Institute of Biomedical Engineering
UNIVERSITY OF TORONTO

WELCOME

We would like to extend a warm welcome to the Institute of Biomedical Engineering at the University of Toronto. This is an exciting time to learn and develop a deeper expertise in biomedical engineering. We hope this handbook will assist and guide you in selecting your courses and a specialty topic to focus on. We always welcome your comments and suggestions and look forward to assisting you throughout your graduate experience.

Professor Warren Chan
Director Professor

Professor John Davies (JED)
Associate Director, Graduate Programs

Professor Paul Yoo
Associate Director, Professional Programs

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1.0 REGISTRATION POLICIES AND PROCEDURES

Any student registered as a full-time student in the School of Graduate Studies (SGS) must be engaged in their studies on a full-time basis, as required by government regulations for full-time graduate studies.

Full-time graduate students are defined according to government regulations as follows:

1. They must be pursuing their studies as a full-time occupation and identify themselves as full-time graduate students.
2. They must be designated by the University as full-time students.
3. They must be geographically available and visit the campus regularly. Due to COVID19 students entering the program in September 2021 may be able to pursue full time studies remotely for the Fall 2021 term.
4. If an academic program requires an absence from the University, students must apply through their graduate unit for permission to be offcampus.

A full-time student may be absent from the University for an extended period or may participate in a program offered by another university if, and only if, the student has received written permission from the graduate unit in which he or she is registered. A graduate student who, in any given session, is absent from the University without receiving prior approval may lose good academic standing. In exceptional cases, a graduate unit may recommend to the School of Graduate Studies the termination of the student's registration and eligibility.

https://www.sgs.utoronto.ca/academic-progress/registration-enrolment/

1.1 Registering in your Program

Students must register annually, in September, for each year of the program. New students must have cleared all conditional offers of admission prior to registration by submitting a final official transcript reflecting final grades and evidence of degree conferral to the Institute.

The School of Graduate Studies sends all registration material to students between July and August. Please contact the Institute of Biomedical Engineering if you have not received this information by mid-August.

The initial payment of academic and incidental fees will ensure the student is registered in the program. Payment of fees must be made through a Canadian bank, payable to the University of Toronto in Canadian funds. Failure to register as required will cause the student’s candidacy’s status to lapse.

The SGS website is the most up-to-date place to find information on registration, fees, payment schedules and University of Toronto policy. Students should consult the SGS website frequently:

https://www.sgs.utoronto.ca/admissions/graduate-fees/

1.2 Late Registration

Students are responsible for ensuring proper registration by the appropriate deadlines. Late registration will be subject to an additional fee as outlined by the School of Graduate Studies.

2.0 PROGRAM REQUIREMENTS

The MEng program in Biomedical Engineering is a full-time three-session program. The program is a non-thesis degree and is based on coursework in engineering, biomedical sciences, and entrepreneurship. Moreover, the program requirements include a practical experience in applied research in the form of a capstone design project, or placement in industry, hospital, governmental or academic research laboratories.

The program is made up of a total of 5.0 full-course equivalent (FCE) credits. Most of the courses in engineering are worth 0.5 FCE. The program is composed of eight half-credit courses (or 4.0 FCE) followed by a two half-credit equivalent Practical Experience Course (1.0 FCE). The specific breakdown of the course requirements is described below.

<table>
<tr><th>Academic Session</th><th>Suggested Course Load</th><th>Course requirements</th><th>Total</th></tr>
<tr><td>Session 1:
Fall</td><td>2.0 FCE

Required: 2 professional development modules</td><td>1.0 FCE in Commercialization and entrepreneurship course - 0.5 FCE must be BME1800H (Winter) or BME1801H (Fall)

2.0 FCE course relating to biomedical engineering and biomedical sciences.</td><td rowspan="3">4.0 FCE</td></tr>
<tr><td>Session 2:
Winter</td><td>2.0 FCE</td><td>1.0 FCE additional graduate courses</td></tr>
<tr><td>Session 3:
Summer
BME1899Y</td><td>1.0 FCE</td><td>1.0 FCE in a hands-on practical experience course

• Complete 2 professional development modules (Fall Term)
• Submit an agreement form prior to Internship.
o If the position is new to BME submit an internship proposal form
• Submit an Interim Report.
• Complete Internship
• Submit a final report</td><td>1.0 FCE</td></tr>
<tr><td colspan="3">Ready for graduation</td><td>5.0 FCE</td></tr>
</table>

Students can choose from courses offered at the Institute of Biomedical Engineering (BME), those offered at other departments in the Faculty of Applied Science and Engineering (FASE) and partnered departments. If students take courses outside of BME, FASE, and partnered departments, they must consult the Professional Program coordinator Dr. Paul Yoo.

Below, courses are listed by specific research themes.

2.1 Course Requirements.

Program	Required Courses	Specialty Courses and Electives
M.Eng	BME1899Y # (1.0 credits)	6 additional courses (3.0 credits)
	Either BME1800 W or BME1801 F (0.5 credits)	
	Second Commercialization Course (0.5 credits)	

In total students need 5.0 credits (FCE) to complete the program. A maximum of 2 courses can be APS/TEP coded courses. Graduate courses are typically 0.5 FCEs, while the practical experience course, BME1899Y, is 1.0 FCEs. If a student plans to enroll in a course worth more than 0.5 credits, they should inform the graduate office.

BME 1899 could be a course that provides a practical experience, a design project, or a placement in a research laboratory, or with a company.

The recommended courses focus on commercialization and product development. In addition, students can build their curriculum by choosing specialty courses and electives. There is considerable flexibility to allow students to tailor courses to their interest.

2.2 Specialty Topics.

We have defined the specialty topics for the Biomedical Engineering program, as outlined below.

- Molecular engineering
- Imaging
- Nanoengineering
- Regenerative Medicine
- Microengineering
- Neural Engineering

- Rehabilitation Engineering
- Broad Biomedical Engineering

Molecular Engineering: This set of classes introduces concepts and research developments in building devices and systems using molecules. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective).

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	BME1459 W
BME1801 F	JCB1349 W
	JMB1050 W
Required course: 1 of 1	CHE1125 F
BME1899 Y (practical course, thesis, or internship)	CHM1104 F
	BME1453 F
Required Commercialization courses: 1 of 4	
BME1405 F	
BME1802 W	
APS course #1	
APS course #2	

Imaging: This set of classes introduces concepts and research developments in molecular, cell, and tissue imaging as well as the use of imaging for diagnosing diseases. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective).

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	BME1459 W
BME1801 F	BME1460 W
	BME1462 W
Required course: 1 of 1	BME1466 W
BME1899 Y (practical course, thesis, or internship)	ECE1475 W
	BME595 F
Required Commercialization courses: 1 of 4	JEB1433 W
BME1405 F	
BME1802 W	
APS course #1	
APS course #2	

Nanoengineering: This set of classes introduces concepts and research developments in the area of nanotechnology and the building of systems and devices at the nanoscale. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective).

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	CHE1333 F
BME1801 F	MBP1410 W
	PCL1004 F
Required course: 1 of 1	JPB1022 F
BME1899 Y (practical course, thesis, or internship)	MIE1359 W
	BME1453 F
Required Commercialization courses: 1 of 4	
BME1405 F	
BME1802 W	
APS course #1	
APS course #2	

Regenerative Medicine: This set of classes introduces concepts and research developments in the cell and tissue engineering and regenerative medicine. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective).

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	BME1454 F
BME1801 F	MIE1359 W
	DEN1081 W
Required courses: 1 of 1	JPB1022 F
BME1899 Y (practical course, thesis, or internship)	JTC1331 F
	LMP1103 F
Required Commercialization courses: 1 of 4	CHE1334 W
BME1405 F	
BME1802 W	
APS course #1	
APS course #2	

Microengineering: This set of classes introduces concepts and research developments using microfabricated systems to build devices and systems for analyzing, diagnostics, and implantable. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective)

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	CHE1125 F
BME1801 F	MIE1359 W
	BME1462 W
Required course: 1 of 1	BME1460 W
BME1899 Y (practical course, thesis, or internship)	
Required Commercialization courses: 1 of 4	
BME1405 F	
BME1802 W	
APS course #1	
APS course #2	

Neural Engineering: This set of classes introduces concepts and research developments in manipulation of the brain and engineering devices and systems for the brain. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective).

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	BME1500 F
BME1801 F	BME1802 W
	JEB1447 F
Required course: 1 of 1	JEB1444 W
BME1899 Y (practical course, thesis, or internship)	JPB1071 W
	BME1473 F
Required Commercialization courses: 1 of 4	
BME1405 F	
BME1802 W	
APS course #1	
APS course #2	

Rehabilitation Engineering: This set of classes introduces concepts and research developments in rehabilitation technology for patients. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective).

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	BME1473 F
BME1801 F	BME1471 W

	REH1510 W
Required course: 1 of 1	REH5100 W
BME1899 Y (practical course, thesis, or internship)	BME1466 W
Required Commercialization courses: 1 of 4	
BME1405 F	
BME1802 W	
APS course #1	
APS course #2	

Students from non-engineering undergraduate degree: This set of classes introduces the broad field of biomedical engineering to students who may have trained in a non-engineering field. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective).

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	BME1454 F
BME1801 F	BME1462 W
	JPB1022 F
Required course: 1 of 1	MBP1410 W
BME1899 Y (practical course, thesis, or internship)	BME1478 F
	LMP1206 W
Required Commercialization courses: 1 of 4	IMM1431 W
BME1405 F	BME1478 W
BME1802 W	
APS course #1	
APS course #2	

Mix and Match: We also leave it open to students as to what they want to learn. We encourage to mix and match classes where the student can pick classes that range building molecules and systems to technology to rehabilitate patients. In addition to the 3 required courses, the student is required to take 6 courses (specialty or elective).

Required course: 1 of 2	**Suggested Specialty Courses**
BME1800 W	Any courses offered by BME
BME1801 F	
Required course: 1 of 1	
BME1899Y (practical course, thesis, or internship)	

Required Commercialization courses: 1 of 4	
BME1405 F	
BME1802 W	
APS course #1	
APS course #2	

SAMPLE COUSE PLANS

Sample Molecular Engineering Course Plan #1

Fall	Winter	Summer
CHE1125	BME1802	BME1899Y
CHM1104	BME1459	
BME1801	JMB1050	
APS course	JCB1349	
2.0 credits	2.0 credits	1.0 credits

NOTES

APS Courses: For a list of APS/TEP courses and descriptions, please go to:

https://gradstudies.engineering.utoronto.ca/professional-degrees/elite-emphasis/

BME Courses: For a list of the BME courses and descriptions, please go to

https://bme.utoronto.ca/current-students/course-calendar/

https://bme.utoronto.ca/current-students/course-calendar/course-descriptions/

Note that some course codes with a J are joint courses between BME and other departments. You may see our course descriptions for more information.

2.3 BME1899: Practical Experience in Applied Research Requirements (1.0FCE)

One of the most unique and exciting components of the MEng Program is the opportunity to acquire practical experience and knowledge during a hands-on component, as part of BME1899. Commonly undertaken in the summer, the course is often carried out in industry, private consulting firms, hospitals, or government institutions. Students may also participate in design projects or work in academic labs to fulfill the requirements of BME1899Y.

BME1899Y Expectations

Students will be expected to cover at least one of four important aspects of biomedical device development during their practical experience:

1. Clinical, medical or health needs assessment (need of healthcare providers and patients). For this project component, the students will apply concepts mainly related to their Biomedical Science courses.
2. Concept development (literature and patent searches, input from experts). For this project component, the students will apply concepts related to their Engineering, Entrepreneurship, Biomedical Science courses.
3. Design and prototyping. For this project component, the students will apply concepts mostly related to their Engineering and Biomedical Sciences courses.
4. Development of business models. For this project component, the students will apply concepts mostly related to their Entrepreneurship courses.

Appropriate BME1899Y Placements

There is considerable flexibility to the types of positions a student can take to meet this requirement. The work needs to be engineering/technical based in a clinical/medical setting. The job opportunities provided by our office will be approved as appropriate. You do not need to seek approval for these positions prior to applying. However, if you find a new placement opportunity on your own, without previous approval from BME, or if you are unsure if a particular position is appropriate, fill in a Proposal Form and submit it to the Graduate Office prior to accepting the BME1899Y placement.

Obtaining an BME1899Y Placement

The Graduate Office provides information to MEng students about available industry and academic positions, on a continual basis through emails and by updating the database on the Student Portal.

Students are expected to use this information and these resources to proactively seek their own opportunities. While the practical experience is mandatory, there is no guarantee that the Professional programs office will be able to provide an industry position to every student.

If the student finds a practical experience placement that has not previously been offered by

BME or listed in the database, approval of the position is required. For approval, the student must submit a Proposal Form, prior to accepting a job offer. A Proposal Form does not negate the need for an Agreement From.

BME1899 requirements

All forms and report templates are available on the Student Portal.

1. **Workshops:** Two professional development workshops at the career center
    a. Cover letter and Resume workshop and another workshop of your choosing
2. **Agreement Form:** Due upon securing a placement, you are to complete the form along with your supervisor.
3. **Interim report:** Due midway through your placement
4. **Final Report:** Due within 2 weeks of completing your placement or Aug. 31st, whichever is sooner.

Professional development workshops are available through the University of Toronto Career Centre. Students must attend one workshop on Resume Writing and another workshop of their choice. To explore and register for workshops students can visit the CLNx website. **(https://clnx.utoronto.ca/myAccount/events/sgevents.htm)**

Evaluation

BME1899 is evaluated on a completion basis. Students must complete 12-16 weeks of full-time work and submit all the above reports to receive credit for the course.

2.4 BME1899 Milestone Checklist

Students can use this checklist to ensure that they are well prepared for BME1899Y.

	MEng Milestones	Due Date	Completed
1	Review Employer Database and List 10 Companies of Interest (or 5 Academic Labs of Interest)	September 2021	
2	Meet with Professional Programs Manager	October 30, 201	
3	Attend 2 Professional Development Workshops and Update LinkedIn Profile	December 31, 2021	
4	Attend Career Fairs and Networking Events	Fall and Winter	
5	Attend BME1899Y Info Session	January 2022	
6	Continue Job Search	Winter 2022	
7	Accept an Offer		
8	Submit Agreement Form to Program Office		
9	Complete Working Abroad Workshop (if applicable)		
10	Begin Working	May 2, 2022	
11	Interim Report	July 17, 2022	
12	Final Report	August 31, 2022	

3.0 ENROLMENT AND COURSE WORK

Students can self-enroll in courses via ACORN. Enrollment into all courses including BME1800, BME1801, and BME 1405, is on a first come first serve basis and while spaces remain.

To ensure registrations, student must pay fees by the deadline indicated on their student account.

3.1 Adding and Dropping Courses

Students who wish to add or drop courses following the SGS deadline for enrolment must complete an Add/Drop Form. The form must be submitted to the department after obtaining any necessary approvals. A student will not be able to add or drop courses after the prescribed departmental deadlines. The Institute's prescribed deadlines for changes are **one week prior** to the deadline dates scheduled at the School of Graduate Studies. For more information, see the SGS website at https://sgs.calendar.utoronto.ca/sessional-dates

3.2 Grading and Evaluation

Students normally receive a grade report for all courses completed within a given term. These reports are not official transcripts. Students requesting official transcripts must order them from the University of Toronto Transcript Centre located in the Sidney Smith Building at 100 St. George Street. Students may also obtain grades from the Student Web Service at http://www.acorn.utoronto.ca/.

3.3 Extra Courses Not Required for the Degree

Enrolments for additional courses not required for the degree and are subject to the same regulations as those in the degree program. Students should check with the host department about course enrolment procedures.

Students are welcome to enroll in as many courses as they believe they can successfully complete. Graduate fees are a lump sum payment, therefore there are not additional charges for extra or additional courses.

3.4 Academic Standing and Satisfactory Progress

Students must maintain satisfactory performance in their courses and progress in their internships to remain in *Good Standing* with SGS and BME during completion of their degree program. The passing mark is B- in all courses, i.e. 70%.

After each session, the Departmental Graduate Studies Committee will consider the cases of those students who have failed one graduate course. Students with one failure who are allowed to proceed will have their cases reviewed by the Graduate Office. Students who find themselves in this situation are strongly encouraged to contact Accessibility Services (www.accessibility.utoronto.ca) to determine if accommodations can be put in place to meet specific needs they may have. The Graduate Office's policy is to recommend to SGS the termination of the registration of students who at any time accumulate two failing grades. Consequently, failing courses can have very severe consequences and difficulties should be

addressed as soon as possible. Failure to remain in good standing can affect a student's registration and their ability to continue in the program.

Please review SGS policy on Program Progress and Good Standing:

https://sgs.calendar.utoronto.ca/general-regulations

4.0 GENERAL INFORMATION

4.1 Ethics and Safety

Some of the research undertaken in BME, including that in internship courses, is required to comply with specific ethical review programs (animal or human) and safety regulations (chemical, biological, radiation). You must be aware of these requirements and may have to attend specific training courses as required by the specific organization sponsoring your internship.

4.2 Intellectual Property and the Graduate Student

Students must be aware of the issues around Intellectual Property and their research, if applicable. Please refer to the SGS website (https://www.sgs.utoronto.ca/policies-guidelines/ip-for-graduate-students-supervisors/) for updates and guidelines.

4.3 Plagiarism and other Cases of Academic Misconduct

Students in graduate studies are expected to commit to the highest standards of integrity and to understand the importance of protecting and acknowledging intellectual property.

The University's policy on academic misconduct is found in the *Code of Behaviour on Academic Matters* can be found on the SGS website under Information for Students. It is the student's responsibility to be aware of these policies. Students should review exactly what is considered plagiarisms in the context of assignments, progress reports, proposals, manuscripts and thesis and how to avoid it.

http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize

https://www.sgs.utoronto.ca/policies-guidelines/academic-integrity-resources/

4.4 Program Withdrawal and Termination of Registration

The Graduate Office may request to SGS the termination of the registration of students who have failed two or more graduate courses. Normally, the Graduate Office will give student the chance to voluntarily withdraw from the program within a defined period before the request for termination is formalized with SGS (a termination status can have serious consequences as it is permanently recorded on student transcripts). However, it is important to note that termination can be appealed to the Graduate Academic Appeals Board of SGS, but that withdrawal cannot. Students in this situation are encouraged to obtain additional information

about appeals and withdrawals from SGS to make their decision.

https://www.sgs.utoronto.ca/policies-guidelines/termination-of-registration-guidelines/

4.5 Change of Address

Students are responsible for updating any address and/or telephone changes via the Student Web Services at http://www.acorn.utoronto.ca/. In addition, students should also inform the Graduate Office and the Administrative Office in writing.

4.6 Student Cards and E-mail Address

To gain full access to the University of Toronto library, registered students are required to obtain a photo-ID card (TCard), which serves as a library card and a student card. The TCard can be obtained from the Robarts Library, Room 2054. The library requires students to show two pieces of identification, including citizenship, valid photo ID, and a document indicating your student number. Information on the TCard and instructions in creating email addresses can be found at http://www.its.utoronto.ca/. Students also have access to a large volume of biomedical engineering reference books located in the library of the Institute. Due to COVID-19 restrictions and the closure of some U of T offices, students starting their program in Fall 2021 can also obtain their T-Card by following instructions at https://tcard.utoronto.ca/.

Your University of Toronto email address is the official contact point for all University-related announcements and notices posted by the School of Graduate Studies and your Graduate Unit. Please note that, for security purposes, Faculty and Graduate Offices are prohibited from opening emails that do not come from a University of Toronto account. You are responsible for ensuring that this account is checked regularly.

4.7 Leaves of Absence and Student Personal Time Off

https://www.sgs.utoronto.ca/resources-supports/understanding-leaves-of-absence/

Graduate students may apply to their Graduate Office for a one-session to three-session leave during their program of study for:

3.0 **serious health or personal problems** which temporarily make it impossible to continue in the program: or
4.0 **parental leave** by either parent at the time of pregnancy, birth, or adoption, and/or to provide full-time care during the child's first year. Parental leave must be completed within 12 months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed four.

Once on leave, students will not be registered, nor will they be required to pay fees for this period unless they wish to maintain some of their health services. In general, students on leave may not make demands upon the resources of the university, attend courses, or expect advice from their supervisors. Students on leave will not be eligible to receive University of Toronto financial assistance. In the case of other graduate student awards, the regulations of the

appropriate granting agency apply.

Students may make application for a leave by completing the leave of absence form (https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/10/Leave-of-Absence.pdf) and submitting it to the BME Graduate Office for approval. The form is then sent to the School of Graduate Studies for processing. The termination date of the degree program will be extended by the duration of the leave taken, i.e., one, two, or three sessions as appropriate. Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. Normally the start and finish of the leave would coincide with the start and end of a session.

4.8 Graduate Course Grade Scales

The Table below presents the grade scale for graduate courses. BME requires the completion of every course taken for graduate credit with a least a mark of B- (or 70%). However, eligibility for most graduate scholarships requires a GPA of at least A-. A grade below 70% is inadequate and indicated on the transcript by FZ (fail) and cannot be counted for credit. A student who has received an FZ in a course should speak with the Graduate Coordinator to get the permission to either repeat the course or substitute another one. This permission may be given to the student if his/her marks in other course(s) taken is/are above the minimum required. Normally, a student will not receive this permission more than once. If a student fails two courses, the Graduate Office will recommend to SGS termination of student's registration in the program.

Graduate	
Truncated Refined Letter Grade Scale	Numerical Scale of Marks
A+	90 - 100%
A	85 - 89%
A-	80 - 84%
B+	77 - 79%
B	73 - 76%
B-	70 - 72%
FZ**	0 - 69%

**FZ = Fail

https://governingcouncil.utoronto.ca/sites/default/files/2019-06/grading.pdf

4.9 Policy on Extension and Late Withdrawal Requests for Graduate Courses

A request for an Extension in a graduate course should be sent to the instructor **within two business days after the deadline** for completing that component of the course. The request must be supported by medical documentation (see http://www.illnessverification.utoronto.ca), if the reason for the request is due to an illness.

If the extension required for the completion of the coursework is beyond the original SGS deadline to submit the marks for that course (e.g. past the end of the session) then the request will have to be sent to the Graduate Office. Students will petition the graduate unit for extensions, using a standard form provided by SGS (http://www.sgs.utoronto.ca/Documents/Extension+to+Complete+Coursework.pdf).

We strongly recommend that students request an extension instead of a late withdrawal for course whenever applicable. A request for a late withdrawal for a course should be sent to the requests are approved only for exceptional circumstances such as a very serious illness or bereavement. These requests must be supported by appropriate medical documentation (http://www.illnessverification.utoronto.ca), if the reason for the late withdrawal is due to a medical condition. The Graduate Office is not likely to approve a request for a late withdrawal after the final course marks have been communicated to the students.

https://www.sgs.utoronto.ca/academic-progress/registration-enrolment/

Requests for Extensions or Late Withdrawals may be granted or denied by the Graduate Office. In the case of an extension, if the course is never completed by the deadline prescribed by the Graduate Office, then the report of INC (incomplete) is permanently recorded on the student's transcript.

4.10 Academic Appeals (for a course mark, course failure or other academic decisions)

Note that decisions made by Instructors, Supervisors and the Graduate Office can be appealed. Academic appeals are initiated within BME (except for appeals related to Termination of Registration and Final Oral Examination failure which are appealed directly at the SGS level). When possible, the Graduate Office or the Director will attempt to settle the appeals informally between the parties involved (e.g., student, instructor).

If a student wants to appeal a decision made by the Graduate Office, the first step in the process is to send a notice of appeal (https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/06/GDAACNoticeofAppeal.pdf) to the Professor chairing BME's Graduate Department Academic Appeals Committee (GDAAC). The GDAAC will review the case and will make a recommendation to BME's Director (or his/her substitute) who then makes a decision. The appeal can then subsequently be taken to the Graduate

Academic Appeals Board (GAAB) of SGS, and then to the Academic Appeal Committee of the Governing Council of the University.

https://facultyandstaff.sgs.utoronto.ca/sgs-councils-and-committees/graduate-academic-appeals/

https://sgs.calendar.utoronto.ca/general-regulations#10

https://governingcouncil.utoronto.ca/secretariat/policies/academic-appeals-within-divisions-policy-december-12-2005

4.11 BESA (BioEngineering Student Association)

BESA represents and promotes the student community at the Institute. They organize many of the social events for BME students. Further information about BESA can be found at http://besa.BME.utoronto.ca/

4.12 The Essential Grad Guide

The Essential Grad Guide is a booklet for new students that contains information about registration and services offered by SGS and the University of Toronto. The electronic copy of the booklet is posted on the SGS website at:
http://www.sgs.utoronto.ca/Documents/EssentialGuideforGrads.pdf

4.13 SGS Forms

Most forms used by SGS/Graduate Office can be found here:
https://www.sgs.utoronto.ca/academic- progress/student-forms-letter-requests