



University
of Windsor

Department of Physics

GRADUATE HANDBOOK

(2019-2020)

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WELCOME

Welcome to the Department of Physics at the University of Windsor. This graduate student handbook provides much of the information needed by new graduate students so that they can rapidly orient themselves to the departmental environment. It will also be useful as a reference as you progress in your graduate studies.

We would appreciate your feedback about the usefulness of this handbook and how it can be improved in the future. We would also like to thank everyone who has contributed to this handbook so far.

Best wishes for a productive and enjoyable time during your graduate studies in our Physics Department.

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About the Physics Department

Our Department is known for its [world-class research](#), excellent facilities, and great teaching and learning environment. Our faculty are known regionally, provincially, nationally and internationally for their active and outstanding research and their direct involvement in the learning experiences provided to our undergraduate and graduate students. Faculty are known worldwide for high levels of research productivity and funding through industrial partnerships. The research achievements of faculty and students, with many awards and distinctions to their credit, make the department one of the highest quality Physics departments in Canada.

Currently, there are three main areas of research: **Atomic, Molecular and Optical physics, Materials Science, and Biomedical Physics**. Applied research in ultrasonic materials characterization, and ultrasound diagnostic technology is conducted through the Institute for Diagnostic Imaging Research. The vibrant research atmosphere has brought numerous accolades and recognition from the Canadian and World scientific communities in the form of medals, prizes, fellowships, editor-ships, grants and contracts. This department continues to be a fruitful environment for ideas and innovation. Individual professors collaborate widely with colleagues in other Universities and Research Institutes leading to impressive global impact.

Graduate Research Supervisors

Dr. Gordon W.F. Drake	AMO THEORY	gdrake@uwindsor.ca
HIGH PRECISION CALCULATIONS OF FUNDAMENTAL CONSTANTS IN ATOMIC PHYSICS.		
Dr. T.J. Hammond	AMO Material Science Experimental	tj.hammond@uwindsor.ca
ULTRAFAST (ATTOSECOND) LASER EXPERIMENTS IN CONDENSED MATTER SYSTEMS.		
Dr. Eugene H. Kim	Material Science Theory	ehkim@uwindsor.ca
CONDENSED MATTER PHYSICS THEORY: STRONGLY CORRELATED AND DISORDERED ELECTRONIC SYSTEMS.		
Dr. Roman Gr. Maev	Material Science Biomedical Physics Experimental	maev@uwindsor.ca
HIGH RESOLUTION ULTRASONIC IMAGING; GAS DYNAMIC SPRAY PROCESSES; BIOMEDICAL ULTRASOUND DIAGNOSTICS.		
Dr. Elena Maeva	Material Science Biomedical Physics Experimental	maeva@uwindsor.ca
MICROSCOPY: EVALUATION OF ADHESIVE JOINTS, BIOMEDICAL IMAGING, NONDESTRUCTIVE TESTING.		
Dr. Drew Marquardt <i>(Dept. of Chemistry/ Biochemistry)</i>	Biophysics/Biomaterials Experimental	drew.marquardt@uwindsor.ca
SMALL ANGLE NEUTRON & X-RAY SCATTERING, PHYSICAL CHARACTERIZATION OF COLLOIDS & FILMS		
Dr. Chitra Rangan	AMO Material Science Theory	rangan@uwindsor.ca
QUANTUM CONTROL; ULTRAFAST ATOMIC AND MOLECULAR PHYSICS; NANOPLASMONIC SENSORS.		
Dr. Jeffrey Rau	Material Science Theory	jrau@uwindsor.ca
CONDENSED MATTER THEORY; MAGNETISM; FRUSTRATION; TOPOLOGICAL MATERIALS.		
Dr. Steven J. Rehse	AMO Biomedical Physics Experimental	rehse@uwindsor.ca
OPTICAL SPECTROSCOPY OF LASER-INDUCED PLASMAS; BACTERIAL IDENTIFICATION; BIOMEDICAL ASSAYS.		
Dr. Jichang Wang <i>(Dept. of Chemistry/ Biochemistry)</i>	AMO Chemistry	jwang@uwindsor.ca
NON-LINEAR CHEMICAL DYNAMICS, NOVEL PHOTOCHEMICAL OSCILLATORS.		
Dr. Dan Xiao	Biomedical Physics Experimental	Dan.xiao@uwindsor.ca
MAGNETIC RESONANCE IMAGING; EFFICIENT DATA SAMPLING, AND NOVEL SPATIAL ENCODING METHODS.		

Graduate Programs

Our graduate programs offer rigorous training that prepares students for careers in both academic and non-academic sectors. Students may complete a graduate degree in the Department of Physics by enrolling in one of the following:

Program M2. Master of Science (M.Sc.) - Thesis plan

The University of Windsor offers an M.Sc. thesis program in Physics, intended for students with an honours B.Sc. degree in Physics or closely allied field who wish to pursue a career in scientific research and development. The program requirements may be completed by taking four graduate semester courses plus a thesis. The M.Sc. thesis is completed under the supervision of a faculty advisor and evaluated by the M.Sc. thesis committee. The normal duration of the M.Sc. thesis program is **two years**, however, students who wish to transfer into the Ph.D. program may try to complete the program requirements within one year.

Program M2. Master of Science (M.Sc.) – Major Paper plan

The University of Windsor offers a **one-year** M.Sc. program in Physics, intended for students with an honours B.Sc. degree in Physics or closely allied field who wish to pursue a career in scientific research and development. The program requirements may be completed by taking six graduate semester courses plus a Major Paper under the supervision of a faculty advisor. Minimum 3 terms of full-time registration is required.

Program M2. Master of Science (M.Sc.) – Course-work plan

The University of Windsor offers a **one-year** M.Sc. program in Physics, intended for students with an honours B.Sc. degree in Physics or closely allied field who wish to pursue a career outside research. The program requirements may be completed by taking eight graduate semester courses. Minimum 3 terms of full-time registration is required.

Program M1. Master of Science Qualifying Year

Students with a three-year B.Sc. degree in Physics, or with insufficient prerequisite coursework in Physics may complete the prescribed six courses during the fall and winter terms of the M1 Master's qualifying year. Students who successfully complete these six courses with a minimum mark of 70% in each course will advance to the M2 MSc – coursework year. If an advisor agrees to supervise the student, an M1 student may advance to the M2 MSc – thesis or major paper option.

Doctor of Philosophy (Ph.D.)

The main requirement of a doctoral degree is the presentation and acceptance of a Ph.D. Dissertation that describes an original and significant contribution to a field made by the candidate. Students may either apply with a Master's degree, or request to transfer after a year of excellent performance in the M.Sc. thesis program. Exceptionally qualified undergraduates (with excellent grades, and significant research experience) may be directly admitted into the Ph.D. program. It is expected that the Ph.D. degree will be completed within four years (twelve terms) of full-time postgraduate study (five years, or fifteen terms, for direct-entry Ph.D.).

The student must take and pass a Ph.D. qualifying examination not later than one year after registration as a Ph.D. student. In this exam, the student is asked to demonstrate a reasonable mastery of the fundamentals in the major subject; it is designed to test the student's preparation for advanced graduate work. The exam covers the general field of physics at the level of the honours program given at this university. For details, contact the Graduate Coordinator.

Application Procedures and Deadlines

Important Dates for Applicants

Application deadline for Fall start

Canadian citizens & permanent residents*

February 1

Later applications will be accepted on a first come, first served basis**

International applicants***

February 1

Application deadlines are for the receipt of **COMPLETE APPLICATIONS, INCLUDING LETTERS OF REFERENCE**. Please allow yourself and your referees enough time to complete the application.

* Applicants who wish to apply for an NSERC CGS-M award should submit their completed applications by December 1st of the preceding year.

* Applicants who wish to apply for an OGS/ QEII SST award should submit their completed applications by January 1st.

**To be considered for an entrance scholarship, applicants must submit the full application package by the entrance scholarship deadline. For more information on Entrance Scholarships and deadlines please [click here](#).

***International applicants who wish to apply for an OGS award should submit their completed applications by January 1st, and submit the application for the OGS award to the Physics Department by the same date. Students should apply for a [study permit](#) as soon as an acceptance letter from the University of Windsor is received.

Application Procedures

Information on how to submit an application for Graduate Studies can be found at:

<https://www.uwindsor.ca/graduate-studies/354/apply>

You will need to have the supplemental application form including letter of intent, pdf files of your transcripts (and translations if applicable), and names and contact information of two individuals who have agreed to give you letters of reference before you start. An application fee will need to be paid after the application is completed. This application fee cannot be waived. Please note that current and former students must also create an account in the application website.

In your letter of intent, please describe why you would like to pursue a MSc or PhD program in Physics at the University of Windsor. You do not need to tell us why you are interested in Physics in general. If you are interested in a certain area of research, in theory or experiment, working with certain professors, etc., this is the place to tell us. If you are open to any area of research, please say so. Also tell us any relevant details about yourself that is not revealed in your grades/transcript.

Your letters of reference should be from professors who know you well, and can comment on your preparedness for graduate programs. A letter from a professor who supervised an undergraduate thesis/research project, or taught you in a small, upper-level course will be more useful than a letter from a professor who taught you in a large first-year class.

Important: Be sure to click "Submit" and then confirm your submission when prompted for your application to be fully processed.

Students wishing to apply to the **Summer Research Fellowship** for entering domestic (Canadian citizen/landed immigrant) students are invited to follow:

http://www.uwindsor.ca/science/physics/sites/uwindsor.ca.science.physics/files/summer_research_program_letter_application_form.pdf

The application form can be found [here](#).

Minimum Admission Requirements

Master's Program (M2 and M1) and Doctoral Program

Minimum Cumulative Grade Point Average (CGPA) of 75% in the last 2 years of full-time study. Possession of minimum required CGPA does not ensure admission. The actual admitting average varies and is competitive.

International Applicants

- Minimum TOEFL: IBT-83
- Minimum IELTS: 6.5
- Minimum Pearson: 65
- A Graduate Record Examination (GRE) Advanced Physics Test score is helpful to the Admissions Committee to evaluate your application more completely.

Graduate Program Descriptions

UNIVERSITY REGULATIONS FOR GRADUATE PROGRAMS are described in the following graduate calendars:

Master's:

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/inToc/733FD0966A7385C88525846D004B209A?OpenDocument>

PhD:

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/inToc/733FD0966A7385C88525846D004B209A?OpenDocument>

Course Requirements for Physics Graduate Programs

Master of Physics (MSc) -Thesis Plan

Degree requirements for the MSc thesis program can be found in the most recent graduate calendar under Option (a). [Click here](#) to familiarize yourself with the degree requirements for the MSc program.

Note: all new students must register and obtain credit for PHYS 8100 Advanced Quantum Theory I in their FIRST semester, which will be the Fall semester. Students must register for PHYS 8000 Seminar for MSc Students every Fall and Winter Semester.

A typical course schedule for students in this program is:

	FALL	WINTER	SUMMER
Y1	PHYS 8100 (required) Optional one Physics course at the 8xxx level or above PHYS 8000 PHYS 8970	One or two Physics courses at the 8xxx level or above PHYS 8000 PHYS 8970	PHYS 8970
Y2	PHYS 8970 PHYS 8000	PHYS 8970 PHYS 8000	PHYS 8970

* Note:

- Students are expected to finish their coursework in the first year of the MSc program
- Consult your thesis advisor/graduate coordinator for selection of your courses
- A minimum mark of 70% is required to obtain graduate credit for required course PHYS 8100
- Students planning to pursue or transfer to a PhD program in Physics are advised to take PHYS 8110, PHYS 8200 or PHYS 9130

Master of Physics (MSc) –Major Paper plan

Degree requirements for the MSc program – Major Paper plan can be found in the most recent graduate calendar under Option (b). [Click here](#) to familiarize yourself with the degree requirements for the MSc program.

Note: all new students must register and obtain credit for PHYS 8100 Advanced Quantum Theory I in their FIRST semester, which will be the Fall semester. Students must register for PHYS 8000 Seminar for MSc Students every Fall and Winter Semester.

Typical course schedules for students in this program are:

	FALL	WINTER	SUMMER
Y1	PHYS 8100 (required) Plus one/two Physics courses at the 8xxx level or above PHYS 8000 PHYS 8960	Three/Two Physics courses at the 8xxx level or above PHYS 8000 PHYS 8960	PHYS 8960

* Note:

- You may register in PHYS 8960 only if a faculty advisor agrees to supervise your Major Paper.
- A minimum mark of 70% is required to obtain graduate credit for required course PHYS 8100
- Three terms of registration are the minimum required for completing this degree plan.

Master of Physics (MSc) – Coursework plan

Degree requirements for the MSc non-thesis program can be found in the most recent graduate calendar under Option (c). [Click here](#) to familiarize yourself with the degree requirements for the MSc program.

Note: all new students must register and obtain credit for PHYS 8100 Advanced Quantum Theory I in their FIRST semester, which will be the Fall semester. Students must register for PHYS 8000 Seminar for MSc Students every Fall and Winter Semester.

	FALL	WINTER	SUMMER
Y1	PHYS 8100 (required) Plus two Physics courses at the 8xxx level or above PHYS 8000	Two/Three Physics courses at the 8xxx level or above PHYS 8000	Two/One Physics courses at the 8xxx level or above

* Note:

- A minimum mark of 70% is required to obtain graduate credit for required course PHYS 8100
- Three terms of registration are the minimum required for completing this degree plan.

PROGRAM M1. MASTER OF SCIENCE QUALIFYING YEAR

Students with a three-year B.Sc. degree in Physics, or with insufficient prerequisite coursework in Physics may complete the prescribed six courses during the fall and winter terms of the M1 Master's qualifying year. The following undergraduate courses must be completed as part of the graduate program with a minimum mark of 70% in each, in the first year.:

FALL	WINTER
PHYS-3115. Atomic and Molecular Spectra PHYS-3200. Electromagnetic Theory PHYS-3500. Classical Mechanics	PHYS-4100. Quantum Mechanics I PHYS-3210. Electromagnetic Waves PHYS-4130. Introduction to Statistical Mechanics

Students who successfully complete these six courses with a minimum mark of 70% in each course will advance to the M2 MSc –coursework year. In special circumstances, an M1 student may advance to the M2 MSc – thesis or major paper option. No graduate courses or undergraduate/graduate cross-listed courses may be taken in this year.

Doctor of Philosophy (PhD)

Degree requirements and required courses for students with or without a Master's degree of Physics can be found in the most current [graduate calendar](#).

Note: all direct-entry PhD students, and students who have not taken a class equivalent to PHYS-8100, must register and obtain credit for PHYS 8100 Advanced Quantum Theory I in their FIRST semester, which will be the Fall semester.

- Students are expected to finish their coursework in the first two years of the PhD program
- Consult your thesis advisor/graduate coordinator for selection of your courses
- A minimum mark of 70% is required to obtain graduate credit for all required courses.
- Students must register for PHYS 9000 (Ph.D. Seminar) every Fall and Winter term, and PHYS 9970 (Doctoral Dissertation) every term that they are a student.

Transfer Students

Students who are enrolled in a graduate program at another institution may apply to transfer to a University of Windsor graduate program. Request for transfer credits should be made with the letter of intent during application. Transfer credits will only be granted at the time of admission, and recommendations must be included with the offer of admission. Normally, credits must have been received in the last 5 years with a minimum grade of 70%, and no credits used towards a previously completed certificate, diploma, or degree or used as a basis of admission will be approved as credit toward a Windsor graduate degree. A maximum of 50% of the Windsor course degree requirements will be approved for transfer credit, excluding internship/practicum, thesis, dissertation, or comprehensive examination courses. If transfer credit is granted, the student may be required to take additional courses. Residency rules still apply. Approved transfer credit will appear on the student's transcript.

Cost of Study

To get an idea of the cost of tuition and associated fees, please refer to the [Fee Estimator](#) on the UWindsor website. For 2019-2020, the domestic tuition and fees for a student in the MSc program is approximately \$8550. Typical cost of living in Windsor (other than fees) for a single person is approximately \$1000.00/ month in 2019.

Financial Support

Financial support available to graduate students varies depending on which program they are in, how many terms they are registered in, if they win a competitive tuition award, external scholarship, the RA provided by their advisor, etc. The Department tries to provide financial support that will be sufficient to cover a domestic student's tuition and living expenses.

M.Sc. (thesis or major paper plan)

A typical MSc research student may receive financial support of \$21765 per year (2019-2020) subject to satisfactory progress towards their degree. This support includes a combination of Graduate Assistantships (GA), Research Assistantship Scholarships (RA), and Tuition Scholarships. Students who win external scholarship awards will receive higher support. Please refer to the [2019-2020 Sample Physics Graduate Funding Packages](#) for details.

M.Sc. (Coursework)

A typical coursework MSc student takes one year (three terms) to complete their degree, and may receive financial support of \$11712.80 for one year (2019-2020) subject to satisfactory progress towards their degree. This support includes a combination of Graduate Assistantships (GA), and Tuition Scholarships. Please refer to the [2019-2020 Sample Physics Graduate Funding Packages](#) for details.

Note that no support is typically awarded for students in the M1 Qualifying year. They may apply for TA positions posted.

Ph.D.

Typical financial support for a PhD student is \$21945 per year (2019-2020) for four years subject to satisfactory progress towards their degree. This support includes a combination of Graduate Assistantships (GA), Research Assistantship Scholarships (RA), and Tuition Scholarships. Students who win external scholarship awards will receive higher support. Please refer to the [2019-2020 Physics Sample Graduate Funding Packages](#) for details.

Assistantships and Scholarships for Research-based Programs

- Research Assistantship Scholarships (RA) [for students in thesis-based programs] <http://www.uwindsor.ca/graduate-studies/474/research-assistantship-guidelines>
- University of Windsor Tuition Scholarships <https://www.uwindsor.ca/graduate-studies/456/scholarships-and-awards>

External Scholarships

- Post-graduate awards from [CIHR](#), [NSERC](#) and [SSHRC](#) (for domestic students only). Physics students apply most often to the CGS-M, PGS-M, and CGS-D scholarships.
- Ontario Graduate Scholarships: <https://www.uwindsor.ca/graduate-studies/620/ogs> The OGS scholarships are available to both domestic and international students. The QEII SST is available only for domestic students.
- Other prestigious scholarships include the Vanier doctoral scholarship for domestic students, and the Ontario Trillium scholarship for new international doctoral students.

University Scholarships and Bursaries

- Graduate Endowment Awards open to all disciplines: <https://www.uwindsor.ca/graduate-studies/746/graduate-endowment-awards>
- Faculty of Science Scholarships: <http://www.uwindsor.ca/graduate-studies/446/science-scholarships>
- Department of Physics Scholarships: <http://www.uwindsor.ca/science/physics/450/scholarships>

Campus Employment

There are many sources of employment on campus. Some of the most common ones are:

Graduate Assistantships: <http://www.uwindsor.ca/graduate-studies/473/gas-and-tas>

Research Assistantships (salary)

- Occasionally, there may be opportunities to perform research with a faculty member that is un-related to your program. In such cases, the Research Assistantship is counted as employment. <http://www.uwindsor.ca/graduate-studies/474/research-assistantship-guidelines>
- International students may be eligible to work in Canada while studying. Please follow links below for more details on how to obtain a work permit. <https://www.uwindsor.ca/international-student-centre/219/work-onoff-campus>
- The allowable number of hours of paid University-related employment for fulltime graduate students will be **240 hours total per academic term**. Please follow the link below for more information. <https://www.uwindsor.ca/graduate-studies/457/employment-graduate-students>

Time Limits for Completion of Program

Master's Programs

It is expected that every full-time student in a program leading to the Master's degree will undertake a full program of study at the M2 level for a minimum of one calendar year or its equivalent.

Expected time to completion for a Master's (non-thesis) program is one year, and a Master's (thesis) program is two years.

Time Limit: Work on a Master's degree must be completed within three consecutive calendar years after the student's first registration. If an extension of these time limits becomes necessary, the student should address a petition to the Dean of Graduate Studies giving reasons for the request and plans for the completion of the work. A student who exceeds the time limit may be required to take additional qualifying examinations or additional course work, or both.

Doctoral Program

Every student in a program leading to the degree of Doctor of Philosophy must be registered in a full-time program of study for a minimum of three calendar years, normally in succession. Credit for one of these years may be given for the time spent in proceeding to a Master's degree.

Expected time to completion for a PhD program is four years (five years for a direct-entry PhD).

TIME LIMIT: A student admitted to a Ph.D. program must complete all requirements for the Ph.D. within six consecutive years after the student's first registration.

If an extension of the time limit becomes necessary, the student should address a petition to the Dean of Graduate Studies giving reasons for the request and plans for the completion of the work. A student who exceeds the time limit may be required to take additional qualifying examinations or additional course work, or both.

Timelines and Important Dates

All important academic dates can be found [here](#). Students should be mindful of deadlines for the following:

At the Beginning of the Program

1. Planning your course of study

Consult the Planned Graduate Course Offerings on the notice board outside the Physics Main Office, and map out your course plan. Consult your Research Supervisor, and the Graduate Coordinator to ensure that you will be able to complete your coursework on time.

2. Meeting your research supervisor

You should meet your Research/Major Paper supervisor at the earliest opportunity to discuss their expectations for the progress of your research. Check out the Student-Supervisor guidance manual here. <http://www.uwindsor.ca/graduate-studies/654/studentsupervisor-guidance-manual>

3. Participate in Orientations

- **Graduate Assistant Orientations (Faculty of Graduate Studies, and Department of Physics)**

Usually held in the first week of September

- **International Student Orientation**

Date: Wednesday, September 4, 2019

Time: 12pm to 4:30pm

Location: Education Building, Room 1101

- **GA/TA Academy** <http://www.uwindsor.ca/ctl/388/gata>

4. Complete Mandatory Training

ACCESSIBILITY TRAINING: <http://www.uwindsor.ca/ohrea/62/accessibility-training>

HEALTH AND SAFETY: <http://www1.uwindsor.ca/hr/safety/requiredtraining>

Other training may be required by your Research Supervisor to work in their lab. Submit certificates of Accessibility and H&S training to the Department at physics@uwindsor.ca and to the Research Supervisor.

5. Obtain Account and Key Access

ACCOUNTS AND KEYS

Your UWinID and password will give you access to your email box, secure Wi-Fi internet access, and the learning management system.

PARKING PASS: <http://www.uwindsor.ca/parking-services/297/student-parking-permits>

BUILDING ACCESS AND OFFICE/LAB KEYS:

<https://keycontrol.uwindsor.ca/default.aspx>

OFFICE AND COMPUTER EQUIPMENT SETUP: www.uwindsor.ca/itshelp

OFFICE SUPPLIES: Please contact the Department Administrator at kimber1@uwindsor.ca

PRINTING, COPYING AND SCANNING: Please contact the Department Administrator at kimber1@uwindsor.ca

At the Beginning of Every Term

Registering for Classes

Graduate registration regulations can be found in the most current graduate calendar which can be found by following the links below.

<http://www.uwindsor.ca/graduate-studies/357/policies-and-regulations>

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/Search+Main/733FD0966A7385C88525846D004B209A?OpenDocument>

REGISTRATION: Students can register for courses via UWinsite Student. If they are not able to register online, they can use the add-drop-change form. Graduate students must obtain both the instructor's and the graduate coordinator's signatures when adding or dropping a course.

https://www.uwindsor.ca/registrar/sites/uwindsor.ca/registrar/files/course_overload-audit-time_coflict_-_late_add_form.pdf

Physics graduate (M2 and PhD) students **must be registered full-time in all three terms** of the year unless they apply for, and are granted a Leave of Absence. Registration is not complete until fees for that term is paid.

NON-DEGREE REGISTRATION: A student who is not interested in admission as a degree student may be allowed to register for individual courses on a non-degree basis. The maximum number of courses taken overall on this basis is two. Courses taken as a non-degree student cannot be transferred or otherwise count as graduate credit if the student registers in a graduate program subsequently. [You can find the non-degree fillable form here.](#)

AUDIT STUDENT: An audit student in any course is one who attends the course without credit toward a degree or program. Such a student will not be allowed to write examinations and cannot be graded in any way. The student will pay the regular fees for the course(s). [The Course Add form: Special Circumstances Request form can be found here.](#)

LEAVE OF ABSENCE: Graduate students can apply for a Leave of Absence up to the posted registration add/drop deadline for each semester by submitting a service request on UWinsite Student. Instructions are provided on the Leave of Absence application form. The fee for a leave of absence of \$50.00 will be added to the student's account by the Cashier's Office upon approval of the leave. [The leave of absence application form can be found here.](#)

PAYING FEES: Fees is paid via UWinsite Student. Registration is not complete until fees for that term are paid. GA and RA students will be paid into the account only after Registration is complete. Students should be aware of the Tuition Refund deadlines: <http://www.uwindsor.ca/graduate-studies/387/tuition-refund-deadlines>

APPLYING FOR GA (IF APPLICABLE): Applications for GA appointments are made to the Physics Main Office in response to the GA posting for that term. Typically, graduate students apply for GA positions in the Fall and Winter, and use the summer term to get research done. Note that a student cannot be a Sessional Instructor and a GA at the same time. For more information, see the GA/TA Handbook.

COURSE SUBSTITUTIONS: If your advisor requires you to take a course from another Department (usually Mathematics, Chemistry, or Engineering), this requires approval from the Faculty of Graduate Studies **within the first two weeks of the course** for it to count towards your degree requirements.

If graduate courses are not available, you may be allowed to take a relevant 4000-level course to complete your program requirements. This requires approval from the Faculty of Graduate Studies **within the first two weeks of the course** for it to count towards your degree requirements.

The [Course substitution request form](#) must be submitted via the UWinsite Student Service Request.

LAST DAY FOR LATE REGISTRATION AND CHANGE OF COURSES (ADD/DROP). LAST DAY FOR FULL REFUND OF TUITION.

This is usually two weeks after the start of the term. <http://www.uwindsor.ca/graduate-studies/387/tuition-refund-deadlines>

End of the First Term

THESIS/DISSERTATION COMMITTEE

For students registered in a Master's thesis or a doctoral dissertation, a thesis committee must be approved **prior to the second term of registration** in the thesis or dissertation. The Master's/Doctoral Committee is requested by the student using the [Master's or Doctoral committee form](#) and forwarded for approval to Graduate Studies through the UWinsite Student Service Request system. Note: for Major Research Papers the Committee is approved by the department only. For more information, follow the link below. The Committee should be formed in consultation with your research supervisor. <http://www.uwindsor.ca/graduate-studies/383/mastersdoctoral-committees>

Annual Activities

SCHEDULE ANNUAL MEETING WITH RESEARCH SUPERVISOR AND GRADUATE COORDINATOR

This meeting ensures that the student, research supervisor, and department are “on the same page” regarding the student's progress towards their thesis/major paper/dissertation.

http://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/grad_student_supervisor_relationship.pdf

COMPLETE ANNUAL REPORT

An Annual Report must be submitted by each student by May 31st through a Service Request on UWinsite Student. The report has sections that both you and your advisor must fill out. Get an early start so you have sufficient time. http://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/annual_report_fillable_form.pdf

TRANSFER TO THE PHD PROGRAM

MSc – thesis plan students with a minimum of an 80% average in a minimum of two courses taken as a graduate student may transfer directly to the Ph.D. program following a meeting with the MSc Thesis Committee (with participation of the Outside Reader optional) at which approval to transfer is recommended. Such transfers will normally take place between the 12th month to the 24th month after admission to the M.Sc. – thesis program.

APPLY FOR CONFERENCE TRAVEL FUNDING

Talk to your research supervisor before submitting an abstract to present at a conference. They will help you to write a good abstract, and choose the appropriate conference to present at. There are several sources that can support your conference travel. Apply to all of them. Some sources of conference travel funding are:

Faculty of Graduate Studies - Graduate Student Conference Travel Support Fund

Student submits the following documents to Graduate Studies:

- Completed Application for Graduate Student Conference Travel Support Fund, signed by the student, advisor, and graduate coordinator (or department head)
- Written proof of invitation or acceptance from the conference organizers
- Copy of the final conference program (only the cover and pages containing the student name are required)
- Signed Conference Travel Support Fund Expense Form
- Original receipts
- Boarding passes, or a copy of the mobile boarding pass

<http://www.uwindsor.ca/graduate-studies/456/scholarships-and-awards>

Office of Student Experience - Student Life Enhancement Fund

The Student Life Enhancement Fund has been developed to support co-curricular activities that enhance student engagement and the student experience. Requests are considered from any recognized student group, club or registered student, to support activities or events that contribute to the enhancement of student life, the campus community and the larger Windsor/Essex County community.

www.uwindsor.ca/studentexperience/307/student-life-enhancement-fund

Faculty of Science

You must apply 30 days before the conference travel.

<http://www.uwindsor.ca/science/450/student-travel-fund>

Research Supervisor

Your research supervisor may be able to contribute funds from their research grant for you to present at a conference.

In the 6 Months Before Planned Graduation

- **Perform a Degree Audit** on UWinsite Student to ensure that you have completed the degree requirements.
- **Schedule Thesis Committee Meeting** to assess that you have collected sufficient data/have sufficient results, and the committee is reasonably confident that you will be on track to defend your thesis/dissertation.
- **Submit Chapters of Thesis/Dissertation to Advisor** and get their feedback. The format template and the format requirements can be [found here](#). There are LaTeX templates around. Ask a senior graduate student for one.
- **Look at the Research Guidelines on the FGS website:** <http://www.uwindsor.ca/graduate-studies/node/381/research-guidelines>
- Review the [PhD Dissertation Submission and Defense Timeline Tracker](#) to get an idea of what forms you will have to submit to whom, and when. Apply for an External Examiner.
- **Apply to graduate:** In order to be evaluated for degree completion, students must [submit an application to graduate](#) by:
 - **March 1st** - for June Convocation
 - **August 1st** - for October Convocation.

All students must submit an application to graduate regardless of attendance at the convocation ceremony.

Be sure to review the [important dates for tuition refund and convocation deadlines for each term](#).

- **Schedule a defense** with your committee, and discuss with the Departmental Administrator to convey the form to Graduate Studies. The [final oral defense](#) should be completed at least three weeks prior to the Convocation at which the candidate expects to receive the degree. Notice of the final oral defense must be submitted by the Department and received in the Faculty of Graduate Studies at least eight days prior to the defense.
- **Provide a copy** of your thesis/dissertation to all committee members:
 - At least **TWO** weeks prior to the oral defense date for Master's thesis or major research paper.
 - At least **FOUR** weeks prior to the oral defense date for Doctoral dissertations.
- **Deposit your thesis:** After the defense, you will likely have to do corrections to your thesis based on the committee's feedback. After the corrected thesis is approved by the candidate's thesis committee and has been reviewed by the Graduate Studies office for [format compliance](#), the student deposits the required number of copies. Review the [final submission/ deposit requirements](#).
- **Submit a Non-Exclusive License** if you haven't done so already. http://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca/graduate-studies/files/non_exclusive_license_fillable_form_0.pdf

Help with Service Requests on UWinsite Student

Graduate students who wish to request the following need to submit a Service Request through UWinsite Student to obtain approval:

- apply for a leave of absence
- apply for a course substitution
- submit a thesis/dissertation committee form
- request an PhD external examiner
- apply for a time limit extension
- submit an annual report

INSTRUCTIONS FOR STUDENTS:

1. Find the Student Forms page on the Faculty of Graduate Studies website at <http://www.uwindsor.ca/graduate-studies/360/student-forms>
2. Select the appropriate form
3. Complete and save the form
4. The completed form gets submitted as a Service Request
5. Write an email to the Departmental Administrator at physics@uwindsor.ca and the Graduate Coordinator to let them know that you have submitted a Service Request.

Regulations Regarding Course-Work Requirements

- **PHYS 8100 Advanced Quantum Theory I:** all first-year graduate students MUST register and obtain credit for PHYS 8100 (if prior credit has not been obtained) in the first semester (Fall) to continue in the program.
- **Seminar Courses:** Master's students must register for **PHYS-8000. Seminar for MSc Students**, and PhD students must register for **PHYS-9000. Seminar for PhD Students** each fall and winter term prior to graduation.
- **Research Courses:** Students in the MSc – thesis, MSc – Major Paper, and PhD programs must register for the appropriate research course (**PHYS-8960. MSc Major Paper, PHYS-8970. MSc Thesis, PHYS-9980. PhD Dissertation**) each term before graduation.
- **Request for Consideration for Health, Bereavement, or Extenuating Circumstances:** Students are encouraged to discuss accommodations required for chronic health (including mental health) circumstances with their instructors at the earliest opportunity. For other extenuating circumstances, look at the regulations in this form:
http://www.uwindsor.ca/registrar/sites/uwindsor.ca/registrar/files/grade-appeal-health-grad-feb.2019_fillable-20190829.pdf
- **Senate Bylaw regarding Graduate Academic Evaluation Procedures:**
<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTU+NmU5NjEzY2JkMWYx&rID=MTEy&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MTEy&rCFU=>
- **Grade appeals:** To ensure an expeditious treatment of appeals, students are encouraged to file complaints as soon as possible after decisions have been made, but no later than three weeks after the grade or decision is released by the Office of the Registrar. Appeals must be made in writing to the Dean of Graduate Studies, in accordance with the Graduate Academic Evaluation Procedures Bylaw, section 1.12.2 which can be found using the link below.
<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTU+NmU5NjEzY2JkMWYx&rID=MTEy&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MTEy&rCFU=>
- **Minimum Grade Required for Graduate Credit:** Courses in which a grade of 70% or higher is received will be accepted for graduate credit. Students MUST obtain a grade of 70% or higher in all required courses (PHYS 8100 for MSc; PHYS 8100, PHYS 8110, PHYS 8200, PHYS 9130, PHYS 9120 for PhD) and major paper (PHYS 8960), thesis (PHYS 8970) and dissertation (PHYS9980).
- **Policy on Grades below 70%:** In rare cases of extenuating circumstances, where accommodation provided was insufficient, the Department may recommend to the Faculty of Graduate Studies to grant graduate credit for a course in which a grade of 60-69% has been obtained, as long as said course is not a required course, or major paper, thesis, or dissertation.

- **Repeating a course:** If a student fails to obtain credit in a course, the course may be repeated once only, at the discretion of the program concerned and the Dean of Graduate Studies. No student may repeat, or replace with another course, more than two term courses in which credit was not obtained.
- **Minimum GPA required:** The Faculty of Graduate Studies requires that students maintain, at minimum, a cumulative average of 70%. For details on how to calculate your GPA, see the link:
<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTU+NmU5NjEzY2JkMWYx&rID=MzU=&pID=MjMy&attchmnt=False&uSesDM=False&rldx=MzU=&rCFU=>
- **Recommendation of Withdrawal from Program:** Students who receive more than one (1) grade in one-term courses (or equivalent) of less than 70% may be required to withdraw from their program.
- **Academic Integrity:**
<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTU+NmU5NjEzY2JkMWYx&rID=Mzc=&pID=MjMy&attchmnt=False&uSesDM=False&rldx=Mzc=&rCFU=> The Academic Integrity Office <http://www.uwindsor.ca/academic-integrity/> is a resource to learn about do's and don'ts to maintain a high ethical standard for your research. Senate Bylaw 31 has the details of the potential consequences of violation of academic integrity.
<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTU+NmU5NjEzY2JkMWYx&rID=ODQ=&pID=MjMy&attchmnt=False&uSesDM=False&rldx=ODQ=&rCFU=>

Regulations Regarding Research Requirements

- **Registering for Research Courses:** Students in the MSc – thesis, MSc – Major Paper, and PhD programs must register for the appropriate research course (**PHYS-8960. MSc Major Paper, PHYS-8970. MSc Thesis, PHYS-9980. PhD Dissertation**) each term before graduation.
- **Grading:** MSc Theses and Major Papers are assigned a numeric grade. These must be graded at 70% or better to receive credit.
- **Choosing a Research Supervisor:** Students choose a research supervisor based on mutual consent at the start of their graduate program.
- **Choosing a Research Topic:** Students will choose their research topic in close consultation with their research supervisor in the area of expertise of the supervisor, and in the program area that is supported by the supervisor's grant funding.
- **Complete Mandatory Training:** Safety first!
- **Thesis/Major Paper/Dissertation Committee:** For students registered in a Master's thesis or a doctoral dissertation, a thesis committee must be approved **prior to the second term of registration** in the thesis or dissertation. The Master's/Doctoral Committee is requested by the student using the [Master's or Doctoral committee form](#) and forwarded for approval to Graduate Studies through the UWinsite Student Service Request system. For more information, follow the link below. The Committee should be formed in consultation with your research supervisor. <http://www.uwindsor.ca/graduate-studies/383/mastersdoctoral-committees>
- **Complete Annual Report:** An Annual Report must be submitted by each student by May 31st through a Service Request on UWinsite Student. The report has sections that both you and your advisor must fill out. Get an early start so you have sufficient time. http://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/annual_report_fillable_form.pdf
- **PhD Qualifying Exam:** The student must take and pass a Ph.D. qualifying examination not later than one year after registration as a Ph.D. student. In this exam, the student is asked to demonstrate a reasonable mastery of the fundamentals in the major subject; it is designed to test the student's preparation for advanced graduate work. The exam covers the general field of physics at the level of the honours program given at this university. Contact the Graduate Coordinator for details.
- **Ethical Conduct of Research:** If the research involves information gathered from or about human participants (including primary data collection, use of human biological materials, and secondary uses of information), the faculty supervisor and graduate student are responsible for the ethical conduct of the study, the completion of the project as described in the ethics application cleared by the Research Ethics Board (REB) and the protection of the rights and welfare of human participants. The supervisor ensures that all required clearances and permissions are obtained prior to commencement of the research. The graduate student and faculty supervisor submit an application to the

Research Ethics Board REB Research involving human subjects cannot begin until ethics clearance has been obtained. (Consult with the REB <http://www.uwindsor.ca/research-ethics-board/> .)

All research conducted at the University of Windsor is subject to the institutional policies as described in *Research Integrity and the Responsible Conduct of Research* and *University of Windsor Guidelines for Research Involving Human Research Participants*. If the research involves animal care, biohazards, health and safety, radiation, or any other procedure that requires certification, the supervisor of the research is responsible for obtaining prior approval from the respective committees. (Consult with the Office of Research and Innovation Services)

- **Integrity in Research and Presentation:** Highest standards of integrity is expected in the conducting of research, as well as its presentation (both in journal publications or thesis/major-paper/dissertation). The Office of the Vice President for Research and Innovation is a resource to help the ethical conduct of research:
<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhIYi00ZWY0LTg2OTU+NmU5NjEzY2JkMWYx&rID=MTUy&pID=MjMy&attchmnt=False&uSesDM=False&rldx=MTUy&rCFU=>

Other Resources for Graduate Students

Professional Development

- The University offers many workshops professional and career development. <http://www.uwindsor.ca/graduate-profdev/>
- The Canadian Association of Physicists is the professional organization for physics students and graduates in Canada. Become a member to grow your network. <https://www.cap.ca/membership/>
- MITACS Workshops: <http://www.uwindsor.ca/graduate-profdev/302/mitacs>
<https://www.mitacs.ca/en/programs/training/about-training>
- CTL Workshops and Courses: <http://www.uwindsor.ca/ctl/349/events-and-courses>

Academic Service Opportunities for Graduate Students

Graduate students are needed as representatives for various committees within the Faculty of Science and across campus. Serving on committees provides graduate students with the opportunity to voice their opinions on various matters concerning graduate students. Below is a list of roles graduate students are needed for at UWindsor.

- Faculty of Science Council
- Science Program Development Committee (SPDC)
- Department of Physics Council
- Physics Appointments Committee
- Physics Renewal, Tenure and Promotion Committee -

Students may also serve on University-wide committees (such as the Senate), and Professional Organizations (such as the Canadian Association of Physicists), on their Union Executive Committee, or on Conference Organizing Committees to gain service experience.

Graduate Student Society

<https://uwindsorgss.ca/>

The Graduate Student Society (GSS) is the official representative organization of all graduate students at the University of Windsor. Elected representatives of the Graduate Student Society represent graduate students at different levels of the University, including the Board of Governors, the Senate, the Faculty of Graduate Studies and Research Council, and on many

of the committees of the aforementioned bodies. The GSS representatives have full voting rights at these meetings. Involvement in a wide range of committees and organizations enables the elected representatives and staff of the GSS to act as a conduit of information including current events and activities, decisions, policies, and issues for graduate students.

Resources for International Students

Information Sessions

International Student Centre (ISC) holds regular information sessions and workshops to assist you with your study permit extension, TRV application, post-graduation work permit application, United States visitor visa, etc.

Work Permit

International students may be eligible to work in Canada while studying and after you graduate. Please follow links below for more details.

<https://www.uwindsor.ca/international-student-centre/87/working>

<https://www.uwindsor.ca/international-student-centre/219/work-onoff-campus>

Immigration Services

As an international student, you will need valid immigration documents to live, study and/or work in Canada. It is important to make sure that all of your immigration and legal documents are kept valid at all times during your stay in Canada. Please follow the link below for more information.

<https://www.uwindsor.ca/international-student-centre/54/immigration>

Post Graduation

Update Alumni Contact Information

To stay connected with the University of Windsor and the Department of Physics, please send your updated contact information to physics@uwindsor.ca, and your advisor, in addition to completing [this form](#).

Continue Your Involvement

Become involved with the Department of Physics post-graduation by engaging in new projects, mentoring students, conducting research collaborations, and/or offering guest lectures. Contact the Department Head at physics@uwindsor.ca to find out how.

Please contact **Gemma Grey-Hall (Major Gift Officer, Faculty of Science)** at gemmagh@uwindsor.ca or **519.253.3000 x3957** if you are interested in offering a scholarship, or helping to raise funds for the Department.

Support Physics Students with Your Tax-Deductible Donation

<https://my.uwindsor.ca/web/uw/donations#>

*** Amount:**
\$

Please enter an amount and designation for your gift. Charitable Tax receipts for gifts \$10 and over will be issued by mail.
Reg. #10816 2611 RR0001

This is a new gift
 This is a payment on a pledge
 This is a gift in honour/memory of

Designations
* I would like to direct my gift towards:

University of Windsor's Priorities

Faculty/Department Priorities

Athletics

Other

Specify Department/Priority

References

Department of Physics

Campus Map and Floor Plan

<http://www.uwindsor.ca/science/physics/438/contact-us>

Faculty and Staff Directory

<http://www.uwindsor.ca/science/physics/434/faculty>

Helpful Departments

Faculty of Graduate Studies

<http://www.uwindsor.ca/graduate-studies/297/windsor-advantage>

Office of the Registrar

<http://www.uwindsor.ca/registrar/>

University Secretariat

<http://www.uwindsor.ca/secretariat/>

Additional Information

University Campus Service

<http://www.uwindsor.ca/156/lots-student-support-services>

Waste Management

<http://www.uwindsor.ca/chemical-control-centre/>

Mailing Service

<http://www.uwindsor.ca/facilityservices/facilityservices/distribution-services>

Expense Reimbursement

Contact Department Administrator at Kimberl@uwindsor.ca

<http://www.uwindsor.ca/finance/>

Graduate Forms

<http://www.uwindsor.ca/graduate-studies/360/student-forms>