

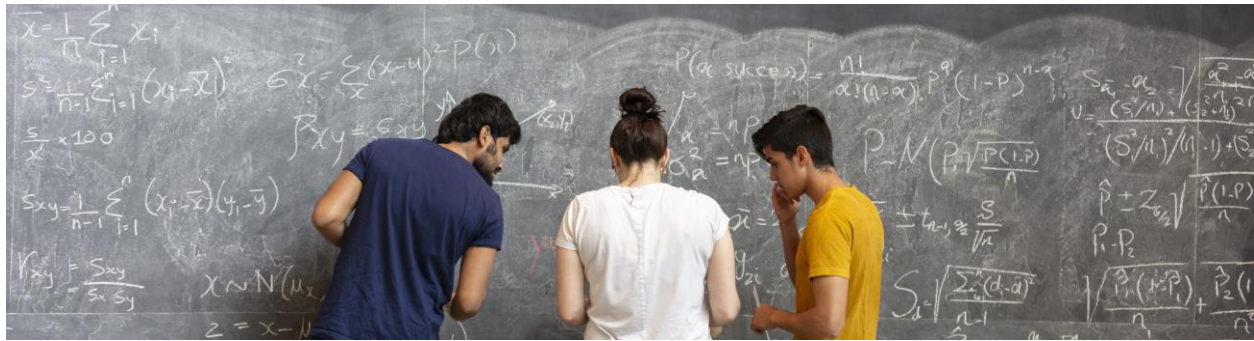


University  
of Windsor

**Graduate Studies**  
**Mathematics & Statistics**

handbook for new students

2023-2024



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# WELCOME



A warm welcome to all new graduate students of the Department of Mathematics and Statistics at the University of Windsor. We hope that, with the help of this handbook, your transition to your graduate program will be seamless. We look forward to having you in the department and wish you the best for an exciting and rewarding experience with your graduate studies.

*Please note that information within this handbook is subject to change.*

*Please refer to the [University of Windsor](#), the [Faculty of Graduate Studies](#), and the [Department of Mathematics & Statistics](#) websites for the most current information.*

## History and Introduction to the Department

The Department of Mathematics and Statistics was established at the University of Windsor (then Assumption College) in 1955 with two faculty members offering general BA and BSc degrees in mathematics as well as honours BA and BSc degrees in pure mathematics, statistics, and applied mathematics.

The first two PhD degrees from the Department of Mathematics (one in pure and one in applied mathematics) were granted in 1968, and the first PhD degree in statistics was granted in 1969. The pure mathematics PhD program was discontinued for several decades in 1975 but was reinstated in 2009 for applicants in 2010.

Currently, the department has 14 full-time faculty members, one lecturer, and two ancillary academic staff (AAS) members.

During their studies, graduate students are encouraged to participate in the close community of mathematics and statistics students and to become extensively involved in departmental life (seminars and related departmental activities).





## Graduate Programs & Course Offerings

The Department of Mathematics and Statistics offers research-based graduate programs leading to Master of Science (MSc) and Doctor of Philosophy (PhD) degrees in the fields of mathematics and statistics as well as a course-based Master of Actuarial Science (MActSc) degree. Students admitted to our MSc program are funded for one year, and PhD funding is limited to four years.

[Graduate course descriptions](#) are available on the Department of Mathematics and Statistics website.

We guarantee that certain mathematics, statistics, and actuarial science courses will be available to you during your time at the University of Windsor. Any changes will be phased in over a four-year period, and additional courses may be offered from time-to-time. For current and future mathematics and statistics [course offerings](#), view the course offerings page on the Department of Mathematics and Statistics website.

## Registration & UWin Accounts

You should contact your supervisor to discuss and coordinate course selections and thesis or major paper options before registering.

Please visit the [Office of the Registrar](#) website for information on how to register. Registration can be completed online by logging into [UWinsite Student](#). Your student identification and personal access code (PAC) are required to sign in and can be found on your offer of admission letter. The [Faculty of Graduate Studies website](#) will also assist you with the registration process.

It is important to register, enroll in courses, and pay fees in a timely manner to avoid late fees, financial support delays, or cancellation of any scholarships or GA teaching assignments for that semester. **Supervisors will not work with students who have not registered by the posted deadlines.** View [Important Academic Dates](#) on the Office of the Registrar's website.

All first-time graduate students must [activate a UWin account](#) and keep the account active throughout their program. All university communications are to be completed using your University of Windsor email address.

## Faculty Directory

FACULTY MEMBER	RESEARCH INTERESTS	CONTACT
Dr. A. Y. Alfakih, Professor	Combinatorial optimization, semidefinite programming, distance geometry	alfakih@uwindsor.ca ext. 3031
Dr. Mohamed Belalia, Assistant Professor	Semi- and non-parametric statistics, dependence modelling via copula, high dimensional data analysis, statistical genetics	mohamed.belalia@uwindsor.ca ext. 3020
Dr. Dennis Borisov, Assistant Professor, Chair, Graduate Studies	Chiral algebras, Vertex Operator Algebras, Gauge theory, Donaldson-Thomas invariants, Derived geometry, Homotopical algebra, Operads	dennis.borisov@uwindsor.ca ext. 3030
Dr. Kevin Granville, Assistant Professor	Forest fire and wildland fire prevention and risk mitigation, climate change, weather variable interpolation, operations research and logistics optimization, and queueing theory	kevin.granville@uwindsor.ca ext. 3014
Mr. Tom Grondin, AAS IV	Manager, Actuarial Science Programs	tgrondin@uwindsor.ca ext. 3032
Dr. Zhiguo Hu, Professor	Abstract harmonic analysis and Banach algebras	zhiguohu@uwindsor.ca ext. 3038
Dr. Abdul A. Hussein, Professor	Sequential analysis, finite mixture models, survival analysis and health outcomes research	ahussein@uwindsor.ca ext. 5055
Mr. Justin Lariviere, MSc, AAS IV	Director, Math & Stats Learning Centre (MSLC)	jlarvie@uwindsor.ca ext. 4714
Dr. Mehdi S. Monfared, Professor & Undergraduate Advisor	Functional and Harmonic Analysis	monfared@uwindsor.ca ext. 3582
Dr. Séverien Nkurunziza, Professor	Statistical inference, inference in stochastic processes and asymptotic theory	severien@uwindsor.ca ext. 3017
Dr. Sudhir R. Paul, Professor, Acting Department Head	Statistical inference, Biostatistics	smjp@uwindsor.ca ext. 3035
Dr. Animesh Sarker, Sessional Lecturer II		sarke1a@uwindsor.ca ext. 3025
Dr. Ilya Shapiro, Professor	Number theory, representation theory, and homological Algebra	ishapiro@uwindsor.ca ext. 4734
Dr. Edward Timko, Assistant Professor	Functional analysis with specialization in single and multiple operator theory. Constrained families of operators and their interactions with analytic function theory and operator algebras.	etimko@uwindsor.ca Ext. 3019
Dr. Dilian Yang, Professor	Operator algebras and functional Equations	dyang@uwindsor.ca ext. 3042
Dr. Wai Ling Yee, Professor	Representation theory, category O, combinatorial Aspects	wlyee@uwindsor.ca ext. 3029
Dr. Adrian Zahariuc, Assistant Professor	Algebraic Geometry: moduli spaces, classical algebraic geometry, enumerative geometry. A lay interest in elementary mathematics and problem solving.	adrian.zahariuc@uwindsor.ca ext. 3024

# ORIENTATION, EMPLOYMENT, & TRAINING

Several orientations, workshops, and training opportunities are available to help you as you start your graduate school career in the Department of Mathematics and Statistics.

## Orientation

A departmental orientation session is held every year in September. This is an opportunity to meet your graduate student peers, faculty, and staff members. Details are posted on the Department of Mathematics and Statistics website in advance of the event.

## Research Assistantship (RA)

Research Assistantships (RAships) are funded by a professor's research grant and may be offered to Canadian and international MSc and PhD students to assist them financially, contingent on the student's research-related duties assigned by the supervising professor. **Funding is subject to the availability of research funds.** Students must be aware that supervisors cannot guarantee funding beyond the lifetime of their research grants. For more information on RA guidelines and answers to frequently asked questions, visit the Faculty of Graduate Studies' [Research Assistantship Guidelines page](#).

## Graduate Teaching Assistantship (GA/TA)

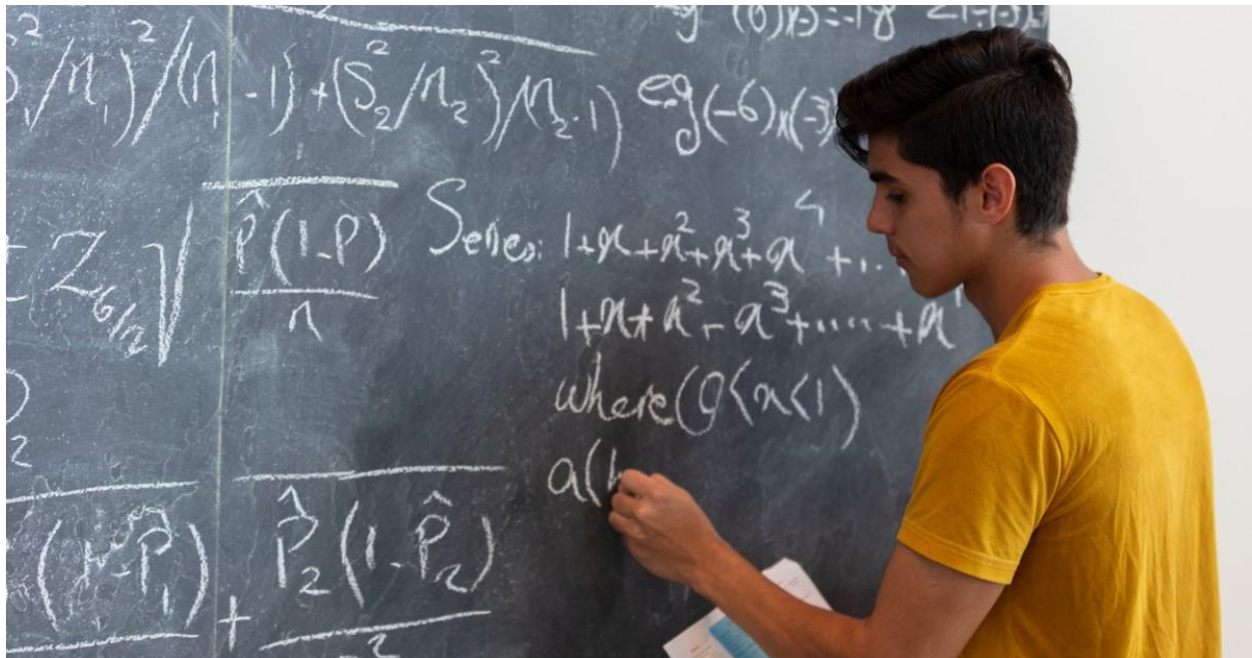
Graduate and Teaching Assistants (GAs and TAs) are employed by academic departments to assist with teaching-related duties. GA and TA employment opportunities in the Department of Mathematics and Statistics can be found on the [Employment page](#) of the departmental website.

GA and TA positions are governed by the [CUPE Local 4580 collective agreement](#). Applications must be submitted each semester by the posted application deadline in accordance with Article 13 of the collective agreement. A detailed allocation of your teaching responsibilities will be made in September and January of each year. Prior to the commencement of a GA/TA contract, a meeting will be arranged with your supervising professor to discuss and complete [Form 1 – Description of Duties and Allocation of Hours](#) to define the scope of your responsibilities. Keeping open lines of communication with your supervising professor is critical.

For GA and TA eligibility requirements, terms, rates, orientation, and support, visit the [Employment of Graduate Students, GAs and TAs page](#) on the Faculty of Graduate Studies website.

## GA/TA Payment

Visit the [Orientation Workshop](#) link for the most current information pertaining to payment of your GA employment opportunity. This information package also provides information on the graduate student payroll deferment plan. You can also access this information on the [Other Payment Options page](#) on the Finance Department website.



## GATAcademy

The Centre for Teaching and Learning offers a full-day professional development event to all new UWindsor graduate assistants (GAs) and teaching assistants (TAs). Topics include mastering technology in the classroom, conducting effective labs and tutorials, best practices in grading and feedback, and more. All new GAs are encouraged to attend this session. Please visit the [Centre for Teaching and Learning website](#) and the [Orientation Workshop for New GAs and TAs page](#) for a complete list of workshops, [opportunities](#), [resources](#), and services coordinated by the GATA Network and the Faculty of Grad Studies.

## Human Resources (HR)

Visit the [Human Resources department](#) website for the student hiring package forms and documents required to process your student employment and issue you an employee number. Feel free to contact the HR department at [hr@uwindsor.ca](mailto:hr@uwindsor.ca) if you have any questions regarding your student employment.



## Required Employee Training

The University of Windsor is committed to providing a safe learning and work environment, preventing occupational illness and injury, maintaining a workplace that is free of violence and harassment, and providing an inclusive and accessible environment for all persons to study, work, and play. UWindsor [requires compulsory training upon hire for all new employees](#) to be completed within the **first two (2) weeks** of employment. Once you receive your employee number, the mandatory online training modules can be accessed and completed by visiting the [Required Training website](#).

Should you require assistance or have questions regarding the training, please contact Health and Safety at [safety@uwindsor.ca](mailto:safety@uwindsor.ca). Please submit a copy of your certificate of completion to the graduate secretary in the Department of Mathematics and Statistics at [mthsta1@uwindsor.ca](mailto:mthsta1@uwindsor.ca).

## Building & Key/Car/Fob Access

You will receive an email with details of your assigned office space, shared with other graduate students. To access your assigned office, please complete an [online key request](#). You will require your UWindsor credentials. Your request will be reviewed by the Department Head, and you will receive an email notification with instructions to retrieve your key if approved.

## Mailroom

All graduate students will be provided with a physical mailbox on campus in Lambton Tower. The mailroom is on the 10<sup>th</sup> floor in room 108 and is closed on weekends and after 4:00pm on weekdays.

## WiFi

The University of Windsor provides [wireless \(wifi\) network and internet access](#) for those on campus. You will need your UWindsor credentials to access wifi.

## Printing & Copying

Two printers in the Photocopy room (10<sup>th</sup> floor, Lambton Tower, room 108), can be used by graduate and teaching assistants only when given access by their instructors and supervisors. Please note that the department covers the printing cost for work-related items, within reason, for mathematics and statistics graduate students. [Print and Copy](#) services are available at Leddy Library.

## Department Lounge

The department lounge is in room 118 on the 10<sup>th</sup> floor of Lambton Tower. The lounge is furnished with comfortable seating, a kitchen sink, fridge, coffee maker, microwave oven, toaster oven, and water cooler and is a place where graduate students can relax, eat, meet friends, and socialize with faculty and staff. **All users share the responsibility to keep the space clean.** The lounge is closed on weekends and after 4:00pm on weekdays.

## OTHER RESOURCES

### International Student Centre (ISC)

The [International Student Centre \(ISC\)](#) at the University of Windsor provides a variety of resources, services, and programs to international students, including the [Soft Landing Program](#). The ISC staff are knowledgeable about issues affecting international students and can connect students with peers in the community. Contact the ISC at [isc@uwindsor.ca](mailto:isc@uwindsor.ca) if you have any questions regarding immigration, visas, health insurance, or the international community on campus and in the city of Windsor.



## Citizenship & Immigration Canada

The [Citizenship & Immigration Canada website](#) provides information on studying and working in Canada as an international student.

## Health Insurance Plans and Services

All international students are required to have health insurance while residing in Canada. For details, visit the ISC's [Health Plans & Services page](#).

## Faculty of Graduate Studies

The [Faculty of Graduate Studies](#) provides services, resources, and support to graduate students as well as information on important dates, research opportunities, funding programs, employment opportunities, and more. [The regulations, policies, and bylaws applicable to graduate students](#) can be found on the Faculty of Graduate Studies website. [General University of Windsor bylaws and policies](#) can also be found online.

## Graduate Student Society (GSS)

The [Graduate Student Society](#) is the representative organization of all graduate students at the University of Windsor. GSS offers programs, services, events, and access to important resources to enhance the student experience.

## Centre for English Language Development

The [Centre for English Language Development](#) provides a pathway for students to meet English language proficiency requirements.

## Student Counselling Centre

The [Student Counselling Centre](#) provides registered students free and confidential mental health counselling delivered by trained mental health professionals.

## Information Technology (IT) Services

[Information Technology \(IT\) Services](#) provides a wide range of technical services to faculty, staff, and students.

## UWinsite Student

[UWinsite Student](#) is the University of Windsor's student information platform for account activation, services, and resources.

## Student Support Services

The [Student Support Services website](#) provides links to different services across campus, including academic support, career development, health and wellness, social/cultural support, and more.





## FEES, FUNDING, SCHOLARSHIPS, & AWARDS

### Tuition Fees

Use the [Tuition Fee Estimator](#) for an estimation of current 2023-2024 academic fees for your program. The [Cashier's Office](#) can assist with any student account information and/or enquiries.

### Funding, Scholarships, and Awards

The Department of Mathematics and Statistics is committed to providing adequate financial support to graduate students for the duration of their program within specific time limits, subject to the availability of funds.

Please visit the [Scholarships and Awards page](#) on the Faculty of Graduate Studies website for a complete list of UWindsor scholarships, national and provincial scholarships, and other funding opportunities, including monetary values, eligibility requirements, and **important admission deadlines**. The Department of Mathematics and Statistics also awards departmental scholarships. More information is available on the departmental [Scholarships & Awards page](#).

For information on the Ontario Student Assistance Program (OSAP), please visit the [OSAP website](#). For further questions or concerns about funding and awards, please see the [Faculty of Graduate Studies' Scholarships & Awards page](#).

## FREQUENTLY ASKED QUESTIONS

1. **Do I have to register every semester?**

Full-time students must be registered every semester (i.e., fall, winter, and inter/summer session). If a full-time student does not register without requesting and being approved for a leave of absence (LOA), they are considered to have withdrawn from the program and must re-apply.

2. **How much time do I have to complete my degree?**

The time limit for completion for full-time students is **three (3) years/nine (9) terms for master's** and **six (6) years/eighteen (18) terms for PhD programs**. GA funding is only guaranteed for **six (6) terms** for a master's student and **twelve (12) terms** for doctoral students. One academic year is equal to three terms. A student requiring an extension must submit a [Time-Limit Extension Form](#) as a service request via UWinsite Student.

3. **How can I apply for a graduate assistantship (GAship)?**

Before the beginning of the term, the department will post notices of available assistantships ([check the departmental website for application forms and deadlines](#)). Only full-time, registered, eligible students can hold GAships. A graduate student can work up to a maximum of 24 hours per semester across all positions as outlined on the employment section of the [Graduate Studies website](#).

4. **How can I apply for a leave of absence (LOA) from my program?**

Graduate students can apply for an LOA up to the posted registration add/drop deadline for each semester. A fee of \$50 will be added to the student's account by the Cashier's Office upon approval of the leave. Depending on the type of leave, students may be approved for one to three terms. An [LOA request form](#) must be submitted via UWinsite as a service request. **The Graduate Secretary does not get notified when a student submits a LOA.** Please email the Graduate Secretary after you submit a LOA through UWinsite. Note that the length of any scholarships will not be extended to accommodate a financial or certain types of personal leave.

5. **Can I take additional graduate courses to meet my degree requirements from outside the UWindsor Department of Mathematics & Statistics?**

Students may take courses outside the department and have these courses count as credit toward their program with the approval of the Graduate Committee. The student must submit a written request to the Graduate Chair with the course name, number, and description and may be required to submit a syllabus. If approved by the Graduate Committee, the student will need to submit to the Registrar's Office an add/drop form signed by the instructor of the course and the Mathematics & Statistics Graduate Chair.



The [Ontario Visiting Graduate Student](#) (OVGS) program allows a graduate student at an Ontario university to take graduate courses at another Ontario university while remaining registered at their home university. Approval from the Graduate Chair and Dean of Graduate Studies at UWindor is required before sending an application to the host university for approval.

**6. How can I appeal a grade or academic decision?**

All students have the right of appeal under [Senate Bylaw 55](#). For more information on grade appeals, visit the [Office of the Registrar's website](#).

*Still have questions? Visit the UWindor [Department of Mathematics & Statistics website](#) or contact the Graduate Program Secretary at [mthsta1@uwindsor.ca](mailto:mthsta1@uwindsor.ca).*