

CME

GRADUATE STUDENT

HANDBOOK

FALL 2023-WINTER 2024



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INFORMATION APPLICABLE TO ALL PROGRAMS



CME Administrative Office Address

1515 Ste-Catherine St. W.
EV 3.139
Montreal, QC
H3G 2W1



CME Website



Title Abbreviations and Definitions

GPD: Graduate Program Director

The GPD is the professor responsible for managing all aspects of their programs and for advising students on academic matters, course registration, etc. The GPD makes important and final decisions about the programs, resolves issues, reviews and approves student requests, signs documents and forms.

PC: Programs Coordinator

The PC is the administrative employee responsible for advising students on administrative matters and helps the GPD with advising, course registration, etc. Although the PC may advise students on administrative matters, the student is responsible for knowing the rules, regulations, policies and deadlines in the [Graduate Calendar](#).

MASc: Master of Applied Science

PhD: Doctor of Philosophy

CHME: Chemical and Materials Engineering

CME: Chemical and Materials Engineering

GCS: Gina Cody School (of Engineering and Computer Science)

ENCS: Engineering and Computer Science



[Graduate calendar](#)



[Complete glossary of university terms and acronyms](#)

CME DEPARTMENT CONTACT LIST



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ENCS ACCOUNT

All GCS students are provided with ENCS computer and email accounts. Note that the Department and the Dean's Office use the automatically generated listservs from the ENCS accounts to distribute information. We ask that you sign into that email account regularly or set up automatic forwarding to your concordia.ca email account.



 [ENCS account set-up instructions](#)



Please use your concordia.ca email account for all official communications with the university as it supports identification verification.

TIME LIMIT

Students who will or have exceeded their time limit can submit a [Time Limit Extension Service Request](#). A Time Limit Extension (TLE) notation is added to the extended terms and is replaced if a course is registered. The student must submit a timeline for completion of the degree, approved by their supervisor. You can find your time limit date on your Offer of Admission Letter, and on your Transcript.



[Time Limit Extension Service Request](#)

GRADUATION

Students must apply to graduate in the Student Center by the following deadlines:

Spring Convocation 15-Jan

Fall Convocation 15-Jul



[Apply to graduate](#)



[Convocation & Graduation](#)

CONVOCATION

All graduates must apply to graduate and register to attend convocation ceremonies using an online form once ceremonies are announced. Information about convocation ceremonies will be sent by email to all students who have applied to graduate.

STUDENT SERVICE REQUESTS

Applications from students for exceptions to academic regulations or related matters should be submitted by the student through a [service request](#). Students may submit service requests through their Student Center under “Graduate Service Requests”. As some requests may be time sensitive, it is the student’s responsibility to ensure that they are aware of all [deadlines](#) and [regulations](#).



[Service request](#)



[Deadlines](#)



[Regulations](#)



Service requests require supporting documentation in order to be evaluated. Failure to provide supporting documentation will result in the refusal of a request.

Examples of supporting documentation:

- Medical note
- Birth certificate
- Communications with department and faculty
- Employment letter
- Travel documents

MOST FREQUENT STUDENT SERVICE REQUESTS



Change of option

For Graduate students who wish to switch from course-based option to thesis option or vice versa, and from department to department.

Transfer credits

To transfer credits from the Certificate to the Diploma, or from the Diploma to the MASc, or from the MASc to the PhD.

Withdrawal from the program

For Students who wish to withdraw from their program or from the university. A Withdrawal from Program request is required when transferring from the Certificate to the Diploma, or when transferring from the Diploma to the MASc, or when Fast-Tracking from the MASc to the PhD.

Time Limit Extension

Students who will or have exceeded their time limit can submit this request. A Time Limit Extension notation is added to the extended terms and is replaced if a course is registered. The student must submit a timeline for completion of the degree, approved by their supervisor.

Academic Re-evaluation Request

For Students who are dissatisfied with the grade received on one or more pieces of coursework. Students shall first attempt to meet with the instructor and explain their position.

REQUESTS NOT REQUIRING SUBMISSION OF A SERVICE REQUEST



Attestation Letter

Request an attestation letter to show your student status. Examples of attestation letters might include proof of full-time or part-time status, Certification of graduation, or Immigration/Visa extension.



CAQ letters

*For International students whose CAQ letter and study permit is scheduled to expire, please send an email to the **Programs Coordinator** to prepare a letter to support your application for renewal.*

ACADEMIC COMMUNITY AND CONDUCT

Concordia is committed to promoting a safe, respectful and supportive environment for all students, faculty members, researchers and staff. **Academic integrity** refers to the principle of upholding honesty, responsibility and fairness in all aspects of academic life. The **Academic Code of Conduct** outlines the importance of academic integrity and the procedure to file a complaint if you believe you have discovered a case of cheating, plagiarism or any other dishonest behaviour related to academic pursuits.



Academic & Community Conduct



Academic Code of Conduct



Academic Integrity

DEPARTMENTAL DISPUTE RESOLUTION PROCEDURE

If you find yourself in conflict with someone in the department, please reach out to Erica Howse to make an appointment for you to speak with Dr. Alex De Visscher, Chair of the Department.

RESOURCE CHEAT SHEET



STARTING POINTS

 [CME Homepage](#)

 [Class Schedules](#)

 [Graduate Student Handbook](#)

 [ENCS User Account](#)

 [Important Academic Dates](#)

 [Concordia WiFi](#)

 [GCSE Student Services](#)

 [Student Hub - Graduate](#)

 [Moodle \(LMS\)](#)

 [School of Graduate Studies](#)

 [Student Academic Services](#)

 [Concordia's COVID-19 Updates](#)



COOP AND INTERNATIONAL EXCHANGES

 [Institute for Co-Operative Education](#)

 [Concordia International](#)

 [WIE-CLE COOP](#)



FINANCE

 [Student Accounts Office](#)

 [Financial Aid and Awards](#)

 [Tuition and Fees](#)

 [Graduate tuition fees](#)

 [Tuition and fees break down](#)

RESOURCE CHEAT SHEET



HEALTH AND WELLNESS

 [Counselling and Psychological Services](#)

 [Health Services](#)

 [ZEN DENS](#)



INTERNATIONAL STUDENTS

Immigration documents, health insurance, events and workshops, living and working in Canada, financial support

 [International Students Office](#)



PROFESSIONAL DEVELOPMENT, EXPERIENTIAL LEARNING, VOLUNTEER EXPERIENCE

 [Experiential Learning Office](#)

 [GradProSkills](#)

 [Public Scholars Program](#)

 [Community Compass](#)

 [LIVE](#)

 [Spark!](#)



STUDENT LIFE

 [Academic and Community Conduct](#)

 [Affordable Food Resources](#)

 [Co-Curricular Record](#)

RESOURCE CHEAT SHEET



STUDENT LIFE



[Concordia Council on Student Life](#)



[ECSGA](#)



[Recreation, Sports, and Fitness](#)



STUDENT SERVICES, OFFICES, AND CENTRES



[Aboriginal Student Resource Centre](#)



[Access Centre for Students with Disabilities](#)



[Dean of Students Office](#)



[Office of Rights and Responsibilities](#)



[Multi-Faith and Spirituality Centre](#)



[Examinations Office](#)



[Registrar's Office](#)



[Birks Student Service Centre](#)



[Student Parents Centre](#)



[Sexual Assault Resource Centre](#)



[Student Advocacy Office](#)



[Student Success Centre](#)

GRADUATE CERTIFICATE IN CHEMICAL ENGINEERING PROGRAM



GENERAL REQUIREMENTS



All work for a graduate certificate program must be completed within 9 terms (3 years). You can find your time limit date on your Offer of Admission Letter, and on your Transcript.

A Student needs to complete a minimum of 15 credits choosing from the following graduate courses:



8 credits of Core Courses:

CHME 601 I

Advanced Transport Phenomena (4.00)

ENCS 602 I

Engineering Analysis (4.00)



4 credits chosen from one of the following two courses:

CHME 602 I

Advanced Chemical Engineering
Thermodynamics (4.00)

CHME 603 I

Chemical Kinetics and
Reaction Engineering (4.00)



3 credits minimum, with a maximum of 4 credits of Elective Courses chosen from one course from the list below, or any core Diploma, MEng, or MASc course in Chemical Engineering not included in the Certificate core course list.

CHME 606I

Advanced Biochemical Engineering (4.00)

CHME 608I

Advanced Separation Processes (4.00)

CHME 609I

Statistics for Chemical Engineering (4.00)

CHME 611I

Polymer Chemistry and Engineering (4.00)

CHME 610I

Advanced Battery
Materials and Technologies (4.00)

CHME 613I

Advanced Colloid and Interface
Science and Engineering (4.00)

CHME 691I

Topics in Chemical Engineering I (4.00)

ENCS 611I

Numerical Methods (4.00)

ENGR 620I

Fluid Mechanics (4.00)

MECH 613I

Conduction and Radiation Heat Transfer (4.00)

MECH 614I

Heat Exchanger Design (4.00)

MECH 710I

Convection Heat Transfer (4.00)

For advice on your course selection, please contact the GPD, non-thesis programs.



Course descriptions



[Chemical and Materials
Engineering Courses](#)



[Engineering and
Computer Science Courses](#)



[Mechanical, Industrial and
Aerospace Engineering Courses](#)



GRADUATE CERTIFICATE PROGRAM TABLE

Graduate Certificate 15 Credits		
Course	Course Credits	Required Credits
Required		
Chemical Engineering Gr. Certificate Core:		12 credits
8 credits:		
CHME 601 I	4	
CHME 602 I	4	
4 credits:		
CHME 602 I	4	
CHME 603 I	4	
Chemical Engineering Graduate Certificate Electives:		3-4 credits
3-4 credits:		
CHME 606 I	4	
CHME 608 I	4	
CHME 609 I	4	
CHME 610 I	4	
CHME 611 I	4	
CHME 613 I	4	
CHME 691 I	4	
ENCS 611 I	4	
ENGR 620 I	4	
MECH 613 I	4	
MECH 614 I	4	
MECH 710 I	4	
or any core Diploma, MEng, or MASc course		



GRADUATE CERTIFICATE ADDITIONAL REQUIREMENTS



DEPARTMENTAL ORIENTATION SESSION

Attendance at the Departmental Orientation Session during the first term of residence is mandatory for new students and recommended for all graduate students. Orientation sessions are held as part of the course **CHME 698I Chemical Engineering Research Protocols and Safety** during the first days of class in the Fall, Summer and Winter terms. Graduate Certificate students attending the Orientation Session do not need to register for CHME 698I. An email message will be sent to all students to inform them about the upcoming Orientation Sessions.



DEPARTMENTAL SEMINAR SERIES

Every term the Chemical and Materials Engineering Department holds a seminar series where guest speakers from all over the world are invited to talk about their current research in a variety of fields related to chemical and materials engineering. In addition, end of program PhD students from the Department are invited to present the results of their research projects to the community.

Attendance at 80% of the seminars is mandatory for all students in each term. Attendance will be monitored with a sign-in sheet and students should sign their name upon entering the classroom. The department believes strongly in encouraging students to take advantage of all the learning opportunities available to them, and to contribute to and participate in the life of the department. The schedule of the seminars will be communicated by email in advance.



TRANSFER FROM THE GRADUATE CERTIFICATE TO THE GRADUATE DIPLOMA PROGRAM

Graduate Certificate students who want to transfer to the Graduate Diploma program can transfer up to 15 credits to the Graduate Diploma (30 credits).

PROCESS:

1. Students must obtain the **Graduate Program Director's** approval before transferring to the Graduate Diploma program.
2. Students must submit a complete admission application for the term they will start the Graduate Diploma.
3. Students must submit a **Withdrawal from Program Service Request** to withdraw from the Graduate Certificate program before the **DNE deadline** of the semester in which they start the Graduate Diploma.
4. Students must submit a **Transfer Credits Service Request** to transfer credits from the Graduate Certificate to the Graduate Diploma program.



**Withdrawal from Program
request**



DNE Deadline



**Transfer Credit
Service Requests**

GRADUATE DIPLOMA IN CHEMICAL ENGINEERING PROGRAM



GENERAL REQUIREMENTS



All work for a diploma program must be completed within 12 terms (4 years) from the time of initial registration. You can find your time limit date on your Offer of Admission Letter, and on your Transcript.

A Student needs to complete a minimum of 30 credits choosing from the following graduate courses:



16 credits:

CHME 601 I

Advanced Transport Phenomena (4.00)

ENCS 602 I

Engineering Analysis (4.00)

CHME 602 I

Advanced Chemical Engineering
Thermodynamics (4.00)

CHME 603 I

Chemical Kinetics and
Reaction Engineering (4.00)



4 credits chosen from one of the following courses:

CHME 604 I

Chemical Engineering
Process Dynamics and Control (4.00)

CHME 605 I

Chemical Process Engineering
and Design (4.00)



4 credits chosen from any courses listed in **E57 - Composite Materials** or from the following of Materials Engineering graduate courses:

CHME 610 I

Advanced Battery Materials and Technologies (4.00)

CHME 607 I

Materials Science and Engineering (4.00)

CHME 611 I

Polymer Chemistry and Engineering (4.00)

CHME 612 I

Nanomaterials Science and Engineering (4.00)

GRADUATE DIPLOMA IN CHEMICAL ENGINEERING PROGRAM

CHME 613I

Advanced Colloid and Interface
Science and Engineering (4.00)

CHME 791I

Topics in Chemical Engineering II (4.00)

ENGR 660I

Principles of Solar Engineering (4.00)

MECH 643I

Introduction to Tribology
(Wear, Friction and Lubrication) (4.00)

MECH 657I

Corrosion and Oxidation of Metals (4.00)



3 credits minimum with 4 credits maximum (one course) technical elective chosen from Chemical Engineering or from any other Engineering and Computer Science graduate program, or from the Chemistry, Physics, or Biology graduate programs.



3 or 4 credits from the following list of Complementary Courses chosen from any 6000-level course(s) listed in the following Topic Areas:

E08 - Academic Communication Skills

E09 - Professional Leadership Skills

Students may take an elective course outside the elective list with permission of the GPD.

For advice on your course selection, please contact the GPD, non-thesis programs.

GRADUATE DIPLOMA IN CHEMICAL ENGINEERING PROGRAM



Course descriptions

 [E57 - Composite Materials](#)

 [E08 - Academic Communication Skills](#)

 [E09 - Professional Leadership Skills](#)

 [Chemical and Materials
Engineering Courses](#)

 [Engineering and
Computer Science Courses](#)

 [Mechanical, Industrial and
Aerospace Engineering Courses](#)



GRADUATE DIPLOMA PROGRAM TABLE

Graduate Diploma 30 Credits		
Course	Course Credits	Required Credits
Required		
Chemical Engineering Graduate Diploma Core:		20 credits
16 credits:		
CHME 601 I	4	
CHME 602 I	4	
CHME 603 I	4	
ENCS 602 I	4	
4 credits:		
CHME 604 I	4	
CHME 605 I	4	
Chemical Engineering Graduate Diploma Electives:		10 credits
4 credits:		
Electives List 1 - E57 Composite Materials	4	
3-4 credits:		
Electives List 2 - Technical elective course in CHEM ENG, ENG & COM SCIE. CHEM, PHYS, BIOL.	3-4	
Electives List 3		
3-4 credits:		
E08 - Acad. Comm. Skills	3-4	
E09 - Prof. Leadership Skills		



GRADUATE DIPLOMA ADDITIONAL REQUIREMENTS



DEPARTMENTAL ORIENTATION SESSION

Attendance at the Departmental Orientation Session during the first term of residence is mandatory for new students and recommended for all graduate students. Orientation sessions are held as part of the course **CHME 698I Chemical Engineering Research Protocols and Safety** during the first days of class in the Fall, Summer and Winter terms. Graduate Certificate students attending the Orientation Session do not need to register for CHME 698I. An email message will be sent to all students to inform them about the upcoming Orientation Sessions.



DEPARTMENTAL SEMINAR SERIES

Every term the Chemical and Materials Engineering Department holds a seminar series where guest speakers from all over the world are invited to talk about their current research in a variety of fields related to chemical and materials engineering. In addition, end of program PhD students from the Department are invited to present the results of their research projects to the community.

Attendance at 80% of the seminars is mandatory for all students in each term. Attendance will be monitored with a sign-in sheet and students should sign their name upon entering the classroom. The department believes strongly in encouraging students to take advantage of all the learning opportunities available to them, and to contribute to and participate in the life of the department. The schedule of the seminars will be communicated by email in advance.



TRANSFER FROM THE GRADUATE DIPLOMA TO THE MASc PROGRAM

Graduate Diploma students who want to transfer to the MASc program can transfer up to 12 credits (4 courses) from the Graduate Diploma Core in the MASc program (45 credits). Please note that securing a Supervisor is required for admission to the MASc program.

PROCESS:

1. Students must secure a Supervisor.
2. Students must submit a complete admission application for the term they will start the MASc.
3. If accepted, students will receive an official letter of admission.
4. Students must submit a [Withdrawal from Program Service Request](#) to withdraw from the Graduate Diploma program before the [DNE deadline](#) of the semester in which they start the MASc Program.
5. Students must submit a [Transfer Credits Service Request](#) to transfer credits from the Graduate Diploma to the MASc Program.



[Withdrawal from Program request](#)



[DNE Deadline](#)



[Transfer Credit Service Requests](#)

MASTER OF APPLIED SCIENCE IN CHEMICAL ENGINEERING PROGRAM



GENERAL REQUIREMENTS

- The minimum residence requirement for the master's degree is 3 terms (one year) of full-time study, or the equivalent in part-time study. This requirement must be met regardless of the amount of graduate work previously completed in any other program or at any other university.
- All work for a thesis-based master's degree for full-time students must be completed within 9 terms (3 years) from the time of initial registration in the program; for part-time students the time limit is 15 terms (5 years). You can find your time limit date on your Offer of Admission Letter, and on your Transcript.
- Completion of a minimum of 45 credits.
- Completion of the graduate courses list below.
- Submission and defense of a thesis.



4 credits: CHME 698I Chemical Engineering Research Protocols and Safety must be completed in the first term in the program.



4 credits minimum from the Chemical Engineering MASc Core Courses.

Consult with your Supervisor prior to registering for any courses from the Chemical Engineering MASc Core Courses



8 credits maximum from the Chemical Engineering MASc Electives List with permission of the Graduate Program Director.

Consult with your Supervisor prior to registering for any courses from the Chemical Engineering MASc Electives List

Students may take an elective course outside the Chemical Engineering MASc Electives List with permission of the Graduate Program Director.

MASTER OF APPLIED SCIENCE IN CHEMICAL ENGINEERING PROGRAM



GENERAL REQUIREMENTS

Students who take a three-credit course towards their requirement of 12 credits chosen from the Chemical Engineering MASc Core Courses list and the Chemical Engineering MASc Electives List: must take the one-credit course **CHME 600I - Project in Chemical and Materials Engineering** to obtain the missing credit.



29 credits: *ENGR 890I Master of Applied Science Research and Thesis.*



Course descriptions



[Chemical Engineering
MASc Core Courses](#)



[Chemical Engineering
MASc Electives List](#)



[Chemical and Materials
Engineering Courses](#)



[Engineering and
Computer Science Courses](#)



MASC PROGRAM TABLE

MASc 45 Credits					
Course	Course Credits	Required Credits	Recommended Timeline		
Required					
CHME 698I Protocol & Safety	4	4	Term I		
Chemical Engineering MASc Core:		Minimum 4 credits	Year I		
CHME 601I	4				
CHME 602I	4				
CHME 603I	4				
CHME 604I	4				
CHME 605I	4				
CHME 607I	4				
CHME 608I	4				
CHME 612I	4				
ENCS 602I	4				
ENGR 890I Thesis Submission	29	29	Year 2		
Chemical Engineering MASc Electives:		Maximum 8 credits	Year 1-2		
CHME 606I	4				
CHME 609I	4				
CHME 610I	4				
CHME 611I	4				
CHME 613I	4				
CHME 691I	4				
ENCS 611I	4				
ENGR 620I	4				
MECH 613I	4				
MECH 614I	4				
MECH 710I	4				
CHME 791I	4				
ENGR 660I	4				
ENGR 697I	4				
MECH 657I	4				
CHEM 63I	3				
CHME 600I	1				
E03 - Systems and Control	Topic Area - Except MASc Core				
E04 - Fluid Mechanics					
E07 - Energy Conversion					
E08 - Acad. Comm. Skills					
E09 - Prof. Leadership Skills					
E37 - Env. Engineering					
E52 - Thermo. & Heat Transf.					
E57 - Composite Materials					



MASC ADDITIONAL REQUIREMENTS



DEPARTMENTAL ORIENTATION SESSION

Attendance at the Departmental Orientation Session during the first term of residence is mandatory for new students and recommended for all graduate students. Orientation sessions are held as part of the course **CHME 6981 Chemical Engineering Research Protocols and Safety** during the first days of class in the Fall, Summer and Winter terms. Graduate Certificate students attending the Orientation Session do not need to register for CHME 6981. An email message will be sent to all students to inform them about the upcoming Orientation Sessions.



DEPARTMENTAL SEMINAR SERIES

Every term the Chemical and Materials Engineering Department holds a seminar series where guest speakers from all over the world are invited to talk about their current research in a variety of fields related to chemical and materials engineering. In addition, end of program PhD students from the Department are invited to present the results of their research projects to the community.

Attendance at 80% of the seminars is mandatory for all students in each term. Attendance will be monitored with a sign-in sheet and students should sign their name upon entering the classroom. The department believes strongly in encouraging students to take advantage of all the learning opportunities available to them, and to contribute to and participate in the life of the department. The schedule of the seminars will be communicated by email in advance.



PROGRESS REPORTS

The School of Graduate Studies is responsible for annually monitoring the progress of graduate students in research programs. Students must submit a report every year by March 31, and if not submitted a block will be placed on the students' record that will prevent registration of any further courses. The contents of the students' reports remain confidential to the Graduate Program Director, Department Chair, and School of Graduate Studies (the Supervisor doesn't have access to the students' reports).



LAB ACCESS

Thesis students are required to complete CHME 6981 Research Protocols and Safety in their first semester. All required training for lab access, among other components, is included in this course. You can find information about lab safety, including the list of training required for each lab on the [Department's Lab Safety page](#). Please read all the policies carefully as you are responsible for your own safety and those around you.

When you have completed and passed all training, and are in your second semester, your supervisor will request lab access on your behalf. Erica will verify your completed training with the Environmental Health and Safety Office. Lab access will be added to your access card 24 hours after the request is entered into the system.



PICKING UP YOUR ACCESS CARD

LOYOLA

After the [DNE deadline date](#), visit the Loyola Security Desk at SP-144 (Science Pavilion) to have your photo taken and access card printed. Make sure you bring a valid photo ID. Hours of operation: Monday to Friday, 7:30 a.m. to 2:30 p.m. If the security desk asks you to complete a form, let them know that you are from GCS and we do not need to complete the form.

SGW

After the [DNE deadline date](#), visit the SGW Security Desk H-118 (Hall Building) to have your photo taken and access card printed. Make sure you bring a valid photo ID. Hours of operation: Monday to Sunday, 9:00 a.m. to 9:00 p.m. If the security desk asks you to complete a form, let them know that you are from GCS and we do not need to complete the form.

Access to the following [rooms](#) in the EV Building will be added to your access card after the [DNE deadline date](#):

EV 8.101, 8.105, 8.109, 8.119, 8.143, 8.165, 8.169, 8.181, 8.187, 9.113, 9.139, 9.241, 9.245, 9.411*, 10.411*, 14.401*, 16.105*.

**These rooms are Student lounges which have a fridge, a microwave and tables where you can eat.*

Note that the access card is the property of the Concordia University Security Department. This card is non-transferable and is to be used by the cardholder only. If this card is lost or stolen, it must be reported immediately to the Security Department at 514-848-2424 ext. 3717 and to Erica. The access card must be presented or returned to authorized University personnel upon request.



[CME Lab Safety](#)



[DNE Deadline](#)



[Computer labs](#)



LAB COATS

You will need a lab coat in order to work in the lab. Complete the Lab Coat Policy and Form document available on the Lab Safety page and return to Erica. Once verified, Erica will schedule a time to meet with her (for SGW labs) or forward the request to Kerri (for Loyola labs).



DESK ASSIGNMENT

As a research-based student you are eligible to be assigned a desk on campus in your second semester dependent on availability. Your supervisor should request this desk on your behalf by writing to Erica.



FAST TRACK FROM THE MASc TO THE PHD PROGRAM

1. Prior to the request for fast-track PhD, the student must have passed at least 3 four-credit MASc courses with excellent grades (GPA: minimum 3.7) and should have an outstanding undergraduate academic record (GPA: minimum 3.2).
2. In order to fast-track from MASc to PhD, the student's supervisor must send a recommendation letter, along with other supporting documents (CV, transcripts, and publication if applicable) to the **Graduate Program Director** to justify the student's upgrade to the PhD.
3. The **Graduate Program Director** will meet with the departmental graduate studies committee to review the request and make the decision.
4. If approved, the request will then be forwarded to the Gina Cody School for final approval by the Associate Dean.
5. Students who fast-track to PhD must take minimum 5 courses (including those taken prior to the transfer) to satisfy the departmental requirements.
6. Upon approval, the students must submit a complete admission application for the term they will start their PhD.
7. Students must submit a **Withdrawal from Program Service Request** to withdraw from the MASc program before the **DNE deadline** of the semester in which they start the PhD.
8. Students must submit a **Transfer Credits Service Request** to transfer credits from the MASc to the PhD program.



 **Withdrawal from Program request**



DNE Deadline



Transfer Credit Service Requests



MASC AWARDS & SCHOLARSHIPS

There are many possible scholarship programs and funding agencies. To help students navigate these diverse opportunities, GradProSkills and the Graduate Awards Office will be offering **workshops and information sessions each year**. The Department will inform you and your Supervisor(s) when the application opens for any awards and competitions by providing information about the eligibility requirements, and the application / nomination process.



**GradProSkills
Workshops**



Funding sources



MASC THESIS SUBMISSION



Learn everything you need to know about how to prepare, submit, and defend your master's thesis



MASC THESIS INITIAL SUBMISSION

Students are responsible to submit their Initial Thesis to the **Graduate Program Director** and the **Program Coordinator**.



MASC ORAL DEFENCE

In consultation with the Supervisor, the Oral Defence is commonly scheduled within 3 to 5 weeks from the initial submission of your thesis.



MASC THESIS FINAL SUBMISSION

The Final Thesis can be submitted after the Oral Defence and depending on the outcome of the Oral Defence.



MASC THESIS DEADLINES

MASc Thesis Deadlines			
Spring Convocation		Fall Convocation	
Apply to Graduate	15-Jan	Apply to Graduate	15-Jul
Initial Thesis Sub.	4-Mar	Initial Thesis Sub.	4-Aug
Final Thesis Sub.	1-Apr	Final Thesis Sub.	1-Sep



DEPARTURE PROCEDURES

CONGRATULATIONS ON YOUR GRADUATION! PLEASE DON'T FORGET TO:

1. Put your lab coat in the laundry chute and let Erica know you have done so. Your access to the lab will then be removed.
2. Clean out your desk and drawer/locker. You will be unassigned as soon as possible to make room for the next student. Spots are in high demand.
3. Return any keys you may have to your supervisor.



DOCTOR OF PHILOSOPHY IN CHEMICAL ENGINEERING PROGRAM



GENERAL REQUIREMENTS

- The minimum residence requirement for a doctoral degree is 6 terms (two years) of full-time graduate study, or the equivalent in part-time study.
- All work for a doctoral degree must be completed within 18 terms (6 years) of full-time study or 24 terms (8 years) of part-time study from the time of original registration in the program. You can find your time limit date on your Offer of Admission Letter, and on your Transcript.
- Completion of a minimum of 90 credits.
- Completion of the graduate courses list below.
- Submission and defense of a thesis.



4 credits: **CHME 698I Chemical Engineering Research Protocols and Safety** must be completed in the first term in the program.



8 credits:

- **ENCS 850I Comprehensive Examination** (0 credits) must be completed before the end of the first year in the PhD program.
- **ENCS 851I Doctoral Research Proposal** (6 credits) must be completed before the end of the second year in the PhD program.
- **ENCS 801I PhD Seminar** (2 credits) must be completed before the Initial Thesis Submission.



8 credits: chosen from the Chemical Engineering PhD Courses list.

Please consult with your Supervisor prior to registering for any courses from the Chemical Engineering PhD Courses list.

Students may take a course outside the course list with permission of the **Graduate Program Director**. Students who take a three-credit course towards their course requirement of 12 credits must take the course **CHME 600I Project in Chemical and Materials Engineering** (1 credit) to obtain the missing credit.



70 credits: ENGR 891I Doctoral Research and Thesis (70 credits)

DOCTOR OF PHILOSOPHY IN CHEMICAL ENGINEERING PROGRAM



GENERAL REQUIREMENTS



Course descriptions

 [Chemical Engineering
PhD Courses](#)

 [Engineering and
Computer Science Courses](#)

 [Chemical and Materials
Engineering Courses](#)



PHD PROGRAM TABLE

PhD 90 Credits					
Course	Course Credits	Required Credits	Timeline		
Required					
CHME 698I Protocol & Safety	4	4	Term I		
ENCS 850I Comp Exam	0	8	Year 1		
ENCS 851I Research Prop.	6		Year 2		
ENCS 801I Seminar	2		Year 3-4		
ENGR 891I Thesis Submission	70	70	Year 4		
Complimentary					
CHME 601I	4	8			
CHME 602I	4				
CHME 603I	4				
CHME 604I	4				
CHME 605I	4				
CHME 606I	4				
CHME 607I	4				
CHME 608I	4				
CHME 609I	4				
CHME 610I	4				
CHME 611I	4				
CHME 613I	4				
CHME 691I	4				
CHME 791I	4				
ENCS 602I	4				
ENCS 611I	4				
ENGR 620I	4				
ENGR 660I	4				
ENGR 697I	4				
MECH 613I	4				
MECH 614I	4				
MECH 657I	4				
MECH 710I	4				
CHEM 63I	3				
CHME 600I	1				
E03 - Systems and Control	Topic Area - Except MASc Core & Electives				
E04 - Fluid Mechanics					
E07 - Energy Conversion					
E08 - Acad. Comm. Skills					
E09 - Prof. Leadership Skills					
E37 - Env. Engineering					
E52 - Thermo. & Heat Transf.					
E57 - Composite Materials					



PHD ADDITIONAL REQUIREMENTS



DEPARTMENTAL ORIENTATION SESSION

Attendance at the Departmental Orientation Session during the first term of residence is mandatory for new students and recommended for all graduate students. Orientation sessions are held as part of the course **CHME 6981 Chemical Engineering Research Protocols and Safety** during the first days of class in the Fall, Summer and Winter terms. Graduate Certificate students attending the Orientation Session do not need to register for CHME 6981. An email message will be sent to all students to inform them about the upcoming Orientation Sessions.



DEPARTMENTAL SEMINAR SERIES

Every term the Chemical and Materials Engineering Department holds a seminar series where guest speakers from all over the world are invited to talk about their current research in a variety of fields related to chemical and materials engineering. In addition, end of program PhD students from the Department are invited to present the results of their research projects to the community.

Attendance at 80% of the seminars is mandatory for all students in each term. Attendance will be monitored with a sign-in sheet and students should sign their name upon entering the classroom. The department believes strongly in encouraging students to take advantage of all the learning opportunities available to them, and to contribute to and participate in the life of the department. The schedule of the seminars will be communicated by email in advance.



PROGRESS REPORTS

The School of Graduate Studies is responsible for annually monitoring the progress of graduate students in research programs. Students must submit a report every year by March 31, and if not submitted a block will be placed on the students' record that will prevent registration of any further courses. The contents of the students' reports remain confidential to the Graduate Program Director, Department Chair, and School of Graduate Studies (the Supervisor doesn't have access to the students' reports).



LAB ACCESS

Thesis students are required to complete CHME 6981 Research Protocols and Safety in their first semester. All required training for lab access, among other components, is included in this course. You can find information about lab safety, including the list of training required for each lab on the [Department's Lab Safety page](#). Please read all the policies carefully as you are responsible for your own safety and those around you.

When you have completed and passed all training, and are in your second semester, your supervisor will request lab access on your behalf. Erica will verify your completed training with the Environmental Health and Safety Office. Lab access will be added to your access card 24 hours after the request is entered into the system.



PICKING UP YOUR ACCESS CARD

LOYOLA

After the [DNE deadline date](#), visit the Loyola Security Desk at SP-144 (Science Pavilion) to have your photo taken and access card printed. Make sure you bring a valid photo ID. Hours of operation: Monday to Friday, 7:30 a.m. to 2:30 p.m. If the security desk asks you to complete a form, let them know that you are from GCS and we do not need to complete the form.

SGW

After the [DNE deadline date](#), visit the SGW Security Desk H-118 (Hall Building) to have your photo taken and access card printed. Make sure you bring a valid photo ID. Hours of operation: Monday to Sunday, 9:00 a.m. to 9:00 p.m. If the security desk asks you to complete a form, let them know that you are from GCS and we do not need to complete the form.

Access to the following [rooms](#) in the EV Building will be added to your access card after the [DNE deadline date](#):

EV 8.101, 8.105, 8.109, 8.119, 8.143, 8.165, 8.169, 8.181, 8.187, 9.113, 9.139, 9.241, 9.245, 9.411*, 10.411*, 14.401*, 16.105*.

**These rooms are Student lounges which have a fridge, a microwave and tables where you can eat.*

Note that the access card is the property of the Concordia University Security Department. This card is non-transferable and is to be used by the cardholder only. If this card is lost or stolen, it must be reported immediately to the Security Department at 514-848-2424 ext. 3717 and to Erica. The access card must be presented or returned to authorized University personnel upon request.



[CME Lab Safety](#)



[DNE Deadline](#)



[Computer labs](#)



LAB COATS

You will need a lab coat in order to work in the lab. Complete the Lab Coat Policy and Form document available on the Lab Safety page and return to Erica. Once verified, Erica will schedule a time to meet with her (for SGW labs) or forward the request to Kerri (for Loyola labs).



DESK ASSIGNMENT

As a research-based student you are eligible to be assigned a desk on campus in your second semester dependent on availability. Your supervisor should request this desk on your behalf by writing to Erica.



PHD AWARDS & SCHOLARSHIPS

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[GradProSkills
Workshops](#)



[Funding sources](#)



ENCS 850I COMPREHENSIVE EXAMINATION

You are required to submit to your comprehensive examination committee at least one week prior to the exam a critical literature review report and three key journal articles. Please note that the report should be a maximum of 15 pages (font size 12, margins of 2 cm and spacing of 1.5) for sections two through four below. The complete report should consist of the following recommended components:

- 1. Abstract**
- 2. Introduction/background**
- 3. Literature review results**
- 4. Conclusion and potential future work**
- 5. References.**

You are also required to present the highlights of your report to the committee. Prepare your presentation so that it does not exceed 25 minutes. In the beginning of your presentation, please use 2-3 minutes to introduce your academic biography, including your academic background, why you decide to pursue a degree in this area, what are your goals or expectations in the PhD study, etc.

Your examination will be administered and evaluated by your examination committee.



ENCS 850I COMPREHENSIVE EXAMINATION FAILURE

The oral examination is the default format of the comprehensive examination at the CME Department, unless the comprehensive examination committee suggests the alternative written exam in specific cases. Should students fail the comprehensive exam in the first time, they can request to take it for a second time within the next four months and **the written examination is the default format for the second time**. Nevertheless, the examination committee may still suggest the oral format for the second examination in special cases, subject to the approval by the Graduate Program Director.

The following are the guidelines for the written examination that students take as their second comprehensive examination.





COMPONENTS OF THE WRITTEN EXAMINATION AND SCHEDULING

- 1 Students who fail the first comprehensive exam must make a written request, within 2 weeks after the first exam, to the Graduate Program Director to take the written comprehensive exam.
- 2 The written examination should be focused on the fundamentals related to the students' field of research or key fields in chemical and materials engineering (including but not limited to thermodynamics, reactor engineering, transport phenomena, separation, materials engineering) or any of their combinations.
- 3 An examination committee will be proposed by the supervisor within 1 week after the exam is requested, which is to be approved by the Graduate Program Director. The committee should have at least three members other than the supervisor/co-supervisors, with at least one internal CME member. The Graduate Program Director also appoints one of the committee members other than the supervisor/co-supervisors as the Chair for the committee. Usually, the committee is the same one for the student's first comprehensive examination.
- 4 The examination committee will meet to define the fields and the contents that the written examination will cover and the textbooks that the students can use for their preparation of the written examination, as well as other details as follows. Typically, the written examination should be composed of various problems/questions in the defined fields/contents. It should take place physically as a closed-room examination, either open-book or closed-book, and last typically for up to 3 hours determined by the examination committee. During the written examination, the student is not allowed to use any electronic devices, except faculty-approved calculators.
- 5 The committee and the student decide on the mutually agreed date/time for the written examination. For students who take the written examination as their second comprehensive examination, the written examination must take place within the following semester after their first examination. Once determined, the Chair will write to the Graduate Program Director, confirming the details of the written examination, including topics/content of the examination, textbooks, the date/time, open-book or closed-book, etc. This should be completed within 1 week following the formation of the committee. **The written examination will be scheduled with the student and the committee within 8-12 weeks after this point.** The PC will book a room for the examination. The Graduate Program Director will send to the student the official announcement of the written examination, along with the details mentioned above.



COMPONENTS OF THE WRITTEN EXAMINATION AND SCHEDULING

- 6 Should the students have any questions regarding the details of the written examination, they are directed to the Chair of the examination committee, who may also seek the input from the committee if needed.
- 7 The examination committee prepares and finalizes the problems/questions for the written examination, and defines the minimum passing mark, which should be agreed upon by all examination committee members. The question booklet should be finalized at least one week prior to the written examination and should be treated strictly as confidential information. The supervisor is responsible for printing out the question booklet and bringing it to the examination, along with an answer booklet and other items if needed.
- 8 The supervisor and Chair of the examination committee will invigilate the written examination and answer questions that the students may have during the examination.
- 9 The committee chooses two members to independently grade the exam **within three workdays following the written examination**, and then have a meeting, **within a week after the written examination**, with all committee members to judge if the student passes the written examination. The potential outcomes of the written examination are:
 - Pass.
 - Fail.
-  ***Students who fail this written examination as their second comprehensive examination are withdrawn from the program.***
- 10 Committee members should circle their decision on the signature sheet, only one co-supervisor can vote. After that, the student is invited to meet the committee and is informed of the committee's decision.
- 11 The committee members sign the PhD Comprehensive Examination Report and the Supervisor signs the Grade Activity Report.
- 12 The Chair will return the exam question booklet and answer booklet, as well as the signed forms, to the Graduate Program Director (copy PC).
-  ***In the case of plagiarism, the student will face consequences that are defined in Concordia University academic code of conduct.***



ENCS 8511 DOCTORAL RESEARCH PROPOSAL

Please note that the proposal should be a maximum of 15 pages for sections one through six below. Please ensure that about 50% of the proposal is on the proposed research methodology. You may have an appendix with a maximum of five pages to include your progress to date. The complete proposal should consist of the following recommended components:

- 1. Introduction/background,**
- 2. Literature pertinent to the proposal,**
- 3. Scope and objectives of the dissertation research,**
- 4. Detailed research methodology plan (about 50% of the proposal),**
- 5. Timelines,**
- 6. Anticipated significance/impact of the work,**
- 7. References,**
- 8. Appendix – progress to date (maximum five pages).**

You are also required to present the highlights of your report and the proposed dissertation to the committee. Prepare your presentation so that it does not exceed 25 minutes. You are required to submit the proposal report to your examination committee at least two weeks before the presentation.

Your examination will be administered and evaluated by your examination committee.

The proposal may be **accepted, returned for modifications, or rejected**. A student whose proposal is accepted will be admitted to candidacy for the PhD. The rejection of a proposal will result in the student's withdrawal from the program.



PHD THESIS SUBMISSION



[Learn everything you need to know about how to prepare, submit, and defend your doctoral thesis](#)



PHD THESIS INITIAL SUBMISSION

In consultation with their supervisor, students complete and submit the **Doctoral thesis examining committee form**, and the External Examiner's curriculum vitae to the **Graduate Program Director**. Once approved, the following documents are required for a complete initial submission and must be sent to the **thesis office** at least 6 weeks prior to the Oral Defence date:

- Doctoral Thesis Examining Committee form
- Electronic copy of thesis in PDF/A (archival PDF format)
- Abstract (Word document)
- A copy of the candidate's up-to-date CV
- A copy of the external examiner's up-to-date CV



Doctoral thesis examining committee form



Thesis Office

thesis@concordia.ca



PHD ORAL DEFENCE

In consultation with the Supervisor, the Oral Defence is commonly scheduled at least 6 weeks from the initial submission of your thesis.



PHD FINAL THESIS SUBMISSION

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