Orientation

Winter 2022

Office of Associate Dean (Graduate Studies)
Faculty of Engineering and Applied Science
Memorial University
Welcome!

- Dr. Bing Chen, engrdoffice@mun.ca
  Acting Associate Dean (Graduate Studies)

- Nicole Parisi, Secretary, nparisi@mun.ca
- Tina Dwyer, tdwyer@mun.ca
- Colleen Mahoney, cmahoney@mun.ca
- Gerard Murphy, gerardm@mun.ca
COVID-19 Health & Safety
https://www.mun.ca/covid19/

- **Vaccinations:** All students, faculty and staff of Memorial are asked to confirm vaccination status by completing a vaccination declaration form (MUN Self Service). Proof of vaccination should be uploaded via the form, and requests for exemptions can also be made by completing the form.

- **Mask requirements:** All students, faculty, staff and visitors to Memorial’s campuses are required to wear masks indoors, in public spaces and common areas. A three-ply non-medical face mask is the minimum standard.

- **Physical Distancing:** Students should try to maintain physical distancing whenever possible.

- **Frequently Asked Questions:** extensive information is available on MUN’s COVID-19 Information Hub, website address above

- **MUNSafe App:** Install the MUNSafe App for Apple and Android devices, for important alerts
Check In and Registration

- Memorial University will return to a primarily remote teaching and learning environment for the start of winter semester until Jan. 31 with classes starting on Jan. 10. See details at https://www.mun.ca/covid19/news.php?id=14742&type=news.

- Instructions for new graduate students are available at http://www.mun.ca/engineering/graduate/new_students/


- For M.Eng and PhD students, please fill out the required forms and submit to our office before Jan 16 or within one week after your registration for the semester.

- All graduate students in engineering must register ENGI9000.

- Go to my.mun.ca > “online learning” > click “course login” to access the course materials if the professors share for your course (s).
Your @mun.ca Email

- Official documents, updates, and other important information will be sent to your @mun.ca email address

- Use your @mun.ca email address to correspond with professors and other MUN employees

- Include your MUN Student Number in all communications

- Check your @mun.ca email address daily
Your Study Plan

- Check the Program of Study Form regarding program requirements
- Register and take the required courses
- Program Requirements:
  - MEng
    - 2 years: 5 courses and 1 thesis
  - PhD
    - 4 years: 2 courses, comprehensive exam, and 1 thesis
  - MASc
    - 1-2 years: 10-12 courses and 1 project
  - Graduate Diploma
    - 1 year: 5 courses
EGSS - Engineering Graduate Students’ Society

Website: http://www.engr.mun.ca/~egss/  
Facebook page: https://www.facebook.com/groups/egss/  
E-mail: egss.mun@gmail.com; egss@mun.ca

List of the executives for EGSS will be posted soon.
## Important Deadlines (Winter 2021)

[http://www.mun.ca/regoff/calendar[sectionNo=GENINFO-0086](http://www.mun.ca/regoff/calendar[sectionNo=GENINFO-0086)]

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January 10, 2022, Monday</td>
<td>Deadline for fees payment&lt;br&gt;Lectures begin, Winter semester</td>
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<tr>
<td>January 17, 2022</td>
<td>In-Person Labs begin: students must attend lab classes on campus</td>
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<td>January 20, 2022, Thursday</td>
<td>End of Regular Registration Period and last day for undergraduate and graduate students to add courses, Winter semester</td>
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<tr>
<td>February 21 to February 25, 2022</td>
<td>Winter semester break begins at St. John’s and Grenfell Campuses</td>
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<tr>
<td>February 28, 2022, Monday</td>
<td>Lectures resume at St. John’s and Grenfell Campuses</td>
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<tr>
<td>March 3, 2022, Thursday</td>
<td>Last date for undergraduate and graduate students to drop courses without academic prejudice, Winter semester</td>
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<td>April 8, 2022, Friday</td>
<td>Lectures end, Winter semester</td>
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<tr>
<td>April 11, 2022, Monday</td>
<td>Registration begins for graduate students, Spring semester (14-week courses, Intersession and Summer session) 2022</td>
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<td>April 13, 2022, Wednesday</td>
<td>Examinations begin, Winter semester</td>
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<td>April 15, 2022, Friday</td>
<td>Good Friday, no examinations</td>
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<td>April 23, 2022, Saturday</td>
<td>Examinations end, Winter semester</td>
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<tr>
<td>May 9, 2022, Monday</td>
<td>Deadline for fees payment, Spring semester (14-week courses, Intersession and Summer session) Lectures begin, Intersession and 14-week Spring semester</td>
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**DO NOT BOOK YOUR TRAVEL BEFORE EXAMINES END**
SGS Policies and Regulations

http://www.mun.ca/sgs

- Admission
- Theses and Reports
- Academic Behaviour **
- Penalties **
- Evaluation **
- Right of Appeal
Academic Misconduct (4.12)

4.12.4 Academic Offences

Academic offences shall be deemed to include, but shall not be limited to, the following:

- Cheating
- Impersonation
- Plagiarism
- Theft of examination papers or other material
- Use and/or distribution of stolen material
- Submitting false information
- Submitting work for one course which has been or is being submitted to another course without expressing permission to do so
- Failure to follow the Memorial University of Newfoundland code of conduct.
4.12.6.4 Penalties

- Reprimand
- Reduction of grade
- Probation
- Suspension
- Expulsion
- Revocation of Degree
- Rescinding of Admission and Degree Revocation
Evaluation (Reg 4.7.2) - General

Failure to attain a final passing grade of A or B in a program course shall lead to termination of a student's program unless:

- the regulations for a particular degree allow the student to repeat the course. Only one such repeat will be permitted in a student's program. Failure to obtain a grade of A or B in the repeated course shall lead to termination of the student's program.

- the Dean of Graduate Studies approves a repeat of the course, upon the recommendation of the Supervisor and the Supervisory Committee supported by the Head of the Academic Unit, where above does not apply.

Note: A ~ 80-100%, B ~ 65-79%
M.Eng and PhD

- In order to continue in the program, a student shall obtain an A or B grade (above 65%) in each course taken for credit.

- The student's achievement in the program must be to the satisfaction of the Dean of Graduate Studies and the Faculty of Engineering and Applied Science. When it has been determined on the basis of consultations with the student, the course instructors and the Supervisor, that a student's work has fallen below satisfactory level, he/she may be required to withdraw from the program.

- Students shall obtain a grade above 75% on each course taken for credit in order to maintain fellowship.
  
  * For more information: [http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0157](http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0157)
  
  * Internship Option [http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0159](http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0159)
Any student who fails to receive 65% in a course, must repeat the course in the case of core courses, or must either repeat or replace the course with another program course in the case of elective courses.

For students in MOGE, MESEM, MASc SFRE and MASc ENSE, any student who receives a grade of less than 65% in two courses or in a repeated course will be required to withdraw from the program.

For MASCE, only two such repetitions/replacements shall be permitted in the student’s program. Should a grade of less than 65% be obtained in a repeated or replacement course, the student shall be required to withdraw from the program.

For more info:

- Regulations Governing the Degree of Master of Applied Science
  - [http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0161](http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0161)
  - Internship Option (must have completed 6 courses with 75% average).
- Regulations Governing the Graduate Diploma program
  - [https://www.mun.ca/regoff/calendar/sectionNo=GRAD-8065](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-8065)
4.7.3 Deferral of Examinations

- If you are prevented by illness, bereavement, or other acceptable causes duly authenticated, from writing final examinations may apply, with supporting documents within one week of the original examination date to the Associate Dean (Graduate Studies) to have their examinations deferred.

- See 4.6.6 Information Required for Certificates from Health Professional (in cases where you claim that you have been ill).
3.6 Right of Appeal

- Appeals against decisions of the Academic Council of the School of Graduate Studies shall be directed to the Executive Committee of Senate.
- If you have been charged with an offence or your program has been terminated, you can appeal the decision if you have very good reasons.
- Help is available from the GSU (Graduate Student Union).
- See 4.6 for Appeal of Regulations, for general information, appeal procedures, and the information required in Letters of Appeal.
Funding and Scholarships

1. Scholarship opportunities will be emailed to you through our graduate student listserv. Details can be found at https://www.mun.ca/engineering/graduate/funding.php

2. In-Program Scholarships for MASc programs
   - Top students in the program after the 2nd or 3rd semester of study
     - $2,000 to 1st ranked in each program
     - $1,500 to 2nd ranked in each program
     - Based on GPA and average; no application is required

NOTE:
All scholarships/fellowships are subject to meeting scholarship standing: > 75% average over all courses.
Where to get help

- Contact one of us in Graduate Office of FEAS
- OR
  - Graduate Studies at www.mun.ca/engineering/graduate
  - School of Graduate Studies www.mun.ca/sgs
  - University Diary 2021-2022 http://www.mun.ca/regoff/calendar/sectionNo=GENINFO-0086
  - University Calendar https://www.mun.ca/regoff/calendar/
  - International Student Advising Office www.mun.ca/international
  - The Library http://www.library.mun.ca/
  - Career Exploration https://www.mun.ca/student/student-success/career/
  - Student wellness and Counselling Center http://www.mun.ca/counselling/home/
  - The Writing Center https://www.mun.ca/writingcentre/
  - Student Health Center http://www.mun.ca/health/index.php
  - Sexual Harassment Office http://www.mun.ca/sexualharassment/
  - Emergency Management http://www.mun.ca/emergency/
  - Graduate Students' Union www.gsumun.ca
  - Instructional Development Office www.citl.mun.ca/

**In case of emergency, call 864-4100 or 911**
Words of Advice

- Be proud of yourself and be confident
- Stay healthy - healthy food and exercise
- Prioritize what needs to do and set up your routine
- What to expect:
  - Respect
  - Know professors’ expectations
  - Communicate with profs & TAs
  - Active participation in classroom
- Study efficiently
  1. Time
  2. Place
  3. Tools
- Communicate and Connect
- Ask for help as early as possible - don’t wait until it is too late!
Get the most out of Memorial University!!
Questions?

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