

<b>2010/11</b>
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Note 1: Graduate students must also consult the SGS calendar and the SGS web site under *General Regulations, Degree Regulations* and the section on *Aerospace Science and Engineering*. Some of the regulations presented here may also be included in the SGS Calendar, but are provided here for completeness.

Note 2: Make sure that you also obtain a copy of the *UTIAS Supplemental Academic Regulations (Common to PhD-MAsc-MEng)*, which covers information on Courses and Completion of Studies.

## **1. AER1800H – RESEARCH SEMINAR IN AEROSPACE SCIENCE AND ENGINEERING**

### **Format of Research Seminar Course**

Students will make presentations throughout the MAsc program at regular research group seminars. In addition, students will make **two formal** presentations at RAC (Research Assessment Committee) meetings held at the end of each of the first two terms of full time registration. The evaluation of the student's performance at the two RAC meetings will constitute the mark for the seminar course.

### **Schedule of RAC Meetings**

RAC meetings will be scheduled around the middle of **April** and **December**.

### **Preparation for RAC Meetings**

#### ***Written Report***

In preparation for the RAC meetings, students will prepare a written report. Four copies of the written report are to be submitted to the Graduate Office on or before the **1<sup>st</sup> day of April/December**. The written report must be a comprehensive and coherent document, not simply a hard-copy of the material used for the presentation. The report should address the following issues:

- thesis topic/title
- introduction (motivation, significance of proposed work, literature review, references)
- project definition, objective and research methodology
- achievements to date and any outstanding future work
- an outline of the thesis
- Report length is limited to 10 pages (1½ spacing and 12 font), including all text, figures, tables, etc.

#### ***Oral Presentation***

Aim for a 20-minute presentation to be followed by a 10-minute discussion/question period.

#### ***Mark Assignment***

- The RAC marks assigned at the RAC meetings will be based on the written report, oral presentation and handling of questions.
- The final mark for the course will be the combined marks for the two RAC meetings.

### **Consequence of Unacceptable Performance on the Research Seminar Course**

If the student's mark for the course (i.e., the combined mark for the 1<sup>st</sup> and 2<sup>nd</sup> RAC meetings) is less than 70%, the student shall have an opportunity to show improvement at a follow-up RAC meeting (i.e., at a 3<sup>rd</sup> RAC meeting), provided that the average of all courses (including the Research Seminar Course) is at least a 'B minus.' If the mark assigned at the follow-up meeting is greater than 70%, the grade showing in the student's record will be limited to 70% (B minus). A student whose mark on a permitted follow-up evaluation by the RAC is below 70% will have his/her degree candidature terminated.

## 2. TRANSFERS FROM MASc→PhD

### Transfer request by students, recommendation by RAC, and approval by Department

- It is possible for exceptional MASc students at UTIAS to transfer directly into a PhD program under the same supervisor at the end of their 2<sup>nd</sup> term of registration [on recommendation by the RAC, and approval by the Department after the 2<sup>nd</sup> RAC meeting].
- MASc students wishing to be considered for such a transfer must show at their 2<sup>nd</sup> RAC meeting how the MASc research project could be expanded into a PhD thesis.
- Students are reminded to enquire about the transfer possibility through discussions with their supervisors prior to the RAC meeting.
- In exceptional cases (students with >87% on the AER1800H course and straight A's on other courses), the RAC might recommend transfer even if transfer is not requested by the student. In such cases, the student will be given three months to accept the offer to transfer.
- Transfer recommendations by the RAC are conditional, and are subject to approval by the department.

### Course Requirement for 'Transfer' Students

- Students who take advantage of the MASc→PhD transfer will need to take two courses in addition to the five completed prior to the transfer for a total of seven courses. The two additional courses must be completed during the two year period subsequent to the transfer.

## 3. THESIS PREPARATION

Students preparing for graduation must submit a **comprehensive first draft** of the thesis (to the supervisor) at least three months before the SGS deadline for the thesis submission or the date that the student expects to complete the thesis requirements. The subsequent revised form of the thesis must be submitted to one faculty member of the UTIAS who is not involved in the student's supervision role as the secondary thesis examiner at least two months before the SGS deadline for the thesis submission or the date that the student expects to complete the thesis requirements. This person will be selected by the student's supervisor in conjunction with the student.

### Final Thesis Document

- Students are responsible for the preparation of the thesis (typing, graphs, photographs, etc.). The final thesis must be prepared according to the SGS *Guidelines for the Preparation of Thesis for Microfilming and Binding*.
- The MASc theses must be kept **under 100 pages**, using a 12 font type and 1½ line spacing. Paper size should be 8.5"x11" (21.5cm x 28cm) with 1.0" (2.5 cm) margins all around. This page limit is to include all text, figures, tables, appendices, etc. (i.e., all pages from cover to cover). Each and every page in the text must be numbered.
- Submit **TWO unbound** copies (double sided) to the UTIAS Graduate Office. Microfilming and binding fees will be paid by UTIAS. The submission of the thesis in electronic form (e.g., on a computer disk) is also required.
- Submit the thesis to the SGS according to the SGS thesis submission policy and procedure.

## 4. DEPARTMENTAL MASc SEMINAR (DMS)

The DMS will be scheduled after acceptance of the thesis by the student's supervisor and secondary examiner. Excluding questions, the presentation should last approximately 30 minutes. The presentation will be followed by questions from faculty and students.