

Graduate Program

MASc / PhD / Direct PhD Degree Level Requirements

Information about the Mechanical Engineering Graduate Program Degree-Level Requirements are provided to all students upon their arrival in the program and is also [available on our website](#).

A. IMPORTANT MILESTONES

Initiating and fulfilling the degree level requirements below is the responsibility of the graduate students in MEGP, **in full consultation with their supervisors**.

1. Supervision

- a. Within the first two (2) weeks of study, you are required to select your supervisory committee members [using this form](#) that should be submitted to the Graduate Program Assistant.
- b. If your research involves ethical approvals of any sort, please make sure to [visit this page](#) and consult with your supervisor and the Graduate Program Director about the process.

2. Teaching Assistantship (TA)

- a. All students must submit a [TA Blanket Form](#) to the Graduate Program Assistant upon their arrival in the program and by May 15th from there on, annually.
- b. For each TA assignment, students must submit a [TA Workload Forms](#) to the Graduate Program Assistant within a week after the middle of the term when the second meeting with the instructor is held.
- c. Submission of a [Vacation Form](#) to the Graduate Program Assistant to inform the program of absence during a TA position.

3. Coursework Requirements

- a. MECH 9001 (MASc) and MECH 9002 (PhD/Direct PhD) are compulsory non-credit Courses that must be taken every term over the course of your MASc / PhD studies (Continuous enrolment).
- b. MECH 6000 Seminar Series is a compulsory non-credit course to be passed every term over the course of your full time MASc / PhD studies (Continuous enrolment).
 - i. An **Annual Student Activity Form** and a **10 Page Research Progress Report** must be submitted before each seminar presentation day in the summer.
 - ii. For requirements regarding giving a talk, please refer to the course outline.
- c. ENG 6000 Engineering Ethics – This course is offered once per year, and you are required to take this course once at the earliest applicable date over the course of your studies.
- d. Table below represents the additional coursework requirements for your respective program.
 - i. Registration in these courses is by submission of the [course transaction form here](#).

Required courses	MASc	PhD	Direct PhD
Core	A minimum of two (2)	A minimum of two (2)	A minimum of four (4)
Core, Complementary, Reading or Outside ME courses	Maximum one (1)	Maximum one (1)	Maximum one (1)

The core, complementary, reading, or outside ME course can be replaced with one more core course



- e. If you wish to transfer graduate courses from a different institution (for which you have not received a degree), please contact the Graduate Program Assistant.
- f. You can find a list of courses on these websites
 - i. All ME courses can be [found here](#).
 - ii. Offered courses in each year are [listed here](#).

4. Annual Committee Meeting

- a. Within the first two (2) terms of study, you are required to form your supervisory committee.
 - i. Information about composition of MASc committees [can be found here](#).
 - ii. Information about composition of PhD/Direct PhD committees [can be found here](#).
 - iii. Committees can be formed by submission of this form: [Supervisor & Supervisory Committee Approval form here](#).
- b. Your Annual Committee Meeting is a meeting with your supervisory committee that must happen at least once a year to track and help with your progress.
 - i. Only MASc students who had all their committee members attend their MECH 6000 seminar and consulted with them about research are exempted from holding a meeting. They still must fulfill the item ii below.
 - ii. A [Supervisory Committee Meeting Report Form](#) must be completed and submitted to the Graduate Program Assistant by all students.

5. Comprehensive Examination (PhD Only)

- a. To be held for PhD and Direct PhD students between 12-18 months (PhD) and 24-30 months (Direct PhD) after the beginning of their studies. It is recommended for the majority of your coursework to be completed before your Comprehensive exam.
 - i. Your comprehensive examination request form should be submitted to the Graduate Program Assistant a minimum of **three (3) weeks** before your desired exam date. Please find the [Comprehensive Exam Request Form \(Form 1\) here](#).
 - ii. Your comprehensive examination evaluation form should be submitted to your Graduate Program Assistant immediately following your comprehensive exam. Please find the [Comprehensive Exam Evaluation Form \(Form 2\) here](#).

6. Thesis (MASc) and Dissertation (PhD and Direct PhD) Defense

- a. MASc students must submit their [MECH-TD1](#) and [FGS-TD1](#) forms to the Graduate Program Assistant at the end of their first year of studies.
- b. PhD and Direct PhD students must submit their [MECH-TD1](#) and [FGS-TD1](#) forms to the Graduate Program Assistant at their Comprehensive Exam date.
- c. Other FGS-TD forms [can be found here](#), based on requirements in FGS-TD1.
- d. Your Recommendation for Oral Examination Form ([MASc, PhD and Direct PhD](#)) should be submitted to the Graduate Program Assistant a minimum of **one (1) month** before your desired defense date.
- e. Your thesis/dissertation should be sent to your examination committee a minimum of **three (3) weeks** before your desired defense date



7. Post-Defense

- The [Oral Exam Report](#) should be submitted by your examination committee to the Graduate Program Assistant a maximum of **three (3) days** after your defense. Please ensure that your examination committee submits the Oral Exam Report.
- The [Revisions Approved Memorandum](#) must be submitted to the Graduate Program Assistant a maximum of **three (3) days** after you finalize your revisions and receive signatures from your supervisor and the chair of the defense examination committee on this form.
- Requests for delay of thesis/dissertation publication (Embargo) [can be submitted here](#).

8. Other Requirements

- Submission of an [External TA/RA Form](#) to the Graduate Program Assistant before acceptance of any TA, RA and/or GA position outside Mechanical Engineering Graduate Program.

Important Note: Students must [submit a petition](#) to the Graduate Program Committee (GPC), before or within 10 days after missing a program deadline, to request exemption and more time to fulfill the requirement.

B. EXAMPLE COURSEWORK TIMELINE

This example provided in the table below is for a MASc student who joined the program in Fall 2018.

	FA18	WI19	SU19	FA19	WI20	SU20
<i>MECH 6000</i>	X	X	X	X	X	X
<i>MECH 9001</i>	X	X	X	X	X	X
<i>ENG 6000</i>	X					
<i>Core Course #1</i>	X					
<i>Core Course #2</i>		X				
<i>E.g. Reading Course #1</i>		X				

C. OTHER DOCUMENTS

All students are expected to familiarize themselves with the following information:

- ✓ General information (<http://calendars.registrar.yorku.ca/2013-2014/policies/index.htm>)
- ✓ Senate policy on academic honesty and the academic integrity website (<http://www.yorku.ca/secretariat/policies/document.php?document=69>) and (http://www.yorku.ca/tutorial/academic_integrity/)
- ✓ Academic Integrity - <http://lassonde.yorku.ca/academic-integrity>
- ✓ Ethics review process for research involving human participants (<http://www.yorku.ca/research/support/ethics/>)
- ✓ Course requirement accommodation for students with disabilities, including physical, medical, systemic, learning and psychiatric disabilities (<http://www.yorku.ca/secretariat/policies/document.php?document=68>)
- ✓ Student conduct standards (<http://www.yorku.ca/secretariat/policies/document.php?document=202>)
- ✓ Religious observance accommodation (<http://calendars.registrar.yorku.ca/2012-2013/policies/accommodation/index.htm>) and (<http://www.yorku.ca/secretariat/policies/document.php?document=99>)



- Additional resources related to add/drop courses, student life, academic resources, campus services, ...etc. can be found at this link: <http://www.yorku.ca/yorkweb/cs.htm>

Student Links

- Student Rights and Responsibilities - <http://oscr.students.uit.yorku.ca/student-conduct>
- Religious Observance - <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>
- Academic Accommodation for Students with Disabilities - <http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>
- Counselling and Disability Services - <http://cds.info.yorku.ca/>
- York University Racism Policy and Procedures - <http://secretariat-policies.info.yorku.ca/policies/racism-policy-and-procedures/>
- York University's Policies on Sexual Violence - <http://secretariat-policies.info.yorku.ca/policies/sexual-violence-policy-on/>
- York University's Policies on Gender/LGBTQ*/Positive Space - <http://rights.info.yorku.ca/lgbtq/>

Land Acknowledgement

We acknowledge our presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, the Huron-Wendat, and the Métis. It is now home to many Indigenous Peoples. We acknowledge the current treaty holders, the Mississaugas of the New Credit First Nation. This territory is subject of the Dish With One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

- The Indigenous Framework for York University: A Guide to Action can be found here: <http://indigenous.info.yorku.ca/>

Meaning of a land acknowledgement: <http://healthydebate.ca/opinions/indigenous-land-acknowledgements>