

New Graduate Student Orientation Session

Department of Computing & Software
Faculty of Engineering

Fall 2025

September 9, 2025



Welcome to the Department of Computing & Software

Information Technology
Building (ITB)





Land Acknowledgement

McMaster University recognizes and acknowledges that it is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the Dish With One Spoon wampum agreement.

Orientation Overview

- Department Welcome and Introductions
- Graduate Programs overview
- Presentations from: GSA, EGS, CUPE, Grad Co-Op
- Refreshments & Grad Swag
- Q&A

Computing and Software Department Introductions

Dr. Rong Zheng

Acting Department Chair (July 2025- Dec 2025)



Dr. Jacques Carette

Associate Chair, Graduate Studies





Dr. Richard Paige
Department Chair of
Computing and
Software



Welcome to
McMaster



Matt Vonk

Department Manager
Department of Computing &
Software



Welcome
to
McMaster

CAS Main Office Staff Contacts ITB 202



Matt Vонк

Department Manager
vonkm@mcmaster.ca



Connie Carrabs

Assistant Department
Manager
carrabs@mcmaster.ca



Delcia Aguiar

Administrative Assistant
casadmin@mcmaster.ca



Mary Peressini

Undergraduate
Assistant
peressim@mcmaster.ca



Stefanie Bittcher

Graduate Assistant
gradcas@mcmaster.ca

CAS Technical Support Staff Contacts ITB 242

**Derek
Lipiec**

Facilities Manager
lipiec@mcmaster.ca



**John
Nakamura**

Instructional Assistant
nakamura@mcmaster.ca



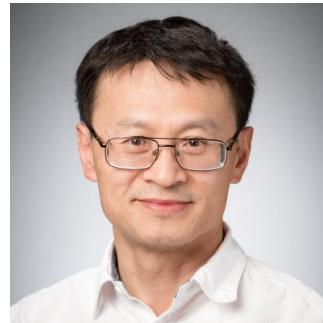
**Sebastian
Rabiej**

System Specialist
rabiejs@mcmaster.ca



Robert Li

Instructional
Assistant
lis3@mcmaster.ca



Meet CAS Graduate Advisors

Graduate Advisor for
Computer Science



Dr. Ryszard
Janicki
[\(janicki@mcmaster.ca\)](mailto:janicki@mcmaster.ca)
(July 1st 2025- Dec 31st 2025)

Graduate Advisor for
Software Engineering



Dr. Alan Wassyng
[\(wassyng@mcmaster.ca\)](mailto:wassyng@mcmaster.ca)

Graduate Advisor in
M.Eng in Computing
and Software



Dr. Mark Lawford
[\(lawford@mcmaster.ca\)](mailto:lawford@mcmaster.ca)



Traveling to Canada

Studying in Canada (for international students)

- McMaster Immigration Support and Advising services:
[Immigration Advising](#)
Contact: immigration@mcmaster.ca
- Immigration Professionals to advise you on Study Permits- Extending your permit/changing conditions in Canada:
- <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student.html>
- Learn about VISAs and PALS, travelling outside Canada
- PAL tool” [Who needs a Provincial Attestation Letter \(PAL\)?](#)

Immigration Process

For International Students

All international graduate students must:

- Be in possession of a valid study permit or “Letter of Introduction”/”Correspondence Letter” that shows approval for a study permit;
- Removes enrollment hold from SGS
- Be enrolled or plan to enroll in McMaster University (be in possession of course enrollment letter or offer letter);

Reminders

Grad Student to do list:

- Activate your MacID and email:
<https://uts.mcmaster.ca/services/accounts-and-passwords/macid/>
- Upload your student card photo; obtain student card (pick up at Campus Store: <https://maccard.mcmaster.ca/get-maccard/#tab-content-pick-up-your-card>)
- Update your personal information in Mosaic
- Make sure you are fully enrolled in all 3 terms (**fall/winter/spring-summer**).
- Please use course code SGS 700 in the term where there is no actual course you are taking.
- **Enroll and complete SGS 101 and 201 – must be completed by September 30th (Pass or Fail)**
- Complete SGS 202: It Takes All of Us (optional):
<https://svpro.mcmaster.ca/prevention/it-takes-all-of-us/>

Employment

SIN (Social Insurance Number)

Working in Canada

Why do you need a SIN:

1. Tax Forms
 2. Awards, Scholarships, OSAP
- You must have a Social Insurance Number and a Canadian bank account.
 - To apply for your SIN online:
<https://www.canada.ca/en/employment-social-development/services/sin/apply.html>
 - The exact conditions of your work allowance, as determined by the Canadian Government, is outlined on your study permit.
 - Update your direct deposit information with Human Resources and in Mosaic

Payment

Questions about your funding, please contact

Connie Carrabs
(carrabs@mcmaster.ca)

If you will be receiving funding from:

- Student Center (in Mosaic) – **Scholarship Funds** (Graduate Scholarship, Entrance Scholarship, Department Scholarship, External Scholarship, Tuition Bursaries) these will be **paid to you via e transfers to your McMaster email.**
- Human Resources – Research Scholarship, TA, and/or RA in lieu of TA. You must provide Human Resources with your **direct deposit** information.
- TAs and RAs in-lieu should reference the [Onboarding Checklist](#) found under the TA Onboarding Homepage to review all mandatory tasks requiring completion to receive payment. For more information, please visit the [Self Service Resources](#) site.
- TAs must submit their payroll information via the new Employee Self-Service portal in Mosaic to receive payment for your role as a CUPE Unit 1 employee:
- <https://hr.mcmaster.ca/employees/payroll/teaching-assistants-payroll-information/employee-self-service-in-mosaic-for-teaching-assistants-tas/>
- TA pay is employment **paid bi-weekly income (paid in the term you work)** and is taxable.
- NOA are due to CRA in April: [Tax Season | Student Success Centre | McMaster University](#)
- **TA/RA IN LIEU PAYMENTS** : TA/RA in Lieu employment pay will be processed through Direct Deposit. Please visit [Payroll Information for Teaching Assistants \(TAs\) - Human Resources](#) to complete requirements. Failure to complete will result in a delay in receiving payment.
- All payment dates can be found at [Scholarship/Payment schedules – School of Graduate Studies](#)
- **It is your responsibility to pay the tuition due for each term. Payment deadlines can be found at [Dates & deadlines | Office of the Registrar | McMaster University](#)**

Mandatory TA Training (for assigned TA'ship)

- As a CUPE Local 3906, Unit 1 employee, you are required to complete **five hours of paid mandatory TA training** which will include instruction on topics in pedagogy and anti-oppression. This mandatory training – which is a **one-time** requirement - is separate from, and in addition to, other training that you may be expected to complete as part of your employment (which may include general orientations, institution-wide mandatory health and safety training, and assignment-specific health and safety training required by your Employment Supervisor).
- You need to register for this training on **Mosaic**, through the Regulatory Training Tile on the homepage (please see the *TA Training_How to Register* document, attached), and then carefully follow the directions on the 'Faculty of Engineering Paid TA Training' welcome page on **Avenue to Learn**.

Important notes:

- Training should be completed within two weeks of your assignment.
- A short quiz follows each module on Avenue to Learn, and a score of 100% is required on each quiz. These quizzes can be taken repeatedly until the required score is reached. *These quizzes trigger the payment process - if the quizzes are not successfully completed (i.e. 100%), you risk not being paid for these five hours.*
- This training is a one-time requirement for the first time that you TA at McMaster. You will not be paid for more than 5 hours of training, even if you TA for multiple Faculties.*
- Link to FAQ's:** https://hr.mcmaster.ca/app/uploads/2021/08/Mosaic-TA-Training-Module-FAQs_FINAL.pdf
- Avenue2Learn Support:** If you require help accessing this workshop, please contact the Avenue2Learn support desk (Monday-Thursday 8:00am-9:00pm; Friday 8:30am-4:30pm). For more information, or to submit a ticket and access Avenue2Learn support, please visit the website <http://avenue.mcmaster.ca/support/>

Scholarship/Payment schedules: <https://gs.mcmaster.ca/scholarship-payment-schedules/>

Payment

Questions about your funding, please contact
Connie Carrabs
carrabs@mcmaster.ca

Scholarship/Payment schedules

Scholarship funding (graduate, entrance, research, department, external, tuition, tri-agency)

Fall term 2025

Winter term 2026

Spring term 2026

September 9

TBD

TBD

Note: Scholarship monies will be paid within 3 to 5 days of these dates.

All scholarship monies will be paid to you directly via e-transfer, in ONE lump sum per term. You are responsible for paying your tuition and fees. If you have an outstanding balance from a previous term, your e-transfer may be held.

Teaching assistant/research assistant in lieu of a TA pay schedule

Fall term 2025

Winter term 2026

Spring term 2026

September 19

May 15

October 3

January 23

May 29

October 17

February 6

June 12

October 31

February 20

June 26

November 14

March 6

July 10

November 28

March 20

July 24

December 12

April 2

August 7

April 17

August 21

Payment Plans:

<https://registrar.mcmaster.ca/payment-methods/>

***Be fully enrolled in Fall, Winter and Summer to prevent delayed funding

Reminders

Key dates:

- Final date to ADD course in the fall term: **September 19th 2025**
- Final date to DROP course in the fall term: **November 7th 2025**
- Tuition Payment Deadline: Sep 25th: (Late fees and interest will be charged to your student account after these dates if not paid in full for that term. Tuition is due in the first month of each term)
- [SGS Sessional Date Calendar](#)
- ****December 1st condition clearing deadline****

Reminders

- You are responsible for ensuring that the courses selected meet your program requirements. [Course categorization](#)
- Complete [Course Selection form](#) with supervisor: Grad course timetable for 2025/26 can be found here:
- Familiarize yourself with CAS Graduate Handbook

CAS Degree Regulations

- Degree regulations for all programs in Computing & Software can be found here: <https://www.eng.mcmaster.ca/cas/resources/>
- It is each student's responsibility to make yourself familiar with the requirements of your program with regards to the course requirements, degree requirement milestones (seminars/poster sessions/etc), thesis requirement (if applicable) and information on the defense process.

MEng: https://www.cas.mcmaster.ca/cas/0files/reg_meng_2016.pdf

MASc: https://www.eng.mcmaster.ca/app/uploads/2024/07/reg_master_se_2019.pdf

MSc: https://www.eng.mcmaster.ca/app/uploads/2024/07/reg_master_cs_2019.pdf

PhD CS: https://www.eng.mcmaster.ca/app/uploads/2024/07/reg_phd_cs_2019-003.pdf

PhD SE: https://www.eng.mcmaster.ca/app/uploads/2024/07/reg_phd_se_2019.pdf

CAS Degree Milestones

MASc, MSc and PhD

Degree Milestones for all thesis-based Masters and PhD programs (this does not include M.Eng)

- Milestones:

- **Departmental seminar attendance** - Full-time students are required to attend minimum 4 times or 50% per academic year, whichever is lower during the first year of the program *attendance is tracked through A2L
- **Technical presentation** - Full-time students are required to participate in the graduate poster & demo competition once in the first two years of the program. *held in November and April

Supervisory meeting:

- **MSc candidates** - A supervisor committee should be formed that consists of the student's supervisor and at least one other member of the department. Members from outside the department can be included upon approval by the graduate advisor.
- **A supervisory meeting must be scheduled once within a student's program.**
- *****Form to complete: <https://gs.mcmaster.ca/app/uploads/2020/02/Masters-Supervisory-Committee-Meeting-Report-June-2022.pdf>**
- **Ph.D. candidates** - the supervisory committee must be declared within the first 12 months of starting the study and a supervisory meeting **must be scheduled once a year.**
- ***PhD supervisory committee reports are completed through SGS online server initiated by grad admin.**

Career Planning (CARP) MANDATORY REQUIREMENT

All graduate students within the Faculty of Engineering are required to complete a career planning exercise within their first academic year (September – August). **This is a degree requirement.**

Engineering Career Planning Template
Form

CAS Graduate Student

Graduate Forms

<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>

Leave of Absence

Course Requests/Adjustments

Auditing Courses

Supervisory Committee Reports (Masters)

Final Thesis Forms

Clear to Graduate Forms

Career Planning Reports

Please send all forms to grad admin to process with SGS

Request official letter
(from SGS)

Only SGS can issue official letters for students.

How to request an official letter from SGS:

1. Complete Letter request form:

<https://gs.mcmaster.ca/app/uploads/2021/09/Letter-Request-Form.pdf>

2. Make a Service Request- Guide to service requests:

<https://gs.mcmaster.ca/ive-accepted-my-offer/registrar-services/student-guide-to-service-requests/>

** you will likely need an email confirmation from Grad Admin stating the estimation of your program completion date to add with your request.

CAS Graduate Student Workspace

- Thesis based students will be assigned to a grad office space
- **Please ask Stefanie to confirm which room you are assigned to.**
- Students will be granted access to rooms using their access ID card (authorized by Connie and given out at The Hub (JHE 216A): <https://www.eng.mcmaster.ca/engineering-support-services-hub/>
- Access Cards - \$10 deposit (charged to student account)
- Physical Keys - \$20 deposit (charges to student account) **ITB 116
- Working at McMaster Cards can be obtained via email through axiomrep@mcmaster.ca * applicable to TAs
- Students can select any vacant desk in the room to which they have been assigned. Students can contact Stefanie with any questions or concerns.
- **Tell Stefanie desk number.**
- M.Eng. students will have access to room ITB 224. They cannot claim a desk as their own but they can use any vacant desk when they are on campus.
- Lockers can be claimed in ITB 224- add your name and lock on it.

Graduate Office Space Rules

“Office Space is a Privilege
and not a Right”

- Respect your fellow students.
- You are expected to maintain your space by keeping it clean and in good condition.
- No food should be stored. No food preparation is allowed in the room. We have a Graduate Student Lounge (ITB 240) where you may eat.
- The garbage bins in the graduate rooms are only emptied every second week so do not deposit any food waste in them. If you have food waste please use the bins in the hallway/restroom.
- The rooms are intended for quiet study; please be respectful of your officemates. Office hours related to TA work should be scheduled in an alternate location; contact Mary in the Departmental Office to book space.
- Visitors to the rooms are discouraged. Do not allow any people that are not explicitly authorized to remain in the room.
- **Please support the Custodial Staff and promptly follow their requests to facilitate the cleaning of rooms.**
- Only use the space or cubicle assigned to you.
- Please report any Health and Safety concerns and any damage to the appropriate Committee member or the Staff.

Let's work together and make the Graduate Student Offices a pleasant working environment.

CAS Graduate Student Spaces

- Graduate Space: ITB 240*
Common Room area
requires code- email me
for code
- Students have access to
CAS mail room *hole
punch, stapler (ITB 203)
- Each graduate student has
a mail box for academic
purposes only
- Can ask supervisor for
their account code to use
photo copy machines

McMaster Library:
<https://library.mcmaster.ca/services/printing>

- Photo/Print/Scan

— Students

Printing from a McMaster computer

1. [Add funds](#) to the Retail Operations balance on your McMaster ID Card.
2. Click **Print**.
3. Swipe your ID Card on any public photocopier, check the print settings, and release your document. The first time you swipe, you will be asked to create a pin number.
4. Logout of the printer.

Printing from a personal PC (Windows)

1. [Add funds](#) to the Retail Operations balance on your McMaster ID Card.
2. Save your document as a **PDF**.
3. Login to [PrintSmart](#) and click **Web Print**.
4. Click **Submit a Job** and choose your print settings.
5. Click **Print Options and Account Selection**.
6. Click **Upload Documents** and select the document you want to print.
7. Click **Upload & Complete**.
8. Swipe your ID Card on any public photocopier, check the print settings, and release your document. The first time you swipe, you will be asked to create a pin number.
9. Logout of the printer.

Printing from a personal Mac (macOS)

- Use [mobility.print](#)

When connecting wirelessly, make sure you go through Mac-WiFi or use the [McMaster's VPN](#).

Booking Meeting Rooms in ITB

- Meetings rooms that can be booked: **ITB 111, 112, 159, 225 or 201.**
- Please book through our Department Admin (Delcia).
- Please come to main office (ITB 202) to check in with a staff member and pick up key to meeting rooms.
- **Please return room keys once your booking is complete.**
- Return keys in drop box outside office doors if bringing back keys after 4:30pm

LICS- Life in Computing and Software

- Social Events
- Games Nights
- Weekly coffee hangouts in ITB 201
- Access to group through MS Teams Channel- LICS



A wide-angle, aerial photograph of a university campus during sunset. The campus features several modern buildings with a mix of light-colored stone and glass. A prominent building in the center has a large glass facade and a stone base. In front of this building is a paved plaza with a large, circular, grey stone mosaic featuring a stylized eye or face. The campus is surrounded by a mix of green lawns, mature trees, and a dense forest in the background. The sky is a warm, golden color. A large, solid maroon circle is overlaid on the right side of the image, containing the text.

Grad Co-op Presentation

Graduate Co-op Program at McMaster Engineering

Experience the difference.

Engineering Centre for Career Growth & Experience
gradcoop@mcmaster.ca



Pamela Lauren

Career Educator, Graduate Co-op Program
pamela@mcmaster.ca



What is the Master's/PhD Co-op Option?

- Paid Co-op work experience for graduate students
- Students can opt into the program with their graduate supervisor's permission
- 4 – 12 months of co-op experience

Why Co-op?

- Helps students to develop their technical skills, transferrable skills & professional network in the workplace



How We Support Future You!

An integrated and educative approach

- 1:1 appointments and Co-op job search support
- Sept. 2024 to Aug. 2025 – Over 1600 individual appointments were available (in-person or virtual) for graduate students
- Emphasis on the lifelong process, skill development and professional growth
- Over 200 career events planned for 2025/2026
- Exclusive access to OSCARplus and the Engineering Co-op Job Board, with over 10 000 postings per year



DID YOU KNOW

We offer support for employment preparation and career readiness

Co-op Enrollment & Program Design

Flexible, supported, accessible

Step 1	Students register for Engineer 701 (MEng & MSc. 1 st or 2 nd term of study/PhD after 4 th term) <i>*International students should take the course 2 terms ahead of work*</i>
Step 2	International students apply for co-op work permit (182-day processing time as of August 13, 2025)
Step 3	Perform job search at the appropriate time (4+ months ahead)

All students must:

- register all co-op work term(s) with the Centre
- return to McMaster complete degree for at least one term as a fulltime student after co-op

Graduate Co-op Preparation Course (Engineer 701)

Offered in Fall and Winter

- 9-week synchronous online course (only offered in Fall and Winter), fall course beginning **Thursday, September 11th at 9:00AM**
- 1 hour lecture, followed by 30 minutes of open Q&A
- Students must opt in to the Co-op course:
 - Register on MOSAIC
 - Complete a short online survey

Course content includes:

- Resume and cover letter writing
- Building a LinkedIn profile
- Job search skills
- Networking and creating your brand
- Acing the interview, offers & negotiations
- Professionalism in the workplace
- Co-op policies & requirements

When Should a Student Take ENGINEER 701?

Offered Fall & Winter Terms

Program	When the student can work	Duration of co-op	When to take ENG 701
MEng	After 8 months of study	4, 8 or 12 months with supervisor permission	First 1-2 academic terms
MASc/MSc	After 8 months of study	4, 8 or 12 months with supervisor permission	First 1-2 academic terms
PhD	After 18 months of study & completed comprehensive exam	4, 8 or 12 months with supervisor permission	Any time, but encouraged closer to desired work term

Next Steps...

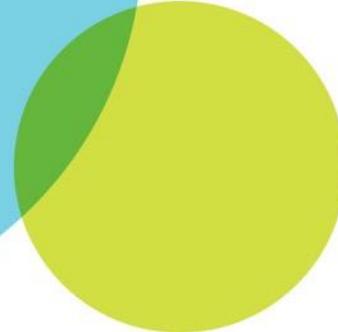
Enrolment in ENG 701 is now open

- Enrol in ENGINEER 701 on MOSAIC – September start only
- Submit your registration survey at <https://forms.office.com/r/GncaKuRp7h>
- Submit your signed supervisor permission form to your Program Administrator (who will forward it to the Centre)
- See you on September 11 at 9:00AM for the first class!
- The A2L course will open on September 10, and you can find the course Zoom links there
- Questions? Attend our Co-op information session on Thursday, September 4 (9:00AM) by registering in OSCARplus
- Can't make it? Register and you will receive a link to watch the recorded session
- ~~Students MUST BE REGISTERED by September 10 if taking the course for fall 2025~~



GSA

Grad Students Association of McMaster







EGS

Engineering Graduate Society



Health and Safety

All students are required to take the following courses in addition to any courses required by your supervisor or course instructor: https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/health-and-safety-training-faq/

- I. Health & Safety Orientation
- II. WHMIS
- III. Asbestos Awareness
- IV. Ergonomics
- V. Fire Safety; Slips, Trips & Falls
- VI. Violence and Harassment Program
- VII. Job Hazard Analysis (this must be done with your supervisor)

These can be completed online through MOSAIC and Avenue to Learn (A2L) and should be done within the first few weeks of the term if possible

You can find a full listing on the EOHSS website

- https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/
- First Aid kit located in main CAS office: ITB 202
- **Effective October 2 all NEW employees (does not include rehires) will automatically be enrolled in the mandatory SAFE training module.**

Personal Security on Campus

The university and our department do not condone any incidents of violence or harassment.

Report any incidents in which you are feeling unsafe.

Report directly to security or to the department, either through your supervisor or directly to the Associate Chair.

- Security Services on Campus:
- CCTV cameras
- Emergency phones
- [SWHAT - MSU \(sumcmaster.ca\)](http://sumcmaster.ca)- The Student Walk Home Attendant Team
- Safety APP for your phone: <https://security.mcmaster.ca/safety-app/>
- Security Services Contact Information

CONTACT METHODS

By Email

security@mcmaster.ca

In Person

Main Security Office Room 201 of the Clarke Center
Please use Floor 1 Intercom

By Phone

[905-525-9140](tel:905-525-9140) ext 24281
[905-522-4135](tel:905-522-4135)
Any University Phone – Dial 88
Any on-campus pay phone – no charge dial “Security Button”
Inside every elevator on campus, direct line
“Red Rocket” emergency phones located throughout the campus
[Safety App](https://security.mcmaster.ca/safety-app/)
[Text with 911](https://911.mcmaster.ca/)

By Mail

Security Services
E.T. Clarke Center, Room 201
McMaster University
1280 Main Street West
Hamilton Ontario
L8S 4K1

University Technology Services (UTS)

For information and support: uts.mcmaster.ca

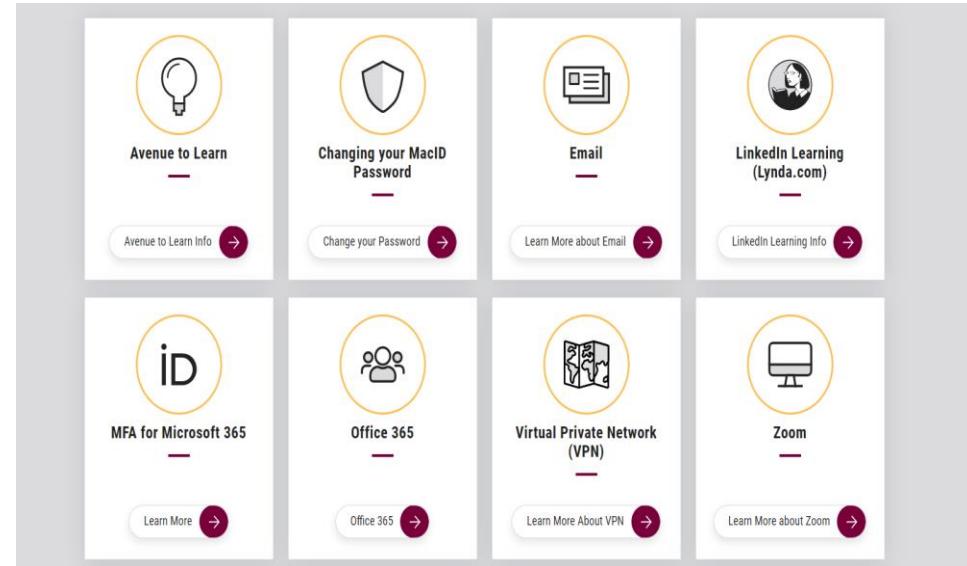
Whether you are working remotely or on campus, our UTS department is ready to serve your needs

- **Office 365**

- Applications such as Word, Excel, PowerPoint, Outlook, and Teams are free for students with McMaster email
- Some classes and appointments will take place on Teams

- **Virtual Private Network (VPN)**

- Some students outside of Canada may need to use a VPN to access certain resources
- Express VPN available for students located in China



SGS Orientation Calendar of Events

New Student Orientation
Hub

Other Important details:

- The Graduate Student Orientation – a mix of welcome sessions, workshops and socials .
- These events offer an opportunity to connect with McMaster staff and faculty, engage with your peers, and meet new friends. You will learn about services and supports available to McMaster graduate students.
- Events, workshops and sessions are open to all new and returning McMaster graduate students, unless otherwise noted.
- SGS will continue to add sessions to this calendar as dates and times are confirmed. Please check back often but also note these sessions are optional.
- The New Graduate Student Orientation Hub is the place where you will find links to resources, supports, online activities, events and sessions to help you navigate your graduate journey.
- <https://gs.mcmaster.ca/ive-accepted-my-offer/graduate-student-orientation/>

Grad Student News, Events, and Workshops

Webpage: <https://gs.mcmaster.ca/news-and-events/>

Events and workshops are a great way to:

- Meet new and returning grad students
- Get ready for Graduate School
- Meet the Grad Student Association (GSA) and International Graduate Student Association (iGSA)
- Meet staff from Grad Studies and other campus partners
- Learn more about resources available for you
- Showcase your achievements
- Professional Development

Graduate Studies Newsletter

McMaster UPDATE



5 things to know about fall term at McMaster

Welcome to the new school year! If you're new to Mac — or if it's simply been a while — here's a handy guide to parking and other info you might need for yourself or to share with students. [Learn more](#)

For important updates and information from Graduate Studies, please keep up-to-date with our emails and newsletters.



GRADUATE Community Resources

Webpage: <https://gs.mcmaster.ca/current-students/resources/>

Resources are available to support your academic journey, wellness, and life beyond school. This includes:

- Supervisor Relationships
 - Getting the Supervisory Relationship off to a Good Start
 - Graduate Work Supervision Guidelines for Faculty and Students
- Graduate disability and accommodations
- Grad Writing
- Career and Professional Development
- Student Proposals for Intellectual Community & Engaged Scholarship (SPICES)

**GETTING THE
SUPERVISORY RELATIONSHIP
OFF TO A GOOD START**

▼

A Template to Address
Expectations for Graduate Students
and their Supervisors

The School of Graduate Studies encourages open communication between the Supervisor and Student and has created this document to facilitate a discussion of expectations and responsibilities to help avoid conflicts. This document is designed to be completed by both the Student and the Supervisor at the beginning of the Student's graduate program. It can be jointly revised at any time, particularly when there are relevant changes to the Student's program, such as a new industry partnership or a change in scope, direction, or project funding.

NOTES

- This document was modeled after policies and guidelines in use at other Canadian universities and based upon McMaster's Graduate Calendar, particularly section 2.7.1, Graduate Work Supervision Guidelines for Faculty and Students, which provides an important framework for understanding Supervisor and Student expectations and responsibilities.
- If the Student is co-supervised, all three parties should complete this document.



Meetings and Communication

There are many types of meetings that Students and Supervisors might attend together (e.g., one-on-one, group, committee, etc.) and various modes of communication they might utilize (e.g., email, phone, face-to-face). This section refers specifically to one-on-one meetings focused on the Student's research and/or progress within their graduate program.

The Supervisor and Student will arrange and attend regular meetings.

- The frequency and format of the meetings may vary, but typically meetings will be held:

(e.g., once a week, twice a month, etc.)

- Generally, the length of meetings can be expected to be approximately _____ minutes / hours (circle).

- The **Student / Supervisor / both** (circle) will be primarily responsible for recording notes (aka, meeting minutes) on topics and timelines discussed, as well as feedback given, at each meeting.¹

Typically, the Supervisor's preferred method of regular communication is:

If you have reviewed the expectations, roles and regulations and have concern about the quality of your supervision contact:

- Your supervisor directly
- Grad Assistant/Grad Chair/Department Grad Chair
- Associate Dean of Engineering
- Graduate Supervision Guidelines: <https://gs.mcmaster.ca/current-students/resources/graduate-supervision/>

You can also seek support from:

- Student Wellness Centre
- Graduate Student Associate (GSA)

If you have concerns about misconduct, harassment you can contact:

- Equity & Inclusion Office
- Ombuds
- CUPE 3906 (in the case of TA employment concerns)

International Student Services (ISS)

Available to all international students at McMaster

Services include:

- Health Insurance (UHIP)
- Peer Support and Events
- Success Coaching
- Immigration and Mobility Advising

Appointments can be booked on [OSCARplus](#).

For more information, visit: iss.mcmaster.ca/

INTERNATIONAL STUDENT SERVICES AND GLOBAL OPPORTUNITIES



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Student Success Coach (International Students)
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University Health Insurance Plan (UHIP)

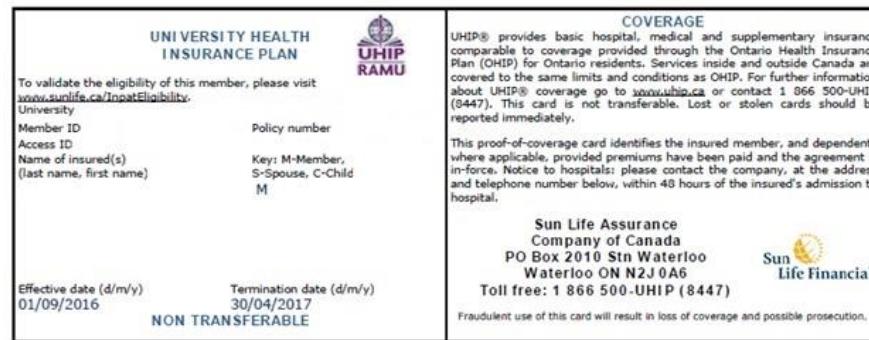
Cost:

Effective September September 1 to August 31

UHIP coverage fee is charged to your student account, and it must be paid in full at the beginning of your academic session.

- Enrolling your dependents (spouse and/or children) into the UHIP plan is mandatory if they are residing in Ontario

<https://studentsuccess.mcmaster.ca/international-students/health-insurance/>



University Health Insurance Plan (UHIP)

- **Coverage:**
 - Emergency/hospital/surgeries/blood work
 - Doctor's visit (physical or mental health at the Student Wellness Centre and outside McMaster University)
- **Vision, dental and prescription medication are not covered under the UHIP Plan.**
Students do have coverage through:
 - GSA/CUPE Health and Dental Plan (For Graduate students and TA/RAs)
- Exemptions are possible if you're enrolled in one of the pre-approved healthcare plans (see website)
- You may eligible for refunds: <https://studentsuccess.mcmaster.ca/international-students/health-insurance/>
- In late August or early September, your UHIP provider, Cowan/Manulife, will send an email to your McMaster email account with your UHIP card attached. To make sure you receive your UHIP card, please make sure you've activated your McMaster email account.
- When you receive your UHIP card, print a copy and carry it with you at all times. This way, you'll have it easily accessible in case you need to seek medical care.

Any questions or concerns, contact uhip@mcmaster.ca

Hamilton Street Railway (HSR) Bus Pass

- **New Students**
- New students can purchase a new unregistered presto card from Shoppers Drug Mart, Fortinos in Hamilton, from the HSR Customer Service Office at Hamilton GO, or online at <https://www.prestocard.ca/en/about/get-a-presto-card>.
- **RESTRICTIONS OF NEW STUDENTS**
- Students cannot start using their 2024/2025 Bus Pass/Presto cards until August 22nd, 2024. Use prior to this date will cause PRESTO "My Account" to be in a negative balance, and not work correctly.
- What students are NOT ELIGIBLE for the HSR bus pass?
- Part-Time Graduate Studies (Including Visiting students)
- MBA (all)
- Divinity (all)

Returning Students

- Returning students are reminded to keep the PRESTO card they had the previous year. Students will keep using the same card in future years.
- Starting August 15th 2025 a voucher code will appear in Mosaic, which will be used by students to upload the next year's bus pass to the existing card.
- <https://gsa.mcmaster.ca/services/hsr/>

*Can **not** opt out of bus pass



Student
Accessibility
Services



- **Student Accessibility Services (SAS)**
 - Provides academic accommodation assistance and related supports to students with disabilities. Email at sas@mcmaster.ca for an appt.
 - sas.mcmaster.ca
- **Student Wellness Centre (SWC)**
 - Addresses physical and mental wellness needs. Provides counselling options, medical services, and wellness programs.
 - wellness.mcmaster.ca
- **Open Circle**
 - A diverse and consensus-based community where McMaster students can discuss life, spiritual and societal issues, as well as find volunteering opportunities available in the broader Hamilton community.
 - opencircle.mcmaster.ca

Equity, Diversity, and Inclusion

For information: equity.mcmaster.ca

- The Equity and Inclusion Office promotes and supports institution-wide commitments to equity, diversity, inclusion, and accessibility
 - Human Rights and Dispute Resolution
 - Inclusion and Anti-Racism Education
 - Accessibility Program
 - Sexual Violence Prevention and Response
 - McMaster Equity and Inclusion Policies
 - Accessibility Policy
 - Discrimination and Harassment Policy
 - Sexual Violence Policy

PROGRAMS & SERVICES



Human Rights and Dispute Resolution

Provides confidential complaint resolution according to the policies on Discrimination, Harassment, and Sexual Violence.

[Learn More](#)



Inclusion and Anti-Racism Education

Provides educational opportunities related to harassment, discrimination, anti-oppression, accessibility, accommodation, and other human rights-related issues.

[Learn More](#)



Accessibility Program

Provides consultation and advice on the identification, removal and prevention of barriers to accessibility within the University's systems, structures and policies.

[Learn More](#)



Sexual Violence and Prevention Response

Provides inclusive and trauma informed response; prevention education and response training; community consultation and referral.

[Learn More](#)

Student Groups

Student led and organized

- **Graduate Students Association (GSA)**
 - Operated by and for graduate students: health & dental coverage, sport leagues, the Phoenix restaurant, grad student clubs, social events, advocacy, faculty reps, subcommittees, student representation.
 - gsa.mcmaster.ca
 - **International Graduate Student Association (iGSA)**
 - Operated by and for international graduate students
 - facebook.com/groups/MAC.IGSA
- **Student Groups and Clubs**
 - [McMaster Grad Parents](#)
 - [Engineering Grad Students](#)
 - [Science Grad Student Association](#)
 - [African Caribbean Grad Students Association](#)

And more at <https://gsamcmaster.org/clubs-list/>



International Grad Navigator

Connect with another
international grad students

International GradNavigator



Make a familiar connection and get support from a current international graduate student:

- Connect with a current student with shared experiences
- Access and learn about university and community resources

Register at: <https://gs.mcmaster.ca/current-students/resources/international-grad-navigator/get-connected-to-an-international-grad-navigator/>

Other Resources From the community

For TA/RAs

- **CUPE 3906**
 - Labour union for Teaching Assistants and Research Assistants. Protected under the Collective Agreement. Health plan, advocacy, International Officer.
 - cupe3906.org



MAC'S MONEY CENTRE

- Check out our money coaching appointments and resources to learn how to make a budget, get tax support and more. Send your money questions to our financial experts at money@mcmaster.ca.
 - <https://money.mcmaster.ca/>



Off-Campus

- **Global Hamilton Connect (GHC)**
 - Resources for all international students in Hamilton.
 - globalhamiltonconnect.ca/
- **City of Hamilton**
 - Resources for new Hamiltonians
 - <https://www.hamilton.ca/moving-hamilton>



Where is...??

- **School of Graduate Studies:** Located in Gilmour Hall, second floor, Room 212.
- **SGS +SSC:** Gilmour Hall Rm 110
- **Graduate Students Association (GSA):** Located in Refectory Rathskeller Building, East Tower, 2nd floor (next to the Phoenix).
- **International Student Services:** Located in the McMaster University Student Centre, room B118.
- **University Health Insurance Program:** uhip@mcmaster.ca.
- **McMaster Student Wellness Center:** Located in the Peter George Centre for Living and Learning, room 210/201.
- **CUPE:** Located in Kenneth Taylor Hall, room B111.

- <https://gs.mcmaster.ca/ive-accepted-my-offer/international-students/#tab-content-on-campus-services>

Fitness Membership

<https://rec.mcmaster.ca/memberships>

Memberships

NOTICE OF RATE INCREASE: Please note that effective September 1, 2023 the membership rates for both the David Braley Athletic Centre and the Pulse Fitness Centre will be increasing. The rates below are effective September 1, 2023.

McMaster Student
Visiting Student
McMaster Retiree
McMaster Employee / Alumni / Senior 65+
High School Student
Community
One Day Membership - All Visitors
McMaster Employee Payroll

McMaster Student

Base Membership includes use of indoor/outdoor track, pool, squash courts, saunas, open court time and member rates for instructional/intramural programmes. McMaster full time graduate students have a Base Membership to DBAC but must pay the McMaster Student fee (shown below) to have access to the Pulse Fitness Centre.

MoMac and Exchange Students from other post-secondary institutions please see Visiting Student page.

Pulse/Fitness memberships are now included in the Student Activity Fee and there is no additional charge for full time undergraduate students represented by the MSU. Please contact the DBAC Registration Office for more information reconline@mcmaster.ca

Base Membership	Description	Annual Fee	Monthly Fee*
McMaster Student	Any full time McMaster University student	Free Per Term	Not available
Family-Youth	The children (6-16) of any full time McMaster University student	Pays High School Rates	Pays High School Rates

* All monthly fees are based on a minimum of 3 months.

Add on services that may be added on to any current recreation membership

Service	Description	Annual Fee	Monthly Fee*
Pulse	Includes treadmill, fitness classes & climbing wall	\$260 (230.09+29.91 HST)	\$26 (23.01+2.99 HST)
Towel	Includes use of towel, and temporary day use of locker	\$70 (61.95+8.05 HST)	\$7 (6.19+0.81 HST)
Locker	Full	\$80 (70.80+9.20 HST)	\$8 (7.08+ 92 HST)
	Half/Hallway	\$60 (53.10+6.90 HST)	\$6 (5.31+69 HST)
	Day Use	Free	Free

* All monthly fees are based on a minimum of 3 months.

Register in DBAC at the Joan Buddle Service Area



Questions?

A scenic autumn campus scene. In the foreground, several students are sitting on the grass, which is covered with fallen orange and yellow leaves. A bicycle is leaning against a tree to the left. In the background, a large, ivy-covered brick building with multiple gables and arched windows stands under a clear blue sky. The sun is low, creating a bright lens flare and illuminating the autumn foliage of the trees.

Thank You

Questions?
Contact Stefanie Bittcher at
stefanie.bittcher@mcmaster.ca