

Civil Engineering Graduate Student Orientation

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Associate Chair of Graduate Studies (Civil)
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GRADUATE HANDBOOK

Find it on the current graduate student's page of the Civil and Environmental Engineering Website:

<http://carleton.ca/cee/current-students/current-graduate-students/>

It includes information from this presentation, plus:

Wellness and Mental Health

Roles and Responsibilities of Supervisors and Students

Details about Comprehensive Exams, PhD Proposals, Timelines and Roadmaps

Applying to Graduate

Transferring Between Programs

Civil Engineering Laboratories

Computing

Travel

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENG.

Main Office: Room 3432, Mackenzie Building (3432 ME)

Chair: Dr. Yasser Hassan

Faculty: 39 full time & several adjuncts <https://carleton.ca/cee/faculty/>

Staff: 11 full time <https://carleton.ca/cee/staff/>

OFFICE STAFF:	Departmental Administrator:	Payal Chadha (3432 ME)
	Graduate Administrator:	Uzma Khan (3452 ME)
	Undergraduate Administrator:	Kay Casselman (3432 ME)
	Administrative and Digital Content Assistant:	Nahda Said (3432 ME)

THREE PROGRAMS IN THE DEPARTMENT

Building Engineering



Civil Engineering



Environmental Engineering



GRADUATE PROGRAMS

DISTINCT GRADUATE PROGRAMS:

CIVIL ENG. / ENVIRONMENTAL ENG. / BUILDING ENG.

Civil & Environmental Engineering are Joint Programs with University of Ottawa (UO):

OTTAWA – CARLETON INSTITUTE FOR CIVIL ENGINEERING (OCICE)

OTTAWA – CARLETON INSTITUTE FOR ENVIRONMENTAL ENGINEERING (OCIENE)

ASSOCIATE CHAIR FOR GRADUATE STUDIES FOR CIVIL ENGINEERING:

Prof. Jeffrey Erochko, 3368 ME, jeffrey.erochko@carleton.ca

GRADUATE ADMINISTRATOR:

Uzma Khan (acting), 3452 ME. CEEGradInfo@cunet.carleton.ca

OCICE Ottawa-Carleton Institute for Civil Engineering



uOttawa

About 60 full time faculty members (covering many research areas)

Over 400 graduate students

50 to 70 graduate courses offered each year

DIRECTOR: Prof. Beatriz Martin-Perez (UO) **ASSOCIATE DIRECTOR:** Prof. Jeffrey Erochko (CU)

Website: <http://www.ocice.ca>

DEGREE PROGRAMS IN OCICE (Civil Engineering)

Ph.D.

Research Thesis & Courses
Need supervisor

M.A.Sc.

Research Thesis & Courses
Need supervisor

M.Eng.

Course-based
Option to do a project

CSCC Master's programs have option for Collaborative Specialization in Climate Change

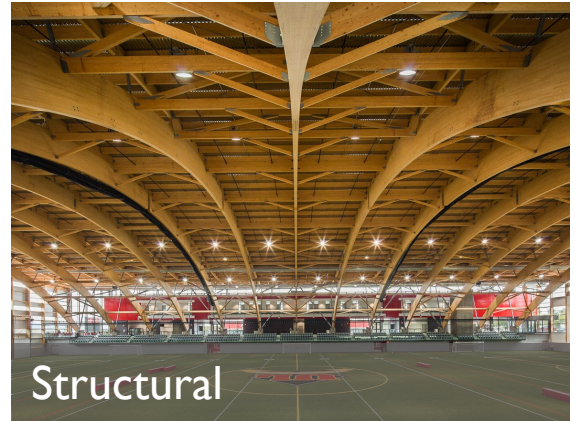
COURSE ACCESS All students have access to courses at both Universities:

CIVE, ENVE are Carleton courses CIVJ, ENVJ are Ottawa U courses

uOTTAWA If you need parking at University of Ottawa, see:

<https://www.uottawa.ca/about-us/administration-services/parking/joint-programs-algonquin-carleton>

Can access library, and potentially laboratory & computing facilities at University of Ottawa with prior arrangement



OCICE RESEARCH DISCIPLINES

DOCTOR OF PHILOSOPHY (PhD) PROGRAM REQUIREMENTS

COURSES 2.0 credits (4 graduate courses)

COMPREHENSIVE EXAM

CIVE 6902 Ph.D. Comprehensive Examination (offered only Winter and Spring/Summer)

Written portion within 3 terms (full-time) or 6 terms (part-time) of initial registration

Oral examination following the written exam, scheduled by the department.

THESIS PROPOSAL

CIVE 6903 Ph.D. Proposal with Advisory Committee: 4 members (including supervisor)

Complete within 2 terms (full-time) or 3 terms (part-time) of Comprehensives,
within 5 terms (full-time) or 9 terms (part-time)
of initial registration

DOCTOR OF PHILOSOPHY (PhD) PROGRAM REQUIREMENTS (Continued)

OCICE SEMINAR (a presentation to peers)

CIVE 690I Ph.D. Seminar (register only in the term you present) – not offered in summer!

THESIS AND DEFENSE

CIVE 6909 Ph.D Thesis (must maintain continuous registration after you register)

Check information about thesis preparation, timeline for thesis submission & defense, and thesis examining committee: <http://gradstudents.carleton.ca/thesis-requirements/>

YEARLY PROGRESS REPORT

School of Graduate Studies Requirement

In the winter term

MASTER OF APPLIED SCIENCE (MASc) PROGRAM REQUIREMENTS

COURSES 2.5 credits (5 graduate courses)

OCICE SEMINAR (a presentation to peers)

CIVE 5901 M.A.Sc. Seminar (register only in the term you present) – not offered in summer!

THESIS AND DEFENSE

CIVE 5909 M.A.Sc. Thesis (must maintain continuous registration after you register)

Check information about thesis preparation, timeline for thesis submission & defense, and thesis examining committee: <http://gradstudents.carleton.ca/thesis-requirements/>

MASTER OF ENGINEERING (MEng) PROGRAM REQUIREMENTS

MASTER OF ENGINEERING PROJECT STREAM:

COURSES 4.0 credits (8 graduate courses)

PROJECT CIVE 5900 Civil Engineering Project (1.0 credit) – requires a faculty supervisor!

MASTER OF ENGINEERING COURSEWORK STREAM:

COURSES 5.0 credits (10 graduate courses)

COLLABORATIVE SPECIALIZATION IN CLIMATE CHANGE FOR MEng OR MAsc (CSCC) PROGRAM REQUIREMENTS

ALL REQUIREMENTS OF MAsc OR MEng, PLUS:

COURSE CLIM 5000 Climate Collaboration (1.0 credit)

SEMINAR CLIM 5800 Climate Seminar Series

Must maintain continuous registration and attend at least six seminar

This is an added requirement on top of the OCICE Seminar for MAsc students

THESIS OR PROJECT Must be related to climate change

You can still enroll in CSCC if you are just beginning your program.

Ask us for details.

COURSE SELECTION

AVAILABLE COURSES All courses must be from those identified in the calendar for your program

<http://calendar.carleton.ca/grad/gradprograms/civilengineering/>

Discuss with your supervisor/advisor when selecting courses

OUTSIDE COURSES Courses outside the Institute may be permitted for research students (in rare cases).

Permission to take courses outside the Institute must be sought ahead of time.

Complete the [necessary form](#), get approval from your research supervisor and submit to the Graduate Administrator at least two weeks before registration deadline (for dept. approval).

Courses without prior departmental approval will NOT count toward your degree

MEng (Coursework) students are generally limited to courses within the Institute.

COURSE SELECTION (continued)

At least one half of the course work must be taken from within the Institute in all cases (this is to account for transfer credits).

Advanced standing may have been granted at the time of admission to cover some of the coursework requirements. No credit for courses taken elsewhere can be given after starting your program.

TWO-THIRDS RULE Two-thirds of the courses required for a graduate program must be graduate courses taken primarily by graduate students (see calendar section 5.3 Graduate-level Course Requirements). Graduate courses that are cross-listed with an undergraduate course, do not meet this requirement and a note reflecting this is provided in the course requirement section of each program.

COURSE REGISTRATION

REGISTER ONLINE AT CARLETON CENTRAL: <https://central.carleton.ca/>

Courses, thesis, project, directed studies, seminar all require registration

SEMINAR – Register in the term that you plan to present, i.e. Fall or Winter term

Please do not register in more courses than you plan to take as courses fill and this impacts other students registering or arriving later

DIRECTED STUDIES CIVE 5906/6906 A specialized “course” typically offered by your supervisor

0.5 credit accepted towards the graduate degree program

Agreement signed by Instructor and student. Must be approved by the department before commencing the directed studies. Must be submitted during the registration period

Course offerings might change during the registration period, keep checking your email and the schedule on Carleton Central

PROGRAM TIME LIMITS

BASED ON DEGREE

DEGREE	FULL-TIME LIMIT	PART-TIME LIMIT
MASc / MEng	2 years	6 years
PhD	6 years	9 years

If extra time is needed, request extension during the last term. Extension requests are considered term by term – and typically limited to one year of additional time.

YOU MUST KNOW AND FOLLOW THE RULES AND REQUIREMENTS OF YOUR PROGRAM

The requirements for the Environmental Engineering program are different from the requirement for Civil Engineering or Building Engineering

OCICE SEMINARS

The seminar is a program requirement for PhD and MASc (not for Master of Engineering)

Only register in the seminar course for the term you plan on presenting
(typically near the end of your degree)

The seminar course is only offered in the Fall & Winter terms.

CIVE 690I Ph.D. Seminar

CIVE 590I Master's Seminar

All students are encouraged to attend the seminars each term

CONTINUOUS REGISTRATION AND STATUS

STATUS Any student who does not register for three terms (12 months) will lose their “status”

You cannot go more than 2 consecutive terms without registering; In terms that you don't register these “NR” terms count toward your program time limit.

If you need to be away, apply for **Leave of absence (LOA)**. LOA terms do not count toward your time limit. If you have a TA for that term, also apply for “**Leave of Duties**” for the TA

CONTINUOUS REGISTRATION PhD, MAsC and MEng (project) students **must maintain continuous registration in the thesis/project course code** once they register for thesis or project

Calendar says *“Any student (full-time or part-time), after initial registration in a thesis, research essay or independent research project, must maintain this registration in all successive terms (including the term in which the student is examined) until his/her thesis, research essay or independent research project is completed.”*

Discuss with your supervisor before initial registration in thesis or project

Failure to maintain continuous registration will result in “loss of a status”

CONTINUOUS REGISTRATION AND STATUS (Continued)

PART-TIME OR FULL-TIME STATUS is based on application and offer of admission

Part-time can take 1.25 credits per term or fewer

Full-time has no specific credit value

REQUEST TO CHANGE STATUS are normally not accepted unless extenuating circumstances exist.

ACADEMIC STANDING

MINIMUM GRADE Grade of B- or better must be obtained in each course credited towards your degree

Up to two courses with C+ grade **may** be credited at the master's level, if:

Student has good grades in all other courses AND a request is made by the supervisor/advisor

MASTERS GPA requirement of 7.0 (B-) to continue in program

After 2 terms if full-time

After 2.0 credits if part-time

PHD GPA of 7.0 or better all courses for Ph.D. students

PROGRAM-RELATED QUESTIONS?

Graduate Calendar & FGPA policies

<http://calendar.carleton.ca/grad/> for general regulations

<http://calendar.carleton.ca/academicyear/> for dates & deadlines

<http://calendar.carleton.ca/grad/gradprograms/> for specific program requirements

Research Supervisor (or Associate Chair for M.Eng. coursework students)

Departmental Graduate Administrator

Associate Chair for Graduate Studies – Civil Engineering

Faculty of Graduate and Postdoctoral Affairs <http://gradstudents.carleton.ca/>

512 Tory Building; graduate_studies@carleton.ca

Student/Supervisor responsibilities and expectations at <http://gradstudents.carleton.ca/thesis-requirements/graduate-supervision-responsibilities-expectations-policy/>

LIBRARY RESOURCES

Carleton University Library

University of Ottawa Library

CISTI Source (document delivery)

NRC & Other Government Libraries

RACER & Inter Library Loan

Carleton Library <http://www.library.carleton.ca/>

Tours, Workshops, Dates on the web at

<http://www.library.carleton.ca/services/tours-and-workshops>

Kristof Avramsson (Kristof.Avramsson@carleton.ca) is the library research specialist for civil engineering

IMPORTANT FORMS

Forms you may need during your program can be found on our website:

<https://carleton.ca/cee/graduate-forms/>

Directed Studies Agreement Form

Course Approval Form

Course overload Form

Change of Program

Audit a course

Registration Change Form

Academic Change Form (time extension, leave of absence, reinstatement, status change)

This presentation is at: <http://carleton.ca/cee/current-students/current-graduate-students/>

ACADEMIC INTEGRITY OFFENSES

CALENDAR SECTION 19 [Academic Integrity](#)

(See <https://carleton.ca/secretariat/wp-content/uploads/Academic-Integrity-Policy-2021.pdf>)

CALENDAR SECTION 20 [Offences of Conduct](#)

PLAGIARISM is presenting, **whether intentional or not**, the ideas, expression of ideas or work of others as one's own.

Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source.

Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the Internet.

EXAMPLES OF PLAGIARISM

Submitting a take-home examination, essay, laboratory report or other assignment written, in whole or part, by someone else;

Using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;

Using another's data or research findings without attribution;

Submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;

Failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.

ARTIFICIAL INTELLIGENCE (AI) POLICY

BY DEFAULT, THE USE OF AI TOOLS IS NOT PERMITTED UNLESS EXPLICITLY PERMITTED BY THE THESIS SUPERVISOR(S) OR PROJECT SUPERVISOR(S).

Students who plan to use generative AI tools must get approval in writing from their supervisor before the tools are used. This approval should state explicitly how the AI tools will be permitted to be used (e.g., proof-reading, summarization, outlining, research, drafting, image generation, coding, etc.).

The use of AI tools without approval may be considered an academic offense.

If the use of AI tools is permitted as described above, the use of AI tools must be disclosed in the thesis document in the preface section (e.g., see integrated thesis policy). This disclosure must describe how AI tools were used and which sections of the thesis document it was used for.

YOU ARE RESPONSIBLE FOR ALL OF YOUR WORK

ADDITIONAL ITEMS

OFFICE SPACE will be available for Ph.D. and M.A.Sc. students (TAs will be prioritized). Office assignments will be finalized and announced in early September.

OFFICE USAGE

Security, phones, etc.

Only for your educational/professional activities

GRADUATE STUDENT MAIL is in the main office – check regularly.

FIPPA form if you want to be listed as a student on our website: <https://carleton.ca/cee/student-forms/>

TEACHING ASSISTANTS - Duties & Responsibilities

SCHOLARSHIPS AND FUNDING

ELIGIBILITY Eligible students have full-time status & generally a GPA of 10 or above.

EXTERNAL AWARDS <http://gradstudents.carleton.ca/awards-and-funding/external-awards/>

NSERC DEADLINES PhD September 26th, 2024 Masters December 1, 2024

<http://gradstudents.carleton.ca/awards-and-funding/external-awards/nserc/>

OGS DEADLINE November 19th, 2024

<http://gradstudents.carleton.ca/awards-and-funding/external-awards/ogs/>

INTERNAL CARLETON SCHOLARSHIPS (Donor Awards) Nomination by the Department based on the recommendation of your supervisor(s) **DEADLINE** October 3rd, 2024 for both

University <http://gradstudents.carleton.ca/awards-and-funding/internal-awards/>

Department-specific https://carleton.ca/cee/current-graduate-students/#department_donor-funded_awards

BEYOND ACADEMICS

WELLNESS AND MENTAL HEALTH RESOURCES

<https://carleton.ca/cee/2021/11/student-support-and-wellness/>

<https://carleton.ca/wellness/>

Please reach out and seek support from these resources when needed

GRADUATE STUDENT ASSOCIATION (GSA) <http://gsacarleton.ca/>

INTERNATIONAL STUDENT SERVICES OFFICE (ISSO) <https://carleton.ca/isso/>

TA UNION (CUPE 4600) <https://www.cupe4600.ca/unit-1>

CLUBS <http://carleton.ca/engineering-design/community/clubs-and-societies/>

INTRAMURAL SPORTS <http://athletics.carleton.ca/leagues/>

Questions

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