Guide to Graduate Study Policies and Procedures
April, 2012

1. INTRODUCTION
The Department of Fire Protection Engineering (FPE) offers an environment for advanced graduate study and research in the broad area of fire safety. The department offers a Master of Science (M.S.) degree through ENFP, a Master of Engineering (M.Eng.) degree, a Graduate Certificate in Engineering through ENPM, and courses outside of a degree program for those with the status of Advanced Special Students. The M.S. is offered on-campus (http://www.fpe.umd.edu/grad); the M.Eng. and Graduate Certificate in Engineering are offered on-campus (http://www.oaee.umd.edu/grad/enfp.html) and on-line (http://www.oaee.umd.edu/grad/fire/).

Information on the on-campus degree programs is available from the FPE Director of Graduate Studies, Dr. Arnaud Trouvé (atrouve@umd.edu). Information on the distance option for the M.Eng. degree, Graduate Certificate in Engineering, or non-degree programs may be obtained from Dr. James A. Milke, FPE Professor and Chair, and Director of the FPE Distance Learning Program (milke@umd.edu).

The graduate study program is designed to stimulate intellectual growth, increase the level of objective understanding of the physical world and further develop capabilities for analysis and synthesis. This guide has been prepared as an aid to graduate students and faculty. It describes the policies, rules and regulations concerning graduate study in the FPE department, including the responsibilities of both the student and advisor. Many of these rules have evolved since the initiation of the graduate program. Others are relatively new statements of policy that are necessary for a reasonable organization of the graduate program.

Additional information about fire protection engineering graduate program and requirements for M.S. degrees are available in the UMD Graduate Catalog (http://www.gradschool.umd.edu/). This Guide provides details such as policy and procedures. All policies adopted by the Graduate School supersede those stated in this Guide. Furthermore, because the policies included in this Guide are constantly under evaluation, the FPE department may choose to deviate from the policies stated in this Guide.

Doctor of Philosophy (Ph.D.) Degree
The FPE department does not confer a Ph.D. degree. However, students may pursue a Ph.D. degree with a strong emphasis on fire protection engineering by enrolling in the Ph.D. programs of other UMD departments, such as Mechanical, Aerospace or Civil Engineering. In each case,
students will fulfill the requirements of the specific department that is hosting them. Fire Protection Engineering faculty are affiliated with these departments and can serve as Ph.D. advisors. Information on the Ph.D. degree options may be obtained from the FPE Director of Graduate Studies, Dr. Arnaud Trouvé (atrouve@umd.edu).

2. ADMISSION REQUIREMENTS AND PROCEDURES
The decision to admit students for graduate study at the University of Maryland is made by the Graduate School after reviewing the recommendations of the department based on theapplicant’s ability to carry out scholarly work at the graduate level.

Admissions Procedures
1. The application and supporting documentation are submitted to the Graduate School (for application deadlines, visit http://www.gradschool.umd.edu/catalog/programs/enfp.htm). The application file includes: an essay or statement of goals and experiences; three letters of recommendation; and official copies of transcripts. For applicants who obtained a B.S. degree from the UMD FPE department, the application material may be reduced to: an essay or statement of goals and experiences; and one letter of recommendation. In certain cases (for instance, in the case of international applicants), the application process requires scores from the Graduate Record Examination (GRE). In addition, in the case of international applicants from non-English speaking countries, the application process requires scores from the Test of English as a Foreign Language (TOEFL).

2. The Graduate School forwards a summary of the application to the FPE department. For international applicants, the file is also sent to the Office of International Services (OIS) for evaluation of the applicant’s academic record, English language skills, and financial support.

3. The application is reviewed by the FPE department’s Director of Graduate Studies.

4. The recommendation of the Director of Graduate Studies is sent to the Graduate School.

5. The Graduate School (and OIS for international applicants) reviews the applicant’s file again, makes the final decision, notifies the applicant of the final decision, and gives detailed instructions to successful applicants for completion of their registration.

Minimum Requirements
1. Applicants should have a B.S. degree in engineering, or a related field from an accredited institution.

2. Applicants should have an undergraduate GPA of at least 3.0/4.0.

3. Applicants from non-English speaking countries should satisfy the requirement of the Office of International Services (OIS) and Foreign Student Affairs, which generally involves submitting scores from the Test of English as a Foreign Language (TOEFL). For more information, visit http://www.international.umd.edu/ies/97.

3. SELECTION OF COURSEWORK ADVISOR
Each new graduate student entering the department must initiate contact with the faculty to obtain an advisor based on his/her indicated area of interest. A student may elect to change advisors, subject to the approval of the new advisor, at any later date.

4. DEGREE REQUIREMENTS FOR THE Masters Degrees
4.1 M.S.
1. Complete 8 approved courses (24 credits) in agreement with the requirements listed in Section 5.1. Complete at least 6 credits of thesis research (ENFP799).
2. Maintain a GPA of 3.0 or better.
4. Have at least 1 credit of registration in the graduation semester or summer.
5. Complete the degree within 5 years.

4.2 M.Eng.
1. Complete 10 approved courses (30 credits) in agreement with the requirements listed in Section 5.2
2. Maintain a GPA of 3.0 or better.
3. Have at least 1 credit of registration in the graduation semester or summer.
4. Complete the degree within 5 years.

5. COURSEWORK REQUIREMENTS

The student should propose a list of courses to be taken that will fulfill the coursework requirement. This list should be presented to the student’s coursework advisor by the beginning of the student’s second semester of study. Acceptability of the proposed list, as determined by the coursework advisor and approved by the FPE Director of Graduate Studies for on-campus students or the Director of the FPE Distance Learning Program for distance students, should be based on the student’s stated objectives and background.

5.1 M.S.

Combined B.S./M.S. Degree Programs
Students in the UMD FPE B.S. program may apply to the combined B.S./M.S. degree program. This requires a GPA of 3.50 or better at the conclusion of the semester in which the undergraduate student reaches 75 degree credits. These combined degree programs allow students to complete the combined degrees in a nominal time of 5 years.

Interested and qualified undergraduates should take 3 graduate courses (9 credits) after reaching 75 degree credits. These 9 credits will be counted as part of their coursework requirement for both of their combined degrees. The 600+ courses that can be considered for this purpose are selected from the following paired 400/600 level courses:

- ENFP405/621 Structural Fire Protection/Analytical Procedures of Structural Fire Protection
- ENFP415/651 Fire Dynamics/Advanced Fire Dynamics
- ENFP489G/613 Special Topics: Human Response to Fire
- ENFP489L/629L Special Topics: Advanced Suppression Systems
- ENFP489M/627 Special Topics: Smoke Management/Smoke Detection and Management Systems
- ENFP489N/629N Special Topics: Fire and Explosion: Investigation and Reconstruction
Note that students are only allowed to take one course in each pair.

Additional requirements for the completion of the combined degree programs include:

- Two courses selected from among:
  - ENFP611 Fire Induced Flows
  - ENFP620 Fire Dynamics Laboratory
  - ENFP625 Advanced Fire Modeling
  - ENFP630 Diffusion Flames and Burning Rate Theory

- One engineering mathematics course, approved by the student’s advisor, based on the student’s intended course of study and research. Examples of approved mathematics courses include: MATH, STAT or AMSC 400+; or any of the following:
  - ENCE621 Uncertainty Modeling and Analysis
  - ENME605 Advanced Systems Control: Linear Systems
  - ENME610 Engineering Optimization
  - ENME625 Multidisciplinary Optimization
  - ENME673 Energy and Variational Methods in Applied Mechanics
  - ENRE620 Mathematical Techniques of Reliability Engineering
  - ENRE643 Bayesian Analysis
  - ENRE655 Advanced Methods in Reliability Modeling

- Two courses of the student’s choice at the 400+ level subjected to approval of the FPE Director of Graduate Studies.

Application to the combined B.S./M.S. degree program should be started during the last semester of the Junior Year (no later than October 1 or March 1 of the Junior Year). The application process starts with the completion of a form that identifies the 3 graduate courses that are counted for both B.S./M.S. degrees. Interested students should contact the FPE Director of Graduate Studies to obtain that form.

**Non-Combined M.S. for Students in the UMD FPE B.S. Program**

Students in the UMD FPE B.S. program may apply to the M.S. degree program. Requirements for the completion of the combined degree programs include:

- Two courses selected from among:
  - ENFP611 Fire Induced Flows
  - ENFP620 Fire Dynamics Laboratory
  - ENFP625 Advanced Fire Modeling
  - ENFP630 Diffusion Flames and Burning Rate Theory

- Three courses at the 600+ level selected from the following list:
  - ENFP489G/613 Special Topics: Human Response to Fire
  - ENFP489M/627 Special Topics: Smoke Management/Smoke Detection and Management Systems
  - ENFP489L/629L Special Topics: Advanced Suppression Systems
  - ENFP489N/629N Special Topics: Fire and Explosion: Investigation and Reconstruction
Note that students are only allowed to take one course when these are paired undergraduate/graduate courses. None of these courses can be counted toward both the B.S. and the M.S. or M.Eng. degrees.

- One engineering mathematics course, approved by the student’s advisor, based on the student’s intended course of study and research. Examples of approved mathematics courses include: MATH, STAT or AMSC 400+; or any of the following:
  - ENCE621 Uncertainty Modeling and Analysis
  - ENME605 Advanced Systems Control: Linear Systems
  - ENME610 Engineering Optimization
  - ENME625 Multidisciplinary Optimization
  - ENME673 Energy and Variational Methods in Applied Mechanics
  - ENRE620 Mathematical Techniques of Reliability Engineering
  - ENRE643 Bayesian Analysis
  - ENRE655 Advanced Methods in Reliability Modeling

- Two courses of the student’s choice at the 400+ level subjected to approval of the FPE Director of Graduate Studies.

**M.S. for Students not in the UMD FPE B.S. Program**

For students who join the Fire Protection Engineering program from other disciplines, the following courses are required:

- ENFP620 Fire Dynamics Laboratory
- ENFP651 Advanced Fire Dynamics

- Two courses selected from among:
  - ENFP611 Fire Induced Flows
  - ENFP625 Advanced Fire Modeling
  - ENFP630 Diffusion Flames and Burning Rate Theory

- Three courses at the 600+ level selected from the following list:
  - ENFP405/621 Structural Fire Protection/Analytical Procedures of Structural Fire Protection
  - ENFP489G/613 Special Topics: Human Response to Fire
  - ENFP489L/629L Special Topics: Advanced Suppression Systems
  - ENFP489M/627 Special Topics: Smoke Management/Smoke Detection and Management Systems
  - ENFP489N/629N Special Topics: Fire and Explosion: Investigation and Reconstruction

Note that students are only allowed to take one course when these are paired undergraduate/graduate courses.

- One engineering mathematics course, approved by the student’s advisor, based on the student’s intended course of study and research. Examples of approved mathematics courses include: MATH, STAT or AMSC 400+; or any of the following:
  - ENCE621 Uncertainty Modeling and Analysis
  - ENME605 Advanced Systems Control: Linear Systems
5.2. **M.Eng.**

**Combined B.S./M.Eng. Degree Programs**

Students in the UMD FPE B.S. program may apply to the combined B.S./M.Eng. degree program. This requires a GPA of 3.50 or better at the conclusion of the semester in which the undergraduate student reaches 75 degree credits. These combined degree programs allow students to complete the combined degrees in a nominal time of 5 years.

Interested and qualified undergraduates should take 3 graduate courses (9 credits) after reaching 75 degree credits. These 9 credits will be counted as part of their coursework requirement for both of their combined degrees. The 600+ courses that can be considered for this purpose are selected from the following paired 400/600 level courses:

- **ENFP405/621** Structural Fire Protection/Analytical Procedures of Structural Fire Protection
- **ENFP415/651** Fire Dynamics/Advanced Fire Dynamics
- **ENFP489G/613** Special Topics: Human Response to Fire
- **ENFP489L/629L** Special Topics: Advanced Suppression Systems
- **ENFP489M/627** Special Topics: Smoke Management/Smoke Detection and Management Systems
- **ENFP489N/629N** Special Topics: Fire and Explosion: Investigation and Reconstruction

Note that students are only allowed to take one course in each pair.

Additional requirements for the completion of the combined degree programs include a selection of seven courses in math and engineering, at least three of which need to be in the department. Two courses of the student’s choice may be at the 400+ level subjected to approval of the department.

Application to the combined B.S./M.Eng. degree program should be started during the last semester of the Junior Year (no later than October 1 or March 1 of the Junior Year). The application process starts with the completion of a form that identifies the 3 graduate courses that are counted for both B.S./M.S. degrees. Interested students should contact the FPE Director of Graduate Studies to obtain that form.

**Non-Combined M.Eng. for Students in the UMD FPE B.S. Program or for Students not in the UMD FPE B.S. Program**

Students in the UMD FPE B.S. program or students who join the Fire Protection Engineering program from other disciplines may apply to the M.Eng. degree program. Requirements for the completion of the M.Eng. degree program include ten courses in math and engineering, at least
six of which need to be in the department. Two courses of the student’s choice may be at the 400+ level subjected to approval of the department.

6. REQUIREMENTS FOR THESIS RESEARCH
A M.S. candidate must perform a body of research commensurate with the level of the Master of Science’s Degree. The M.S. thesis should make a contribution to the advancement in the state-of-the-art of fire safety science and/or engineering. With this objective in mind, M.S. students are strongly encouraged to adopt the quality standards of the fire research community and to submit their research contribution for publication in an archival journal and/or for presentation in a professional meeting.

The procedure for review of a M.S. thesis is as follows:
1. The student, in consultation with his/her faculty advisor, proposes a committee of at least three members of the Graduate Faculty to review the thesis (with the advisor as the chair of the committee). Committee members should have backgrounds and interests related to the subject matter of the thesis. The committee must be approved by the Graduate School by submitting the form “Nomination of Thesis or Dissertation Committee.”
2. The student is responsible for providing each committee member with a typed, advisor-approved copy of the thesis manuscript at least one week before the oral examination (the “defense”).
3. The committee should judge the quality of the research as well as the clarity and literary correctness of the thesis. The student is responsible for meeting any requirement of style or format stipulated by the Graduate School (the student is encouraged to review the Thesis and Dissertation Manual, available from the Graduate School).
4. An oral examination (“defense”) on the thesis and coursework is required and is administered by the committee. The advisor is responsible for planning, providing notices and holding this defense. The defense is typically between 2 and 3 hours long.
5. For committees with three members, the thesis and defense must have unanimous approval. For committees with more than three members, up to one negative vote is acceptable.
6. Should a student not pass the defense, the defense may be repeated once.
7. The student is responsible for meeting all deadlines of the Graduate School. These include the submission of all forms identified in Section 7 of this Guide.

Visit http://www.gradschool.umd.edu/catalog/masters_degree_policies.htm for more information.

7. FORMS
Forms must be submitted to the Graduate School at key points during a student’s graduate program. These forms include:
1. “Application for Graduation”: to be submitted at the beginning of any semester during which the student believes he/she may complete all requirements for the degree (the application must be re-submitted in any subsequent semester if the student does not finish during the semester for which he/she first applied).
2. “Approved Program for the Master of…”: the Approved Program Form generally must be submitted during the first month of the final semester.
3. “Nomination of Thesis or Dissertation Committee”: the Committee form must be submitted at least 6 weeks before the scheduled defense.

For more information on forms and deadlines, visit http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html and http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html

8. FINANCIAL SUPPORT
The department offers several types of financial support through various research (RA) or partial or full, teaching (TA) assistantships (see the Table below).

Research assistantships are awarded by individual faculty members from their research budgets. These RA positions are limited by available resources and are particularly dependent on the number of research grants awarded to the faculty. Therefore, these assistantships are awarded on a strictly competitive basis. There is no guarantee that once financial assistance is granted to a student, it will continue for the duration of the student’s program. Such continuation is dependent upon the student’s individual competitive standing in light of the available resources and performance as a research assistant. Every effort is made to be as fair and equitable as possible. Individual faculty members directing the funded research activity are responsible for informing students of sub-par performance. It is the student’s responsibility to contact the faculty members to seek and secure RA funding. The FPE department’s Director of Graduate Studies is available to facilitate these contacts.

The department also offers partial or full, teaching assistantships. The partial TA positions cover 50% of the academic stipend and require a commitment of 10 hours per week to teaching assignments (e.g. grading, proctoring, etc); the partial TA is typically limited to the academic year (9 months) and does not provide summer support. The full TA positions cover 100% of the academic stipend and require a commitment of 20 hours per week to teaching assignments; the positions extend throughout the calendar year (12 months) and provide summer support. The full TA positions are dedicated to the FPE Distance Learning Program.

The stipends for graduate assistantships have been standardized in the School of Engineering (for more information, visit http://clarknet.eng.umd.edu/resources/personnel.html). Benefits are offered with any appointment (other than hourly), including health insurance and tuition remission.

For more information, visit http://www.eng.umd.edu/research/opportunities. For questions or inquiries related to TA opportunities, contact Dr. James A. Milke (milke@umd.edu); for questions or inquiries related to RA opportunities, contact Dr. Arnaud Trouvé (atrouve@umd.edu).

Students are also encouraged to seek other external funding opportunities, for instance via UMD work-study programs (visit http://www.coop.umd.edu/) and internships available in fire laboratories and FPE consulting companies in the Baltimore-Washington area.
Types of Graduate Assistantships

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours obligated</th>
<th>Appointment</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full GA</td>
<td>20 hours/week during academic year; 40 hours/week during summer</td>
<td>100% RA</td>
<td>Full health and full tuition*</td>
</tr>
<tr>
<td>Distance TA</td>
<td>20 hours/week throughout the calendar year</td>
<td>100% TA</td>
<td>Full health and full tuition*</td>
</tr>
<tr>
<td>Partial TA</td>
<td>10 hours/week during the academic year; no summer support</td>
<td>50% TA</td>
<td>Full health and pro-rated tuition (50%)</td>
</tr>
</tbody>
</table>

*Full tuition means 10 credits during Fall or Spring semesters and 5 credits during Summer

9. STUDENT FILES
A file is created for each applicant when the admissions process is initiated. The student’s file contains all departmental copies of the student’s graduate records. In particular, the following items are included:
1. Information concerning the initial application to the Graduate School (as supplied to the FPE department).
2. Copy of the master control card, with any admissions conditions indicated.
3. Detailed statement of transfer credits approved by the FPE Department Chair or Director of Graduate Studies.
4. Unofficial transcripts.
5. Copies of all forms submitted to the Graduate School.
6. Copies of all correspondence to the Graduate School.

The primary responsibility for maintenance of the file is held by the FPE Director of Graduate Studies. However, the student should indicate when copies of correspondence or forms should be inserted into the file.