, meet new friends, talk, exchange ideas about the world, discuss common issues and gain support from each other.

Appendix A: Things to Discuss with Your Advisor Early in Your Program

Your Project

- What is the expectation regarding how long it will take you to complete your degree? What is the average time of completion for your Advisor's students?
- What responsibilities will you have that are unrelated to your thesis topic (e.g., training others, teaching assistantships, group research activities)?
- How do you and your advisor set a clear plan of action for my research program to ensure it stays on track? When should you have this and how detailed should it be?
- How much input will the Advisor provide in establishing this plan?

Day-to-day Activities

- What is your official start date?
- Are there regular laboratory meetings?
- Will your Advisor be available to meet with you on a regular basis?
- What is the policy on use of laboratory equipment? Are items shared, or are individuals each responsible for their own equipment and supplies?
- What is the procedure for replacing consumables and ordering supplies and equipment?
- What is the policy for use and cleanliness of bench space, glassware, etc.?
- What is the policy on long-distance telephone calls? What is their long-distance calling code (if to be provided)?
- How should your lab book be kept? How should you save your data for long-term storage?
- How often should you and your advisor meet to assess your progress in research or courses?
- Who should you communicate with first if you are having problems (e.g., lab manager, Advisor)?
- What is the best way for you and your advisor to communicate regularly (e.g., e-mail, phone, face-to-face)?
- Will there be regular "research group" meetings? What is your role in this?

Academic Concerns

- When will you be expected to submit a research proposal?
- How will you select your research topic?

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- Will your Advisor be absent for any extended periods of time (e.g., sabbatical, research leave, field work abroad)? If so, what arrangements will be made for interim supervision and provision of research supplies during his/her absence?
- Are you expected to conduct your research completely on your own (i.e., is collaboration with other students allowed or encouraged)?
- Will laboratory assistance be available to help you with your research, culture maintenance, preparation of reagents and media, etc.?
- Will you be expected to assist with other laboratory projects that aren't directly related to your thesis? Is there compensation (e.g., monetary, acknowledgement, authorship, reciprocated assistance, etc.)?
- Are there courses your advisor recommends that you take beyond the required departmental courses? (What aspects do you perceive yourself to be lacking?)
- Who in the lab should you expect to get hands on training from?
- Will your Advisor expect you to be a Graduate Teaching Assistant in any specific courses?
- If direct transfer from a Master's into the Ph.D. program is a possibility, is the Advisor amenable to your applying for a transfer if you so desire? Will the Advisor expect you to apply for a transfer?
- What is the Advisor's policy regarding attendance and presentations at conferences?
- What are the expectations regarding publication of results of your thesis research and the ultimate disposition of data and or specimens?
- What are the expectations regarding authorship?

Financial Concerns

- For how long will you be guaranteed financial support, and at what salary?
- What are the stipends for Research/Grad Assistant?
- What photocopy and printing costs will the Advisor pay for? If to be provided, what is the Advisor's photocopier code?
- What sundry items will be considered personal expenses; for what sorts of items can you expect to be reimbursed?
- If you are engaged in field work, will you be reimbursed for use of your own vehicle, food or accommodation costs?
- What about specialty field wear necessary for your research (e.g., safety shoes)?

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- Will you be provided with partial or complete financial support to attend conferences?
- Will the Advisor pay for publication and/or reprint costs?
- Will additional scholarships/bursaries, which you secure, be paid in addition to your stipend funding? Does your advisor have any suggestions of where to apply?