MASc Program Guidelines

Overview
The Master of Applied Science (MASc) is a graduate-level study program that includes a research investigation and the writing of a thesis. Requirements for the MASc include satisfactory completion of 30 credits of courses, original research under the supervision of a faculty member, and a thesis. The thesis is assigned 12 credits and is counted as part of the coursework requirement. A typical completion time for the MASc is 24 months and all students must complete the program within 5 years. All MASc students are full time students (http://www.grad.ubc.ca/current-students/student-status-classification).

Supervision
At the time of admission to the program, the student will be assigned a research supervisor who is interested in supervising the student’s research project. The research supervisor (or co-supervisors) must be a full-time, regular Mech faculty member with at least at the rank of Assistant Professor. An Associate member of the Mech Department may co-supervise a student along with a regular Mech faculty member.

In cases of absence from the campus of a month or more, the faculty advisor should appoint an acting advisor for each of his/her MASc students. The advisor’s essential tasks are to provide academic guidance directed toward the completion of a MASc thesis of suitable quality, and to assist with the financial planning associated with the program.

An Emeritus or Associate Faculty Member, or Instructor can be appointed as Principal Supervisor by the Department Head in consultation with the Graduate Advisor. In this case, an eligible research-track faculty member from the appropriate research group is appointed as co-supervisor or advisor. It is the duty of the co-supervisor or advisor to ensure that both the Instructor/Emeritus/Associate Faculty and the graduate student are familiar with the current policies, practices and expectations of the Department.

Research Supervisory Committee
The program of each student is overseen by a committee of comprised of the student's supervisor or co-supervisors, who normally acts as chairman of the committee, plus 2 committee members. This committee is nominated by the student's supervisor(s) and approved by the Graduate Advisor, within 12 months of the student's registration in the program. The membership of the supervisory committee may be altered during the program with the approval of the Faculty of Graduate Studies. Meetings of the committee, at least annually, are to be scheduled by the student.
**Coursework**
Completion of at least 30 credits, of which the thesis counts for 12 credits, is required for the MASc program. The combination of the thesis and 500-level courses must total no fewer than 24 credits.

Undergraduate courses (300 or 400 level): Students are allowed to take up to 6 credits of undergraduate courses throughout their program.

Special Topics or Emerging Topics courses: Students are allowed to take up to 6 credits from special topics or emerging topics courses throughout their program.

Directed Studies in Mechanical Engineering (MECH 575 or MECH 591): Students are allowed to take up to 3 credits of directed studies courses throughout their program.

**Thesis/Seminar Course:**
All MASc students are required to register in the thesis course in both winter & summer terms. The student should select the section ID that corresponds with their research group (ie. MM0 = term 1-2 thesis for the Mechatronics & Manufacturing group). The seminar course is mandatory for students who belong to the below research groups in each winter term (no seminar will be held over summer). Please contact the research chair for more information on your seminar requirements:

- Biomedical
- Design & Applied Mechanics
- Mechatronics & Manufacturing
- Thermofluids (Energy Group only)

**Academic Progress**
The progress of all students is to be reviewed regularly by the graduate program and the Faculty of Graduate and Postdoctoral Studies. A student may be required to withdraw if progress has not been satisfactory as shown by coursework, progress on the thesis, or other requirements of the graduate program or the faculty.

The minimum passing grade in any course taken by a student enrolled in a master’s program is 60%. However, only 6 credits of courses with grades in the 60-67% range may be counted towards a master's program. For all other courses, a minimum of 68% must be obtained.

Where a failing grade (below 60%) is obtained in a course, and on the recommendation of the graduate program and the approval of the Faculty of Graduate and Postdoctoral Studies, the student may repeat a course for higher standing or take an alternate course. If the graduate program does not make such a recommendation, or if the recommendation is not approved by the Faculty of Graduate and Postdoctoral Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in more than 6 credits will normally be required to withdraw for inadequate academic progress. The student will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken.
The Thesis Defence

Before the final thesis defence, each student is expected to make the following arrangements:

1. Book an appropriate room for the exam. Typical rooms booked for a defence are CEME 2202 or KAIS 5004.
   - To book CEME 2202, contact reception@mech.ubc.ca or call 604-822-2781.
   - To book KAIS 5004, contact reception@apsc.ubc.ca.

When booking a room, please ensure to provide the purpose of the booking and the supervisor’s name & contact details. You will need approximately 3 hours to complete the whole exam process (please consult with your supervisor for exact timing). Equipment such as a projector can also be also booked by contacting reception@mech.ubc.ca or calling 604-822-2781

2. Send the following details to the Student Services office (students@mech.ubc.ca) at least 2 weeks prior to the defence date. An announcement of the defence details will be circulated to all department faculty together with a copy of the thesis abstract.
   - Thesis title
   - Abstract (pdf)
   - Lay abstract (pdf)
     - This should be a brief summary of your research, written in a way that can be easily understood by those unfamiliar with your work. Ideally, please include an image that is representative of your thesis work.
   - Date, Time & Location
   - Names of your supervisor and examining committee members

3. Send a copy of your final thesis (PDF is preferred) to each member of the examination committee at least one week prior to the exam. The candidate should be available to send an additional copy to the Student Services office should other parties be interested in it.

4. Print off a copy of the Master’s Thesis Approval form (https://www.grad.ubc.ca/forms/masters-thesis-approval) & your Academic History (available on the SSC) and bring it with you to the defence. Following the defence, bring the completed Approval Form to the Student Services office in CEME 2205 for submission to G+PS.

The Examination Committee

The thesis examination committee is normally comprised of the same members as the Supervisory Committee. In addition to the Supervisor (or Co-Supervisors), there must be at least two additional examining members. At least half of the examination committee must be at “arm’s length” from the student and an examiner other than the Supervisor should act as Chair. Note that in the case that a student has Co-Supervisors, only one Supervisor is required to attend the examination.

This defense is open to any interested person, although the Chair may restrict the active participation of those not on the examination committee. The candidate will present his/her thesis to the examination
committee at the final defense, for a time of 20-35 minutes, and will then respond to questioning from
the members, and at the discretion of the Chair, from others present.

Grading:

Each examination committee member will recommend a grade for the thesis. These grades will be
averaged and the supervisor will email the final grade to students@mech.ubc.ca. Any formal comments
received by committee members will be added to the student’s file. A mark of at least 68% must be
obtained for the completion of the degree. The grade given for the thesis should reflect the student’s
work during their studies, culminating in the written thesis and oral defense. The examiners understand
that the challenges faced by students vary widely from project to project, but there is an agreement on
the attributes of good research work, articulated in the mark bands below.

<table>
<thead>
<tr>
<th>MASc Thesis Marking Rubric</th>
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</thead>
<tbody>
<tr>
<td><strong>Nominal Score</strong></td>
</tr>
<tr>
<td>Exceeds expectations</td>
</tr>
<tr>
<td>Meets expectations for future PhD student</td>
</tr>
<tr>
<td>Meets expectations for MASc student</td>
</tr>
<tr>
<td>Marginally meets expectations for an MASc student</td>
</tr>
<tr>
<td>Does not meet expectations</td>
</tr>
</tbody>
</table>

Enter Scores here:

| TOTAL SCORE |
Program Completion and Graduation

Your program cannot be closed and you will not be eligible to graduate until the thesis has been submitted and accepted into cIRcle and you have received an official email from the Faculty of Graduate Studies confirming final approval of your thesis.

Students are able to have their degrees awarded in either November or May of each year. Once the degree has been awarded by Senate, a notation will appear on the transcript and formal conferral will take place at the UBC Congregation Ceremony.

There are important steps you need to complete in order to officially graduate:

- Apply to graduate on the SSC.
- Make sure that your thesis, Master’s Thesis Approval Form and Cover Sheet have been submitted to the Faculty of Graduate and Postdoctoral Studies.
- Make sure that all courses you have taken have a grade entered for them.
- Make sure your UBC financial account is settled.

Detailed information can be found on the Faculty of Graduate Studies website within the links below:

http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission

http://www.grad.ubc.ca/current-students/graduation/program-completion

http://www.grad.ubc.ca/current-students/graduation