Content

1 Welcome ......................................................................................................................... 2
2 Vision ............................................................................................................................... 2
3 History ............................................................................................................................ 2
4 When You Arrive ........................................................................................................... 3
   4.1 Registration .................................................................................................................. 3
   4.2 You will need a Net Id to access campus systems ......................................................... 3
   4.3 Course registration ...................................................................................................... 4
   4.4 Housing ....................................................................................................................... 4
   4.5 For International Students ......................................................................................... 5
5 Key People that you need to know! ................................................................................ 6
6 Mining Graduate Program Overview ............................................................................. 7
   6.1 Funding/ Human Resources ......................................................................................... 7
   6.2 Supervisors and fields of Study .................................................................................. 7
   6.3 Master’s Program ....................................................................................................... 8

M.A.Sc.................................................................................................................................. 8
   6.4 PhD Program ............................................................................................................... 8
   6.5 Courses ..................................................................................................................... 9
   6.6 Theses ........................................................................................................................ 9
   6.7 Society of Graduate and Professional Students ......................................................... 10
   6.8 Access to Departmental Facilities .............................................................................. 11
7 Places around Campus .................................................................................................... 12
   7.1 Graduate school ........................................................................................................ 12
   7.2 Libraries ................................................................................................................... 13
   7.3 The Campus Bookstore at Queen’s University ............................................................ 13
   7.4 Campus Computer Sales & Service ......................................................................... 13
   7.5 Department Facilities ............................................................................................... 14
      7.5.1 Laboratories ......................................................................................................... 14
8 Other Important Information .......................................................................................... 15
   8.1 Health and Safety in the Department of Mining ......................................................... 15
   8.2 Financial Support ..................................................................................................... 15
   8.3 Teaching Assistantships ......................................................................................... 16
   8.4 Policies, Procedures and Guidelines ......................................................................... 16
   8.5 Vacation Guidelines ................................................................................................. 17
   8.6 Conference Travel Awards ..................................................................................... 17
9 Closing Remarks ........................................................................................................... 18
# Welcome

To all new graduate students, and those who are already well underway in their academic programs, 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 to provide information about registration, key policies*, procedures, and funding.

There are several things you will need to do when you first arrive in the department, which will include:

- checking in with the Mining Office Graduate Assistant (Mrs. Tina McKenna) to arrange your classes
- reviewing safety training procedures, if required
- obtaining office space, and
- completing any outstanding documents that are required by the University.

# Vision

The Department strives to provide to its graduate students a community of scholarship, recognized worldwide as a leader in applied science education and research related to the stewardship and recovery of the earth’s mineral resources, which can be accomplished through the development of exceptional engineers and scholars for a sustainable global society.

# History

From 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.

The first person to see, if you have not already done so, is Tina McKenna, Graduate Assistant (Goodwin Hall, room 354). Tina will be able to direct you and introduce you to the Graduate Chair, your supervisor, and the others you will be working with over your time here.

Tina will also be able to direct you in your next steps.

4.1 Registration

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

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

Pay your fees or make Fee Payment Agreements - All graduate students must choose a fee payment method prior to registering, unless paying via pre-authorization, full payment of fall tuition and fees must be made before you register and by September 1st, 2011. Please check the fee tables to see the amount owing for your program. If you have questions, a Fees Hotline is available at 613-533-6894. Information on fee payment methods is also available on the University Registrar's website.

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 that are operated by ITServices, such as email, Moodle course management system, 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/netid.html

You will need your Queen's student number to go through these processes.

If you don't have your Student number, please call the School of Graduate Studies office at 613-533-6100. We cannot provide you with your student number by email, due to confidentiality requirements.
4.3 Course registration

Your graduate program should first be discussed with your supervisor. The courses to be offered by the Department this session are listed on a separate sheet enclosed within the Graduate Students' Handbook.

The courses that you plan to take during the current session (fall and winter terms) must be entered on an academic change form. These forms are available in the Main Office (Goodwin Hall, Room 354). It is recommended that you appointment with the Graduate Chair to review your program to confirm you meet all the necessary course requirements need to graduate.

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 - as well as 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
Fax: 613-533-2196
Email: community.housing@queensu.ca

Familiarize yourself with what graduate student support systems Queen's has to offer

For more information on University Supports:
http://www.queensu.ca/sgs/orientation/support.html
4.5  For International Students

Medical Insurance - international students you & your 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/incoming/uhip-studentpre-registration.asp

Work Authorization Permit & Student Visas

This applies only to international students who have visa status for their graduate studies. It is important that you register with the Immigration Office as soon as you arrive, in order to obtain clearance to work and study in Canada. The Office requires evidence that you have adequate financial support to cover your studying and living expenses.

The International Centre at Queen's University (tel. 613-533-2604 or www.queensu.ca/queuic/home.htm) can help students with questions related to immigration or financial matters. You are invited to contact them.

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 and through its activities promotes an internationally informed and cross-culturally sensitive learning environment.

At QUIC, we pride ourselves with 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 around the world.

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 first floor of the John Deutsch University Centre at the corner of Union Street and University Avenue. Our office hours are 8:30 a.m. - 4:30 p.m., Monday to Friday.
5  **Key People that you need to know!**

**Laeeque Daneshmend**  
*Head/Professor*  
613-533-6366, Goodwin 345  
laeeque.daneshmend@mine.queensu.ca

**Jamie Archibald**  
*Grad Chair/Professor*  
(613) 533-2198, Goodwin 337  
jamie.archibald@mine.queensu.ca

**Peter Auchincloss**  
*Program Associate*  
Goodwin 320  
(613) 533-6945  
FAX: (613) 533-6597  
Extension: 36945  
Peter.Auchincloss@mine.queensu.ca

**Wanda Badger**  
*Department Manager*  
Goodwin 354  
(613) 533-6000 Ex 77137  
FAX: (613) 533-6597  
Extension: 77137  
Wanda.Badger@mine.queensu.ca

**Maritza Bailey**  
*Mineral Processing Technician*  
Goodwin 434  
(613) 533-2195,  
FAX: (613) 533-6597  
Extension: 32195  
Maritza.Bailey@mine.queensu.ca

**Kate Cowperthwaite**  
*Office Assistant/Events Coordinator*  
613) 533-2230, Goodwin 354  
FAX: (613) 533-6597  
Extension: 32230  
Kate.Cowperthwaite@mine.queensu.ca

**Tina McKenna**  
*Graduate/Undergraduate Program Assistant*  
Goodwin 354  
(613) 533-6000  
FAX: (613) 533-6597  
Extension: 77135  
Tina.Mckenna@mine.queensu.ca

**Oscar Rielo**  
*Mining Engineering Technologist*  
(613) 533-2194, Goodwin 220  
FAX: (613) 533-6597  
Extension: 32194  
Oscar.Rielo@mine.queensu.ca

**Perry Ross**  
*Testing Operator*  
613) 533-6000, Goodwin 220  
FAX: (613)533-6597  
Extension: 75326  
Perry.Ross@mine.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 both underground and open pit mines, to design and operate complex processing plants and to 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

A minimum funding guarantee for eligible students at the Master’s level of $16,800 and at the Ph.D. level of $18,000 per year is available. M.Eng students are self funded.

Teaching Assistantships may be offered to students throughout the academic year.

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.

6.2  Supervisors and fields of Study

Dr. Jamie Archibald:  Rock Mechanics
Dr. Laeeque Daneshmend:  Reliability & Maintenance and Mining Systems, Robotics & Automation
Dr. Boyd Davis:  Hydrometallurgical Processing and Environmental and Sustainability
Professor Jeffrey Davidson:  Sustainability and Applied Mineral Economics
Dr. Euler De Souza:  Ventilation and Rock Mechanics
Dr. Anthony Hodge:  Sustainable Development
Dr. Takis Katsabanis:  Blasting, Explosives, Impact Dynamics
Dr. Sadan Kelebek:  Hydrometallurgical Processing and Environmental and Sustainability
Dr. Joshua Marshall:  Mining Systems, Robotics & Automation
Professor Jim Martin:  Mineral Economics
Dr. Steve McKinnon:  Scheduling, Planning, Design and Rock Mechanics
Professor Vic Pakalnis:  Occupational Health and Safety
Dr. John Peacey:  Pyrometallurgy and Hydrometallurgical Processing
Dr. Chris Pickles:  Pyrometallurgy
6.3 Master’s Program

The Masters' program enables qualified students to study advanced courses in their field of interest in the mining industry. The non-research program (M.Eng.) requires that several more courses be taken than for the research Masters program (M.A.Sc.), but the project, which may be completed by the student, is not defended formally, as is the case for the research program. The objectives of the program are to provide the mining industry with specialist personnel capable of solving broad problems either as mining or research company employees or consultants.

M.A.Sc.

The minimum requirements are four (4) term length courses, satisfactory participation in the graduate seminar, MINE 897 and completion of a research thesis, MINE 899. At least three of the term length courses must be graduate courses of which two term length courses must be from within the department and one term length course from outside the department. One term length course can be from the 400-series in any engineering discipline, including Mining Engineering, provided that i) the course is approved by the student’s supervisor and ii) the student has not received credit for a similar course in their Bachelor’s program. All students must take CHEM-801*, a non-credit course in laboratory safety, at the first opportunity after their initial registration.

M.Eng.

The minimum requirements are eight (8) term length courses and satisfactory participation in the graduate seminar MINE 897. The student must select courses from the departmental list, with a minimum of four (4) being taken within the Department. One term length course must be taken outside the department. Students are encouraged to take the project course, MINE 898, which requires a formal report, as part of their program. A maximum of two (2) term length, 400 series courses can be taken instead of two of the graduate courses. All students must take CHEM-801*, a non-credit course in laboratory safety, at the first opportunity after their initial registration.

6.4 PhD Program

The minimum academic requirements are four term courses beyond the M.A.Sc. degree, satisfactory participation in the graduate seminar MINE 897, and completion of a research thesis MINE 999. All courses must be taken at the graduate level. For this minimum academic requirement, three term courses must be taken within and one term course must be taken outside the Department. In certain cases, the number of courses required will be larger than the minimum. The selected academic program must be approved by the Department.
All students must take CHEM801*, a non-credit course in laboratory safety, at the first opportunity after their initial registration. Students who have previously completed MINE 462 or MINE 862 as part of their regular undergraduate or graduate programs at Queen's University, are 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 to be insufficient, a designated program of study and/or completion of general knowledge examinations (first level comprehensive examination) will be required to be taken. 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 that will cover the area of specialization and areas of the candidate's background preparation. This examination should be taken at least 18 months after a student's initial registration in the Ph.D. program and no later than 12 months prior to the final thesis defense.

6.5 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 him or her initial your registration form. Instructors are asked to confirm your attendance at the end of term before credit is given. Students who audit graduate courses may be required to participate in assignments, paper presentations, but not examinations; consult the instructor beforehand.
The School of Graduate Studies and Research regulations states 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
http://www.queensu.ca/sgs/forstudents/policiesprocedures.html#coursereq

6.6 Theses

Theses must adhere to the requirements specified on the Graduate school web site.
http://www.queensu.ca/sgs/forstudents/policiesprocedures.html#thesis

The thesis is a major requirement of most programs and 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 prior to 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 specific requirements of the Department with respect to the thesis may be obtained from the student's supervisor. Many departments require their students to submit a thesis proposal for approval before the student begins work on it. A student engaged in research for a thesis must register it as a course, Master's Thesis 899 or Doctoral Thesis 999.

6.7 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.

Your Mining Department Representatives are: Brandon Chambers and Brett Owens
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 most vibrant and productive groups in the nation.

Lobby the Queen's administration as well as 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

6.8 Access to Departmental Facilities

Study and Research Space:
You will be assigned an office you share with 2 other Graduates Students from the Department. In most cases you will be in a room with others who share your supervisor *(limited to space requirements and the number of current graduate 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: Support@mine.queensu.ca

Keys:
To obtain keys to your office and lab facilities you must first submit the department safety requirement paperwork and sign up for the Universities Whmis course.
See Safety section of this document for more information.
For Laboratory access your Supervisor must submit the request in writing to Kate.
7  Places around Campus

7.1  Graduate school

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

The School of Graduate Studies has a number of resources and acts 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 students' 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
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 as its primary function the role of the Engineering and Science Library. All registered graduate students may use the facilities of the library, and may 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 regular hours from 9am to 6pm Monday to Friday, and, 10am to 5pm 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 Campus Computer Sales & Service

Campus Computer Sales & Service is a unit of Information Technology Services. We exist to satisfy the technology procurement needs of the students, staff, faculty and alumni of Queen's University.

Come check out our store and knowledgeable staff, located in Dupuis Hall. We offer a large assortment of computers and new technology, as well as supplies and accessories which are in stock and on display.

Make sure to check out our web store where many of our products can be purchased directly, online. Our online store allows you to browse and order our merchandise 24 hours a day, seven days a week. You can even check the available stock in-store as well as our supplier's available stock.
Keep in mind, our most popular models of laptops, desktops and printers can be serviced on campus at our hardware repair shop, conveniently located in the basement of Stauffer Library. Click here for a list of computers we service on-campus

7.5 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 in close proximity to graduate study and research. As a result, sound professional practice can be emphasized while the potential for future development is demonstrated.

7.5.1 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.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 website http://www.mine.queensu.ca/Department/Health-safety.html

You will be required to complete a safety walkthrough, safety paperwork you complete with your supervisor and a Whmis (Workplace Hazardous Materials Information System) course. (If you have Queen’s Whmis you are required to complete an online refresher quiz every year you are at the University)

Mining Engineering Safety Committee:

Laeeque Daneshmend, Head
Overall responsible for safety in the Department

Wanda Badger, Department Manager
Department Safety Officer

Maritza Bailey, Mineral Processing Technician
Oscar Rielo, Mining Engineering Technologist

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 important 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 members of the academic staff in providing financial support to students, not necessarily to provide support throughout entire programs.
8.3 Teaching Assistantships

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

To apply you must include:

1) C.V.
2) Unofficial transcripts
3) A one-paragraph statement why you want to T.A. for a particular course and relevant experience for that position
4) Rank your course preferences by term

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.

Resources for TA's can also be found at the Centre for Teaching and Learning webpage http://www.queensu.ca/ctl/community/TAs/index.html

8.4 Policies, Procedures and Guidelines

For more information on Policies, procedures and guidelines please see the Graduate studies website. http://www.queensu.ca/sgs/forstudents/policiesprocedures.html

You can also contact Tina McKenna, Graduate assistant or Dr. Archibald, Graduate Coordinator with any question you might have. They are always available to guide you through University processes.

Areas included on the site are:

- Academic Integrity
- Degrees and Hood Colours
- Queen's-Trent Cooperative Degree
- Additional Language Requirements
- Appeals Against Academic Decisions
- Appeal of Thesis Examination Committee Decision
- Appeal of an Assigned Grade in a Graduate Course
- Comprehensive Examination Requirement
- Coursework Requirements
- Research
- Residency
- Research and Patents
- Thesis
- Withdrawal on Academic Grounds
- Structure of Graduate Programs
- Completion of Programs
- Extension Time Limits
- Time Limits for Completion of Programs
- Requirements for Degree Programs:
  - Master's
  - Doctorate
- Computer Code of Ethics
- Vacation Guidelines
8.5 **Vacation Guidelines**

Scheduled leaves and vacations are a recognized benefit in terms of personal health and workplace productivity. We recommend that graduate students think about and plan regular vacation leaves. Graduate students are not employees of the School of Graduate Studies and 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 close (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 prior to 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

8.6 **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 application must be made before the conference takes place. Please contact Tina McKenna (tina.mckenna@mine.queensu.ca) to find out how to apply.
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 to assist you in making your time as a graduate student in this Department as rewarding and accommodating as possible. We have undertaken to provide you with a brief synopsis of the academic rules, regulations, course availability, staff and faculty resources and a variety of other information that are designed to ease your transition into the graduate program of study and allow you to proceed through your studies with minimal complication.

You are entering advanced academic studies within a department that has developed a reputation for research excellence as a result of 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 (Mrs. McKenna) will be pleased to make an appointment for you to see me, and may also be able to help answer and outstanding questions that you may have.
**Graduate Student Check List**

**Required Information and Forms**

1) Academic Change Form  
2) Degree Audit Form  
3) Void cheque  
4) SIN, Social Insurance Number  
5) TD1 forms (tax forms)  
6) PhD. Student: Statement of intent with regards to PhD. Comprehensive  
7) Safety forms and Department access  
8) I.T. requirements form

**Additional information is required for Internationals Students**

9) UHIP, University Health Insurance Plan – student must apply immediately upon arriving at Queen’s  
10) Register for a Social Insurance Number  
11) 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.

2) **Degree Audit**  
This form will help us track your program. Please fill in the top portion of this form and list the courses that you plan to take this academic year. We can make changes to the form later if you add or drop a course. Please hand this form in to me with your Academic Change Form (ACF).

3) **Void cheque**  
If you are being paid by your supervisor as a Research Assistant (RA), please bring me a blank cheque, you should write the word VOID across this cheque. This cheque will only be used as proof of your banking information to allow us to have your pay directly deposited into your account.

4) **Social Insurance Number**  
A SIN number is needed in order to set you up on the human resources system used to pay you.
5) TD 1 forms
To be completed by the student and returned to the Queen’s University, Human Resources Office (Fleming Hall, Stewart-Pollock Wing).

6) PhD. Student: Statement of intent with regards to PhD. Comprehensive
This form should be completed and submitted to me by you and your supervisor within the first month of your studies. It will prove us with a list of the committee members for your comprehensive exams and a time line for completion of these exams.

7) Safety forms and Department access
You must meet with Kate, Office 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.

8) I.T. Requirements form
You should discuss with your supervisor your I.T. needs and have the form filled out and returned to the mining office.

10) 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

11) SIN - Social Insurance Number
In order to be paid by your supervisor, you must attain a Social Insurance Number. Take the form letter that I have given you to the Human Resources Development Canada (HRDC) office located at 299 Concession Street.

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, bring the receipt to me so that I can make a copy for your file.

12 Student Visa
Please bring in your student visa so that I can make a copy of it for your file.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Professor</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINE-814*</td>
<td>Advanced Ventilation and Environmental Mine Engineering</td>
<td>De Souza</td>
<td>F</td>
</tr>
<tr>
<td>MINE-815*</td>
<td>Mine Valuation and Financial Administration</td>
<td>Martin</td>
<td>W</td>
</tr>
<tr>
<td>MINE-817*</td>
<td>Advanced Explosives Technology</td>
<td>Katsabanis</td>
<td>W</td>
</tr>
<tr>
<td>MINE-818*</td>
<td>Rock Mechanics</td>
<td>Archibald</td>
<td>W</td>
</tr>
<tr>
<td>MINE-820*</td>
<td>Topics in Drilling and Blasting</td>
<td>Katsabanis</td>
<td>F</td>
</tr>
<tr>
<td>MINE-821*</td>
<td>Geotechnoology in Soft Rock Mining</td>
<td>De Souza</td>
<td>F</td>
</tr>
<tr>
<td>MINE-823*</td>
<td>Stability Analysis in Mine Design</td>
<td>McKinnon</td>
<td>F</td>
</tr>
<tr>
<td>MINE-826*</td>
<td>Field Instrumentation in Ground Engineering</td>
<td>De Souza</td>
<td>W</td>
</tr>
<tr>
<td>MINE-828*</td>
<td>Rock Mass Stability and Seismicity in Mines</td>
<td>McKinnon</td>
<td>W</td>
</tr>
<tr>
<td>MINE 832</td>
<td>Flotation Science &amp; Technology</td>
<td>Kelebek</td>
<td>F or W</td>
</tr>
<tr>
<td>MINE 836</td>
<td>Mineral Processing &amp; the Environment</td>
<td>Kelebek</td>
<td>F or W</td>
</tr>
<tr>
<td>MINE 838</td>
<td>Process Eng. For Metals Extration</td>
<td>Peacey</td>
<td>F</td>
</tr>
<tr>
<td>MINE-839*</td>
<td>Advanced Metals Extraction</td>
<td>Pickles</td>
<td>F or W</td>
</tr>
<tr>
<td>MINE-850*</td>
<td>Advanced Materials Handling</td>
<td>Daneshmend</td>
<td>W</td>
</tr>
<tr>
<td>MINE-851*</td>
<td>Maintenance Engineering</td>
<td>Daneshmend</td>
<td>F</td>
</tr>
<tr>
<td>MINE-852*</td>
<td>Mine Mechanization and Automation</td>
<td>Daneshmend</td>
<td>W</td>
</tr>
<tr>
<td>MINE-853</td>
<td>Mining Robotics (new 2011-12)</td>
<td>Marshall</td>
<td>W</td>
</tr>
<tr>
<td>MINE-862</td>
<td>Issues in Health Safety and Environment</td>
<td>Pakalnis</td>
<td>W</td>
</tr>
<tr>
<td>MINE-897</td>
<td>Graduate Seminar</td>
<td>Archibald</td>
<td>FW</td>
</tr>
</tbody>
</table>
### Meng Program Requirements

**Students Name:**

**Student Number:**

**Supervisor's Name:** No Supervisor Required

**Start Date:**

- **On Campus:** [ ]
- **Off Campus:** [ ]

<table>
<thead>
<tr>
<th>Single Year Program</th>
<th>Course</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MINE 897</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - MINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - MINE</td>
<td></td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - MINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - outside department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - MINE or outside department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate level (from MINE) or undergraduate level course (from outside department) - one term in length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate level (from MINE) or undergraduate level course (from outside department) - one term in length</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional</th>
<th>Course</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINE 898 - Students are encouraged to take the project course as one of their 8 graduate core courses</td>
<td></td>
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</table>
### Year one

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>CHEM 801</td>
<td></td>
</tr>
<tr>
<td>MINE 897</td>
<td></td>
</tr>
<tr>
<td>MINE 899</td>
<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - MINE</td>
<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - MINE</td>
<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - from outside department</td>
<td></td>
</tr>
<tr>
<td>Graduate level (from MINE) or upper year undergraduate level course (from outside department) - one term in length</td>
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</table>

### Year two

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>MINE 899</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** If a student stays beyond the 2 yrs they must register in the following two courses each year unless they are off campus

<table>
<thead>
<tr>
<th>Extra Year: Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mine 897</td>
</tr>
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<td>Mine 899</td>
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</tbody>
</table>
### Ph.D. Program Requirements

<table>
<thead>
<tr>
<th>Students Name:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Student Number:</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On Campus:</th>
<th>Off Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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#### Year one

<table>
<thead>
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<td>CHEM 801</td>
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<td></td>
</tr>
<tr>
<td>MINE 999</td>
<td></td>
</tr>
<tr>
<td>Graduate level course - one term in length - MINE</td>
<td></td>
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<tr>
<td>Graduate level course - one term in length - MINE</td>
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<tr>
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<tr>
<td>Graduate level course - one term in length - from outside department</td>
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</tr>
</tbody>
</table>

#### Year two

<table>
<thead>
<tr>
<th>Core</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>MINE 897</td>
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</tr>
<tr>
<td>MINE 999</td>
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</tr>
</tbody>
</table>

**PhD Comprehensive**

First Level Comprehensive Examination (if required) - Winter Term of second year of program

#### Year Three

<table>
<thead>
<tr>
<th>MINE 897</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINE 999</td>
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#### Year Four

<table>
<thead>
<tr>
<th>MINE 897</th>
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<tbody>
<tr>
<td>MINE 999</td>
<td></td>
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</table>

**PhD Comprehensive**

Comprehensive Examination - no later than 12 months prior to defense

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