Computer Science
UNIVERSITY OF TORONTO

MASTER OF SCIENCE STUDENT HANDBOOK

2024–2025

Computer Science
UNIVERSITY OF TORONTO

Department of Computer Science Graduate Handbook

Master of Science (MSc) Program

2024–2025

Important Dates 2024-25

Fall 2024

June 30	Deadline to request a leave of absence for Fall 2024 session.
July 2	Deadline to submit Plan of Study for Pre-enrolment in Fall and Winter session courses.
July 15	Registration (fee deferral) for Fall session on ACORN begins.
Aug. 1	Deadline to request November convocation.
Aug. 15	Deadline to complete the final research paper and send it to readers for November convocation.
Aug. 21	Recommended tuition fee payment deadline for students registering or starting their program in the Fall session to ensure payment is received by the registration deadline. International students must make a payment by this date to ensure they are covered by the University Health Insurance Plan (UHIP) at the beginning of September. Students with a funding package which will cover the 'minimum payment to register' may register without payment (tuition deferral).
Aug. 29	Deadline for readers to submit reader reports to Grad Office for November Convocation.
Sept. 2	Labour Day — University closed.
Sept. 3	DCS Graduate and cross-listed courses and seminars begin.
Sept. 13	Registration deadline for students registering or starting their program in September. After this date a late registration fee will be assessed. Minimum required payment due (unpaid fees from previous session[s] + 100% of current Fall tuition fee charges). A student's status on ACORN will change from "Invited" to "Registered" when registration is complete.
Sept. 18	Final date to add full-year and Fall session courses.
Oct. 14	Thanksgiving holiday — University closed.
Oct. 15	Deadline to request a leave of absence for Winter 2025 session.
Oct. 28	Last day to drop Fall courses on ACORN without academic penalty. After this date you will need to submit an Add/Drop Course(s) Form
Oct. 28–Nov. 12	Reading Week — no classes in cross-listed courses.
Nov. 2	Deadline to request graduation if completing by January.
Dec. 6	Last day of classes in Fall session.
Dec. 24	First day of winter break — University closes.

| Dec. 31 | Deadline to propose non-DCS graduate courses to be added to the [List of Approved Courses Eligible for Fulfilling Breadth Requirements](#) for 2025-2026. |

Winter 2025

Jan. 6	University re-opens
Jan. 6	Deadline to complete the final research paper and send it to readers if completing program in January.
Jan. 6	DCS graduate and cross-listed courses and seminars begin.
Jan. 15	Grades for Fall 2024 session courses available for viewing by students on [ACORN](#).
Jan. 17	Registration deadline for students registering or starting their program in January. After this date a late registration fee will be assessed.
Jan. 19	Deadline for readers to submit reader reports to Graduate Office.
Jan. 20	Final date to add Winter courses without an [Add/Drop Course(s) Form](#).
Feb. 10	Deadline to request a leave of absence for Summer 2025 session.
Feb. 17	Family Day holiday — University closed.
Feb. 17-21	Reading week — no classes in most cross-listed courses.
Feb. 28	Final date to drop Full-Year and Winter courses without an [Add/Drop Course(s) Form](#).
Mar. 1	Deadline to submit request to graduate if completing the MSc program in April for June Convocation.
Mar. 21	Deadline to complete the final research paper and send it to readers for June convocation.
Apr. 4	Deadline for readers to submit reader reports to Graduate Office.
Apr. 8	Last day of classes in Winter session.
Apr. 18	Good Friday — University closed.
Apr. 30	Payment deadline to avoid service charges on unpaid Fall/Winter (September to April) session tuition and non-tuition fees for students who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, and/or sponsorships. Monthly service charges will begin accruing on May 15.

Summer 2025

| May 14 | Grades for Winter 2025 session courses available for viewing by students on [ACORN](#). |

May 19   Victoria Day holiday — University closed.

June TBA   June Convocation information and dates are posted at [governingcoun-cil.utoronto.ca/convocation](cil.utoronto.ca/convocation).

July 1   Canada Day (University Closed)

Aug. 4   Civic Holiday (University Closed)

Please see the [School of Graduate Studies Sessional Dates 2024-2025](#) for a more complete list of dates.

Table of Contents

1. Introduction

This handbook describes the requirements of the MSc degree program of the Department of Computer Science and associated administrative procedures. All MSc students should become familiar with its contents.

2. MSc Course Requirements

2.1 Minimum number of courses

The **course requirement** covers the minimum number of courses required by a degree program. More courses can be taken. Master's students are required to complete at least **four** graduate half-courses (2.0 Full Course Equivalencies or FCE). To obtain credit for a course, students must obtain a mark of B– or higher. (Note that where a course is cross listed with an undergraduate course, graduate students must enroll in the graduate section to receive credit. In cross-listed courses, graduate and undergraduate students may be assessed differently.) Courses offered as pass/fail or CR/NCR will not count towards fulfilling program requirements.

In some cases, students may reduce the number of courses they are required to take by requesting transfer credit for graduate courses that were previously completed but never used toward the requirements of another degree, diploma, certificate, or any other qualification (either at UofT or elsewhere), or as a Non-Degree Special Student. Students may request to transfer up to 1.0 Full Credit Equivalents (that is, up to two half-credit courses) to their current degree program using the [Transfer Credit Form](#).

2.2 Breadth requirement

The breadth requirement for the MSc program ensures that students complete courses from a sufficiently wide range of topics within Computer Science. Only courses that are on the [List of Approved Courses Eligible for Fulfilling Breadth Requirements](#) when they are taken can be used to satisfy the breadth requirement. This list is updated annually by the Graduate Affairs Committee. It includes almost all graduate courses taught in our department and a small number of courses offered by other departments on topics that have substantial Computer Science content.

The courses on this list are divided into 4 groups, depending on their subject area:

- **Group 1:** Algorithms, Complexity, Cryptography, Theory of Distributed Computing
- **Group 2:** Artificial Intelligence, Machine Learning, Knowledge Representation, Computational Linguistics, Computational Biology and Medicine, Robotics, Vision
- **Group 3:** Systems, Networks, Databases, Security, Programming Languages, Compilers, Software Engineering, Scientific Computing

- **Group 4:** Human Computer Interaction, Computational Social Science, Visualization, Graphics, Sustainability Computing, Computer Science Education

The group to which each course on the approved list belongs is given in the course timetable on the [DCS website](#).

To satisfy the MSc breadth requirement, students must complete four graduate half-courses (2.0 FCE). These courses must **include at least 3 courses on the approved list from at least 2 different groups.**

MSc students wishing to transfer to the PhD program at U of T should be aware of the PhD program breadth requirement of eight graduate half-courses (4.0 FCE) taken over their Master's and PhD together must include **at least 5 courses on the approved list from at least 3 different groups.** Courses from 4 different research areas (which includes courses taken during the MSc). Please consult the [PhD Handbook](#) for more information.

2.3 Breadth Evaluation

Graduate courses that were completed in a prior **graduate** program (either at UofT or elsewhere) may be deemed equivalent to courses on the approved list and, hence, qualify to fulfill the breadth requirement. The optional [Breadth Evaluation Form](#) allows a student to request that graduate-level courses taken in a prior graduate program (either in another department at UofT or elsewhere) be deemed equivalent to courses on the approved list. (Breadth evaluation is distinct from transfer credit and does not result in a reduction in the number of courses a student is required to take.) The assessment is done by the Associate Chair, sometimes in consultation with other faculty members. To support such a request, the student should submit:

- a syllabus or a copy of the course notes,
- course grading scheme
- copies of assignments or exams,
- copies of their course projects, and
- proof of their grade in the course (e.g., their transcript; unofficial copies are okay)

along with their [Breadth Evaluation Form](#). Note that graduate courses taken during a Bachelor's degree (including graduate courses from our department) do **not** count towards the breadth requirement. The Breadth Evaluation form should be submitted to gradoffice.cs@utoronto.ca.

2.4 Plan of Study

By the end of the first month of registration in the MSc program, students must submit a [Plan of Study Form](#) to the Graduate Office for approval, listing the courses that they propose to take in order to satisfy the breadth requirement. Note that not all courses are offered each year, and it is not always known in advance which courses will be offered. Therefore, it is understood that a student's proposed list of courses might need to be al-

tered in the future. If the list of courses a student will use to satisfy the breadth requirement changes, the student must submit a revised [Plan of Study Form](). Students who submit their [Plan of Study Form]() by the advanced deadline (July 2, 2024) will be eligible for priority enrolment in up to 2 CS graduate courses in each of the fall and winter sessions.

2.5 Courses outside Computer Science

Students are allowed to take courses offered by other departments, provided that the offering department gives the student permission to enroll and provided that the student's courses, overall, meet the breadth requirements of their degree.

Students may propose courses to be added to the [List of Approved Courses Eligible for Fulfilling the Breadth]() by contacting the Graduate Office and providing a course syllabus, grading scheme and assignments by December 31. These suggestions will be evaluated by the Graduate Affairs Committee during the winter session for the following fall.

2.6 Part-time studies

Although most MSc students choose full-time studies, part-time studies are also possible. However, part-time students do not receive funding. The degree requirements for part-time students are the same as for full-time students, but (under the SGS definition of "part-time") they may not enroll in more than one course per session. The time limit for the degree is six years. Transfers between part-time and full-time study requires approval of the supervisor and the Associate Chair. Students requesting to transfer should submit their request in writing at least 3 weeks prior to the start of the session that they wish to transfer. Students may not transfer mid-session.

2.7 Breadth Requirements for Students who began Prior to September 2024

Students who began their MSc program prior to September 2024 can either fulfill the new breadth requirements described above or can fulfill the breadth requirements described in the MSc handbook from any year since they began their MSc program. The handbooks from previous years can be found [here](). To change to the new breadth requirements, a student should submit a new [Plan of Study Form]().

3. MSc Student Supervision

Every MSc student is assigned a supervisor (and possibly a co-supervisor) prior to registration. (Students in the Theory Group will be assigned an interim advisor prior to registration and will be assigned a research supervisor at a later date.) The supervisor advises on course selection and research topics and provides continuing help while the student is doing research. All students are required to consult frequently with their supervisors throughout their graduate studies, to report on their progress, to ask questions, to obtain advice regarding their research, and to get approvals for plans of study and internships. When an MSc student is co-supervised, one of their co-supervisors must be identified as the primary supervisor (also known as the supervisor of record). To be the sole supervisor or a co-supervisor of an MSc student, a faculty member must hold an associate or full membership in the School of Graduate Studies, with a specific graduate faculty appointment in the Department of Computer Science (i.e., a CS-SGS membership). With approval from the Associate Chair, faculty with an emeritus appointment in CS-SGS may also supervise MSc students. The other co-supervisor must hold an associate, full, or emeritus membership in CS-SGS.

The success of good supervision is a shared responsibility between the student and the supervisor. Students are responsible for attending mutually agreed upon meetings and for being responsive to supervisor feedback. The supervision guidelines provided by SGS are an excellent resource for making the most of the relationship between a student and their supervisor. Take note of the checklists in Appendix 2 of both the Supervision Guidelines for Students and the Supervision Guidelines for Faculty. The Department of Computer Science supports the expectations stated in these guides, and we encourage students to discuss these checklists with their supervisor.

Even when their supervisor is on leave, a student is responsible for continuing to make good academic progress. Prior to taking a leave, a supervisor should meet with their student to discuss how the student will be supervised during the leave. If a student has questions about supervision during a leave, they can connect with the Graduate Office at gradoffice.cs@utoronto.ca.

Occasionally the student–supervisor match is not productive. Any student who finds themselves in such a situation should discuss difficulties or concerns with their current supervisor, a member of their supervisory committee, a member of the Graduate Office (located in BA4281 or by email at gradoffice.cs@utoronto.ca) including the Associate Director, Graduate Academic Services, or the Associate Chair. In many cases, the issues might be resolved by talking about them. Students are also encouraged to take advantage of the resources provided by SGS as well as the confidential support of the Centre for Graduate Mentorship and Supervision. If no resolution can be found, students who feel a need to change their supervisor are welcome to seek advice from the Associate Chair. However, the ability to switch supervisors depends on the availability of another faculty member to serve in this role. When a change in supervisor is made, submit the Change of Supervisor form to obtain formal approval. Students considering a change in supervisor should first meet with the Graduate Office at gradoffice.cs@utoronto.ca.

4. Research Project

An MSc research project (CSC4000Y) should demonstrate the student's ability to do independent work reviewing the relevant literature, identifying a problem in a research area, organizing existing concepts, suggesting and developing new approaches to solving problems in a research area, and reporting the results.

A major component of the research project is writing a research paper that could reasonably be submitted for peer-reviewed publication. Negative results are also acceptable, given a reasonable prior hypothesis and a thorough analysis of the reasons for these negative results. A typical research paper is 30–60 pages, double-spaced.

The completed research paper must have the written approval of two readers, one of whom must be the student's supervisor. The second reader must hold an associate, full, or emeritus membership in the graduate faculty at the School of Graduate Studies (in any UofT department). The readers should be given at least two weeks to review the paper. They will then submit their evaluation of the paper to the Graduate Office for review and consideration by the Associate Chair.

If the research paper is unacceptable to either reader, they will provide the student with a list of required revisions, and the student is given an opportunity to improve the research paper. After improvement, the research paper is again submitted to two readers. Normally they will be the same two readers, but, in exceptional circumstances, with the approval of the Associate Chair, the second reader may be different. Most papers go through at least one round of revision, and the student should allow plenty of time for this so that the final approval can be received by the program completion deadline (see Section 5.1 below). Missing this deadline incurs significant additional tuition fees.

5. Timelines, Deadlines, and (Un)Satisfactory Progress

5.1 Time limit to degree completion

The full-time MSc program is designed to be finished in 17 months, which is the department limit for guaranteed funding. SGS limits the amount of time that a student may register in the full-time MSc program to 36 months. Although funding is given for 17 full months, the reader reports indicating satisfactory completion of research papers must typically be received in the Graduate Office during the second week of that month. All course requirements must also be completed by this deadline. Students who miss this deadline will be liable for tuition and fees for an additional session, a substantial expense that will not be covered by their departmental funding.

Students in the part-time MSc are expected to be finished in 32 months. The SGS time limit for this program is 72 months. Note that students in the part-time MSc have no guaranteed funding and are responsible for all tuition and fees associated with the program.

In exceptional circumstances, an MSc student who does not complete all the requirements for the degree within the SGS time limit may be considered for up to three one-

year extensions, up to a hard limit of 6 years for the MSc program. The first two extension requests require the approval of the Associate Chair; the third requires approval from both the Associate Chair and the School of Graduate Studies.

Students who have serious health problems or personal circumstances that prevent them from making satisfactory progress are entitled to take a leave of absence from graduate studies. Such leave effectively stops the clock for both funding and the time limit for degree completion. Students encountering difficulties should connect with the Graduate Office at gradoffice.cs@utoronto.ca. See Section 6.4 for details.

5.2 Program completion

Students who have completed their course work and breadth requirements and have their research paper ready for evaluation (see Section 4 above) should complete the following forms:

MSc request to graduate: When you are ready to graduate, you will need to submit the Request to Graduate Form to the Graduate Office in order to convocate. Deadlines for submission are sent out by the Graduate Office each session and are listed in the Important Dates.

MSc reader reports: This is the second part of the graduation process for MSc Students. Each of your readers must be sent a link to the MSc Reader Report Form along with your research paper. The deadline to receive these reports from the readers is set by the Graduate Office and announced to students through email.

MSc graduation: Once your research project is approved and you have completed the MSc program requirements, the Graduate Office will submit your degree recommendation to SGS. An email with graduation information and instructions regarding convocation dates, receiving diplomas, and reserving tickets will be emailed to the student's mail.utoronto.ca email address from the Convocation Office.

5.3 Transitioning to the PhD program

For an MSc student to be allowed to transition to the PhD program upon completion of the degree, both readers of the MSc research paper must indicate in their evaluation that the paper achieves the standard expected for transition to the PhD program. They must also complete the corresponding section of the evaluation form, and attach a detailed letter of reference, recommending the student's admission to the PhD program.

One of the two readers must indicate on their evaluation form that they are interested in supervising the student's PhD studies. This may be either the student's present supervisor or the second reader. For transition to PhD studies with neither of these as a supervisor, the new supervisor must also carry out an evaluation of the research paper.

Upon approval for transition, a student must complete an SGS admission application and pay the application fee to register in the PhD program. SGS allows students to change

registration from the MSc program to the PhD program only at the beginning of a session. Students are strongly recommended to do so at the beginning of January or September. Students who wish to begin their PhD program in May need the approval of the Associate Chair and should contact the Graduate Office to understand the implications and the other options available.

Funding information for transitioning students: Approved students will be allowed to transition to the PhD program without interruption in their departmental funding upon completion of their MSc should they transfer directly into the PhD program without a break in registration. Forty-three additional months of departmental funding to complete the PhD program is guaranteed. An exception occurs when a student is requesting dual registration, in which case PhD funding will commence only upon completion of the Master's degree. Dual registration occurs when a student is completing a Master's degree and starting a PhD in the same term. Students may be dually registered (for a maximum of one session) in either the Fall or Winter sessions. Dual registration is not permitted in the summer session.

5.4 Unsatisfactory progress

Not making satisfactory academic progress — for example, failing a course, not successfully completing course requirements, dropping courses, or not moving forward in research — can have serious consequences. A student who continues to make unsatisfactory progress will have their departmental fellowship withdrawn and may be offered the option to either withdraw from the program or have their registration terminated (see SGS information on termination).

5.5 Withdrawal

Students considering program withdrawal must contact the Graduate Office at gradoffice.cs@utoronto.ca to discuss their options. Any student that withdraws from their program and is interested in rejoining must re-apply to the program to continue the program. Re-admission is not guaranteed.

6. Forms, Fees, and Administrative Procedures

DCS and SGS forms for all common requests are available here.

6.1 Adding and dropping courses

Students may enrol in courses for the 2024–25 Fall and Winter sessions starting on July 25 on ACORN. The last day to add courses for the Fall session is September 18 and for the Winter session is January 20; after these dates, an Add/Drop Course(s) Form is needed to enrol in courses. For the Fall 2024 term, courses may be dropped in ACORN until October 28, and for the Winter 2025 term, February 28. After that, a drop form is required to petition that the drop be done without penalty.

Coursework Extension Requests: Occasionally, due to unforeseen circumstances (such as a documented medical reason), students may require additional time beyond the grade submission deadline to complete course work. Course work extensions must be signed by the course instructor and submitted to the Graduate Office at gradoffice.cs@utoronto.ca through the submission of an Extension to Complete Coursework Form. Approved extensions will be marked as SDF ('Standing Deferred') on the student's transcript until the final course grade is received. Students requiring additional time beyond the initial extension must contact the Graduate Office.

6.2 Registration and fees

Students are considered to be registered as soon as they have paid the minimum tuition and incidental fees or have made appropriate arrangements to defer their fees. Regardless of whether they are taking courses, students are expected to register every year and remain continuously registered until they finish their degree unless they take an approved leave. When students return from an approved leave, they must register again. Students who fail to register or are not permitted to register because they have reached the time limit for their degree (and a program extension was not approved) will have their registration end. Students who fail to register may not make demands upon the resources of the University, attend courses, or expect advice from their supervisor. Students who fail to register by the sessional registration deadline will be charged a late registration fee.

General fee information:

- Fee schedules are available on the Student Accounts website and students may pay fees as soon as their invoice is updated on ACORN.

- UHIP charges for international students are included on their fees invoice.

- Students wishing to make a fees payment from outside of Canada may choose one of the fee payment options outlined on the Student Accounts website.

- While students with outstanding severe conditions (see below) will be blocked from requesting registration without payment on ACORN, they can still pay fees at the bank. The payment will not change an INVIT status to REG.

- 2nd year MSc students with outstanding conditions from the previous year or who have allowed their registration to lapse do not have an INVIT created for the session and will not be able to pay fees until conditions are cleared.

Failure to register: If you fail to register and wish to return to your studies, you must request to be reinstated in your program. Reinstatement is permitted, upon approval by the Associate Chair, if you are still within the maximum allowable time for your degree program. For more information, please contact gradoffice.cs@utoronto.ca.

Reinstated students in programs requiring continuity of registration must pay fees owing for any session(s) in which they did not register. More information is available on the School of Graduate Studies webpage, [Manage Your Program](.).

Arrears: Students with arrears — that is, fees owing from prior sessions — are not eligible for Fall registration until they have paid their outstanding balance in full. Students are encouraged to clear their arrears early and seek prompt advice from [the SGS Financial Aid and Advising](.) team if they are unable to make full payment before the final day to register.

Outstanding Conditions: Students admitted to the program are usually admitted with two types of conditions: severe and non-severe. The most common severe conditions are receipt of formal transcript directly from the issuing institution to the graduate office. Students will not be permitted to register until all severe conditions are cleared. Some students will also have severe conditions related to English Language Proficiency testing. Students can see their conditions on their formal SGS admission letter. Students should consult with the graduate office if they have any questions about their conditions. Non-severe conditions must also be cleared by the end of the first Fall term of registration, or by the deadline stated in the Admission Letter, whichever is earlier. Failure to clear all conditions will result in a student having their registration revoked.

Requesting to register without payment (Tuition Fee Deferral): Students can request to register without payment via [ACORN](.) if they have no outstanding fees from a previous session and are the recipient of one of the following awards and it exceeds the Minimum Payment to Register amount on their invoice:

- University funding (major award, research stipend, or teaching assistantship);
- Award from an external agency (for example, NSERC or OGS);
- OSAP loan;
- Other provincial government loan; or
- U.S. government loan

However, if a student is receiving a major award, research stipend, or teaching assistantship which is not part of a funding package, or requesting to register without payment after the registration deadline, the [Register Without Payment (Fee Deferral)](.) form must be used. Policies about deadlines to pay tuition after a deferral are outlined on the form.

Invoices and paying tuition fees: Fee deferral only defers the payment of tuition. Students with a funding package will have a part of that package automatically applied to their tuition charges by the university. Students who defer their tuition who are not receiving one of these payments (generally University of Toronto Fellowships, NSERC, or OGS/QEII), will have to arrange for payment themselves. Graduate students who receive their funding through different sources (such as HRIS or payroll) are still eligible to defer their fees; however, they will need to pay their tuition and incidental fees manually on ACORN. Graduate Students can learn more about the different sources of their income and how these are paid by reviewing their annual funding letter. Students are informed of fees payable through ACORN. Students should remain aware of the status of the various items in their account. Failure to pay the full invoice amount by the deadline will result in accrual of interest charges and a block on registration for the next academic year.

Balance of Degree Fee: All MSc students must pay a minimum degree fee. This fee is based on the full-time program length for the MSc program. The minimum degree fee represents the minimum amount of tuition that every student, whether registered full-time or part-time, must have paid prior to graduation.

If, at the end of your program, the total amount of tuition you paid during the time you were registered is less than the minimum degree fee, you will be required to pay the difference, which is called a balance of degree fee. This is assessed prior to graduation.

Students who undertake their studies on a part-time basis are required to pay at least the same amount of tuition for their degree as a full-time student. Full-time students who accelerate their programs and finish the degree requirements in less time than the program length must also pay a balance of degree fee.

6.3 Personal Time Off Policy

The Personal Time Off Policy allows full-time MSc students to take up to 15 business days per academic year (Sept–Aug) in personal time off, in addition to statutory holidays and days designated as University closures or holidays. Students who are enrolled for only part of the academic year (for example, because of a leave of absence), will have their allowable personal time off pro-rated. This will not result in any changes to registration or funding. The time off is not mandatory. See the SGS Personal Time Off Policy and Understanding Personal Time Off for more information.

A student must consult with, and receive approval from, their supervisor in advance of the time off. The time off must not compromise student research, coursework, overall progression through the curriculum, or deadlines. This time-off only applies to the students' academic program, and not their obligations as teaching assistants (which are regulated by the CUPE 3902 Unit1 Collective Agreement) or other research assistant/casual work. Students are solely responsible for documenting time-off information and keeping their annual record for the duration of the program.

6.4 Leaves of Absence — internship, personal, medical, and parental

Personal, medical, and parental leaves: Students requiring an extended period away from their studies for personal, medical, or parental leave should notify the Graduate Office gradoffice.cs@utoronto.ca as soon as possible. (See "How to request a leave" below.)

All students considering a leave of absence should meet with the Graduate Office in advance. Leaves of absence cannot be taken without formal approval from the Associate Chair.

Leaves are always granted for an entire session and cannot be prorated to months or weeks. A scheduled leave can begin at the beginning of September, January, or May. If it is necessary to take a leave outside of a normal academic session, please consult with the Graduate Office.

Paid parental leave: (1) If the supervisor is supporting the student from an NSERC, CIHR, or SSHRC grant, then the student may be entitled to continued support for up to 12 months while on parental leave (in addition to the amount of the grant); see the Tri-Agency Financial Administration guide for details. To apply for this support, contact the Graduate Office. (2) The student may be eligible for an SGS Parental Grant for two or three sessions; see the SGS Parental Grant webpage for details.

Internships: Internships are not a component of the research programs in the Department of Computer Science. However, they are recognized as an important experience for our graduate students. SGS does not distinguish between personal and internship leaves, so students considering an internship leave should select "personal" on their leave of absence form.

It is important to notify the Graduate Office well in advance of taking up an internship (see table below). Failure to meet these deadlines may mean you will have to pay back tuition and funding package supports. If there is a substantive reason why you are unable to meet the notification deadline, contact the Graduate Office.

Session	Notify the Grad Office of intention to take leave by
Summer (May–August)	February 10
Fall (September–December)	June 30
Winter (January–April)	October 15

How to request a leave of absence: Students thinking about taking a leave should consult the Graduate Office. Students may request an official leave of absence for one to three sessions by completing an SGS Request for Leave of Absence form, and submitting it to the Computer Science Graduate Office with a brief statement of the reasons that the leave is requested. The statement must be approved by their supervisor. Students who are applying for a parental leave and want to be considered for an SGS Parental Grant should also submit an SGS Parental Grant application.

How is time to completion affected by a leave of absence? For approved leaves, the remaining funding, the remaining components of your program, and the time-to-completion for your degree will be extended by the amount of time (number of sessions) taken for the leave. This is calculated per session and cannot be prorated by weeks or days.

How are tuition fees affected by a leave of absence? Students who are on an approved leave of absence are not registered in the program. Since tuition and fees are assessed on a term basis (not a per course basis), students will only be charged for the terms in which they are registered. For students registered in full-time programs, tuition and fees are assessed only during the fall and winter sessions.

How are funding and scholarships affected by a leave of absence? Student funding will be put on hold for the duration of an official leave. Students must notify the Graduate Office when they return from leave so that registration and funding can resume. Students who receive their sessional funding prior to a leave of absence commencing may need to repay a portion of the payment they received. This can be avoided by submitting the necessary paperwork by the deadline outlined above.

Agencies such as OGS and NSERC allow for medical leave. However, students on personal or internship leave must check the regulations of any scholarships that they are receiving to make sure that the agency will allow a break for work experience and deferral of payments.

A break in registration may also impact income tax calculations. Further, it may mean that any student loans will be immediately payable! Students should check with their loan agency about repayment regulations.

How does a leave of absence affect access to university services (health insurance, access to athletic centre)? Students taking a leave of absence should note that their UT-GSU health insurance is paid in two parts: Fall and Winter (which covers insurance for the winter and summer terms). Students returning from a leave at the beginning of the summer session will not have access to health insurance until the start of the fall session. Students should consult with the University of Toronto Graduate Student Union or CUPE concerning potential changes to their health insurance. Students on leave will generally not have access to university services, unless they pay to continue for them. Fees for this are listed in the leave of absence form.

The only exception is that a student who was using a Health and Wellness Centre service before their leave can continue to use that service during their leave.

6.5 Appeals

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of program requirements, decisions about the student's continuation in any program, or any other decision with respect to the application of academic regulations and requirements to a student ([SGS General Regulation 10](#)). Students may not appeal admissions decisions, fees, or the voluntary withdrawal from a graduate program.

For all academic and procedural aspects of the MSc program, appeals are first initiated within Department of Computer Science, with the [Graduate Department Academic Appeals Committee](#) (GDAAC). Academic appeals are heard only from students who are currently registered in the School of Graduate Studies or who were registered at the time the ruling or action was taken. Students must file an appeal within eight weeks of the initial decision being made.

Students must first attempt to resolve the matter with the instructor or other person whose ruling is in question. Should the matter not be resolved with that person and should the student wish to pursue the matter, the student must discuss the matter with the Associate Chair, Graduate Studies. Should such discussions fail to resolve the matter, the student may then make a formal appeal to the Chair of the GDAAC.

After receiving the Notice of Appeal, the Chair of the GDAAC will provide the person who made the decision being appealed with a copy of the Notice of Appeal and request a written response. This response, along with the student Notice of Appeal will be considered by the GDAAC committee. The GDAAC committee will make a recommendation to the Chair of the Department, who will render a decision. See the [GDAAC Guidelines](#) and the [appeals policy](#) in the General Regulations in the *SGS Calendar* for further information.

The decision resulting from the GDAAC may be appealed to the Graduate Academic Appeals Board ([GAAB](#)). The decision of the GAAB may be appealed to the [Academic Appeals Committee](#) of the Governing Council.

6.6 Official Correspondence with Students University of Toronto Policy

The University and its divisions will communicate with students primarily via email, and all students are required to obtain and maintain a University of Toronto email address. This is the only email address that will be used for official correspondence. Official correspondence may include, but is not limited to, matters related to students' participation in their academic programs, important information concerning University and program scheduling, fees information, and other matters concerning the administration and governance of the University.

Students are responsible for maintaining and updating their contact information on the student information system ([ACORN](#)). This information must include current and valid mailing and permanent addresses as well as a University of Toronto email address. Failure to provide and maintain this information may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the University.

7. Contact Information and Resources

Graduate Office
If you have any questions regarding administrative matters such as registration, enrolment, grades, fees, financial support, and awards, please feel free to contact gradoffice.cs@utoronto.ca. The Graduate Office offers drop-in in-person meetings as well as virtual and in-person by appointment. Please make sure to bring your TCard with you. The Graduate Office is open Monday to Friday 9:00 am – 4:45pm.

BA4281, BA4237, and BA4239
Bahen Centre for Information Technology
Department of Computer Science
University of Toronto
40 St. George Street
Toronto, ON M5S 2E4
Departmental Website: https://web.cs.toronto.edu/graduate/programs

ACORN – Student Web Service
The Accessible Campus Online Resource Network (ACORN). ACORN will be your main online resource for updating contact information, student account information and student life resources. Access ACORN using your UTORid and password. Use ACORN to: defer fees; view tuition invoices and financial account; update contact information; order transcripts; print tax forms; access information on housing, health and support, cocurricular programs and more. Visit the ACORN website for more information, including frequently asked questions and how-to's.

Arts & Sciences Support for Graduate Student Development
Graduate Writing Support: https://www.artsci.utoronto.ca/graduate/graduate-opportunities/support-graduate-student-development#gradsupportwriting

Graduate Professional Development Support: https://www.artsci.utoronto.ca/graduate/graduate-opportunities/support-graduate-student-development#gradprofessionaldevelopment

Graduate Mental Health & Wellness Support: https://www.artsci.utoronto.ca/graduate/graduate-opportunities/support-graduate-student-development#gradmentalhealthwellnesssupport

Join their Quercus site for resources and information about up-coming workshops.

Health and Wellness
Health & Wellness: https://studentlife.utoronto.ca/department/health-wellness/

U of T Telus Health Student Support (THSS): https://mentalhealth.utoronto.ca/telus-health-student-support/

Employee and Family Assistance Program (EFAP): https://people.utoronto.ca/employees/efap/

International Student Resources
SGS International Portal: info on immigrating and studying in Canada (SIN, taxes, Health insurance, etc.): https://www.sgs.utoronto.ca/international-portal/before-you-arrive/

The Center for International Experience (CIE): https://internationalexperience.utoronto.ca/
CIE offers a range of programs and services to support international students, as well as global learning for all students. The student immigration advisors at CIE are the only people on campus who are authorized to give immigration advice.

Quercus
Quercus (https://q.utoronto.ca/) is U of T's online course communication system. Some instructors will use Quercus for their course websites. Those courses will become active on Quercus before the first week of classes. Login to Quercus using your UTORid.

SGS GradHub:
Grad Hub is designed to help you navigate grad life at U of T and connect you to workshops, social events, campus services and resources. It provides community through programs where you can gain balance, build skills, seek support and connect with other graduate students across disciplines. To view more information on activities and support resources, visit the Grad Hub website: https://www.sgs.utoronto.ca/gradhub/

SGS Supports for Program Progress and Mentorship
Graduate Centre for Academic Communication: https://www.sgs.utoronto.ca/resources-supports/gcac/

Centre for Graduate Mentorship and Supervision: https://www.cgms.utoronto.ca/

Centre for Graduate Professional Development: https://www.sgs.utoronto.ca/resources-supports/cgpd/

TCard
The TCard is the campus ID card, which provides access to services and facilities such as libraries, athletic facilities, exams, meal plans, printing services. Once students have their TCard, they can also enable their UTORid, U of T email address, and access U of T WiFi. As of May 1, 2024 students can begin initiating their TCards by uploading a photo for their TCard. More information is available at https://tcard.utoronto.ca/.

Teaching Assistantship Resources
CUPE Benefits plan: https://www.cupe3902.org/unit-1/benefits/

CUPE Local 3902 : https://www.cupe3902.org/

CUPE Local 3902 Unit 1 Job Postings: https://unit1.hrandequity.utoronto.ca/

HR Self-service, to access payslips (choose Employee Self-Service – ESS): https://people.utoronto.ca/hr-service-centre/

Teaching Assistant's Training Program (TATP) at the Centre for Teaching Support & Innovation (CTSI): https://tatp.utoronto.ca/

University of Toronto Graduate Student Union
UTGSU (University of Toronto Graduate Student Union): https://utgsu.ca/

Health and Dental Plan: https://utgsu.ca/health-and-dental/

University of Toronto Multi-Factor Authentication (UTORFMA)
UTORMFA is the University of Toronto's multi-factor authentication solution. It verifies your identity using a second factor, like a mobile device or hardware token, to ensure that only you can log in. Self-Enrolment for UTORFMA (University of Toronto Multi-Factor Authentication): https://isea.utoronto.ca/services/utormfa/self-enrollment/