

## Financial matters

Your income will most likely come from three sources: Graduate Research Bursaries, Graduate Teaching Assistships, and Graduate Awards (internal or external). Your minimum guaranteed income (all sources combined) was stated on your letter of admission. You can seek additional funding sources - in open consultation with your supervisor.

**Graduate Research Bursaries** - Paid from the research grant(s) of your supervisor(s). They can be for a period up to one year and are renewable. Remind your supervisor to submit your bursary to the GPA one full month before its start date.

**Graduate Teaching Assistships** - These work contracts are written for one semester at the time, and the duties are agreed upon with the teacher of the course. Please work with the Undergraduate Program Coordinator (Natalja Zazubovits) and the teacher to submit your contract one full month before the semester starts. TRAC is your TA union ([link](#)).

**Graduate Awards** ([browse them here](#))

You may receive awards from the Faculty of Arts and Science or the School of Graduate Studies or external agencies. Your primary contact point about the payment of these awards is your GPA (Marie-Anne). When you want to go to a conference, you can apply for a conference grant ([link](#)).

**Tuition and fees**

For all full-time students (independently of your tuition level), we guaranteed at admission a funding amount we believe permits to pay your tuition and afford a modest living without incurring any debt during your degree. Your MSc/PhD tuition is billed over your 4/8 first semesters (i.e. 1.33/2.66 years for MSc/PhD). In addition, students service fees are charged each semester. International student must cover the cost of health

## Academic life and services

**Graduate Studies links:**

- School of Graduate Studies
- Department of Physics Graduate Policy
- Academic Code of Conduct
- Concordia Library

**University Community links:**

- Campus Security and Emergency Services
- Office of Rights and Responsibilities
- LIVE Centre (volunteering)
- Graduate Student Association
- Student Advocacy Office

**Career Development links:**

- Weekly Department of Physics Research Colloquia
- Grad Pro Skills
- Career and Planning Services (CAPS)
- French courses

**Health Services links (we all need them):**

- Access Centre for Students with Disabilities
- Health Clinic
- Counselling and Psychological Services
- Sexual Assault Resource Centre (SARC)
- Recreation and Athletics

**Administrative links:**

- Student Accounts
- Birks Student Service Centre

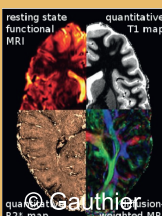
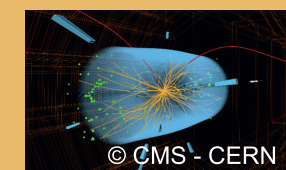
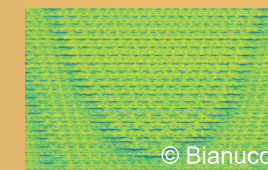
On behalf of all Faculty and Staff in our Department, I wish you an engaging academic year, rewarding research, and fun times amongst our supportive community!

Your GPD, Pablo Bianucci.



**Welcome to your Department of Physics at Concordia University.** We are passionate about physics and biophysics, and we use experimental, computational and theoretical approaches in our research and teaching. Our community is inclusive of all, and we interact as much as possible informally, while focusing on caring for each other and for science. Your success and well-being is essential to us. Please discuss all aspects of your graduate career with your supervisor, and reach out to your supervisory committee, GPD and Chair whenever needed. This pamphlet **includes six sections:**

- Welcome (a few key people and links)
- Tips for your arrival and getting settled in
- What are the rules and requirements of your program
- Information about how to select your graduate courses
- A brief guide to financial matters at Concordia
- Overview of academic life and student services



Grad Program Assistant (GPA): Ms. Marie-Anne Cheong Youne  
Grad Program Director (GPD): Dr. Pablo Bianucci  
Chair of the Department: Dr. Valter Zazubovits

Key Link 1 - [New Graduate Student Welcome Guide](#)  
Key Link 2 - [International Student Office](#)  
Key Link 3 - [Physics Graduate Program Policy](#)

## Settling In

Your first few weeks will be filled with questions and various challenges, please reach out to us. This info can also help:

### **Orientation Sessions:** (more on the Student Hub)

- University-wide Graduate Student Orientation Session
- Department of Physics Orientation for Graduate Students  
(Sep 8, 1:15 PM at L-SP 365.01)
- Department of Physics Orientation for Teaching Assistants  
(Sep 9, 10:15 AM at L-SP 365.01)
- Meet with your research group members right away.

### **Documents and accounts :**

- Activate your email and online accounts ([link](#))
- Get a Concordia ID card - Student Hub> My CU Account> Personal info> Get ID
- International students - Apply for a Social Insurance Number (SIN) ([link](#)).
- Give your SIN/address/bank info to the GPA (Marie-Anne).
- Check-in (in person or via Zoom) with the GPA to get your keys, office space, mailbox, printer access, and advice.
- International students: Consult the International Student Office whenever you travel or need immigration documents. Study permit link, visa link.

### **Social life links:**

- Finding an apartment in Montreal
- Lots of fun ideas: <https://www.concordia.ca/students/life.html>
- Graduate Student Association
- If you are new to Canada and feeling lonely
- French courses

### **Volunteer Physics Graduate Mentors** (contact as needed)

Mehdi Shamekhi ([meh.shamekhi@gmail.com](mailto:meh.shamekhi@gmail.com))  
Zacharie Povin-Jutras ([zacharie.potvinjutras@concordia.ca](mailto:zacharie.potvinjutras@concordia.ca))  
Alexis Hotte-Kilburn ([alexis-hottekilburn@hotmail.com](mailto:alexis-hottekilburn@hotmail.com))

## Program Milestones

What to do, and when, to progress towards graduation? The Graduate Calendar (GC) lists the main program milestones and University-level requirements to graduate. The department-level Physics Graduate Program Policy (PGPP) provides details about the specific format, administration, and timing of milestones in the department. In addition, your research supervisor and supervisory committee manage the specialized expectations for your "Research and Thesis" credits (meetings, conferences, publications, thesis) within the bounds of the GC and PGPP.

### **Graduate calendar milestones for all students:**

- Selecting your supervisory committee - first semester; submit form to GPD ([link](#)).
- Annual meeting with supervisory committee - every 12 months, submit report to GPD ([link](#)).
- Taking three courses listed in the GC for your program (min of 9 credits, max of 12 credits). Normally within the first year, or at most within two years.
- Applying for Graduation - a few months before graduating.
- Submitting your thesis and required corrections, on time.

### **Specific to M.Sc. in Physics students:**

- Research Seminar Course (half-course load) - PHYS 760 (Prof. S. Maiti). Take after your 3 regular courses, and within 2 years of your start. Not offered in Summer.

### **Specific to Ph.D. in Physics students:**

- Comprehensive Exam - PHYS 870. Take after your 3 courses, but before starting the core of your PhD research. Normally within 2 years of your start.
- Research Seminar Course (half-course load) - PHYS 862 (Prof. S. Maiti). Take after your 3 regular courses, and within your first 3 years. Not offered in Summer.
- Pedagogical Seminar (two-semester long: Fall and Winter) - PHYS 861. Take at least one year before graduation.
- Thesis Defence ([link](#)) - after thesis submission, but plan ahead.

## Graduate Courses

Regular course selection and registration (note: you also need to register for PHYS 760, 861, or 862).

### **How to choose courses:**

- See which courses are available in the calendar, and talk to your supervisor/GPD if you want to take other equivalent courses.
- Please discuss with your supervisor (and if possible, your supervisory committee) before registering for any course.
- At a minimum 1 of your 3 courses must be taken with our Department, no exception.

### **When to register:**

- Registered several weeks ahead or more.
- The deadline to add or drop a course (without it appearing on your transcript) is called the DNE date and is approximately 2 weeks after the start of the semester (Sep 19, 2022).
- The deadline to drop a course (with the mention "discontinued" but no grade) on your transcript is the DISC date (Dec 8 2022). You will be billed for these courses.
- For courses in other departments, you should contact the teacher ahead of time and ask for permission to register. Ask your supervisor for help if needed.
- For courses at other Universities, register a full 2 months ahead of time.

### **How to register:**

- Courses at Concordia ([link](#))
- Courses at other Universities in Quebec ([link](#))

To keep in mind: You need a minimum grade of B in any graduate course. If you face difficulties with a course, please talk right away (do not wait) to your supervisor to decide if you should drop it.