Toronto Metropolitan University

Computer Science
Graduate Studies

MSc & PhD SEMINAR REQUIREMENTS AND PROCEDURES

SEMINAR REQUIREMENTS

Master of Science (MSc) Seminar Requirements
MSc students in the Thesis and Major Research Paper options, must complete a "Master's Seminar" milestone. In short, the student must attend 10 departmental seminar presentations and deliver one publicly-announced 45-minute presentation on their research work. Students in the Course option of the MSc program do not have a Seminar requirement but are encouraged to attend any departmental seminars that interest them.

Doctor of Philosophy (PhD) Seminar Requirements
PhD students must complete a "Doctoral Seminar" milestone. In short, the student must attend 15 departmental seminar presentations and deliver two publicly-announced 45-minute presentations on their research work.

ATTENDING SEMINARS

Notices and announcements of departmental seminars that can be attended to satisfy the Seminar requirement will be circulated via the Program student email mailing list.

To record attendance at any departmental seminars, students may use the electronic Seminar Attendance Form, located on the Forms & Guidelines page of our Program web site. The form asks for the student's name and ID number as well as the date, time, title and presenter of the seminar that was attended. The form will record the student's University email address and automatically send a confirmation receipt to the student. It is the student's responsibility to hold on to these confirmation emails and use them to track how many seminars they have attended.

Each of the seminars attended may also be reviewed by the student using the Seminar Review Form located on the Forms & Guidelines page. The student may hold on to completed review forms each term and attach them to their next Progress Review and Plan of Study Update (i.e., the progress review for the term that the seminars were held in). The student can make use of the seminar review forms when completing the "Non-course Requirements" section of their Progress Review and Plan of Study Update, where the progress toward completing the Seminar requirement should be noted.

DELIVERING A SEMINAR PRESENTATION

When a student is ready to deliver a Seminar presentation, their supervisor will assist them with organizing and preparing for this, and the Graduate Program Administrator will be provided with details of the talk (presenter, date, time, location, title, abstract) at least one week in advance of the date, so that it may be announced.

CONFIRMING COMPLETION OF THE SEMINAR REQUIREMENT

When a student has completed the Seminar requirements of their program, they must fill in a Seminar – Completion Confirmation form (available on the Forms & Guidelines page), have their supervisor sign it, and then submit it to the Program Administrator who will deliver it to the Graduate Program Director for approval. Once the Program Director has signed this form, the student's academic record will be updated to indicate completion of the Seminar milestone.