



**COMPUTING AND SOFTWARE  
GRADUATE STUDENT HANDBOOK  
Department Policies  
2024 – 2025**



*Please note that if there is any discrepancy between this document and the 2024-2025 Graduate Calendar, the Graduate Calendar prevails.*

### **2.5.1 Continuity of Registration**

**All graduate students, in both the regular and part-time programs, are required to enroll and pay supplementary fees annually and tuition fees term by term (within the first month of the term) until they graduate or withdraw. If they fail to do so they do not retain the status of graduate student, will be withdrawn in good standing, and must apply for re-admission if they wish at a later date to continue their studies.**

If the department approves re-admission, a student may be allowed to begin graduate work in the winter or summer term (January or May), in which case they will first register at the start of that term, but in any following years will enroll in September for all three terms. A student can either be:

- readmitted to defend if all that remains is the thesis defence and student is readmitted for one term only
- if a student needs more than one term to complete - they should be readmitted to program and maintain continuous enrollment until they complete their studies

A student who does not enroll for each term of the academic year will be withdrawn in good standing unless there is a scheduled break in the program. Programs that include a scheduled break, will list it in the program-specific section of the calendar.

Program progression listed in the Graduate Calendar:

<https://academiccalendars.romcmaster.ca/content.php?catoid=55&navoid=11124>

### **Supervision**

#### **Supervision – NSERC Highly Qualified Personnel form**

All students must complete & return to Matthew Vonk, the CAS Dept. Manager an NSERC HQP waiver form: [https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F100D\\_e.pdf](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F100D_e.pdf)

\*NSERC requires this consent for not just grad students, but also undergrads who work on research projects.

#### **Supervisory Committee Meetings**

It is the responsibility of the department/program to ensure that every graduate student has, at all times, a faculty advisor or a properly constituted supervisory committee. The supervisor must be declared within the first 5 months of study and the supervisory committee must be declared within the first 12 months of study.

Supervisory committees for Ph.D. candidates shall be reviewed annually by the department/program. Supervisory committee members are assumed to continue their participation on student committees unless otherwise replaced by the Associate Chair or Graduate Advisor.

#### **Supervisory Committee Meetings**

It is the responsibility of the department/program to ensure that every graduate student has, at all times, a faculty advisor or a properly constituted supervisory committee. *The supervisor must be*

*declared within the first 5 months of study and the supervisory committee must be declared within the first 12 months of study.*

Supervisory committees for Ph.D. candidates shall be reviewed annually by the department/program. Supervisory committee members are assumed to continue their participation on student committees unless otherwise replaced by the Associate Chair or Graduate Advisor.

[Regulations for Degree Progression - McMaster University \(romcmaster.ca\)](#)

### **Guidelines for Graduate Supervision**

The relationship between the graduate student and supervisor/advisor is unique and provides a remarkable opportunity to guide and mentor the student engaged in advanced academic learning.

[Graduate Supervision – School of Graduate Studies \(mcmaster.ca\)](#)

### **Policy on Major Graduate Scholarships**

[Graduate Scholarships, Bursaries and Other Awards - McMaster University \(romcmaster.ca\)](#)

- As of April 12, 2019, there has been a change to major graduate scholarships such as NSERC, Vanier, OGS, CREATE, QEII, GSST, CSC ((China)), CNPQ-Brazil KASP ((Saudi Arabia)), and EAA ((Egypt). The support per year provided to the student who holds a major graduate scholarship **may not be less** than the Faculty of Engineering minimum stipend or the value listed in the admissions letter for the student.
- If the student is currently enrolled in an Engineering-hosted program and receiving a graduate scholarship from the University, the total stipend currently being provided by the program cannot be reduced by more than \$2500 per term for each term in which the student holds the award (i.e. maximum stipend adjustment of \$7500 per year.)
- If the student is a new applicant who brings with them a major graduate scholarship, the total support per year provided to the student cannot be less than the Faculty of Engineering minimum stipend.
- Faculty of Engineering minimum stipend for doctoral students: \$21,000.
- The Major Scholarship award policy is applied to any external scholarship or award valued at \$10,000 or greater.

### **Graduate Tuition Fees for 2024/25**

The 2024-2025 fees schedule is in effect for a period of September 1, 2024, to August 31, 2025, and applies to all graduate students whether registered in regular or part-time degree programs. Please consult the Accounts and Cashiers [website](#) for the official graduate fees.

Students with outstanding accounts at the end of the academic year will:

- a. not receive academic results, including but not limited to exams, grades, transcripts, diplomas; and
- b. not be permitted to register for the next academic year until the account is settled.

## Program Fees assessed on a term by term basis

### **Responsibility of Graduate Student**

Just as the University has responsibilities to graduate students, they have responsibilities to the University.

The student's responsibilities include, but are not limited to:

- Maintaining current contact information with the University, including address, phone numbers, and emergency contact information.
- Use the University provided e-mail address or maintaining a valid forwarding e-mail address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accepting that forwarded e-mails may be lost and that e-mail is considered received if sent to the student's @mcmaster.ca account.

Where applicable, students are responsible for complying with such conditions as indicated in the offer of admission. Students are also responsible for complying with the regulations governing graduate students at McMaster University with respect to full- and part-time status (see sections 2.5.2 and 2.5.3). Students are further responsible for informing the School of Graduate Studies within two weeks, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, etc. Students are also responsible for reporting through the department any change in student status, course registration, or withdrawal.

### **Courses**

To receive credit for a course, each student is responsible for confirming in the Mosaic Student Center that their enrollment status is appropriate for that course. Students are responsible for ensuring that they have formally enrolled for the course through their department or graduate program.

### **Vacations**

Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3: [Graduate Study at McMaster University - McMaster University \(romcmaster.ca\)](#)

In addition to statutory holidays (see [Sessional Dates 2024-2025 - McMaster University \(romcmaster.ca\)](#)) and the closure of the University normally late December until early January, normal vacation entitlement for a graduate student is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor.

Any absence from campus of more than 2 weeks require explicit permission from the supervisor and the department. Shorter absences should be negotiated with the supervisor.

An exception to this allotment requires approval from the supervisor or in the supervisor's absence a member of the supervisory committee.

Students who are also employees of the University must seek vacation approval from their employment supervisor and are entitled to vacation time pursuant to the terms of their employment contract.

### **Withdrawal**

A student may withdraw voluntarily from their program at any point and be considered to be in good standing. There are exceptions where a student is being investigated for a breach of university policy and may not be allowed to withdraw until concluded, such as an investigation of academic dishonesty. The withdrawal will be recorded on the student academic record and reflected on the transcript. Re-admission for a student who has withdrawn in good standing will be made in competition with all other applicants.

Students withdrawn involuntarily will normally not be permitted to seek re-admission to the same program at any future time.

### **UNIVERSITY REGULATIONS AFFECTING GRADUATE STUDENTS**

**We draw your attention to Section 5 of the University Graduate Calendar**, which addresses Academic Integrity, Academic Dishonesty, Code of Conduct, Appeal Procedures, Ownership of Student Work, Policy with Regard to Students with Disabilities, Student/Faculty Non-Disclosure Agreements, Conflict of Interest Guidelines, Student Academic Records, Environmental Health and Safety and Inter-University Cooperation. Please review: [Additional University Regulations Affecting Graduate Students - McMaster University \(romcmaster.ca\)](https://www.romcmaster.ca)

### **Plagiarism Checking Software**

Effective December 1, 2023, all graduate students who initiate their defence on or after this date, are required to have their thesis run through McMaster's plagiarism checking software, iThenticate.

iThenticate is a similarity detection tool meant to be used by researchers to check any original works that will be publicly released and who are concerned about potential plagiarism.

According to [McMaster's Research Plagiarism Checking Policy](#), it is expected that all graduate theses, shall be checked for plagiarism in compliance with this policy. Plagiarism checking is expected to occur prior to the coordination of the defence. Supervisors of Master's students will need to sign a separate attestation sheet indicating that this has occurred and the document is satisfactory for public disclosure.

Your pre-defence thesis must be uploaded to iThenticate by your primary supervisor before you can initiate your Masters defence.

To protect graduate students' privacy, only academic supervisors will have access to this software and will be responsible for uploading their student's theses. It should not be used to check documents submitted to instructors as course assignments.

### **Failing a Course or Milestone**

Failure in either a course or a milestone is reviewed by the appropriate Faculty Committee on Graduate Admissions and Study or the Associate Dean Graduate Studies in the Faculty. The Faculty Committee on Graduate Admissions and Study or the Associate Dean Graduate Studies requests a departmental recommendation regarding the student, and this recommendation is given considerable weight.

In the absence of a departmental recommendation to allow the student to continue, the student will be required to withdraw. Those allowed to remain in the program must either repeat or replace the failed course or milestone, per the decision of the Faculty Committee on Graduate Admissions and Study. A failing grade in a Certificate, Diploma, Master's or Doctoral course remains on the transcript. Students who fail a second course or milestone will not normally be allowed to continue in the program.

### **Audited Courses**

Graduate Students may request to audit Graduate courses only; **undergraduate courses may not be audited**. Visiting students, exchange students, and post degree students may not audit a course. Audited courses have no academic credit and an audited course may not be retaken for credit. This requires a completed form, signed by the instructor and student's supervisor. Upon completion of the course, and subject to confirmation from the instructor that their expectations regarding the student's participation were met (i.e. that the student attended at least 80% of the class), a grade of "AUD" will be recorded on the transcript. No other grade will be assigned. Students in a course-charged program will be charged a fee to audit a course that is equivalent to the course charge of their program.

Audit form to be submitted to department graduate assistant: [audit a graduate course \(mcmaster.ca\)](http://mcmaster.ca)

### **2.5.2 Definition of Full- and Part-time Status**

#### **Full-Time Status**

A full-time graduate student must:

- a. have been admitted to a graduate program as a full-time student;
- b. be pursuing their studies as a full-time occupation;
- c. identify themselves as a full-time graduate student;
- d. be designated by the university as a full-time graduate student;
- e. for most programs (and all research-based programs) be geographically available and visit the campus regularly which normally means multiple times per week; written permission from the department/supervisor is required for studies to normally be off campus. Other programs may have different requirements and may be conducted fully on-line. Please refer to section 2.5.6 for information on being full-time off campus and 2.5.8 for information on vacations;
- f. be considered to be a full-time graduate student by their supervisor or equivalent (designated by the program office);
- g. understand that students who change status from full to part-time, do not receive any more time to complete their program and will continue to be charged tuition fees at the full-time level;
- h. understand that students who change part to full time will have their term count re-set on a ratio of 2:1.

All active graduate students other than full-time graduate students as defined above are part-time graduate students. See also section 3 [Regulations for Degree Progression](#) for more information on program progression.

### **Part-Time Status**

Part-time studies may or may not be possible in a graduate program; where possible, it will be listed in the program entry in the SGS Calendar. Normally a student's status in the program (full or part-time) is determined at the time of admission.

Students who are registered as part-time are expected to be pursuing their studies on a part-time basis and making commensurate progress.

Transfer from part-time studies to full-time studies requires the approval of the graduate unit and may not be permitted in some programs. This will be described in the individual program section of the Graduate Calendar.

See also Section 3 Regulations for Degree Progression for more information on program progression and Section 4 for financial information.

### **Enrolment - International Students on Study Permits**

The Government of Canada requires foreign nationals to obtain a study permit for engaging in academic, professional, vocational or other education or training that is more than 6 months in duration in Canada. A valid government-issued permit is required for employment on campus and to graduate from a degree program. A copy of your permit may be required by various offices at McMaster.

For the most up-to-date information about being an international student in Canada, visit the Immigration, Refugees and Citizenship Canada (IRCC) [website](#). It is the student's responsibility to abide by all necessary government processes.

For information on status change to permanent resident status during the course of your study, please see section [4.1.14](#) of the Graduate Calendar.

### **Leave of Absences**

Graduate students are required to be continuously registered to support the timely completion of their degree. Students may apply for a Leave of Absence in one of four categories (see below for the specifics for each type of leave):

1. Medical or disability leave;
2. Parenting leave;
3. Compassionate or personal leave; or,
4. No course available leave

Leaves of Absence ("LOA") are normally granted on a term-by-term basis.

**NOTE: Please refer to 2.5.7 of Graduate Calendar to understand how taking a LOA affects your TAsip, enrollment status, timeline and funding: [General Regulations of the Graduate School - McMaster University \(romcmaster.ca\)](#)**

LOA are normally granted for students in Good Academic Standing.

#### 2.6.1 Definitions of 'Academic Standing'

##### **Good Standing**

To be considered to be in good academic standing a student must do the following as outlined in [Section 1.3](#):

- enroll annually (excluding leaves of absence) until graduation, withdraw, or be withdrawn in good standing due to time limit;
- pay fees as required;
- comply with the regulations of the School of Graduate Studies as set out in this calendar and;
- make satisfactory progress toward the completion of the degree as outlined in section 3 Regulation for Degree Progression.

Failure to maintain the good academic standing may impact the students' ability to receive scholarship funding and/or continue in the program. Students may be required to withdraw or may be prevented from registering for the subsequent academic year if they do not comply with the regulations outlined in this calendar, including failure to maintain satisfactory academic progress.

LOA requests are submitted as a Petition of Special Consideration ([Petition for Special Consideration \(mcmaster.ca\)](#)) and to be submitted to the department's graduate assistant to process with SGS.

##### **Program Degrees and Regulations**

**All new graduate students must discuss course selections and complete a Course Selection Form:**

**For more information, please visit: (Before selecting courses, please discuss with your supervisor): [Degree Options – Faculty of Engineering \(mcmaster.ca\)](#)**

##### **1. Master of Engineering (M.Eng): [reg\\_meng\\_2016.pdf \(mcmaster.ca\)](#)**

This program is intended for those interested in a career as a practicing professional in Computing and Software related fields. Students must:

1. Successfully complete six half (one-term) graduate courses.
2. Complete an independent project demonstrating the ability to carry out independent studies and reach a satisfactory conclusion in an area of Computing and Software.

##### **2. Master of Applied Science (M.A.Sc.): [reg\\_master\\_se\\_2019.pdf \(mcmaster.ca\)](#)**

M.A.Sc. students must successfully complete the equivalent of four one-term graduate courses and prepare and successfully defend an M.A.Sc. thesis.



### **Course Requirements:**

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses (See Table in Appendix A).

All students must successfully complete the equivalent of four one-term graduate courses in Software Engineering, Computer Science, or relevant areas such as Electrical and Computer Engineering or Mathematics.

Among the four required courses,

1. Two (2) Software courses
2. One (1) course from Theory
3. One (1) course from System
4. One (1) of the non-Software courses may be substituted by a graduate course from outside the department subject to the approval of the student's thesis advisor and the graduate advisor
5. At most one 600-level course

**The four required courses must match exactly one of the following scenarios:**

- (a) Two Software courses, one Systems course, one Theory course
- (b) Two Software courses, one Systems course, one graduate course from outside the department
- (c) Two Software courses, one Theory course, one graduate course from outside the department.

Furthermore, a course from outside the department must be approved by the students' thesis advisor and the graduate advisor. At most one (1) of the four courses can be at the 600-level.

### **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.

**Technical presentation:** Full-time students are required to participate the graduate poster & demo competition once in the first two years of the program.

**Supervisory meeting:** 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. Supervisory meetings must be scheduled once a year.

### **3. Master of Science (MSc.) Computer Science: [reg\\_master\\_cs\\_2019.pdf \(mcmaster.ca\)](#)**

M.Sc. students must successfully complete the equivalent of four one-term graduate courses and prepare and successfully defend an M.Sc. thesis.

### **Course Requirements:**

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses (See Appendix A).

All students must successfully complete the equivalent of four one-term graduate courses<sup>2</sup> in Computer Science, Software Engineering, or relevant areas such as Electrical and Computer Engineering or Mathematics.

Among the four required courses,

1. One (1) Software course
2. Two (2) Theory courses and one (1) Systems course; or  
Two (2) Systems courses and one (1) Theory course
3. One (1) course may be substituted by a graduate course from outside the department subject to the approval of the student's thesis advisor and the graduate advisor
4. At most one (1) 600-level course

### **Students must successfully complete four half courses (or equivalent) in one of the following patterns:**

- (a) Two Theory courses, one Systems course, one Software course
- (b) Two Systems courses, one Theory course, one Software course
- (c) One Systems course, one Theory course, one Software course, one graduate course from outside the department

Furthermore, a course from outside the department must be approved by the students' thesis advisor and the graduate advisor. At most one (1) of the four courses can be at the 600-level. Additional courses may be required for students with gaps in their background. Students are required to successfully defend a thesis. All programs of study are subject to the approval of the Department

### **Milestones:**

**Departmental seminar attendance:** Full-time students are required to attend a minimum of 4 times or 50% per academic year, whichever is lower during the first year of the program.

**Technical presentation:** Full-time students are required to participate the graduate poster & demo competition once in the first two years of the program.

**Supervisory meeting:** 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. Supervisory meetings must be scheduled once a year.

**4. Doctor of Philosophy in Engineering (PhD) Computer Science:** [reg\\_phd\\_cs\\_2019-003.pdf](#)  
[\(mcmaster.ca\)](#)

Ph.D. students must successfully complete the equivalent of 4 one-term graduate courses, pass both Part I and Part II of the Comprehensive Examination, and successfully defend a Ph.D. thesis.

There are two tracks in the program, namely, the regular track and the accelerated direct-entry track with different admission criteria, course requirements and typical program length.

Students must successfully complete the following requirements:

- a. Equivalent of 4 one-term (half course) graduate courses in Computer Science, Software Engineering, or relevant areas of Engineering or Mathematics. At most two courses can be from outside the department, all must be at the 700-level. More than two courses outside the department requires approval of the department. Students may be required to take more courses as judged by the supervisory committee.
- b. Pass a two-part Comprehensive Examination. Part I tests breadth of knowledge ([comps-part-I.pdf \(mcmaster.ca\)](#) and [CS Comprehensive Syllabus 2012.pdf \(mcmaster.ca\)](#)) and Part II is a defense of a thesis proposal.
- c. Prepare and successfully defend a thesis.

#### **Course Requirements:**

##### **4.1 Regular track**

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses can be found in Appendix A.

All students must successfully complete at least 4 one-term graduate courses (beyond those taken for a Master's degree) Computer Science, Software Engineering or other relevant areas, such as Electrical and Computer Engineering or Mathematics.

Among the four required courses:

1. At least two (2) Theory courses or two (2) Systems courses
2. At least one (1) course from a category differing from (i)
3. At most one (1) graduate course from outside the department subject to the approval of the student's supervisor and the graduate advisor
4. At most one (1) 600-level course

##### **4.2 Accelerated direct-entry track**

All students must successfully complete the equivalent of six one-term graduate courses in Software Engineering, Computer Science, or relevant areas such as Electrical and Computer Engineering or Mathematics.

Among the six required courses:

1. At least two (2) Theory courses or two (2) Systems courses
2. At least one (1) course in Software
3. At least one course from a category differing from (a) and (b)
4. At most two (2) 600-level courses
5. Two free choices deemed relevant to the degree program and research, which can be from other departments subject to the approval of the supervisor and the graduate chair.

**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 two years of the program.

**Technical presentation:** Full-time students are required to participate the graduate poster & demo competition once in the first two years of the program.

**Supervisory meeting:** Supervisory meetings must be scheduled once a year. Students should submit a supervisory report online at least 1-week before supervisory meetings (except during the years for thesis proposal and dissertation in lieu of supervisory meetings per SGS policies).

**5. Doctor of Philosophy in Engineering (PhD) Software Engineering: [reg\\_phd\\_se\\_2019.pdf \(mcmaster.ca\)](#)**

This program is intended for students who wish to teach and/or perform advanced research and development in the field of Software Engineering. Students must:

1. satisfy the admission requirements to enter the Ph.D. program
2. successfully complete course requirements,
3. pass the Comprehensive Examination to demonstrate breadth of knowledge: Part I ([comps-part-I.pdf \(mcmaster.ca\)](#)) and [SE Comprehensive Syllabus 2012.pdf \(mcmaster.ca\)](#)
4. write and defend a detailed thesis proposal,
5. write and successfully defend a Ph.D. thesis,
6. satisfy the timeline requirements

The program is administered by the Department of Computing and Software, and the Department must appoint a

7. Supervisor and Supervisory Committee to help guide the student through the program.

There are two tracks in the program, namely, the regular track and the accelerated direct-entry track with different admission criteria, course requirements and typical program length.

**Course Requirements:**

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software),



## **Masters Thesis:**

[Completing your Masters degree – Thesis – School of Graduate Studies \(mcmaster.ca\)](#)

**Masters- course-based, non-thesis:** [Completing your Master’s degree – course-based, non-thesis – School of Graduate Studies \(mcmaster.ca\)](#)

## **MacSphere**

No research for the Master’s or Ph.D. degrees at McMaster may be secret or classified. All e-theses will be available to readers through [MacSphere](#).

## **Instructions on Submitting Your M.Eng Report to MacSphere:**

[Submitting Your M.Eng. Report to MacSphere.pdf](#)

## **LaTeX Template Files for Theses and Masters Reports:**

In accordance with SGS regulations about thesis and dissertation formatting, LaTeX Template for M.Eng and theses reports have all the necessary front matter pages (e.g. abstract, TOC, academic declaration) and sample files for chapters and appendices. There are two, otherwise identical, .sty files to choose from like the spacing to be single or double. The definitions.tex allows the user to set items like title, author, document type (e.g. "Thesis", "Report") so that there is no need to modify the .sty files.

Download the template with instructions under “Resources” – “Graduate” from CAS website: [Resources – Faculty of Engineering \(mcmaster.ca\)](#)

## **Student Ownership**

More than roughly 80% of the research carried out in the Faculty of Engineering is done with industry. The university signs intellectual property and ownership agreements with a company and hence the terms of these agreements apply to all members of McMaster, not just the project supervisor.

Students are encouraged to talk to their supervisors about the terms covering their research project to understand how their contributions will be weighted in the intellectual property generated and whether any review of theses and papers is required by the industrial sponsor before public disclosure.

## **Career Planning Report (CARP)**

**The Career Planning Report is a degree requirement for ALL Engineering students.**

Students are required to complete a career planning exercise (CARP) within 12 months of starting their graduate program. Students will book through the department, a planning session with a career specialist within the faculty and subsequently produce (at most) a two-page report before the end of their first year. The report must be submitted to the corresponding graduate advisor (for computer science or software engineering) within 12 months of starting their graduate program. Students entering in May of a given year may choose to submit the report in the second academic year instead. Once filled in, please submit it to the Graduate Assistant in the main office for processing.

Career Planning Report Template: [Career Planning Template](#)

## **Co-op**

The Co-op Program for Graduate students is an optional program for full-time domestic and international Masters and Ph.D. students in good academic standing that allows students to gain engineering work experience prior to graduation.

Masters students are eligible to apply for a co-op after completing a minimum of 8-months of study.

PhD students are eligible to apply for a co-op after completing their COMP exams.

Co-Op is administered by the Career Development & Relationship Manager - Graduate Studies:  
[Graduate co-op – Faculty of Engineering \(mcmaster.ca\)](#)

Supervisor Permission Form: [E701-Graduate-Co-op-Registration-and-Supervisor-Form.pdf \(mcmaster.ca\)](#)

Co-op email: [gradcoop@mcmaster.ca](mailto:gradcoop@mcmaster.ca)

## **Transfers from Department's Masters Program**

Advanced students in the Software Engineering M.Eng. or M.A.Sc. programs or in the Computer Science M.Sc. program may be admitted to the CS or SE Ph.D. program without completing the Master's program if the candidate has:

- (i) completed the course requirements of the program with an average of at least A-,
- (ii) shown significant progress and maturity in research,
- (iii) the full support of the supervisor,
- (iv) the approval of the admission authority of the Ph.D. program,
- (v) the approval of the School of Graduate Studies

## **Requesting a Transfer:**

(i) A student wishing to transfer from a Masters program to the PhD program must prepare a transfer request that contains four sections:

- (a) a status report including transcript of courses taken and grades earned,
- (b) a description of the research or project carried out in the present program,
- (c) an application for the new program,
- (d) a statement by the supervisor indicating why he/she supports the transfer.

(ii) The transfer request is considered by the same committee that processes other requests for admission to the Ph.D. program. If the committee approves the transfer, it sends the application to the School of Graduate Studies in the usual way.

(iii) A transferring student must complete four courses beyond the Master's requirements, see Section 4.