Welcome to the Department of Civil Engineering!
I am very pleased that you have decided to join us. I hope that during your time here you will benefit from the use of our outstanding facilities and the expertise of the world class researchers here in the Department and across the University! The faculty in this Department are leaders in their respective fields, who are keen to ensure that you leave here as experts in your chosen specialist area. Additionally, our excellent support staff are also here to help ensure that your time at Queen's is a positive experience. Regardless of whether you are undertaking a master’s or a PhD, I believe that you will have a productive and rewarding time.

Dr. Ian Moore  
*Department Head and Professor in the Geotechnical Engineering research group*

I too would like to welcome you to the Department of Civil Engineering! And I'd like to take this opportunity to encourage you to take advantage of your time here. Go beyond the classroom and get involved in extracurricular activities within the Department, the University or the community. For example, previous grad students worked with a local charity to help build homes for families in need in Kingston. There are also a variety of intramural and recreational sports activities you can get involved in. But above all, we want you to succeed in your academic program so if you need help, please don’t be afraid to reach out and ask for it!

Dr. Neil Hoult  
*Associate Head and Associate Professor in the Structural Engineering research group*
TABLE OF CONTENTS

Introduction ........................................................................................................ 4
General information ............................................................................................ 5
Office-related matters ......................................................................................... 6
Contracts ............................................................................................................. 7
Funding ................................................................................................................ 8
Teaching Assistantship ....................................................................................... 9
Academic Integrity .............................................................................................. 10
Safety .................................................................................................................. 11
Mandatory Training ............................................................................................ 12, 13
Support staff ........................................................................................................ 14, 15
Civil Grab Club Executive .................................................................................. 17
Anonymous Feedback ........................................................................................ 17
Useful links and contact information .................................................................. 18
Welcome to the Department of Civil Engineering! In this handbook, you can find useful information that will help you during your years as a Master’s or PhD candidate. Supported by world-class research facilities, our graduate programs are designed to provide you with the foundation and experience you need for a successful career in Engineering regardless if you choose a research, government or industry related job.

We are proud to be recognized as one of the best Civil Engineering departments in Canada and that is a result of the high quality personnel and students that we attract every year.

In order to help you accomplish your goals, we have designed this handbook with important details about policies and procedures that will be part of your daily life. If you cannot find answers here, you are always welcome to find our staff in the main office, the labs or engage with us through email or our social media channels.

It’s a pleasure to welcome you to our Department and we hope you have a rewarding time with us!
GENERAL INFORMATION

OFFICE HOURS
Monday to Friday 8:30am – 12:00pm and 1:00pm – 4:30 pm. Please note that the Main Office is closed between 12:00pm and 1:00pm.

NETID
Upon registration, you will receive a student NETID, student number, email and password. Your NetID is your network identity at Queen’s University. It will be the “User ID” you need to sign on to the applications and services that are operated by Information Technology Services (ITS), such as Office 365 email, onQ, SOLUS Student Centre, MyQueen’sU, QShare, Wiki, etc. To be able to use it for the first time, you will need to activate it. For that and more information, please visit https://netid.queensu.ca/selfservice/login/auth
You will also need to do the same process to activate an employee NETID, that will be used to access TA and Graduate Research Fellowship (GRF) contracts.

SOLUS
SOLUS is the online tool used by all students and staff at Queen’s to manage primarily your academic and financial details during your academic career at Queen’s University. It is very important to ensure your address is up-to-date as well as check your registration status at the start of each term. Your tuition charges will also show here. If you are ever in doubt about your student status, SOLUS is the first place to review your account. For more information and tips, please see SOLUS Central on the Queen’s Registrar page.

COURSE DETAILS
You can find an up-to-date list of courses on our website, but stay connected to your Queen’s email because that is how we communicate last minute changes. www.civil.queensu.ca/Graduate-Studies/Graduate-Courses.html

SCHOOL OF GRADUATE STUDIES REGISTRATION
You have already been notified of your registration date in your formal acceptance letter. Please check your SOLUS account regularly and read your weekly School of Graduate Studies newsletter as it contains important information about registration. New and returning students can obtain/validate a photo ID at the beginning of the term. You will need this card to use public transportation, the gym and get discounts at selected stores. Please contact SGS to know when and where to go to get your card.

COURSE REGISTRATION
Graduate students cannot register for classes on SOLUS. It must be done through the Department on paper. Please see your supervisor for approval before registering for courses. In order to start your registration, please complete the “Academic Change Form” for adding or dropping courses (available in paper form through the Graduate Assistant or online at https://civil.queensu.ca/Graduate-Studies/files/SGS_Academic_Change_Form.pdf). This form requires the course instructor’s permission only if the course is offered outside our Department. Please get your supervisor’s approval for all course adds/drops before submitting to the Graduate Assistant, who will then obtain the Graduate Coordinator’s approval and either enter your courses online or submit the documentation on your behalf. The deadline dates to either add or drop courses are October 7 (Fall term) and February 10 (Winter Term). There is a special form for RMC course registration and this form can be obtained with the Graduate Assistant. The deadline to add/drop at RMC is much sooner than our dates so please do not delay if you wish to add one of their courses.
OFFICE-RELATED MATTERS

DESK REQUESTS
Desk allocations for research students will occur upon your arrival. Desks are normally grouped in areas of specialization. Therefore, priority is given to students in a particular area. If you are allocated a desk outside your area of specialization, you should be prepared to move to your group space once a desk becomes available. You are also not permitted to change desks without consulting the Graduate Assistant. Graduate offices cannot be reorganized without prior approval of the Department Manager.

E-MAIL
Please make sure that you are always checking your Queen’s email address as that is where we will communicate with you.

MAIL
Student mail is delivered to the student mailboxes in the lounge. Any mail received for students who have completed their programs will be returned to sender, unless a forwarding address has been given to the Civil Office. Mail will be forwarded for 3 months only.

PHOTOCOPIER
The graduate student copier is located in Room 216. You can use the code “216” to scan documents to yourself at no cost. Since your supervisor will be charged for your printing, you will need to ask them to email Laura Cybulski with their approval. She will then set up a code for you.

HOUSEKEEPING
Since you will be sharing space with other graduate students, please keep in mind that it is everybody’s responsibility to keep the workstations clean. The custodial staff does not empty garbage bins inside the offices, so you are expected to dispose of your garbage in any of the bins located in the common areas.

SCENT SENSITIVITY
Since we all work in a shared space and some people have communicated their sensitivity/allergy to scents, we ask you to refrain from wearing cologne, perfume or other scented personal care products in the Department.
During your time with us, you will be involved in numerous financial transactions related to teaching assistant and research contracts. In order to receive your monthly financial payment, your supervisor must complete the necessary paperwork and submit it to the Graduate Assistant.

You are responsible for providing the Graduate Assistant with your personal information on the Biographical Information Sheet found in your welcome package. If you are an international student, you need to provide a copy of your study permit to the Graduate Assistant along with a copy of your SIN number (which you can obtain at the Services Canada Office, Frontenac Mall, Floor 1, 1300 Bath Road). Please bring your banking information as well, as we will submit a direct deposit form on your behalf.

Payments will be made to your account on the last working day of each month for your Teaching Assistantship and during the last week of the month for your Research Fellowship.

You will need to use your employee NETID to access the contract once it has been submitted by the Graduate Assistant. It is your responsibility to either accept or decline this contract. If this is not done by the deadline date (which is the 14th day of the month), you will not receive payment until you have done so. If you accept the contract after the deadline, you will be paid the following month.
All students (except those in professional Master’s programs) accepted for full-time admission into full-time graduate programs are considered for funding. In addition to department/program funding, there are internal fellowships and scholarships available annually. Applicants and continuing students are strongly encouraged to apply for all awards for which they are eligible to ensure adequate financial support.

Attracting and retaining graduate students who win external awards is an indicator of the academic excellence of our students and enriches the programs. The funding package for Master’s or Doctoral students is typically comprised of a combination of internal and external awards as well as Teaching and Graduate Research Fellowship.

Registered funding eligible students who are in good academic standing may be eligible for a wide range of internal and external scholarships, bursaries and awards including:

- Queen’s Graduate Awards (QGA)
- Robert Sutherland Awards
- International Tuition Awards (ITA - for international PhD students only)
- Graduate Dean’s Doctoral Field Travel Grants
- R. Samuel McLaughlin Fellowships
- Natural Sciences and Engineering Research Council of Canada (NSERC) awards
- Ontario Graduate Scholarships (OGS)
- Ontario Trillium Scholarships (International students only)

A detailed list of Awards and Scholarships is available at https://www.queensu.ca/sgs/graduate-calendar/awards-and-financial-assistance
Teaching Assistantships (TAs) are great opportunities for you to gain experience in lab instruction and reports, tutorials, marking of assignments/exams and to provide you with extra financial support. As a TA you will be expected to work 70 hours per term in different roles.

**How can you be a TA**
A few months before the term starts, the Graduate Assistant will circulate an email with the TA positions available. You will be asked to provide a list with three courses (in order of preference) that you would like to TA. Then, in consultation with the Professors (who will assess what is best for the students and the Department), the Graduate Assistant will assign students to the courses.

You will be consulted in advance if your name is assigned to a course that is not on your list. If you do not have three choices that you think you would be suitable to assist with, please talk to the Graduate Assistant and never send choices of courses that you do not wish to do.

**How do you get paid**
After you electronically accept your contract, you will have an active status as a TA. Payments will be made to your account on the last working day of each month.

**Mandatory Training and other Resources**
You will be expected to attend a 3-hour mandatory TA training session offered by the Faculty of Engineering and Applied Science. You can count the three hours of training towards the 70 hours of TA time. The Graduate Assistant will communicate with you when your session is scheduled.

If you feel that you need extra support to be successful as a TA, the Centre for Teaching and Learning (CTL) offers a professional development day for new TAs in September. They also have a TA Advisory Committee that provides collaborative space for keen individuals from across the disciplines who are currently, or have recently, worked as TAs or head TAs.

During the fall and winter terms, the CTL offers several workshops on teaching and learning for TAs and many other resources are available too. You can find materials related to: Time Management, Communication, Feedback and Marking, Academic Integrity and more at [https://www.queensu.ca/ctl/teaching-support/ta-development](https://www.queensu.ca/ctl/teaching-support/ta-development).

For those who already have some teaching and learning experience, strong leadership and communication skills, the Faculty Office offers a workshop called “Training of Trainers” so that they can support other graduate students with their TA activities.
All registered graduate students should be aware of the seriousness of academic integrity in a graduate setting and the possibility of expulsion from the program for any of the listed offenses. Many of our departmental courses include an independent research paper, which must be your own original work.

Submitting any written work (either in draft or final form) in whole or in part that is authored by someone else, or using direct quotations or large sections of paraphrased material in a project, research report, thesis, or other scholarly publication without appropriate acknowledgment is considered an offense under the Academic Integrity Policy. An expanded discussion, including definitions of Academic Integrity is found in the School of Graduate Studies calendar.

If a course instructor or supervisor identifies a breach of Academic integrity, the steps outlined below will be followed. There will be no exceptions to the policy. The Department of Civil Engineering Policy on Plagiarism applies to any submitted work in any registered course a student is taking while registered as a graduate student.

The following are the admissible sanctions that may be applied, in any number and/or combination as deemed necessary, for departures from academic integrity within a graduate course, or a required course taken by a graduate student:

1) Issuing an oral or written warning.
2) Completion of an educational program/workshop (if available).
3) Requiring submission of a revised or new piece of work.
4) Assigning a partial or total loss of marks on the piece of work.
5) Assigning partial or total loss of grades in the course.
6) Recommending withdrawal from the graduate program for a specified period of time.
7) Recommending withdrawal from the university for a specified minimum period of time.
8) Recommending withdrawal from the university for the maximum allowable period of time.
9) Recommending the rescinding of a degree.

Students are encouraged to consult their course instructors regarding appropriate use of materials if in doubt about how their use may relate to academic integrity. All Civil Engineering policies will abide with the policies of the School of Graduate Studies.

https://www.queensu.ca/sgs/graduate-calendar/academic-integrity-policy
SAFETY

We believe that people should go home in the same condition they came to work in, so safety and wellbeing are two of our main values in Civil Engineering. We also believe that safety is the responsibility of everyone in the Department, so you will be expected to comply with policies and procedures that regulate our work. We have an open-door policy and you can always discuss your concerns with our Department Manager. We also strongly advise you to check the information available at https://civil.queensu.ca/Safety/index.html.

In the next section, you will find a list that includes all the mandatory training that you will need to take in order to perform work in or outside the labs. If you want to be more involved and informed about safety, there are also a number of safety courses available to you through the Queen’s Environmental Health and Safety Department website at www.safety.queensu.ca.

OFF CAMPUS ACTIVITY SAFETY POLICY - OCASP

The fundamental premise of this Off-Campus Activity Safety Policy (OCASP) is that from the initial stages of planning, off-campus activities must be evaluated from a safety perspective. The OCASP applies to ALL members of the Queen’s community. For each off-campus activity, you will need to communicate with your supervisor and Department Manager, who will then undertake a preliminary risk assessment. This process will result in a form that outlines relevant information and the approval that you must obtain prior to your external activity. Check www.safety.queensu.ca/ocasp/ for more information.

KEYS TO THE LABS!

For safety reasons, in order to have keys to the labs you MUST complete all the mandatory training listed in this handbook.

The proper procedure for key issues is to have your supervisor email Laura Cybulski (laura.cybulski@queensu.ca) advising her that you require certain keys to the labs (room number is very helpful). Laura will check your safety training records for these particular labs and, if they are up-to-date, you will be issued keys to the labs. Please do not operate any equipment or machinery in the labs without instructions directly from the technicians. You are NOT to be trained by a graduate student.
You are expected to complete ALL the following mandatory training in order to obtain access to the labs. Please send an email to the Graduate Assistant (debbie.ritchie@queensu.ca) with proof of completion for the courses that are indicated below. Screenshots indicating that you have completed the course will suffice.

**WHIMIS (PLEASE SEND CONFIRMATION OF COMPLETION)**
If you have never taken WHIMIS at Queen’s, please register for the two-hour course. If you have taken it previously, a refresher quiz is required. Self-registration and more information can be found at [www.safety.queensu.ca/training/whmis](http://www.safety.queensu.ca/training/whmis).

**CIVL-801 Health and Safety in CIVIL Engineering Research**
This course gives you an introduction to safe working in Civil Engineering, Ellis Hall, and fieldwork. There are multiple modules and you are expected to complete all of them (including the Intercultural training that has been added to this course). Please send your NETID to the Grad Assistant so she can enroll you (this process usually takes 24-48 hours). The courses will be found on onQ* once you are registered. (*Go to queensu.ca, click on "Search and Sign in" and you will find a link to onQ).

**Biohazard Safety Training Level 2 (PLEASE SEND CONFIRMATION OF COMPLETION)**
If you are working in a Biohazard lab (e.g. Mitchell Hall) you will need to complete Biohazard Safety Training Level 2. Level 2 is inclusive of Level 1, so only write the quiz for Level 2. This link outlines the process ([www.safety.queensu.ca/training/courses-and-quizzes-onq](http://www.safety.queensu.ca/training/courses-and-quizzes-onq)), including self-registration and required documents to be read. Biohazard safety is quite long and includes an unlimited duration one-time quiz. If you are unsure during the quiz, please see documentation and/or seek an explanation about the safe practices from Debbie Ritchie. Safety is a group mentality and understanding safe practices is important to us. More information can be found here: [www.safety.queensu.ca/training/biosafety-training](http://www.safety.queensu.ca/training/biosafety-training)

**Materials Handling**
This is in-depth training for different materials you may come into contact with. Stan Prunster will go over this module with you. Please contact Stan (stan.prunster@queensu.ca) to set up an appointment.
Safety Awareness (PLEASE SEND CONFIRMATION OF COMPLETION)
You will also need to complete the Safety awareness training. This module can be taken online at www.safety.queensu.ca/training/health-and-safety-awareness-training

AODA (PLEASE SEND CONFIRMATION OF COMPLETION)
As part of its obligations under the Accessibility for Ontarians with Disabilities Act (2005), the University is required to provide mandatory training. New employees are expected to complete the training within the first two weeks of starting at the University. All 4 modules: Access Forward Training, Accessible Customer Service Training, Human Rights 101 Training, and Accessible Instruction for Educators Training must be completed. This course can be taken online at www.queensu.ca/equity/training. *Graduate students will need this training to be hired as TAs.*

Building and Safety Orientation/Tour (Including West Campus)
Jaime Escobar is responsible for the safety orientation. During this session, he will provide you with a safety orientation checklist and an equipment training checklist. The safety checklist is required to be completed within the first two weeks of your arrival in the Department and returned to the Graduate Assistant after completion. The equipment training checklist will indicate which equipment you will need training for. Your supervisor will need to sign off on this form before you contact the technician that will train you. Please contact Jaime (escobar@queensu.ca) once you are ready for your orientation tour. *If you are working either in Mitchell Hall or West Campus, you will also need a tour there. To book a tour in Mitchell Hall please contact Nathan Mullins (nathan.mullins@queensu.ca), for West Campus please contact Joshua Coghlan (j.coghlan@queensu.ca).
CIVIL GRAD CLUB EXECUTIVE

Executive
President: Matthew Howroyd
Civil Forum Coordinators: Alexis Cushing, Emma Keeler
Events Coordinators: Francois Daudelin, Erin Butt, Ana Sofijanic
Treasurer: Decebal Michaud
External Relations: Rohit Shukla

Discipline Reps
Environmental: Alexis Cushing, Lauren Turner
Structural: Emma Keeler, Sheikh Hamza Rizwan
Geotechnical: Steve Shaver
Hydrotechnical: Rohit Shukla

ANONYMOUS FEEDBACK

The Department has an anonymous feedback box in place for those who want to share comments or concerns and still remain unidentified. The message is delivered directly to the Department Head’s email account who has no access to any personal information about the sender.

As the Department is committed to maintaining an environment of respect and acceptance, this space was implemented to offer a private option of sharing sensitive information that can be addressed by the management team.

You can find the anonymous feedback box on our website under the Graduate Studies tab.
USEFUL LINKS AND CONTACT INFORMATION

School of Graduate Studies & Research (SGS)
Gordon Hall - Room 425
www.queensu.ca/sgs - Phone: 613-533-6100

Centre for Teaching and Learning (CTL)
F200, Mackintosh-Corry Hall
www.queensu.ca/ctl - Phone: 613-533-6428

Queen’s University International Centre (QUIC)
Mitchell Hall 208, 2nd floor
www.quic.queensu.ca - Phone: 613-533-2604

Society of Graduate & Professional Students (SGPS)
John Deutsch University Centre - Room 021
www.sgps.ca - Phone: 613-533-2924

PSAC 901
Graduate Student Teaching Assistants and Teaching Fellows
Mackintosh-Corry Hall, Room B106
www.psac901.org/ - Phone: 613-533-6000 ext 77010

Student Wellness Services
Mitchell Hall, 1st floor
www.queensu.ca/studentwellness/

Positive Space Program
Human Rights Office, B506 Mac-Corry Hall
www.queensu.ca/positivespace/home

For more information on our Graduate Program, please contact:

Dr. Andy Take
Graduate Coordinator
Ellis Hall, Room 202-A
Telephone: 613-533-3124
andy.take@queensu.ca

Debbie Ritchie
Graduate Program Assistant
Ellis Hall, Room 241
Telephone: 613-533-6000 ext. 79359
derbbie.ritchie@queensu.ca