

ARTS  
SCIENCE

**STUDENT  
HANDBOOK**  
2022-2023



UNIVERSITY OF TORONTO  
FACULTY OF ARTS & SCIENCE

# **MScAC – STUDENT HANDBOOK 2022/23**

Congratulations on your acceptance to the Master of Science in Applied Computing (MScAC) program!

The MScAC Student Handbook describes degree requirements, financial support, and other matters of interest to MScAC students. The handbook is revised annually. Students will be notified by e-mail of significant changes and upcoming deadlines. Please visit the MScAC website regularly at [mscac.utoronto.ca](https://mscac.utoronto.ca)

## **DEPARTMENT BUILDINGS**

The Department of Computer Science is located in four buildings on the downtown (St. George) campus of the University of Toronto:

- Ontario Power Building (9th Floor, 700 University Avenue)
- Bahen Centre for Information Technology (40 St. George Street)
- D.L. Pratt Building (6 King's College Road)
- Sandford Fleming Building (10 King's College Road)

The MScAC student offices are located on the ninth floor of the Ontario Power Building.  
See: <https://goo.gl/maps/Frzf4ECsaFiE2iUD8>



## IMPORTANT CONTACTS

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## IMPORTANT DATES 2022/23

<b>Fall 2022</b>	
Registration begins	July 18, 2022
Enrolment in CS Fall and Winter courses begins	July 26, 2022
Enrolment in STA courses begins (Data Science concentration students)	TBC
Enrolment in STA courses begins (Other concentration students)	TBC
Enrolment in Math courses begins	TBC
Enrolment in Physics courses begins	TBC
Orientation 2022 & Communication for Computer Scientists starts.	Week beginning August 29, 2022
Clearing admission conditions	August 31, 2022
Recommended tuition fee payment deadline for fees applicable to the Fall semester.	September 1, 2022
Fall graduate courses in CS begin*	September 8, 2022
Registration ends. Payment deadline for any unpaid Fall semester tuition and fees.	September 16, 2022
Final date to <i>add</i> Fall courses	September 26, 2022
Final date to <i>drop</i> Fall courses without academic penalty	October 31, 2022
MScAC Student Personal Time Off	November 7, 2022 – November 11, 2022
ARIA	November/early December 2022 (Date TBA)
Registration deadline for any unpaid Winter semester tuition and fees	November 30, 2022
Fall term ends	December 20, 2022
University closed for winter break	December 21, 2022 – January 1, 2023
<b>Winter 2023</b>	
University re-opens	January 2, 2023
MScAC Student Personal Time Off	January 2, 2023 – January 6, 2023
Winter graduate courses in CS begin*	January 9, 2023
Final date to <i>add</i> Winter courses	January 23, 2023
MScAC Internship Expo	Week beginning January 23, 2023
MScAC Student Personal Time Off	February 20, 2023 – February 24, 2023
Final date to <i>drop</i> Winter courses without academic penalty	February 27, 2023
Winter term classes end	April 7, 2023

\*For courses outside of CS, check with the home department.

Full details of sessional dates throughout the academic year can be found on the School of Graduate Studies (SGS) website: [sgs.calendar.utoronto.ca/sessional-dates](https://sgs.calendar.utoronto.ca/sessional-dates)

## FEES AND FINANCES

The MScAC is a stand-alone program that is not funded through the Department of Computer Science operating budget. Students in the program do not generally have an option to defer their fees\*. You are expected to pay the minimum amount to register by September 1, 2022, to avoid cancellation of your “invited” registration status.

Domestic students may be eligible for government loans such as OSAP, the Ontario Student Assistance Program. See: [ontario.ca/page/osap-ontario-student-assistance-program](https://ontario.ca/page/osap-ontario-student-assistance-program)

You are eligible to apply for Teaching Assistantship positions. These will be posted in late June/early July, and all students in the graduate programs are invited to apply at that time. Please note you will need to apply for a TA position to be made an offer. Without an application, positions will not be offered. You will be notified about the course(s) for which you were selected as a Teaching Assistant before or during the first full week of September.

Students in financial difficulty may wish to consult a Financial Advisor at the School of Graduate Studies, 63 St. George Street. An advisor can help with budgeting and may have knowledge of various bursaries, grants, loans or other financial aid to help a student experiencing financial hardship. See: [sgs.utoronto.ca/awards-funding/financial-aid-advising](https://sgs.utoronto.ca/awards-funding/financial-aid-advising)

*\*Students in receipt of OSAP, CSL, US student loans, or any major awards such as the Vector Scholarship in AI, that cover the Minimum Required Payment may be able to defer their fees.*

## COURSE INFORMATION

### Course Overview

The MScAC program is a 16-month applied research program designed to educate the next generation of world-class innovators. Students enrol in advanced graduate courses in fields such as artificial intelligence, computer science, statistics, mathematics, physics or related fields. They also complete an eight-month paid applied research internship, based at an industry partner.

### Typical program schedule for MScAC students

Year 1 Semester 1: September – December	Year 1 Semester 2: January – April	Year 1 Semester 3: May – August	Year 2 Semester 4: September – December
CSC2701H	CSC2701H	CSC2702H	CSC2702H
Two approved graduate courses	Two approved graduate courses	Applied research internship	Applied research Internship
Resume preparation begins	MScAC Internship Expo & interviews		Applied Research in Action (ARIA) Showcase + final report submission

## COURSE REQUIREMENTS

The first eight months (two semesters) of the program will be spent completing your technical graduate courses + CSC2701H (Communication for Computer Scientists). CSC2702H (Technical Entrepreneurship) will be completed during the second eight months, normally in conjunction with the applied research internship.

You must complete a minimum of four technical graduate courses, in accordance with your concentration requirements. These should be equivalent to at least 2.0 Full Course Equivalents (FCEs) and you must receive a minimum passing grade of B- (70%) in each course.

To proceed to the internship component of the program, you must have made satisfactory academic progress by the end of the second semester. Satisfactory academic progress is measured by passing courses taken during the first eight months. **If you have not made satisfactory academic progress by the end of the second semester, you must immediately contact the Program Manager to determine your options and next steps.**

## CHOOSING COURSES

### Applied Mathematics Concentration

Students in the Applied Mathematics concentration are required to complete:

- 2 graduate courses (1.0 FCE) from the Computer Science department in two different research areas
- 2 graduate courses (1.0 FCE) from the Mathematics department's course offerings.

Note that courses from other departments may be taken to fulfil the mathematics requirement, subject to approval of the applied mathematics concentration lead.

## Artificial Intelligence Concentration

Students in the Artificial Intelligence concentration are required to complete:

- Two graduate courses (1.0 FCE) from the core list of Artificial Intelligence courses in two different research areas
- One graduate course (0.5 FCE) selected from additional AI courses outside the core list
- One graduate course (0.5 FCE) chosen from outside of AI.

Note that students may request a waiver of an AI core course requirement by demonstrating mastery of equivalent material. All waivers are subject to approval of the Academic Director, Professional Programs. Note that such a waiver would allow students to take additional AI courses outside the core list. In all cases, students must complete 1.5 FCE in AI courses.

### *Core Artificial Intelligence Courses*

Course Code	Course Title
AER1513H	State Estimation for Aerospace Vehicles
AER1517H	Control for Robotics
CSC2501H	Computational Linguistics
CSC2502H	Knowledge Representation and Reasoning
CSC2503H	Foundations of Computer Vision
CSC2511H	Natural Language Computing
CSC2515H*	Introduction to Machine Learning (exclusion: ECE1513H)
CSC2516H**	Neural Networks and Deep Learning (exclusion: MIE1517H)
CSC2533H	Foundations of Knowledge Representation
CSC2630H	Introduction to Mobile Robotics
ECE1512H	Digital Image Processing and Applications
ECE1513H*	Introduction to Machine Learning (exclusion: CSC2515H)
MIE1517H**	Introduction to Deep Learning (exclusion: CSC2516H)

## Computer Science Concentration

Students in the Computer Science concentration are required to complete:

- 2 graduate courses (1.0 FCE) from the Computer Science department
- 2 additional graduate courses (1.0 FCE). These can be taken from the Computer Science department, but students are also permitted to take sufficiently technical courses from other departments as well (on approval of the Academic Director)
- The graduate courses taken must be selected from a minimum of three different research areas to ensure breadth.

There is no depth requirement in the Computer Science concentration, however, we recommend that you take a “T” shaped set of courses in which you strive for some breadth across computer science and some expertise in one sub-area. To meet the breadth requirement, start by reading the course descriptions, and correlating these with the courses offered in the 2022-23 course schedule. Select three courses from three different research areas to ensure breadth, and two courses in the same research area to ensure depth.

### **Data Science Concentration**

Students in the Data Science concentration are required to complete:

- 2 graduate courses (1.0 FCE) from the Computer Science department in two different research areas
- STA2453H (Data Science Methods, Collaboration and Communication)
- An additional graduate course from the Statistics department at STA2000 level or higher totaling 0.5 FCE. Note that some of the courses at STA4500 level and higher are six-week modular courses at 0.25 FCE each.

Note that courses from other departments may be taken to fulfil the statistics requirement, subject to approval of the data science concentration lead.

### **Quantum Computing Concentration**

Students in the Quantum Computing concentration are required to complete:

- 2 graduate courses (1.0 FCE) from the Computer Science department in two different research areas
- 2 graduate courses (1.0 FCE) from the Physics department's course offerings.

Note that courses from other departments may be taken to fulfil the physics requirement, subject to approval of the quantum computing concentration lead.

**All course selections are subject to approval by the MScAC Academic Director, who may consult the relevant concentration lead where appropriate. Course substitutions may be possible with approval of the Academic Director.**

### **Additional information and considerations**

To meet the breadth requirement, start by reading the course descriptions, and correlating these with the courses offered in the 2022-23 course schedule.

Breadth is important because you may find that your interests evolve as you become inspired by new topics or become fascinated by emerging areas of application to industry. We strongly encourage you to work with the MScAC program team and your respective concentration lead to seek out a varied set of courses and benefit from the world-class expertise in the MScAC partner departments.

There are two possibilities for distributing your course work over the two semesters. The most usual is to enrol in two regular graduate courses for credit in each of the first two academic terms. Alternatively, you may wish to enrol in three courses in the Fall semester and one in the Winter semester. This is because there is significant work involved in arranging your internship during the Winter semester. One strategy used by some students is to enrol in several courses in the Fall semester to ascertain their interests and gauge workload, "dropping down" to either two or three courses before the drop date. In making this decision, it is important to remember that the greatest workload is normally at the end of the semester.

You will need permission from the MScAC Academic Director for any course you choose outside of Computer Science. You may also require permission from the respective department through their Graduate Administrator. This can be done by using the Add/Drop course form available from the SGS website and submitting it to the MScAC Program Assistant.

You may wish to audit (sit-in on) additional graduate courses. This is an excellent way to learn additional material in areas of interest to you without the overhead of significant coursework. Please ask the course instructor ahead of time if they will allow auditing, and/or request instructions from the respective department's Graduate Administrator on how to access the course, if permission is granted.

You should also participate in departmental and MScAC academic activities, such as seminars offered by various research groups and industry partners. Seminars allow you to appreciate the latest research in a field and are a chance to meet professors, industry partners and other graduate students.



## **Changing Your Concentration**

The concentration you have been admitted to is the one the admissions committee felt your academic background and additional experience were best suited to. Requests to switch concentration will be handled on a case-by-case basis and are subject to approval by the MScAC Academic Director and respective concentration lead.

To request a change of concentration, you should submit your request + supporting rationale in writing to the Program Manager.

## **COURSE SCHEDULES**

See the current selection of graduate courses:

[Computer Science graduate courses](#)

[Statistical Sciences graduate courses](#)

[Mathematics graduate courses](#)

[Physics graduate courses](#)

## THE INTERNSHIP PROCESS

The second eight months of the MScAC program are spent undertaking an applied research internship. This internship is a formal requirement of the program that can only be started after you show satisfactory academic progress during your coursework.

If you are an international student, you must ensure that you hold a valid work permit by May 1 allowing you to work full-time with the industry partner during the internship period. We recommend that you apply for your work permit at the same time as applying for your study permit, so that you have the required documentation from the start of the program. If your work permit is not issued when you reach your port-of-entry (normally Toronto), you should contact the Program Manager for an updated letter so that you can submit a work permit application in Canada as quickly as possible.

Details on how to apply for work permits are available from the Immigration and Citizenship Canada website: [canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html](https://canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html)

### What is an applied research internship?

An applied research internship usually involves research aggregation, namely the exploration and synthesis of research results into an evaluation, study, or demonstrable, industrially relevant prototype.

In the service of a company, it is expected that you will leverage your graduate academic training and past experience to explore new initiatives, improvements in process or product, or new designs that could be of potential impact. Your internship may require you to work on explorations that a company might not otherwise perform. This requires a higher standard of creative or intellectual exploration than would normally be encountered in a co-operative (co-op) work term. For example, a role consisting only of programming tasks would likely not qualify as a research internship. That said, the scope of the MScAC internship may involve coding or systems development that leads to a contribution to the company's product or service offering.

### Finding an internship

While the MScAC program has significant infrastructure to assist you with finding your internship, it is your responsibility to secure your internship.

#### *Conducting your own internship search*

Starting from June 2022, you will be encouraged to do your own search for industry partners who may be interested in taking you on as an applied research intern. These may be internship opportunities posted on an industry partner's website, or projects you have discussed with an R&D lead in a setting such as an informational meeting or career fair. If you decide to find your own internship, you must contact our Research and Business Development team (RBDOs) to ensure they are aware of your intended search. You must keep the RBDO team updated with your progress.

Prior to you accepting or declining an offer, our RBDOs will help you determine whether a project meets the program requirements and connect with industry partners who are seriously considering you. They will inform the industry partner of the MScAC program details and the requirements for applied research internships. This is critical since some companies may not fully appreciate the differences between an applied research internship and a co-op job. In our experience, many typical co-op positions do not qualify as MScAC research internships and thus do not meet the MScAC program degree requirements.

When you have identified a possible internship opportunity, you should:

- Provide the RBDO team with a brief description of the project you will be working on
- Connect the RBDO team with your point of contact at the organization so that the program requirements can be discussed.

The project template and guidelines for employers will be available via Quercus (course code: CSC2703H).

You **must not** accept any offer before speaking with an RBDO about the suitability of the project and confirming that it meets your degree requirements.

### *Finding an internship through the MScAC Program*

The typical internship-finding timeline for projects identified by our Research and Business Development team is as follows.

#### *Typical Internship-Finding Timeline*

June 2022 – September 2022

- You will meet 1:1 with a member of our Research and Business Development team to discuss your internship interests.

September 2022 – January 2023

- You will begin preparing a one-page resume. Between late October and January 2023, we will work with you on various iterations of the resume to ensure the content is clear and accurate. You will also receive training in how to conduct your internship search through “The Job Hunt” module in CSC2701H (Communication for Computer Scientists). At the same time, the program will begin soliciting projects from companies interested in taking on students for applied-research internships.

Week beginning January 16, 2023

- You can expect to start reviewing the curated internship positions the program has identified. Concurrently, our industry partners whose internship projects have been accepted by the program will be given access to resumes of all MScAC students. We encourage all students to send expressions of interest to industry partners whose projects are of interest to them.

Week beginning January 23, 2023

- We bring industry partners on campus to engage with you through our multi-day MScAC Internship Expo. During and following this event, industry partners may contact you (and you should contact them) for information and to schedule interviews. This process normally takes 2-4 weeks but may go on longer as you become more aware of the diverse range of opportunities.

Early February until all students are placed

- Offer system opens. For an offer to be considered official by the program, an industry partner must upload the offer into the MScAC Offer Management System. You may only accept an offer via the Offer Management System. Verbal offers made during the internship finding process are not considered official and we strongly advise students against declining interview opportunities or other offers until they have accepted an official offer through the MScAC system.

**All internships must be approved by the Academic Director and have a start date during the first week of May. Further details of the internship process will be given over the course of the program.**

## Choosing your internship

You may receive multiple internship offers and we strongly recommend that you look beyond the compensation level when choosing your internship. Other criteria you should consider include:

- Quality of the research on offer
- Work environment you will be exposed to
- Team you will be working with
- Supervision you will receive
- Possibilities for personal growth and professional development.

Remember that the internship is the research component of your degree and addressing an interesting challenge will help you in the long term.

Some of the most rewarding internships that past students undertook were with non-profit companies or start-ups. These organizations may not have the ability to match salaries of larger firms but may compensate for this in other ways.

## Compensation for internships

When we recruit companies to our program, we advise them that the average funding level was approximately \$65K (CDN) over eight months for the previous cohort. We also inform them of various mechanisms they can use to help offset some of their costs. However, your compensation is decided between you and the company and we will not negotiate compensation with the company on your behalf.

## Internship supervision

After accepting an internship offer from a company, you are expected to find an academic supervisor with whom you will meet to address the intellectual challenges of the research over the course of the internship. We require MScAC students to meet with their supervisors a minimum of six times over the course of the internship and provide suggested checkpoints accordingly. You will also have an industry supervisor appointed by the company, to whom you will report routinely. It is beneficial—but not required—for your academic and industry supervisors to meet, so they can establish an effective way to guide your work. This may also lead to other opportunities for further research collaborations.

### *Selecting an academic supervisor*

When selecting an academic supervisor, we recommend that you think broadly about who would be suitable for your project. You should look beyond faculty you have met during your courses, bearing in mind that faculty can be selected from the MScAC collaborating departments (Computer Science, Mathematics, Statistics, Physics and Engineering), as well as elsewhere in the University.

Other criteria you should consider includes:

- Availability and Support: Will they be available to meet with you when you need them and sign documents when they are due? Will they have your best interest at heart and give you support and attention?
- Collegiality and Interpersonal Relationship: How well will you get on with each other? Does your communication and work style match? What will be your working relationship?
- Expected Internship Goals: What is your goal for the internship? Does this supervisor have the same or similar goals?
- Mentorship: How much mentoring do you expect? Such as long-term development and personal support, not just with regard to the academic requirements but also regarding your development.
- Experience: Have they supervised many students before? How successful are this supervisor's former students?



## **Applied Research in Action (ARIA) showcase**

During your internship, you are required to participate in the ARIA showcase. ARIA is an opportunity for you to present the research you have performed during your internship and to highlight your accomplishments within the program. This event has become incredibly popular, and we now see academic and industry supervisors, prospective students and companies, department members, and MScAC alumni in attendance. Many past students have reported this event as critical to developing a deep network of contacts.

Midway through the internship (September 2023), we will request that you provide materials for your ARIA presentation and will detail the process for your participation. Students are required to have all ARIA materials approved by their internship organization and academic supervisor, prior to sharing them with the MScAC team for use at the event. You do not have to have results available by the ARIA showcase; however, you should be able to speak to these results and how you will be acquiring them for your internship research report. If you discover a problem with your participation at ARIA, please contact the Program Manager immediately to discuss.

## **Internship Report**

You are required to submit an “Internship Report” that details the research you undertook during your internship. This report will be read and signed off by your academic and industry supervisors, and then by the MScAC Academic Director. All students are required to submit their report and have it signed off near the end of the eight-month internship period.

This report will form part of the file used to assess whether you have met the program requirements. It will not be distributed beyond the program administration; however, you should be sensitive to keeping the report sufficiently general to avoid divulging confidential company information. You should also have your industry supervisor review your report ahead of submission to your academic supervisor or to the MScAC program, to ensure that the level of detail you are providing is appropriate. If you or your industry supervisor have any concerns over what is being disclosed, you should arrange a discussion between your industry supervisor and the RBDO team.

The report should include:

- Background information:
  - The name of the company and a short description of the organization.
  - An overview and context of the overall problem the company is looking to address.
  - Your role in addressing the problem and expected outcomes.
- Research goals and outcomes:
  - Description of the research goals for your project.
  - Summarization of the goals you were able to achieve.
  - Literature review of the current state-of-the-art and relevant previous work.
- Methodologies you deployed:
  - Details of the research you either incorporated from other sources or performed yourself.
  - Purpose for each step and the consideration and choices that went into the implementation or algorithmic choices.
- Results and discussions:
  - Findings that address your goals and expected outcomes addressed in the beginning. Figures, graphs, tables highlight these key findings.
- Conclusions and future research plans:
  - Answer the research goal and question; summarize the “take home” points.
  - How the company will benefit from the work you have done. For example, if you

developed a new algorithm, how else might it be used? If you implemented and tested an advanced technique, what was learned that could influence future uses of that technique? Other research questions that arise out of what you did and/or further planned areas of development for this project.

- Any publications, patents, or other intellectual property that may come out of this work.

You may also wish to include other issues as you see fit. A frequent question concerns the length of the report. We are more concerned that you have adequately addressed all relevant issues than we are with measuring length. As a general guide, however, two pages is too short, and more than ten pages may be too long.

### **Additional activities during the internship**

It is expected that your internship project + CSC2702H (Technical Entrepreneurship) will be where you spend the majority of your time during the internship phase. You should be making every effort to ensure your internship is successful. At times, students are presented with opportunities and requirements to participate in other activities. These activities may include completing or auditing additional courses, teaching assistantships, and attendance at conferences. Any additional activities must have approval from your internship company and the MScAC Academic Director even if these are taking place outside of your expected working hours.

To gain approval, we require the following documentation:

#### *From your internship company*

- A formal letter on company letterhead outlining:
  - The activity you are participating in. If the proposed activity is a course or TAship, the course code and title should be included.
  - Days and times of the activity
  - A rationale for why this activity is essential to your internship
  - Confirmation that your internship organization is approving this.

#### *From you*

- A formal request outlining your reasons for why you are participating in the specific activity.

These should be sent directly to the Program Manager from you and your industry supervisor. The request will then be evaluated.

Note: if you are requesting to enrol in a course, priority in courses will be given to those students who need courses to meet their program requirements. Approval to enrol in high demand courses may not be granted.

### **Completing the Internship & Graduating from the MScAC Program**

At the beginning of November 2023, we will distribute the documentation required to formally complete the degree. This will include the formal sign-off forms that require signatures from your industry and academic supervisors for your internship report, an "MScAC Completion" form and "Convocation Completion" form with the latter two submitted to the MScAC Program Office. Once these documents are submitted and accepted, a "Recommendation for a Master's Degree" will be submitted to the School of Graduate Studies and your name will be added to the convocation register. A graduation package will be sent to you from the Office of Convocation with information regarding convocation dates, tickets, etc. Please note that while your program will formally finish by December 31, 2023, your degree will not be confirmed complete until January 2024. We will notify you when your degree recommendation has been submitted.

### Final Form Submission Deadlines

The following deadlines should be met to ensure smooth processing of your final reports. Failure to meet these (or any deadlines for final report revisions) may result in your degree recommendation being delayed, which can incur additional fees and delays to post-graduate work permit documentation being issued.

Submission	Due Date
Finalized internship report sent to the academic and industry supervisors.	December 1, 2023
Final report + all completion forms sent to the MScAC Program Office.	December 14, 2023

## STUDENT POLICIES

### University of Toronto Policies

The University of Toronto has various policies in place governing graduate activity. Particularly relevant to students in the MScAC program are those policies relating to Academic Integrity, Ethics and Conduct. Full details of all the policies applicable to you during your time as a student with the Department of Computer Science: [sgs.utoronto.ca/policies-guidelines](https://sgs.utoronto.ca/policies-guidelines)

### Personal Time Off Policy

All graduate students in programs over 12 months in duration are encouraged to take up to 15 business days per academic year in personal time off, in addition to statutory holidays and days designated as university closures or holidays. Due to the structure of the MScAC program, the timing of the personal time off is determined by the MScAC Program team, considering both coursework and internship schedules. In line with this policy, designated time off periods during the first eight months of the program have been identified.

## DEPARTMENT & UNIVERSITY RESOURCES

### COMMUNICATIONS AND MARKETING OFFICE

MScAC has a dedicated office responsible for communications and marketing. This office works to ensure the program's key audiences are aware of the strengths and achievements of our students, alumni, faculty and staff. We organize several events throughout the year, including the Applied Research in Action Showcase (ARIA) and networking activities involving alumni including former MScAC graduates. The communications and marketing office takes overall responsibility for these events.

Do you have an exciting story or achievement to share? Feel free to reach out to our communications office by contacting [communications@mscac.toronto.edu](mailto:communications@mscac.toronto.edu). We regularly seek to profile MScAC students as part of our graduate program and research activities. Your work could appear in a local news publication, appear on social media, or be featured as part of U of T News!

As an MScAC student, you are also invited to join the Department of Computer Science's exclusive network for alumni and students—CompSci Connect (<https://uoftcompsciconnect.ca/>). Simply log in with your current LinkedIn or Facebook credentials (or create a new user profile) and see computer science news, jobs, events, social media feeds and more all in one place. Our alumni network is also there to help support you through mentorship and our discussion forum.

### COMPUTER FACILITIES

As a graduate student in the Department of Computer Science you have access to a variety of computer resources in the department.\* The "apps" servers are for e-mail and text editing (etc.), and the "comps" servers are for heavy computation. Read more at [support.cs.toronto.edu](https://support.cs.toronto.edu)

Your "CSLab account" is the key to a number of departmental services. You will receive e-mail about activating this prior to starting the program. Please activate as soon as possible. The account also gives you an e-mail address and once you have a CS e-mail address, people will start e-mailing you at this address. Please either read your CS inbox directly or forward incoming mail to an account that you do read.

Your first point of contact for assistance with computing facilities is the MScAC "POC" (point of contact) at [pocpm@cs.toronto.edu](mailto:pocpm@cs.toronto.edu). The POC has written an introductory list of computing topics at <https://www.cs.toronto.edu/~pocpm/>, including one about reading your CS e-mail.



\*We strongly recommend that you bring a laptop with you. An external monitor, keyboard and mouse will be provided in the MScAC offices.

## STUDENT FORMS AND LETTERS

During your time in the department, you may require student forms or letters for actions such as adding/dropping courses, taking leaves of absence, or for immigration purposes. See: [uoft.me/SGS-formsletters](http://uoft.me/SGS-formsletters). Alternatively, visit the MScAC Program Office for help on where to find these documents.

## U OF T LIBRARY SERVICES

The University of Toronto Libraries system is the largest academic library in Canada and is ranked third among peer institutions in North America, including Harvard, Yale and Columbia. Our library services are accessible both in-person and online.

See: [uoft.me/uoftlibraries](http://uoft.me/uoftlibraries)

## GRADUATE CENTRE FOR ACADEMIC COMMUNICATION (GCAC)

The Graduate Centre for Academic Communication provides graduate students with advanced training in academic writing and speaking. All programs are free, and five types of support are provided, designed to target the needs of both native and non-native speakers.

See: [sgs.utoronto.ca/resources-supports/gcac](http://sgs.utoronto.ca/resources-supports/gcac)

## CENTRE FOR INTERNATIONAL EXPERIENCE (CIE)

CIE offers the assistance of international transition advisors who support students adjusting to life in Canada. At CIE you can seek advice about Immigration, Refugees and Citizenship Canada (IRCC) documentation and processes, including study and work permits. CIE also administers the University Health Insurance Plan (UHIP) for international students. See: [cie.utoronto.ca](http://cie.utoronto.ca)

## SAFETY

It is the goal of the University of Toronto to do everything possible to create an environment where students and staff can feel safe to live and work. See: [safety.utoronto.ca](http://safety.utoronto.ca)

## HEALTH & WELLNESS

The University of Toronto offers a wide range of services to all its students to support them in achieving their personal and academic best. See: [healthandwellness.utoronto.ca](http://healthandwellness.utoronto.ca) and [uoft.me/SGS-wellness](http://uoft.me/SGS-wellness)

## QUICK LINKS

Need more information? The following links may be of use.

CS Department Website	<a href="http://cs.toronto.edu">cs.toronto.edu</a>
CS Graduate Course Schedule	<a href="http://uoft.me/csgradtimetable">uoft.me/csgradtimetable</a>
SGS Calendar	<a href="http://sgs.calendar.utoronto.ca">sgs.calendar.utoronto.ca</a>
SGS Forms	<a href="http://uoft.me/SGS-formsletters">uoft.me/SGS-formsletters</a>
Registration & Enrolment	<a href="http://uoft.me/SGS-enrol">uoft.me/SGS-enrol</a>
Graduate Fees	<a href="http://uoft.me/SGS-gradfees">uoft.me/SGS-gradfees</a>

Student Accounts	<a href="https://fees.utoronto.ca">fees.utoronto.ca</a>
Financial Aid	<a href="https://sgs.utoronto.ca/awards-funding/financial-aid-advising">sgs.utoronto.ca/awards-funding/financial-aid-advising</a>
Centre for International Experience	<a href="https://cie.utoronto.ca">cie.utoronto.ca</a>
U of T Libraries	<a href="https://uoft.me/uoftlibraries">uoft.me/uoftlibraries</a>
Housing	<a href="https://housing.utoronto.ca">housing.utoronto.ca</a>
Graduate Wellness Services	<a href="https://uoft.me/SGS-wellness">uoft.me/SGS-wellness</a>
U of T Recreation	<a href="https://recreation.utoronto.ca">recreation.utoronto.ca</a>
Career & Co-Curricular Learning Network (CLNx)	<a href="https://clnx.utoronto.ca">clnx.utoronto.ca</a>
U of T Policies & Guidelines	<a href="https://sgs.utoronto.ca/policies-guidelines">sgs.utoronto.ca/policies-guidelines</a>