

A Brief on CIIS

Continental Institute for International Studies, formerly known as the Canadian Institute for International Studies, has truly carved out a niche for itself as a provider of accredited International Education that transcends the boundaries of inter-continental divides, thus preparing the right groundwork for students to become future global professionals.

A. PROGRAM OUTLINES

I. Mechanical Engineering Technology- Automotive Manufacturing (META-AM)

Length: 3 Years,
6 Semesters, plus 3 work terms

v Description

This program is a three-year cooperative education program designed to meet industrial requirement with six academic and three work terms. The course is emphasizes on Advance Manufacturing Techniques supported by International Quality Standards and Production Planning & Control methods.

Technical and Non Technical courses provide strong foundation in Communications, Computer Aided Drafting (CAD), Machine Design, Energy Technology, Instrumentation and Controls. Courses in Automotive Business Practices, Materials, Manufacturing, industrial Systems, Gauge and Fixture Design, Quality Assurance and Project management introduce the wide range of activities associated with an automotive manufacturing environment.

v Career Opportunities

Graduates may find a range of occupations in automotive assembly and parts manufacturing companies. Careers are possible in Design, Production, Quality Assurance, Testing, Management, Technical Sales and Service.

v Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- Apply the principles of Mathematics, Physics and the Engineering sciences to solve technical problems and make decisions
- Utilize computer aided drafting media to plan and organize graphical layouts
- Develop designs for mechanical equipment and automotive manufacturing systems
- Incorporate design considerations for automation, robotics and flexible automotive manufacturing
- Apply automotive manufacturing and assembly methods
- Apply efficient production and control methods used in automotive manufacturing
- Employ project development and management principles
- Apply management principles in automotive manufacturing
- Demonstrate effective communication and interpersonal skills
- Work effectively as an individual and team member in any setting with an awareness of leadership responsibilities
- Demonstrate computer and electronic systems literacy in a range of applications
- Demonstrate critical thinking and innovative problem solving abilities
- Apply generic and workplace skills for personal and professional growth
- Apply the benefits of general education to participate in society as an informed citizen and pursue an enriched personal and professional life
- Apply all skills and knowledge acquired in co-op work experience.

v **Practical Experience**

Co-operative Education is a mandatory component of MET AM Program. It has been designed as a process by which students integrate their academic education with paid work experience related to their program of study. This integration affects much more than simply earning a salary, including the adjustment to the work environment and the development of professionalism. It also reinforces skills and theory learned during academic semesters, develops professional contacts, job knowledge and career path, improves human relations and communication skills and promotes personal maturity and financial independence.

v **Program Progression**

- § Semester 1 - Fall 2009
- § Semester 2 - Winter 2010
- § Work Term 1 - Summer 2010
- § Semester 3 - Fall 2010
- § Work Term 2 - Winter 2011

§ Semester 4 - Summer 2011

§ Work Term 3 - Fall 2011

§ Semester 5 - Winter 2012

§ Semester 6 - Summer 2012

v **Mandatory**

- AUTO3006 Quality Concepts for the Automotive Industry
- BUSI3004 Production Control
- CHEM2001 Chemistry
- COMP1025 CAD - Mechanical
- COMP2043 Computer and Programmable Controllers
- COMP3020 Geometric Dimensioning and Tolerancing
- DRFT1008 Engineering Drafting
- ENVR1000 Environmental Science
- MATH1018 Introduction to Technical Mathematics
- MATH1019 Technical Mathematics
- MATH2003 Statistical Analysis - SPC
- MATH2006 Engineering Math: Calculus
- MENG1006 Manufacturing Processes
- MENG1007 Measurement and Machine
- MENG1008 Engineering Materials
- MENG2003 Statics
- MENG2004 Workplace Design and Industrial Ergonomics
- MENG2005 Fluid Mechanics
- MENG2006 Gauge Fixture and Tool Design
- MENG2007 Strength of Materials
- MENG2008 Thermodynamics
- MENG2012 CAM Process Engineering
- MENG3004 Polymer and Coatings Technology
- MENG3005 Heat Transfer and Engine Performance
- MENG3006 Instrumentation and Controls
- MENG3007 Design of Energy Systems
- MENG3008 Facilities Design
- MENG3009 Metal Forming and Assembly
- MENG3010 Machine Design
- MENG3011 Dynamics
- MGMT2002 Project Management
- PHYS1001 Physical Sciences
- ROBT3000 Automation Robotics and Computer Integrated Manufacturing

- TECR3000 Project Report
- TECR3004 Project Report Presentation

v **Communications**

- COMM1000 College Communications
- COMM1001 Communications at Work
- COMM1004 World Links: Wired Communications
- COMM1006 Professional Writing
- COMM1007 Oral Presentations

v **Co-op**

- COOP1013 Mechanical Technology Work Term 1
- COOP2009 Mechanical Technology Work Term 2
- COOP3005 Mechanical Technology Work Term 3

For CIIS MET-AM

| | Sept-Dec | Jan-Apr | May-Aug |
|---------------|-----------------------|-----------------------|-----------------------|
| Year 1 | Academic Sem 1 | Academic Sem 2 | Co-op 1 |
| Year 2 | Academic Sem 3 | Co-op 2 | Academic Sem 4 |
| Year 3 | Co-op 3 | Academic Sem 5 | Academic Sem 6 |

a) Admission Requirement

| | | |
|---|---|---|
| 1 | Mechanical Engineering Technology – Automotive Manufacturing | <ul style="list-style-type: none">○ Should have 33% and above in 12th Maths and 12th All Clear.○ Should have 72% or above in 12th English or IELTS Score of overall 6 Bands with 5.5 in each or TOEIC Score of 750 |
|---|---|---|

b) Admission Guidelines

The admission policy adopted in CIIS is developed to ensure that all applications are considered fairly and equitably.

Ø Selection Criteria

When there are equally qualified applicants than the available seats available in a given program, the institute will use formal selection techniques to determine the final selection. The selection criteria and techniques include academic requirements and performance, information session participation, resumes, reports, portfolios, physical health and age requirements.

Conditional Acceptance

Applicants may be conditionally accepted. All conditions must be met before the final acceptance is granted.

Ø Waiting Lists

Qualified applicants who are not selected initially may be placed on the waiting list. The admission selection procedure will be used to establish the order of waiting list and which applicants will be placed on that list.

c) Re Admission

You must apply for re-admission in any of the following circumstances:

- 1) You fail to remain continuously registered following the typical sequence of semesters for your program.
- 2) You fail or withdraw from 50% or more of your courses.
- 3) You receive a promotional decision from your program area that indicates you must re-apply for admission because of unsatisfactory progress in your courses

1. REGISTRATION

The registration process begins after you have been accepted into a program or course at **CIIS**. This process involves the following:

- a) Payment of tuition and other fees.
- b) Receipt of a personalized Timetable and Signing of a Course Enrolment Record (CER)

The CER identifies the courses for which students are registered in the stated semester and the timetable defines the class, section and time of each course.

- c) The signed CER is a proof of the enrolment in respective courses.

STUDENTS MUST REGISTER FOR EACH INDIVIDUAL SEMESTER. REGISTRATIONS ARE NOT AUTOMATICALLY BROUGHT FORWARD TO THE NEXT SEMESTER

Any extenuating circumstances can be discussed with the Principal and request given in writing.

A. Student Classification

Students admitted to programs are classified as follows:

- **FULL-TIME STUDENT**

- **Ø META & MTP Programs from Georgian College:**

The students are considered a full-time student in any semester when they are enrolled in at least 70% of that semester's course hours (which is usually 13 hours of a total of 18 hours per week) and at least 66% of that semester's program course load (which is typically 4 out of 6 courses). Exempted and withdrawn courses are not considered in the calculation. See individual program outlines for specifics about your course hours and program course load for each semester.

- **v FULL-TIME REGISTRATION**

The program outline and program-tracking sheet identifies the required courses, options available and the graduation requirements for each program. You are registered full-time when you have been assigned a personalized timetable or completed the Course Enrolment Record form, and all fees have been paid or arrangements have been made for payment.

- **v PART TIME STUDENTS**

A student who registers for Georgian programs with less than 1-3 of a regular full program will be classified as a part-time student.

B. Pre-requisites /Co-Requisites

v PRE-REQUISITES

Pre-requisites are courses that you must successfully complete before being registered for subsequent courses. If you do not successfully complete a pre-requisite, you cannot officially register in the subsequent courses. You are NOT registered in a course if you are missing its pre-requisite even if you attend classes and receive evaluation results before your absence from the class list is discovered. If you fail, withdraw, or do not complete pre-requisite courses, it is your responsibility to complete any outstanding course(s) in the next semester it is offered (subject to space availability). These courses should take priority should a timetable conflict occur.

v CO-REQUISITES

Co-requisites represent two or more courses that must be taken at the same time. If you fail, withdraw, or do not complete co-requisite courses, it is your responsibility to complete outstanding course(s) in the next semester it is offered (subject to space availability). These courses should take priority should a timetable conflict occur.

Note: If you fail one of the co-requisites, you need to repeat the failed co-requisite course only.

C. CREDITS AND AUDIT STATUS

- Credit status applies when you are registered in a credit course for the purpose of receiving credit.
- Audit status applies when you are registered in a credit course but will not be receiving a credit; this must be specified at the time of registration and is a privilege, not a right.
- All pre-requisite requirements are applicable to the audited courses.
- Permission to register for audit status must be obtained from the Institute Director and course instructor.
- Tuition fees for audited courses and credit courses are the same as regular fee, but you are not entitled to examination or any other evaluation privileges, nor will you receive a grade or credit for the audited course.
- Note: Approval for audit status will be determined after full-time and part-time registration is complete and is subject to the seat availability. Priority is given to students seeking credit status.

Audit Test

To ensure the quality of the course is maintained to our Academic Partner's standards, randomly audit tests are conducted by CIIS Partners Institution at the end of the

semester. This audit consists of review of assignments and tests. It is mandatory for all the students to take this final audit tests.

EVALUATION PROCESS of CIIS

The students are evaluated on multiple grounds. Generally, the students are evaluated on the following points –

- Ø Mid-term Exams
- Ø Class Participation
- Ø Attendance
- Ø Assignments
- Ø Final Exam
- Ø Group Projects
- Ø Quiz
- Ø Course outlines will be followed with respective weightages for all courses.

EXAMINATIONS

- Mid-term examinations shall be given only in class times as described in the course outlines and shall not exceed the time assigned for each class unless otherwise mutually agreed with the instructor and students as per respective course outlines.
- A meaningful proportion of course evaluation will be provided to the student prior to the last day to withdraw from a course in each semester.

SCHEDULING OF FINAL EXAMINATIONS

- Final examinations in semester courses that make up more than 15% of the final grade shall be scheduled only during the prescribed final examination period.
- Final examination in the semester courses will be conducted in the examination week
- Final examination schedule will be announced by course Instructor in the 13th week of semester Schedule.
- Students failing to submit No dues certificate in the 13th week of semester schedule will not be eligible to write final exam.

STEPS TO BE TAKEN IN THE EVENT OF A MISSED TEST/ASSIGNMENT/MID TERM

In the event a student misses a mid-term examination, the student should:

- Contact the instructor prior to the exam informing the instructor of the particular situation and attempt to reschedule the exam or arrive at another mutually acceptable solution.
- Inform the instructor as soon as possible after the missed mid-term examination and attempt to devise a mutually acceptable resolution.
- Generally a domestic affliction or illness will be accepted as reasons to miss a mid-term examination; however, the instructors have latitude to accept other legitimate reasons.

STEPS TO BE TAKEN IN THE EVENT OF A MISSED FINAL EXAMINATION

- In the event a student misses a final examination for illness or domestic affliction and wishes to seek a remedy, the student shall report this fact to the instructor within two working days from the date of the scheduled final exam, if s/he wishes to seek a remedy.
- In the event a student received prior information that illness or domestic affliction will result in a missed final examination, the student should inform the Program Coordinator immediately.
- In any case in which a student claims that circumstances beyond the student's control have caused the student to miss all or part of a final examination or to miss the deadline for requesting a remedy for a missed final examination, the student shall report these circumstances, in writing, to the Program Coordinator as soon as possible after their occurrence.
- In all cases in which a student seeks remedy for missed final examinations, the Registrar may require a medical certificate or other substantiating documents for validation. When, in the judgment of the Registrar, the student's reason is invalid, the student shall be refused any further remedy.
- Upon receipt of a valid reason for a missed final examination, the Program Coordinator shall notify the Department concerned that an application for remedy has been made.

- In consultation with the instructor and Department Coordinator, the Program Coordinator will either:
 - (i) Arrange for a suitable final examination which shall be provided and marked by the appropriate instructional department; or
 - (ii) In exceptional circumstances and after due consultation with the instructor and Department Coordinator, grant the student a standing in, and full credit for, the course based on the student's achievement.

Georgian programs:

| SYMBOL | DEFINITION OF GRADING SYMBOLS |
|--------|---|
| AEG | Pass by Aegrotat. Portion of term work not completed due to illness or other equally compelling reason. Minimum pass granted for graduation purposes. |
| AS | Advance Standing granted for previous education. |
| ATT | Course with no evaluation factor: normally a non-credit course |
| AU | Course audited |
| DNA | Did not attend |
| EX | Exemption granted based on previous academic or co-op credits |
| F | Unsatisfactory performance; failed to meet course requirements |
| IN | Course Incomplete: further work required. Work must be completed within one semester. |
| IP | Course in progress. Grade will be issued at the end of the semester. |
| MT | Mid term of full year course. No grade available. |
| NMS | No mark submitted. Will convert to "F" grade after 10 days if mark is still outstanding. |
| P | Course requirements met. |
| S | Co-op work term successfully completed |
| U | Co-op work term unsuccessful; must be repeated |
| WD | Withdrawal in accordance with College conditions. |
| * | Repeated course. |

CALCULATION OF WEIGHTED AVERAGES

- Program Weighted Average (PWA) and Semester Weighted Average (SWA) are used to determine promotional status and eligibility to graduate.

- The SWA includes all credit courses taken in the semester (excluding Fundamentals courses as of fall 1998). The SWA is calculated by multiplying the final course grade by the course hours to give the weighted grade.
- $\text{Grade} \times \text{Total Course Hours} = \text{Weighted Grade}$
- The weighted grades from each course is then totaled and divided by the total hours for all courses taken in that semester (excluding Fundamentals courses as of Fall 1998) to calculate the Semester Weighted Average.
- $\text{Sum of All Weighted Grades} = \text{SWA (Semester Weighted Average)}$
- Sum of Total Hours
- The PWA is computed similarly and includes all course grades and hours for all semesters in your program.
- In cases of repeated courses, which are identified by (*) on your transcript, only the most recent grade achieved is calculated in the program-weighted average.
- Students of Georgian program can view their most current grades using GC banner Online
- (https://sis-sb.georgianc.on.ca/GEOR/twbkwbis.P_GenMenu?name=homepage)".

1. DISHONESTY AND MISCONDUCT

The following six areas constitute the major types of academic dishonesty and are subject to penalties and constitute Misconduct.

v CHEATING

Cheating is the use of inappropriate or unacknowledged materials, information or aids in any academic work. Students will not request others to conduct research or prepare any work for them. Students will not submit identical work or portions for credit or honors more than once without prior approval.

v FABRICATION

Fabrication is the falsification or invention of any information or citation in an academic work. Invented information will not be used in any laboratory experiment or other academic work without the prior authorization of the instructor. It is dishonest, for instance, to analyze one sample in an experiment and invent data based on that single experiment for several more required analyses. The actual and original source of the information must be acknowledged in the citation. A book review, for instance, cannot be quoted and presented as a quotation from the original book itself.

v PLAGIARISM

Plagiarism is the representation of the words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified and properly cited in the text. Acknowledgment is required when material from another source in print, electronic or other medium is quoted, paraphrased or summarized in whole or in part, even when put into your own words. Please note that plagiarism of any part of a work is academic misconduct; there is no partial responsibility or penalty. Plagiarism can be subtle, so should be discussed with the instructor.

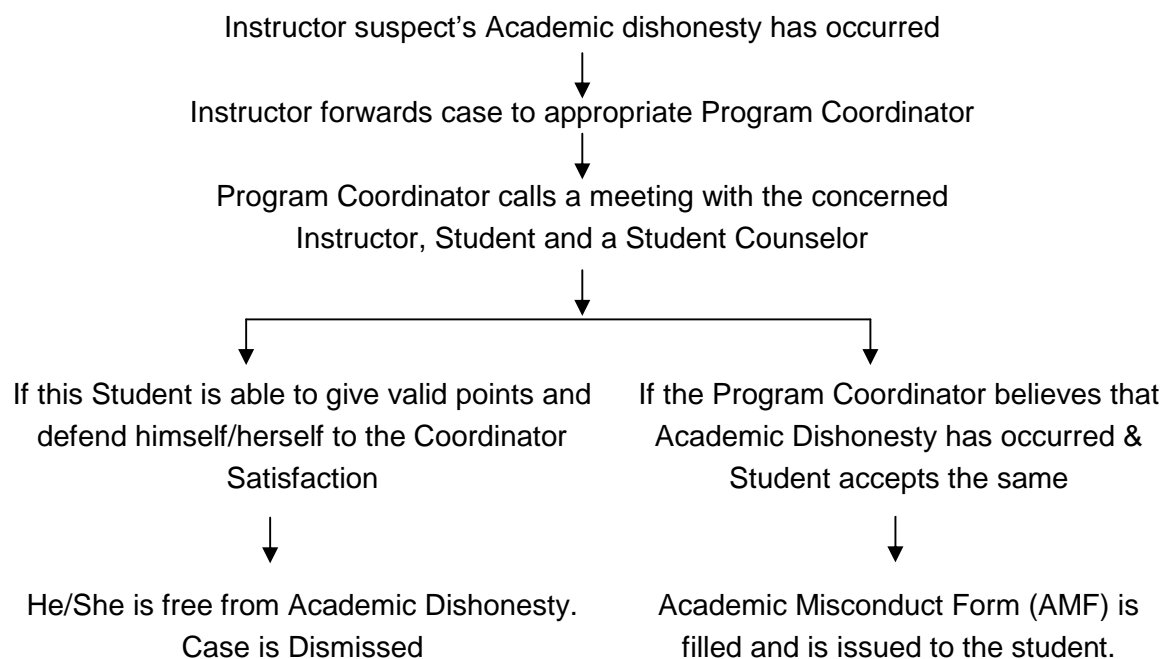
✓ **FACILITATING ACADEMIC DISHONESTY**

Student who knowingly or negligently allow their work or portions of their work or drafts of their work to be used by other students or who otherwise aid others in committing academic dishonesty are violating academic integrity. This applies to students who hide, misrepresent or falsify information related to an incident of academic dishonesty. Such students are held guilty who receive and use the material or is involved in the incident directly, even though they may not themselves benefit from that act of dishonesty.

✓ **DENYING ACCESS TO INFORMATION OR MATERIAL**

It is a breach of academic integrity to deny others access to academic resources or to deliberately impede the progress of another student or scholar. This would include giving other students false or misleading information, making library or shared resource material unavailable to others by stealing, deliberately misplacing, defacing or destroying any of these resources, including computer files that are not your own.

a) Academic Misconduct Process



b) Academic Penalties

| INSTANCE OF OFFENSE | MINIMUM | MAXIMUM |
|----------------------------|--|--|
| First | Mark of "0" in the work evaluated | Immediate dismissal from the college for the current plus one subsequent semester. |
| Second | Mark of "0" in the course where misconduct occurred, plus immediate involuntary withdrawal from all other courses that semester. | Immediate dismissal from the college for 3 years |
| Third | Mark of "0" in the course where cheating occurred, plus immediate involuntary withdrawal from all other courses that semester, plus dismissal from the College for one calendar year from the end of the present semester. | Immediate dismissal from the college for 5 years. |

c) Academic Appeal Process

In any academic activity at the institute, students are responsible and accountable for academic integrity. Academic misconduct will be disciplined according to the severity of the offences

A committee of Student Counselor and Program Coordinator can frame the penalty dues upon intensity of the misconduct.

You can appeal for a mark in the following:

- Ø Assignment
- Ø Test
- Ø Examination or Practical Experience
- Ø A Final mark for the Course
- Ø Missing/ incorrect Assessment Information on the Grade Report/Transcript.

Note: No fees are refunded to students who are dismissed from the college for misconduct

d) Academic Appeal

| | HEARING | TIME LIMIT |
|---------------|---------------------|---|
| FIRST | Course Instructor | Appeal within 5 Working Days |
| SECOND | Program Coordinator | Appeal Within next 3 Working Days |
| THIRD | Principal | Within three working days of meeting with Program Coordinator |

If the issue remains unresolved, the student may submit a written appeal to the Principal within the next three working days and determine the next step with the student, the teacher and the Coordinator. The Principal will either uphold the teacher's decision or suggest other options. The decision of the Principal will be final.