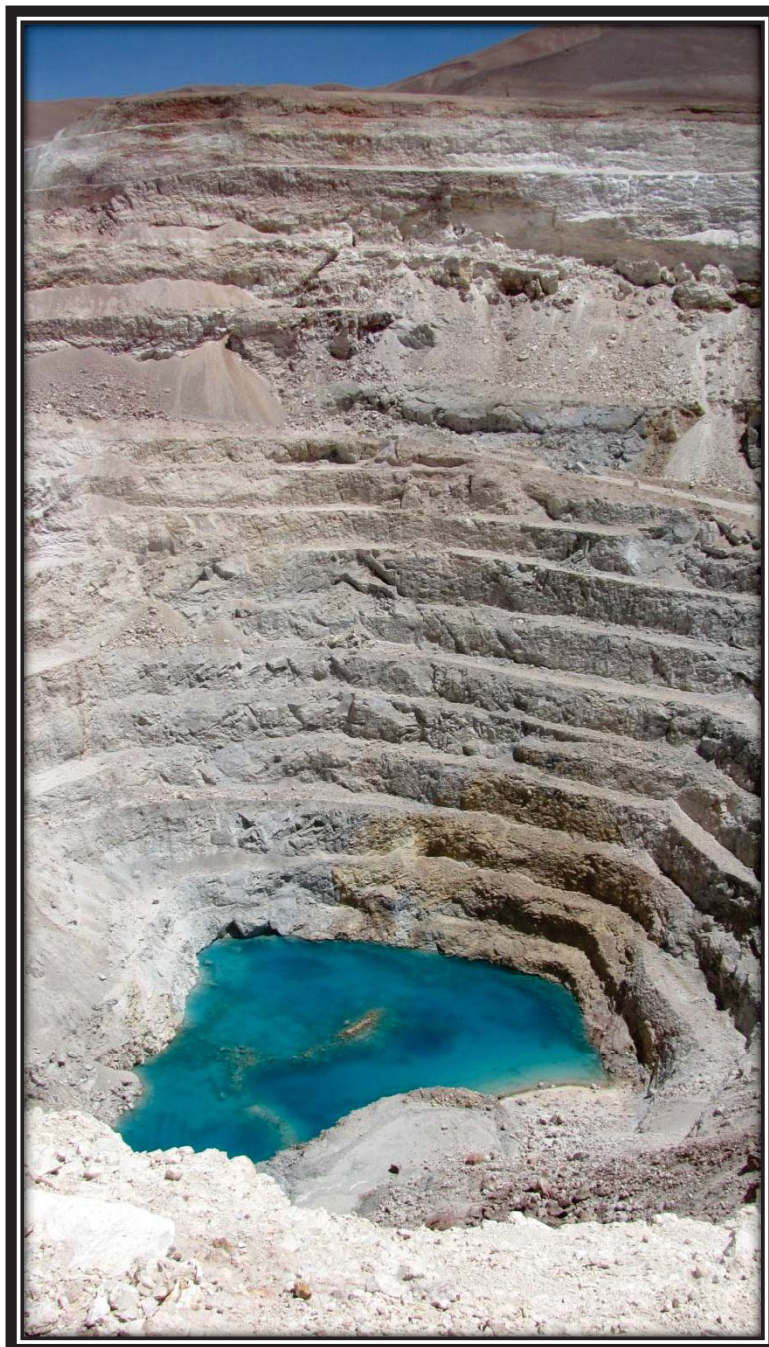




THE
ROBERT M. BUCHAN
DEPARTMENT OF MINING

Graduate Student Manual



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1 Welcome

To all new graduate students, we would like to welcome you to the Robert M. Buchan Department of Mining, and hope that you will find your time as a graduate student here both rewarding and educational. This manual has been created to help you navigate your way as a new or continuing graduate student in the Department and provide registration information, key policies & procedures*, and funding.

2 Vision

To excel in applied science education and research related to the stewardship and recovery of the earth's mineral resources, accomplished by developing exceptional engineers and scholars for a sustainable global society.

3 History

Since its inauguration in 1893, Mining Engineering at Queen's has held a significant position in the Canadian Mineral Industry. Graduates are involved in all facets of the industry and can be found at major mining operations throughout the world. Our engineers work in base metals, gold, iron ore, industrial minerals, coal, uranium, oil, with consulting companies, geotechnical groups, environmental groups, heavy and light equipment manufacturing companies, computer software

***Changes in Policy**

While every effort is made to keep the contents of this document current, The Robert M. Buchan Department of Mining reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

4 When You Arrive

By the time you read this, you will probably have made contact with several people in the Department and, perhaps, have begun to familiarize yourself with the University.

If you have not already done so, the first person to see is Alicia Alves, Graduate Assistant (Goodwin Hall, room 354). Alicia will be able to direct you and introduce you to the Graduate Chair, your supervisor (MEng students do not have a supervisor), and the others you will be working with over your time here.

Alicia will also be able to direct you in your next steps, which include:

- your classes,
- arrange to complete safety training procedures,
- obtaining office space,
- completing any outstanding documents that are required by the University.

4.1 Registration

Whether you are a new or current student, there is a lot for you to do to get ready as your academic year approaches. Below is a summary of tasks and events to help you start your graduate degree with as much information as possible.

Acceptance of the offer - don't forget to respond to our offer of admission, and let us know if you have accepted our offer.

Pay your fees or make Fee Payment Agreements - All graduate students must choose a fee payment method before registering. Unless paying via pre-authorization, full fall tuition and fees payment must be made before you register. Please check the fee tables to see the amount owing for your program. Information on fee payment methods is also available on the University Registrar's website.

<http://www.queensu.ca/registrar/financials/tuition-fees>

Guide to Registration and Fees: <http://www.queensu.ca/registrar/resources/registration-guides>

4.2 You will need a Net Id to access campus systems

Your NetID is your network identity at Queen's. It will be the "User ID" you need to sign on to the applications and services operated by ITSservices, such as email, electronic course management systems, SOLUS Student Center, MyQueensU Portal, QShare, Wiki, etc.

The login is called your “NetID”, and instructions on how to generate them can be found at: <http://www.queensu.ca/its/getting-started/student>

You will need your Queen’s student number to complete these processes.

If you don’t have your Student number, please call the School of Graduate Studies office at 613-533-6100. Due to confidentiality requirements, we cannot provide you with your student number by email.

** Note: You will need a second NetID if you become employed by the University as a research and/or teaching assistant. The graduate assistant will initiate this process with you when if needed.

4.3 Course registration

Your graduate program should first be discussed with your supervisor (M.A.Sc. & Ph.D.). If you are in the MENG program, you will need to meet with the Graduate Chair to review your program to confirm you meet all the necessary course requirements needed to graduate.

The courses to be offered by the Department are listed under Courses of Instruction on the School of Graduate Studies website here: <https://www.queensu.ca/academic-calendar/graduate-studies/courses-instruction/mine/>.

The courses you plan to take during the current session (fall and winter terms) must be entered on an academic change form. Once the form is filled out and has all the required signatures, return it to Alicia in the main office for processing.

http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS_Academic_Change_Form.pdf

**These forms are also available in the Main Office (Goodwin Hall, Room 354).*

You can use SOLUS student centre to look up courses by browsing the courses catalog in the “My Planner tab”.

Graduate Calendar: <https://www.queensu.ca/sgs/graduate-calendar>

Sessional dates: <http://www.queensu.ca/registrar/resources/sessional-dates>

4.4 Housing

Community Housing manages the student rental properties owned by Queen's University. This includes two apartment complexes located at west campus - An Clachan and John Orr Tower - and a variety of apartments and houses in the Student Village (Core Rentals) around campus. Community Housing also operates an Accommodations Listing Service where external landlords can post listings for student rental units. The Landlord Contract Program is also managed by Community Housing.

Location

Community Housing is located at 169 University Avenue at the corner of University and Clergy West. Paid parking is available underground at the Queen's Centre. Entrance is off of Division Street.

Hours of Operation

(Telephone reception 8:30 am to 4:30 pm)

Open to Walk-in Customers from 9:00 am to 4:00 pm, Monday to Friday (excluding holidays). We are open over the lunch hour.

Phone: 613-533-2501

Email: community.housing@queensu.ca

Website: <http://community.housing.queensu.ca/>

4.5 For International Students

It is exciting and challenging to move to a new country, settle into a new culture, and study on a new campus, but even the most capable and enterprising students can use some help from time to time. Here is a link to a handbook to help you acclimatize to life at Queen's. It contains information on everything from health insurance to immigration, to academic culture, to meeting people, to renting accommodation in Canada. In addition, there are chapters giving details on all of the significant aspects of your Queen's experience.

International Student Guidebook <https://quic.queensu.ca/wp-content/uploads/2019/06/ISG.pdf>

Medical Insurance

As an international student, you and any dependents *must* sign up for UHIP immediately upon arrival, either in person at the Queen's University International Centre (QUIC), or online at <http://quic.queensu.ca/international-students-and-staff/health-insurance-and-care/uhip/>

Work Authorization Permit & Student Visas

This applies only to international students who have visa status for their graduate studies. You must register with the Immigration Office as soon as you arrive to obtain clearance to work and study in Canada. The link below has some beneficial information for you to understand the process.

<http://quic.queensu.ca/international-students-and-staff/canadian-permits-and-visas/>

4.6 Queen's University International Centre (QUIC): <http://quic.queensu.ca/>

The Queen's University International Centre (QUIC) is a support service for all members of the Queen's community. Its activities promote an internationally informed and cross-culturally sensitive learning environment.

At QUIC, we pride ourselves on being innovative and creative. We assist in building community among students and with our colleagues at Queen's. We also engage in research, professional development and training activities with the broader community of international educators across Canada and worldwide.

Our lounge provides a comfortable setting for relaxation, reading, conversation, and meeting people from other countries. Come and visit us! We're located on the second floor of Mitchell Hall, room 208, 68 Union Street. Our office hours are 8:30 am - 4:30 pm, Monday to Friday.

5 Key People within the department

Head of Department

Julian Ortiz

Head/Associate Professor

613-533-2910, Goodwin 332

Julian.Ortiz@queensu.ca

Graduate Chair

Abbas Taheri

Grad Chair/Chair in Mine Design/Associate Professor

(613) 533-2199, Goodwin 345

abbas.taheri@queensu.ca

Julie Sharrard
Department Manager

Goodwin 354
(613) 533-6000 Extension: 77137
Julie.sharrard@queensu.ca

Alicia Alves
*Graduate Program Assistant/
Undergraduate Program Assistant*

Goodwin 354
(613) 533-6000 Extension: 77135
mine.undergrad@queensu.ca
mine.grad@queensu.ca

Jill Hodgson
Administrative and Financial Assistant

Goodwin 354
(613) 533-2230
hodgsonj@queensu.ca

Jenny Cruz
Program Coordinator, Online Programs

Goodwin 354
(613) 533-6000 Extension: 79312
j.cruz@queensu.ca

Oscar Rielo
Senior Program Coordinator

(613) 533-2194 , Goodwin 325B
Extension: 32194
Oscar.Rielo@queensu.ca

Perry Ross
Testing Operator

Goodwin 220
(613) 533-6000, Extension: 75326
Perry.Ross@queensu.ca

Brooke Belfall
Mineral Processing Technician

Goodwin 434
(613) 533-2195, Extension: 32195
brooke.belfall@queensu.ca

Larry Steele
Mining Engineering Technician

Goodwin 220
(613) 533-3327, Extension: 33327
Larry.Steele@queensu.ca

6 Mining Graduate Program Overview

The Mining Engineering program concentrates on teaching and research involving the broader field of excavation and processing of ore to obtain the mineral products required by contemporary society.

The program is designed to produce engineers and specialists qualified to assess, design, and operate underground and open-pit mines, design and operate complex processing plants, and evaluate and maintain the mechanical equipment required by these mining or processing facilities.

Graduate students at the Masters level may follow research (M.A.Sc.) or non-research programs (M.Eng.). Naturally, at the Doctoral level, only a research program is supported.

6.1 Funding/ Human Resources

Funding: The minimum funding guarantee for eligible students at the M.A.Sc. level of \$25,000 and at the Ph.D. level of \$25,000 per year is available. The M.Eng program is self-funded; no funding will be provided.

Teaching Assistantships: A limited number of Teaching Assistantships (TA) are available for graduate students in the Department. These positions will be advertised on the department and human resources websites. Instructions on how to apply and view the available openings will be listed in section 8 of this manual.

Full-time students who are registered and in good academic standing with Queen's, are eligible for a wide range of internal and external scholarships and bursary awards.

<http://www.queensu.ca/studentawards/>

6.2 Supervisors and fields of Study

See table on following page

Areas of Research	
Faculty Member	Research Areas
Laeque Daneshmend	Machine Design, Equipment Maintenance, Maintenance Management, Reliability Analysis, Systems Modeling, Simulation and Control, Mining Automation, Telerobotics
Ahmad Ghahreman	Hydrometallurgy and biohydrometallurgy, Mineral processing wastes and their remediation, Electrochemical dissolution of complex minerals (fundamental studies), Flowsheet design and modeling
Charlotte Gibson	Integration of mining and processing systems, machine learning applications in mineral processing and metallurgy, process development for minerals used in energy storage applications, oxide mineral flotation
Anne Johnson	Management of Social Risk, Sustainability Reporting and Metrics, Mining Law and Policy, Community Relations
Takis Katsabanis	Detonation Physics, Blasting, Fragmentation, Vibration
Sadan Kelebek	Mineral Processing Technology, Process & Tailing Environment, Computer Assisted Process Analysis, Complex Sulphides and Pyrrhotite Rejection
Julian Ortiz	Geostatistics, stochastic modeling of ore deposits, sampling and QA QC, geometallurgical modelling
Chris Pickles	Processes and the Environment, Advanced Pyrometallurgy, Process Engineering for Metals Extraction, Advanced Metals Extraction
Asli Sari	Surface and Underground mine planning, Data analysis, Machine learning applications in mine optimization, Fleet management mine automation
Abbas Taheri	Engineering properties and Behaviors of Rocks, Backfill Material and Expansive Soils, Experimental Geomechanics, Modeling of surface and Underground Excavations, Soil stabilization and improvement methods, Deep and High-Stress Mining
Qian Zhang	Mining and Sustainability, Mineral Economics, Life-cycle Assessment, Carbon Footprint, Circular Economy, Resource Efficiency, Urban Mining

6.3 Master's Program

The Masters' programs enable qualified students to study advanced courses in their field of interest in the mining industry. For the M.A.Sc., a major research project (MINE 899) is carried out and formally defended. The non-research program (M.Eng.) requires that four more courses be taken than for the M.A.Sc. One of the courses selected in the M. Eng. program could be MINE 898 - Master's Project. The deliverable for this course is a thirty (30) page report. The objectives of the programs are to provide the mining industry with specialized personnel capable of solving broad problems either as mining or research company employees or consultants.

Master of Engineering (M.Eng.)

The requirement to complete the M.Eng. degree is eight (8) term length courses. Two of the courses can be at the 400 undergraduate level. Students can take any relevant courses listed in the Graduate Calendar, as long as at least four (4) of the courses are taken from their home department. Students generally take a set of courses that fit their background and interest.

In Mining Engineering, students can take MINE-898, a project-based course that counts as one course towards the required eight courses total. In addition, MEng students must take the non-credit course APSC 801 Master of Engineering Foundations.

Master of Applied Science (M.A.Sc.)

The minimum requirements for the M.A.Sc. are four (4) term length courses, satisfactory participation in the graduate seminar (MINE-897) and completion of a research thesis (MINE-899). Typically, two courses will be taken within, and up to two courses will be taken outside the Mining Department. The department may make exceptions to this academic requirement if a different balance of mining and external courses is beneficial to the student and has the supervisor's support. One term length course can be from the 400-series in another department or, under exceptional circumstances, from Mining, but this course must be selected according to applicable regulations.

All students doing laboratory research on campus must take CHEM 801, a non-credit course in laboratory safety, at the first opportunity after their initial registration. Students who have previously completed MINE 459 or MINE 851 as part of their regular undergraduate or graduate programs at Queen's University are exempt from this requirement. Students who are taking or have taken MNTC 408 (Departmental Safety Module) are also exempt from this requirement.

6.4 Doctor of Philosophy (Ph.D.) Program

The minimum academic requirements are four term length courses beyond the M.A.Sc. degree, satisfactory participation in the graduate seminar MINE-897, successful completion of the

comprehensive examination requirement, and completion of a research thesis (MINE-999). All courses must be taken at the graduate level. Usually, three courses will be taken within, and one course will be taken outside the Mining Department. The department may make exceptions to this academic requirement if a different balance of mining and external courses is beneficial to the student and has the supervisor's support. In some instances, the number of courses required will be larger than the minimum. The Department must approve the selected academic program.

All students doing laboratory research on campus must take CHEM 801, a non-credit course in laboratory safety, at the first opportunity after their initial registration. Students who have previously completed MINE 459 or MINE 851 as part of their regular undergraduate or graduate programs at Queen's University are exempt from this requirement. Students who are taking or have taken MNTC 408 (Departmental Safety Module) are also exempt from this requirement.

The **Comprehensive Examination**, an assessment of the student's understanding of the major areas of Mining Engineering, must be taken by all Ph.D. candidates and may, under special entrance requirements, be required to be taken in two parts.

Should an entering Ph.D. student's background in mining engineering or related disciplines be deemed insufficient, a designated program of study and/or completion of general knowledge examinations (first level comprehensive examination) will be required. The first level comprehensive examination will review the candidate's general background in Mining Engineering and must be held in the fall term of the second year of the Ph.D. program. If a first level knowledge examination is not required, the Ph.D. student will be required to complete a comprehensive examination leading up to a final thesis defense. It will cover the area of specialization and areas of the candidate's background preparation. The examination must be convened no later than 24 months after a student's initial registration in the Ph.D. program (if a first level comprehensive examination was not required) and at a minimum of 12 months prior to the final thesis defense.

All doctoral students must submit an **Annual Progress Report** to their supervisor and/or the supervisory committee. The report must detail their progress since the last report and the plan/objectives for the next year. The supervisor and/or supervisory committee provide feedback on the student's progress and comment on whether the proposed plan/objectives are reasonable and compatible with timely degree completion. This is also an opportunity to outline how any unanticipated delays in progress can be addressed. The student must be allowed to respond to the supervisor's and/or supervisory committee's comments. All parties must sign the report before its submission to the Graduate Coordinator (or delegate) by the annual deadline established by the department/program. If no deadline exists, this report shall be filed with the department/program by the last working day in June each year.

6.5 Time Limits for Completion of Programs and Time Limit Extensions.

An extension of the standard time limit for completing a doctoral degree program to five years may be made by a Department/Program based on a discipline-related rationale and a plan to support students in progressing toward completion. Such a decision must be communicated to students via the Graduate Handbook or website and the School of Graduate Studies. Otherwise, a one-year extension will be granted to graduate students in good standing who can demonstrate how they will progress toward degree completion within an additional year. This means 3 terms beyond the standard timeframe of 1 year (3 terms) or 2 years (6 terms) for a Master's and 4 years (12 terms) for a Ph.D. The Department/Program must inform the School of Graduate Studies of extensions granted before the end of term 4 or 7 (1 or 2 year Master's programs) or term 13 (PhD).

Requests for an extension beyond term 6 of a one-year Master's program, term 9 of a two-year Master's program or term 15 of a PhD program must be submitted to the School of Graduate Studies on a Time Limit Extension Request Form before the end of term 6 or 9 of a Master's program or term 15 of a PhD program. A request will be considered for approval if there is satisfactory evidence of progress (e.g. drafts of chapters) or extenuating circumstances that could be personal or research-related and significantly delayed the student's progress. Such requests must be supported by the Department/Program and be accompanied by the supervisor's assessment of the student's progress and a plan for completion within 12 months (3 terms). Doctoral students must append a copy of their end-of-year 4 progress report and their end-of-year 5 progress report.

Subsequent extension requests may be approved under extenuating circumstances (personal or research related).

NOTES:

1. Terms in which a student's registration status is inactive are not counted when calculating the overall time registered in the program.
2. The decision in response to an extension request is an Academic Decision. If denied, the student will be informed of the reasons in writing and advised that they may appeal the decision under the policy Appeal against Academic Decisions.
3. An extension of the prescribed time limits for completing the degree program may be part of a formal academic accommodation arrangement between a graduate student and the University. In those cases, extensions beyond the second extension will be considered on a case-by-case basis. For information, see the policy Accommodation of Graduate Studies with Disabilities.

6.6 Courses

The courses to be offered by the Department this session are listed on a separate sheet enclosed within the Graduate Students' Handbook

When registering for a course, you must indicate whether it will be "primary" or "secondary" to your program. All courses which are part of your required program must be listed as "primary". Courses taken in addition to the program requirements should be listed as "secondary" and, as such, will not be subject to the requirement of a minimum second-class honours grade. Only under exceptional circumstances will it be possible to change the status of a "secondary" course to that of "primary". If you are taking courses as "secondary" but intend to transfer the status to "primary" for a future degree program, you must write a memo to the Coordinator of Graduate Studies at the time you are registering for the course, expressing such intention. Otherwise, the courses will not be considered as "primary" for a future degree program. The School of Graduate Studies and Research shall decide if these courses can be allowed as "primary" for the next degree program

Courses may also be "audited" and will be so listed on your transcript. You will be required to contact the instructor for such courses and have them initial your registration form. Instructors are asked to confirm your attendance before credit is given at the end of the term. Students who audit graduate courses may be required to participate in assignments and paper presentations, but not examinations; consult the instructor beforehand.

The School of Graduate Studies and Research regulations state that a minimum of second class standing must be attained in all courses taken as primary to the program. In special circumstances, the Department may recommend that a student be permitted to repeat a failed course or take a substitute course. For more information, please see Coursework Requirements on the Graduate Studies website.

<https://www.queensu.ca/academic-calendar/graduate-studies/general-regulations/>

6.7 Thesis

Theses must adhere to the requirements specified on the Graduate school website.

<https://www.queensu.ca/academic-calendar/graduate-studies/general-regulations/>

The thesis is a major requirement of most programs. It must be expressed in a satisfactory literary form consistent with the discipline concerned and display a scholarly approach to the subject and a thorough knowledge of it.

The thesis must be defended in an oral thesis examination. Parts of the thesis may be prepared in a form suitable for separate publication, but overall it must comprise a coherent account of a unified research project rather than a collection of loosely connected studies. Publication or

acceptance for publication of research results before presentation of the thesis in no way supersedes the University's judgment of the work at a thesis defense. A critical review of previous work related to the subject and a concluding summation of the contribution made in the thesis to scholarship in the chosen field must be included in the thesis.

The master's thesis should demonstrate that the candidate is capable of original and independent work; that of a doctoral student must be original and be of such value as to merit publication.

Further guidance on the Department's specific requirements concerning the thesis may be obtained from the student's supervisor. A student engaged in research for a thesis must register it as a course, Master's Thesis 899 or Doctoral Thesis 999.

Degree Completion Information: <https://www.queensu.ca/grad-postdoc/grad-studies/completion/overview>

6.8 Society of Graduate and Professional Students

The SGPS offers a lot of great services to members. Check out this section to learn about all the things the SGPS can do for you. <https://sgps.ca/>

The SGPS works hard for its members. Here are just some of the things we do with the help of many volunteers:

Defend and expand the rights of graduate and professional students. We are a key constituency of Queen's and part of one of the nation's most vibrant and productive groups.

Lobby the Queen's administration and the provincial and federal governments on issues crucial to the well-being and success of graduate and professional students.

Represent graduate and professional interests and participate in the governance of the University at the Senate, the Board of Trustees, the University Council, and over 40 university committees.

The Society of Graduate and Professional Students:

- Administer the Health and Dental plans.
- Offer small grants to students and support departmental and faculty projects.
- With the SGPS Council, formulate policies for graduate and professional student affairs.
- Publish the SGPS Handbook, Orientation Guide and E-Newsletters.

The SGPS has many committees that you can be involved in. Committees are an integral part of the SGPS as they help with such things as student issues, SGPS promotions, social events, operations, finance and many others.

To organize Orientation, workshops, conferences, and social events contact the SGPS.

Room 021, JDUC, Kingston, Ontario, Canada, K7L 3N6
tel: (613) 533-2924 fax: (613) 533-6376 e-mail: info@sgps.ca

6.9 Access to Departmental Facilities

Study and Research Space:

M.A.Sc. & Ph.D. Students

You will be assigned a study carrel in one of the shared workspaces in Goodwin Hall.

MENG

You will have access to the two computer rooms in Goodwin Hall. Both are shared with undergraduate students.

I.T. Requirements:

Any Computer and network requirements for your office must be discussed with your supervisor who will pass it on to the Department's I.T. person.

Any I.T. concerns, contact: help@engineering.queensu.ca or <http://my.engineering.queensu.ca/IT/help.html>

Keys to the facilities:

To obtain a fob to Goodwin Hall, you must first submit the department safety requirement.

Safety training (Please see Brittany Cox for this paperwork)

- Proof of Queen's WHMIS and Safety Orientation.
- Completion of Safety Awareness training
- Complete student/worker orientation checklist.

See the Safety section of this document for more information.

For laboratory access, your supervisor must submit the request in writing to the Department Safety Officer: Julie Sharrard (Julie.sharrard@queensu.ca).

7 Places around Campus

7.1 Graduate school

Queen's graduate students are thought-provoking and engaging, with an insatiable thirst for learning and strong scholars and researchers.

The School of Graduate Studies has several resources and acts as a gateway to others at Queen's for graduate students. These resources include:

- Providing information about how to register, find a place to live and more before arriving
- Linking you up with campus life and community services when you arrive
- Academic support workshops through the Expanding Horizons series held throughout the year
- Assistance with awards and funding by administering the opportunities and ensuring graduate students receive payments in a timely fashion
- Assisting students and graduate programs with support for best practices in graduate supervision
- Providing policy guidance to students and graduate programs to change a student's status, explore student exchange opportunities and more
- Guiding students through the process of successfully completing their degree and graduating

Location:

Gordon Hall, Room 425
74 Union Street
Queen's University
Kingston, Ontario, Canada K7L 3N6
Phone: (1)-613-533-6100
Fax: (1)-613-533-6015
E-mail: grad.studies@queensu.ca

Normal Hours of Operation:

Monday to Friday
8:30am - 12noon, 1pm - 4:30pm

School of Graduate Studies website: <http://www.queensu.ca/sgs/>

7.2 Libraries

There are several libraries on campus which you can use.

Douglas Library (south-east corner of University Avenue and Union Street) has the role of the Engineering and Science Library as its primary function. All registered graduate students may use the library's facilities and borrow books on presentation of their student card at the check-out.

For more information on all the libraries on campus, see the library website at:

<http://library.queensu.ca>

7.3 The Campus Bookstore at Queen's University

We are a not-for-profit corporation who endeavors to distribute required course material at the lowest possible price to students while operating a comprehensive University bookstore for the Queen's community.

The Campus Bookstore is located in Clark Hall on Queen's University Main Campus in Kingston, Ontario, Canada.

We are open from 9 am to 6 pm Monday to Friday, and 10 am to 5 pm on Saturday. Special hours during holidays may be in effect. Check the bottom of this webpage for any special holiday hours. We are also open 24 hour-a-day at <http://www.campusbookstore.com>

7.4 Department Facilities

The Mining Engineering Department is located in Goodwin Hall, which provides lecture, laboratory and study facilities.

The on-campus laboratories include a Rock Mechanics laboratory, Mine Environment laboratory, Computer Planning facilities, and several Mineral Processing laboratories. The department also operates an Explosive Test Site in Hinchinbrooke Township, near Kingston. Laboratories are fully equipped for the programs offered. In addition, they include extensive equipment for advanced study and research in the various fields of major interest. The facilities allow undergraduate courses to be conducted close to graduate study and research. As a result, sound professional practice can be emphasized while the potential for future development is demonstrated.

7.4.1 Laboratories

The following is a list of the laboratories in the Department of Mining: Automation and Robotics, Centrifuge, Explosives and Blasting, Geotechnical Instrumentation, Microwave Extraction, Mineral Processing, Open Pit Mine Design, Ore Reserves and Grade Control, Rock Mechanic, Soft Rock Mechanics, Underground Mine Design and Ventilation Laboratory. Please see our website for more information.

<http://www.mine.queensu.ca/Department/Facilities/index.html>

8 Other Important Information

8.1 Health and Safety in the Department of Mining

The Mining Department is committed to ensuring the safety of all its students, faculty and staff. You are requested to review the Department Safety manual located on the department's web site <http://www.mine.queensu.ca/Department/Health-safety.html>

In preparation for your employment with the department, the following training and documentation must be completed.

Safety training

- Proof of Queen's WHMIS (Workplace Hazardous Materials Information System)
 - To register for the next course <https://www.safety.queensu.ca/training/whmis>
 - You are required to complete an online refresher quiz every year.
- Completion of Safety Awareness training
 - <https://www.safety.queensu.ca/training/health-and-safety-awareness-training>
- Complete student/worker orientation checklist.

Please see the Administrative and Financial Assistant for this paperwork.

Mining Engineering Safety Committee:

Julian Ortiz, Head
Overall responsible for safety in the Department

Julie Sharrard, Department Manager
Department Safety Officer

Oscar Rielo, Senior Program Coordinator

Brooke Belfall, Technician Mineral Processing

8.2 Financial Support

Scholarships, Fellowships, Awards, and Research Assistantships

There are several sources of financial support for graduate students. These include external scholarships (see Section I 1.3); Fellowships, Awards, and Tuition Awards allocated by the School of Graduate Studies and Research; Awards allocated by the Department; and Research Assistantships provided by members of the academic staff. Financial support for a student may consist of a combination of funds from different sources. It is essential for first-year graduate students who have received support from the School of Graduate Studies and Research or the Department, to realize that these funds may not be renewable. The funds are intended to assist

academic staff members in providing financial support to students, not necessarily to provide support throughout entire programs.

In preparation for your employment with the department, the following training and documentation must be completed.

Safety Training: see section **8.1**

Accessible Customer Services: See section **8.4**

8.3 Teaching Assistantships

There are opportunities to apply for Teaching Assistant positions in the department in the Fall and Winter terms. The jobs will be posted on the Mining Department's website.

Department positions

<https://mine.queensu.ca/Department/Faculty-positions.html>

University wide positions

<http://www.queensu.ca/humanresources/careers/academic-related-positions>

To apply, you must include:

- 1) C.V.
- 2) Unofficial transcripts
- 3) Cover letter
- 4) Rank your course preferences

The responsibility of holding a teaching assistantship should not be taken lightly. The professor and the graduate students associated with a particular course should work as a team to inform and stimulate the students.

Teaching Assistants at Queen's University are governed by a collective agreement

<http://www.psac901.org/>

In preparation for your employment with the department, the following training and documentation must be completed.

Safety Training: see section **8.1**

Accessible Customer Services: See section **8.6**

First-time Teaching Assistants will also need to complete additional faculty office training. It is 5 hours in total, and Teaching Assistants will be compensated.

8.4 MyHR Self Service

MyHR, is a user-friendly way for Queen's employees to access human resources-related information from anywhere.

The MyHR online portal gives employees online access to various human resources services, including access to view and print pay advice slips, view and print T4s, view benefits information, change home address and banking information and update emergency contacts.

<http://www.queensu.ca/humanresources/employee-tools/myhr-self-service>

8.5 Conference Travel Awards

Currently registered full-time graduate students, who are authors or co-authors of a technical paper being presented at a conference, may apply to the School of Graduate Studies and Research for a Conference Travel Award. Please note that a student may receive only one Conference Travel Award in each fiscal year, and an application must be made before the conference takes place. Please contact Alicia Alves (mine.grad@queensu.ca) to find out how to apply.

8.6 AODA (Accessibility for Ontarians with Disabilities Act) Training

A newly launched accessibility training suite gives the Queen's community easy access to the training they require under the AODA. The training provides information about everyone's responsibilities under the legislation and illustrates ways to incorporate the principles of accessibility into the services Queen's provides. This training suite will help us learn how to prevent and remove barriers to access so that Queen's services and its transformative learning experience are available to all. With a small investment of time – the entire suite takes less than 4 hours to complete - this training will provide valuable information and help us think about ways to make Queen's a more accessible university.

The Equity Office developed the training suite with guidance from the Education, Training, and Awareness Working Group under the Queen's Accessibility Framework. It consists of four modules: Accessible Customer Service, outlines the principles of accessibility when communicating and interacting with persons with disabilities, Human Rights 101 provides an understanding of the University's disability-related obligations under the Ontario Human Rights Code, Access Forward provides an understanding of the standards in the Integrated

Accessibility Standards Regulation, and Accessible Instruction for Educators is about making the learning experience accessible to all. You will access the training with your NETID and password

- Accessible Customer Services
- Human Rights 101
- Access Forward
- Accessible Instruction for Educators (only needed if you are a Teaching Assistant)

<https://www.queensu.ca/accessibility/facultystaff/education-training-and-awareness-faculty-staff>

8.7 Policies, Procedures and Guidelines

For more information on Policies, procedures and guidelines please see the Graduate studies website. <http://www.queensu.ca/sgs/academic-matters>

You can also contact Alicia Alves, Graduate Assistant, or Dr. Abbas Taheri, Graduate Coordinator, with any questions. They are always available to guide you through University processes.

Areas included on the site are:

- Academic & Research Integrity
- Copyright at Queen's
- Human Research Ethics approval – CORE (SGS 804)
- Accommodating Students with Disabilities
- Intellectual Property Guidelines
- Time to completion
- Thesis Completion
- Graduate Supervision
- Vacation Guidelines

8.8 Vacation Guidelines

Scheduled leaves and vacations are a recognized benefit in terms of personal health and workplace productivity. Therefore, we recommend that graduate students think about and plan regular vacation leaves. Graduate students are not employees of the School of Graduate Studies. As a result, there is no mandated entitlement for a vacation benefit. However, the following guidelines are offered to students, graduate coordinators, program directors, department heads and graduate student supervisors.

Students should be able to take up to 10 working days off, over and above statutory holidays and/or periods when the University is officially closed (i.e. the period between the December-January holidays) provided that the time off:

- Should not compromise the progress of a student's studies;

- Is negotiated and approved well in advance. As a rule of thumb, one month's notice should be given before scheduling a leave
- Is compatible with terms and conditions of the governing grant or contract under which the student is being paid;
- Cannot be carried forward from year to year

Vacation periods do not result in any changes to registered student status; students remain registered and pay all fees during the vacation period in the academic session until completion or withdrawal.

It is expected that negotiations for time off for vacation will be free from controversy or disagreement. In the case of dispute, the usual dispute resolution procedures will apply. These procedures can be found in the Guide to Graduate Supervision booklet (section 10) published by the School of Graduate Studies or through the School's website

8.9 Accommodation and Academic Consideration

Queen's University is committed to providing accommodation for students with disabilities enrolled in any of its graduate programs. University administration, faculty, staff and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans that preserve the program's academic standards and adhere to the principles of academic integrity.

Visit the [Student Wellness](#) website for information and assistance.

SGS Protocol for Short-Term Academic Consideration

Queen's University recognizes that students may have extenuating circumstances that temporarily affect their ability to fulfill their academic obligations and requirements.

Graduate students can request special consideration for extenuating circumstances that will have or have had an impact on an academic requirement or requirements. Such considerations might take the form of one or more of the following: a brief absence, a brief reprieve from coursework, research, or fieldwork requirements, an extended or deferred deadline, a modified schedule for assignments, labs, placements/internships, projects, or comprehensive exams, a deferred exam or project, an alternate assignment, a re-weighting of assigned marks, course withdrawal without penalty, or other consideration deemed appropriate by the instructor, supervisor or Departmental /Program Graduate Coordinator ("Graduate Coordinator") (or delegate.)

For more information on how to request short term academic accommodation:
<http://www.queensu.ca/sgs/accommodation-and-academic-consideration>

9 Closing Remarks

The Department has attempted to provide you with a wide range of information and access to various academic sites at Queen's that will help you make your time as a graduate student in this Department as rewarding and accommodating as possible. We hope this brief synopsis eases your transition into the graduate program of study and allows you to proceed through your studies with minimal complications.

You are entering advanced academic studies within a department that has developed a reputation for research excellence due to the efforts of previous generations of graduate students and their supervisors. We hope that your work will continue this tradition. Let me close by expressing the hope that you will have an enjoyable and intellectually stimulating stay at Queen's University.

If you have any questions of an academic, research, or personal nature, the first person to approach should always be your supervisor, though I am also always available for consultation. If you wish to discuss anything with me, I am available at any time that I do not have a prior commitment. The Graduate Program Assistant (Alicia Alves) will be pleased to make an appointment for you to see me and may also be able to help answer any outstanding questions that you may have.

Graduate Student Check List

Required Information and Forms

- 1) Academic Change Form
- 2) Bank account information (form or void cheque)
- 3) SIN, Social Insurance Number
- 4) TD1 forms (tax forms)
- 5) PhD. Student: Statement of intent with regards to PhD. Comprehensive
- 6) Safety forms and Department access
- 7) I.T. requirements form
- 8) AODA
- 9) Ph.D. Advisory Committee and Progress Reports

Additional information is required for Internationals Students

- 10) UHIP, University Health Insurance Plan – student must apply immediately upon arriving at Queen's
- 11) Register for a Social Insurance Number
- 12) Student Visa

FURTHER INFORMATION REGARDING THE ITEMS ON THE CHECK LIST

1) Academic Change Form

This form is used to register you in your courses. You must complete the form with your supervisor.

http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS_Academic_Change_Form.pdf

2) Bank account information (form or void cheque)

If you are being paid by your supervisor as a Research Assistant (RA), please bring Kate your banking information either a form or a blank cheque, you should write the word VOID across it. This cheque will only be used as proof of your banking information to allow us to have your pay directly deposited in to your account.

4) Tax forms (TA only)

If you received a Teaching Assistantship, you will need to fill out tax forms. This is to be completed and returned to the Queen's University, Human Resources Office (Fleming Hall, Stewart-Pollock Wing).

<https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later/td1.html>

5) Safety forms and Department access

You must meet with Brittany Cox, Administrative and Financial Assistant (Room 354 Goodwin Hall) in order to complete all safety related forms. Once you have signed off on all of these forms you will be given keys. In order to get laboratory access your supervisor must submit written permission to the office.

[WHMIS](#) and [Safety Awareness course](#)

6) I.T. Requirements

You should discuss with your supervisor your I.T. / computer needs for the scope of your project.

7) AODA (TA only)

Make sure to complete the following online course: Accessible Customer Services, Human Rights 101 and Access Forward.

If you are accepting work as a Teaching Assistant (TA) you will also need: Accessible Instruction for Educators. <http://www.queensu.ca/equity/training/aoda-training-suite>

8) PhD. Students Only: Advisory Committee and Progress Reports

Each PhD student must have an Advisory Committee consisting of three faculty members: the supervisor plus two additional faculty members, one of whom could be a co-supervisor. Advisory Committee shall assess a student's progress and provide feedback, on the basis of a written Progress Report.

[http://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students-forms/SGS-Template-AnnualReport_2012_DMv6\(1\).pdf](http://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students-forms/SGS-Template-AnnualReport_2012_DMv6(1).pdf)

9) UHIP - University Health Insurance Plan

This must be done as soon as you arrive at Queen's.

<http://www.queensu.ca/internationalvisitors/healthinsurance/whereapply.html>

10) SIN - Social Insurance Number

In order to be paid by your supervisor, you must attain a Social Insurance Number. You will need an employment letter created by the department before you go to the Kingston Service Canada Centre at 1300 Bath Road, Frontenac Mall, Floor 1.

<http://www.servicecanada.gc.ca/tbsc-fsco/sc-dsp.jsp?lang=eng&rc=3792>

Please be sure to take all relevant documents with you such as your passport, immigration papers, student visa etc.

Please ask them for a **RECEIPT** indicating that an application has been made.