

## Financial matters

Your income will most likely come from three sources: Graduate Research Bursaries, Graduate Teaching Assistantships, 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(s).

**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(s) to submit your bursary to the Graduate Program Assistant (GPA) one full month before its start date.

**Graduate Teaching Assistantships (TA)**- 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 Department Administrator and the teacher to submit your contract one full month before the semester starts. CREW 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. When you want to go to a conference, you can apply for a conference grant ([link](#)).

### Tuition and fees

For all full-time students (independent of your tuition level), we guarantee, 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, student service fees are charged each semester. International students must cover the cost of health insurance. To get the latest numbers, see [online](#) ([link](#)).

## 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

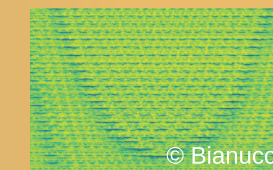
On behalf of all Faculty and Staff in our Department, I wish you an engaging academic year, rewarding research, and fun times amongst our supportive community!

Your Graduate Program Director



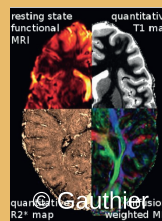
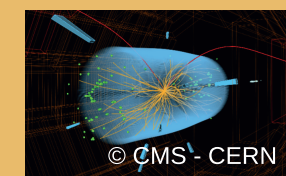
**Welcome to your Department** of Physics at Concordia University. We are passionate about physics and biophysics, and we use experimental, computational and theoretical approaches in our research and teaching. Our community is inclusive of all, and we interact as much as possible informally, while focusing 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(s), and reach out to your supervisory committee, Graduate Program Director and Chair whenever needed.

- 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



Key contacts

Grad Program Assistant (GPA)  
Grad Program Director (GPD)  
Chair of the Department



### Key links

New Graduate Student Welcome Guide  
International Student Office  
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  
(Generally during the first week of classes, please check your email)
- Department of Physics Orientation for Teaching Assistants  
(Generally during the first week of classes, please check your email)
- 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.
- Check-in 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)  
Contact the GPA for the contact information of current Graduate Mentors.

# 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:**

- Select your supervisory committee - first semester, submit form to GPD ([link](#)).
- Annual meeting with supervisory committee - every 12 months, submit report to GPD ([link](#)).
- Take 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.
- Apply for Graduation - deadlines are January 15 and July 15.
- Submit your thesis and required corrections, on time.

## **Specific to MSc in Physics students:**

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

## **Specific to PhD 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. 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(s)/GPD if you want to take other equivalent courses.
- Please discuss with your supervisor(s) (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:**

- Register several weeks ahead of the term start or earlier.
- 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.
- The deadline to drop a course (with the mention "discontinued" but no grade) on your transcript is the DISC date. 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(s) 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(s) to decide if you should drop it.