Building Engineering Graduate Student Orientation

Prof. Burak Gunay
Associate Chair of Graduate Studies (Building)
September 3, 2024

Carleton University

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

ASSOCIATE CHAIR FOR GRADUATE STUDIES FOR BUILDING ENGINEERING:

Prof. Burak Gunay, 5206 CB, burakgunay@cunet.carleton.ca

GRADUATE ADMINISTRATOR:

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

https://carleton.ca/cee/graduate-programs-in-building-engineering/

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DEGREE PROGRAMS (Building 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

The programs are offered in three concentration areas:

- Performance
- Heritage Conservation
- Fire Safety

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Degree and Program Requirements: MEng in Building Engineering (Coursework)

COURSES 5.0 credits (10 graduate courses)

- Mandatory courses:
  - BLDG 5101: Introduction to Building Engineering
  - BLDG 5102: Introduction to Research Methods
- Four other building engineering courses (breadth requirement):
  - At least one course must be taken from each of the three of concentration areas
- Four electives from the Faculty of Engineering and Design

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Degree and Program Requirements: MEng in Building Engineering (Project)

COURSES 4.0 credits (8 graduate courses)

- Mandatory courses:
  - BLDG 5101: Introduction to Building Engineering
  - BLDG 5102: Introduction to Research Methods
- Four other building engineering courses (breadth requirement):
  - At least one course must be taken from each of the three of concentration areas
- Two electives from the Faculty of Engineering and Design

PROJECT 1.0 credits (requires a supervisor)

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Degree and Program Requirements: MASc in Building Engineering

COURSES 2.5 credits (5 graduate courses)

- Mandatory course:
  - BLDG 5101: Introduction to Building Engineering
- Three other building engineering courses
  - Approval by the supervisor
  - Approval by the Director as well as the supervisor is necessary if taking courses outside this list: https://carleton.ca/cee/graduate-programs-in-building-engineering/
- One elective from the Faculty of Engineering and Design

THESIS

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

Degree and Program Requirements: PhD in Building Engineering

COURSES 1.5 credits (3 courses)

- Mandatory course: BLDG 5101: Introduction to Building Engineering
- Two other building engineering courses
    - Approval by the supervisor
    - Approval by the Director as well as the supervisor is necessary if taking courses outside this list: https://carleton.ca/cee/graduate-programs-in-building-engineering/

THESIS PROPOSAL

- Milestone end of year 2

THESIS

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

COURSE SELECTION

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

https://calendar.carleton.ca/grad/gradprograms/buildingengineering/

Discuss with your supervisor/advisor when selecting courses

OTHER COURSES may be permitted upon recommendation of the supervisor and approval by the associate chair.

Permission must be sought ahead of time.

Complete the necessary form, get approval from you 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

COURSE REGISTRATION

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

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

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 BLDG 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	(typically ≤ 4 years but the limit is 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 Building Engineering program are different from the requirement for Civil Engineering or Environmental Engineering

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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

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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/

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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.

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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.

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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

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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

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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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