

Faculty of Arts & Sciences

Department of Computer Science and Operations Research

# Welcoming students to graduate studies



# DIRO

Université   
de Montréal

The University of Montreal  
and of the world.

# Manager and contacts

Contact your Student Academic Technician (SAT/TGDE)

## Nadia El Mabrouk

Head of Graduate Studies

Email : [agde3@iro.umontreal.ca](mailto:agde3@iro.umontreal.ca)

within subject: message for Mrs. El Mabrouk

## Céline Bégin

Phone : 514-343-6111 poste 3492

Email : [celine.begin@umontreal.ca](mailto:celine.begin@umontreal.ca)

- Master in Computer Science Programs (2-175-1-0) - Segment 70 (internship or Directed Work) and Segments 71 to 76 (with a thesis)
- Doctoral Program in Computer Science (317510)

## Philippe Doyon

Phone : 514-343-6111 #3508

Email : [doyonph@iro.umontreal.ca](mailto:doyonph@iro.umontreal.ca)

- Master in Computer Science (2-175-1-0), segment 77 - Machine Learning
- DESS in Machine Learning (2-175-1-2)

## Linda Peinhière - MILA

Email : [linda.peinhiere@mila.quebec](mailto:linda.peinhiere@mila.quebec)

- Master in Computer Science (2-175-1-0), segment 77 - Machine Learning
- DESS in Machine Learning (2-175-1-2)

« Please include your **matricule number: Synchro**, in the subject line of all correspondence. »

# DIRO web site

A screenshot of a web browser displaying the DIRO website. The browser's address bar shows the URL "diro.umontreal.ca/programmes-cours/cycles-superieurs/". The website header includes the University of Montreal logo and the department name "Département d'informatique et de recherche opérationnelle". A navigation menu contains several items: "PROGRAMMES ET COURS" (highlighted in green), "LA RECHERCHE", "RESSOURCES ET SERVICES", "RÉPERTOIRE DU DÉPARTEMENT", "NOTRE DÉPARTEMENT", and "VOUS ÊTES...". The main content area is titled "Programmes de cycles supérieurs" and contains introductory text about the department's research environment and a list of graduate programs. On the left, a sidebar menu lists "Programmes de 1er cycle" and "Programmes de cycles supérieurs" with sub-items like "Maîtrise en informatique" and "Doctorat en informatique". At the bottom left, there is a "RÉPERTOIRE DES BOURSES" section with a button that says "Des bourses pour tous les cycles".

Programmes de cycles supérieurs

La présence d'équipes de recherche actives permet au Département d'informatique et de recherche opérationnelle (DIRO) d'offrir un environnement stimulant pour entreprendre des études supérieures, quelle que soit l'orientation.

Un éventail de spécialisations s'y trouve représentées, tant en informatique qu'en recherche opérationnelle.

Le DIRO décerne annuellement près de 30 maîtrises et quelque 15 doctorats.

**Nos programmes de 2<sup>e</sup> cycle**

- Maîtrise en informatique
- Maîtrise en bio-informatique
- Maîtrise en commerce électronique
- Maîtrise en finance mathématique et computationnelle
- D.E.S.S. en finance mathématique et computationnelle

**Nos programmes de 3<sup>e</sup> cycle**

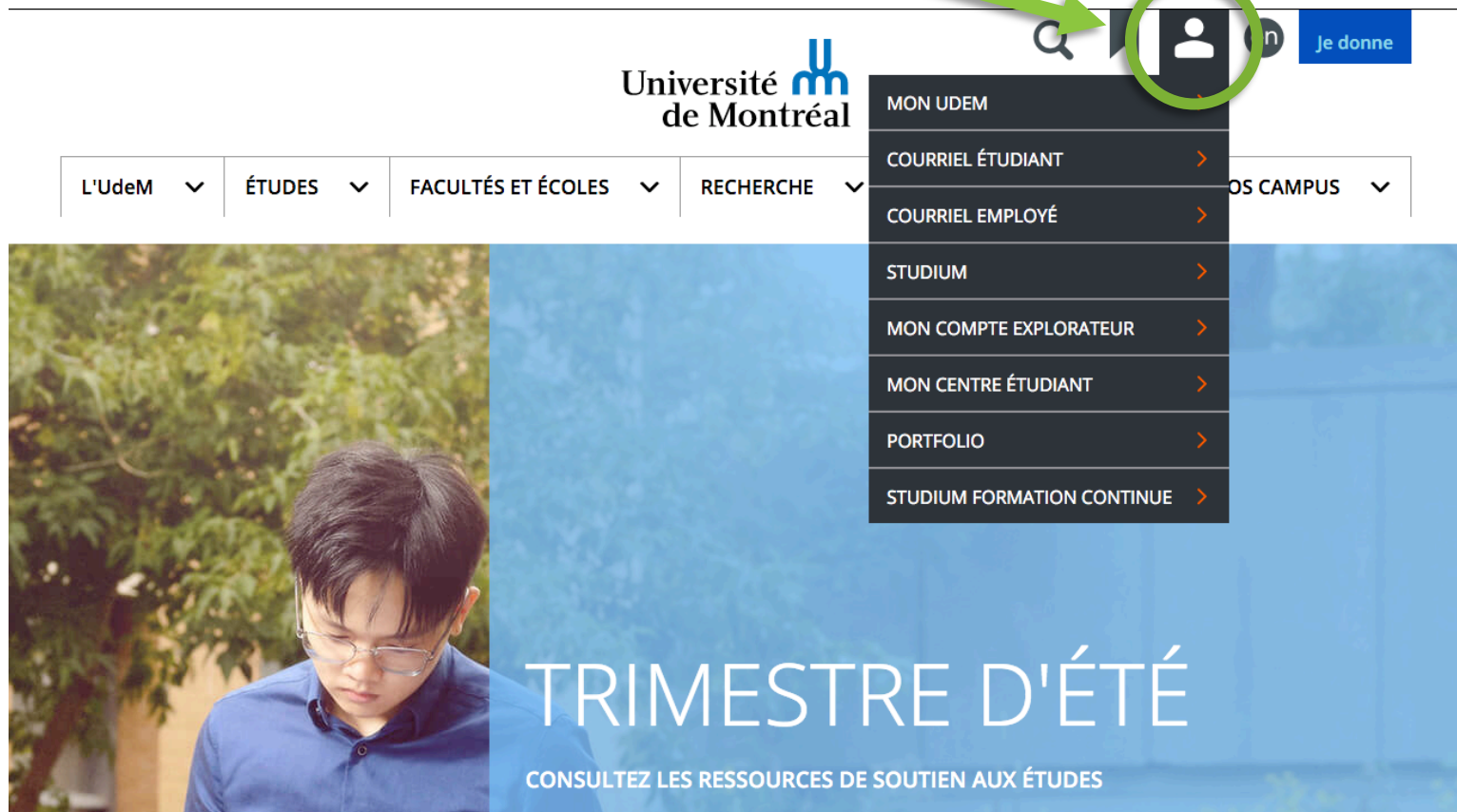
- Doctorat en informatique
- Doctorat en bio-informatique

[Guide des études supérieures au DIRO](#)

Perspectives d'emploi

[Department of Computer Science and Operations Research](#)

# Web site of the Université de Montréal



The image shows a screenshot of the Université de Montréal website. At the top, the university's logo and name are displayed. Below the logo, there is a navigation bar with several menu items: "L'UdeM", "ÉTUDES", "FACULTÉS ET ÉCOLES", "RECHERCHE", and "OS CAMPUS". A search icon is visible in the top right corner, and a blue button labeled "Je donne" is also present. A user profile icon is circled in green, and a dropdown menu is open, listing various user services: "MON UDEM", "COURRIEL ÉTUDIANT", "COURRIEL EMPLOYÉ", "STUDIUM", "MON COMPTE EXPLORATEUR", "MON CENTRE ÉTUDIANT", "PORTFOLIO", and "STUDIUM FORMATION CONTINUE". Below the navigation bar, there is a large banner image featuring a young man with glasses looking down. The text "TRIMESTRE D'ÉTÉ" is prominently displayed in white, with the subtitle "CONSULTEZ LES RESSOURCES DE SOUTIEN AUX ÉTUDES" below it.

<https://www.umontreal.ca/>

MON UDEM >

COURRIEL ÉTUDIANT >

COURRIEL EMPLOYÉ >

STUDIUM >

MON COMPTE EXPLORATEUR >

MON CENTRE ÉTUDIANT >

PORTFOLIO >

STUDIUM FORMATION CONTINUE >

## MON UdeM

General information and the web space of all institutional services.  
(options, messages and information)

## COURRIEL ÉTUDIANT

Your email address : `firstname.lastname.3@umontreal.ca`

## STUDIUM

A digital learning environment  
Studios as Studium!!

## MON CENTRE ÉTUDIANT

Your portal that gathers your **personal data** and allows you to carry out operations related to your **academic progress**. (Schedule, Grades, Invoices)

# Who does what at UDEM

**Graduate and Postdoctoral Studies** - ESP: Responsible for the graduate student pathway from admission to graduation. (Regulations, scholarships, pathways and mentoring.)

**Faculty of Arts and Sciences** - FAS: Departments and programs.

**Department of Computer Science and Operations Research** - DIRO: Your department. The world-class research conducted by the Department's faculty is a major attraction for students wishing to benefit from a cutting-edge environment in graduate studies.

**Registrar's Office** - BR: official documents attesting to the student's background (Official documents, proof of enrollment (attestation), Transcript, Student card - Opus card)

**Tuition Fees** - Finance Department - Cost of studies and billing - Fee calculator.

**International Students Office** - BEI: Verifies that each student's file complies with the requirements dictated by the Ministry of Education's verification rules and those of the immigration authorities.

**Student Services** - SAE: Workshops, activities and various resources offered on campus to make your student's life more enjoyable (Cultural activities...).

**UdeM Emergency** - **For any other question**, you are invited to write to [infocovid19@umontreal.ca](mailto:infocovid19@umontreal.ca) or visit the info [COVID-19 website](#). Want to receive the latest communications related to the health situation at UdeM ? Subscribe to [the Info COVID-19 news feed](#): you will receive a notification each time a new communication is published.

# Other important information

## Scholarships

- Consult the directory of scholarships available at the Université de Montréal : [Major Scholarships for Graduate Students](#)
- The information for the **UdeM tuitions fee weaver** (UdeM Exemption de frais de scolarités) is available at the following link: <https://registraire.umontreal.ca/droits-de-scolarite/bourse-exemption/> Other information link: <https://admission.umontreal.ca/bourses-pour-etudiants-internationaux/>
- If you have any questions about the **UdeM tuitions fee weaver**, please contact them by email at: [esp-bourses@esp.umontreal.ca](mailto:esp-bourses@esp.umontreal.ca)

## Graduate and Postdoctoral Studies Academic Regulations - ESP

- [The Graduate and Postdoctoral Studies Academic Regulations](#) are the official collection of regulations, guidelines, policies and procedures for graduate studies.

## Admission and Deferral of Admission

- If you need to defer admission to the program in your chosen term, you must defer admission by following [the procedure for deferring admission](#) via the DIRO website.

## International students

- [As communicated on May 31](#), we anticipate a return to normal for the Fall 2021 term with nearly all of our educational activities delivered in person on our campuses. **"Fall courses will be offered on campus."** So for international students only who will not obtain their CAQ and study permit will be able to request deferred admission via your student center forms. The new **ADM\_Report\_Trim\_Admission\_A21** form will be available in your student center as of July 21. More details will be shared with you.
- **IMPORTANT:** The teaching modes will be indicated when your register : [multimodal, hybrid, face-to-face, remote](#). Course syllabi will specify the intended mode.
- Whether you are already studying at UdeM or have just been admitted; **Renewal of CAQ and study permits, it is still important to have your Certificat d'acceptation du Québec (CAQ) and your study permit in your possession or to [start the process of obtaining them](#) now.**

## CAQ Renewal and Study Permits

- Request a proof of enrollment and official document via the Registrar's Office. - [Order a document](#).
- Request for official letters from Graduate and Postdoctoral Studies (ESP) - write to [cheminement@esp.umontreal.ca](mailto:cheminement@esp.umontreal.ca)

# Program structure

1. Specialized Graduate Diploma (D.E.S.S.) in Machine Learning
2. Master's in computer science with thesis
3. Master's with an internship (DIRO) or Supervised essay (DIRO)
4. Master's ML with an Internship, segment 77 (Mila)
5. PhD in Computer Science

Consult the Guide to Graduate Studies at DIRO.

Consult the presentations of the Computer Support at DIRO

**ATTENTION:** It is mandatory to respect the minimum number of credits per block. Always refer to the program structure before choosing your courses.

**IMPORTANT!** We remind you that it is your responsibility to respect the program structure. Enrollment in excess elective courses or in another program is not permitted and will be subject to deregistration.



# Program structure of the Specialized Graduate Diploma (D.E.S.S.) in Machine Learning

The courses of the D.E.S.S. are distributed as follows: 12 compulsory credits attributed to an internship and 18 elective credits.

The choice of courses must comply onform to one of the study plans specified by the Department according to the chosen field.

*Block 70A Foundations in Machine Learning (16 credits - required)*

- IFT 6135, Representation Learning - 4 credits
- IFT 6390, Foundations in Machine Learning,
- IFT 6758, Data Science,
- IFT 6759, Advanced Projects in Machine Learning

*Block 70B Deepening Knowledge Option - Maximum 4 credits*

*Block 70C Contextualizing Knowledge (2 credits - required)*

- IFT 6761 – Colloque I
- IFT 6762 – Colloque 2

*Bloc 70D Mandatory internship - 12 credits (4 months internship)*

[See the sample pathway on the DIRO website.](#)

# Passage from D.E.S.S. to Master's degree

You must:

1. Have successfully completed all 4 required courses
2. Maintain a grade point average of 3.3/4.3
3. Apply for admission to the M.Sc. Prof (segment 77) for the following Fall (at UdeM).
4. Obtain permission to transfer from Mila: contact your TGDE.
5. Provide approved long term (6 months) internship registration signed by the supervisor.
6. Notify the TGDE by email to specify your withdrawal from the DESS program and allow the transfer of courses to the new program.

# Master's in Computer Science program and its various options

## **Segment 70 Specific to the general option (thesis, internship, supervised essay)**

The General Option allows students to deepen their knowledge by encouraging research and reflection in the fields of computer science and operations research. This option allows students to learn theoretical and analytical tools in computer science and operations research.

## **Segment 71 Specific to the Imaging option (thesis)**

The Imaging option provides students with a practical and theoretical understanding of advanced concepts related to computer graphics, special effects in film, video games, geometric modeling, image processing and 3D vision. The research paper, specialized in one of these fields or at their intersection, will allow the development of new solutions leading to scientific publications.

## **Segment 72 Specific to the Artificial Intelligence option (thesis)**

The Artificial Intelligence option will develop both the theoretical and technical skills needed to create autonomous and adaptive agents or models. The student will be required to take courses related to the various aspects of this discipline (data mining, knowledge management, language processing, machine learning), and to write a thesis that may be related to the exploitation of massive data, an expertise prized on the job market.

## **Segment 73 Specific to the Computational Biology option (thesis)**

The Computational Biology option will interest computer scientists who wish to apply their computer and mathematical skills to problems related to the analysis and processing of biological information (DNA, RNA, proteins, metabolic networks, etc.). This option introduces the fundamental questions of computational biology and the algorithmic structures used to answer them. The student will be required to take courses related to different aspects of this discipline (structural biology, genomics, phylogeny, sequencing, etc.) and to write a thesis that aims to model a given biological problem, to develop the necessary algorithmic and mathematical tools, to test them on simulated data, before applying them to real biological data.

# Master's in Computer Science program and its various options - Continued

## **Segment 74 Specific to the Theoretical and Quantum Computing option (thesis)**

The Quantum and Theoretical Computing option allows a student to study computer science concepts requiring a level of abstraction typically associated with logic, combinatorics, mathematics or physics. The student will be required to take courses in areas such as cryptography, complexity and quantum computing.

## **Segment 75 Specific to the Programming and Software Engineering option (thesis)**

The Programming and Software Engineering option allows a student to master advanced notions of programming languages and methods of analysis, design, implementation and maintenance of software. In addition to taking courses on these advanced notions, this option requires students to do original research on a subject related to programming and software engineering.

## **Segment 76 Specific to the Operations Research option (thesis)**

The Operations Research option opens up the vast field of deterministic and stochastic optimization, with applications in transportation, energy, simulation of complex systems, etc. Courses are offered on the basics (linear, nonlinear and integer programming) as well as on more advanced topics, such as stochastic programming, dynamic programming, equilibrium models, graphs or meta-heuristics. The research work is linked to a real application and requires a computer implementation, which provides knowledge that is highly valued by the job market.

## **Segment 77 Specific to the Machine Learning option (Internship associated with partner of Mila)**

The Machine Learning option offers a specialization in the field of machine learning that is not oriented towards research, but rather towards the acquisition of the knowledge and experience necessary for the effective application of these techniques in any field. This option includes an internship in a company.

# Program structure of the Master's in computer science with a thesis

The credits for the thesis option (MM) are distributed as follows:

30 required credits assigned to research and writing a thesis and 15 elective credits (4 courses).

To confirm the mention of your specialty in the Master's degree in Computer Science you must have taken at least 2 courses in that specialty.

- **Segment 70 Specific to the general option (thesis, internship, supervised essay)**
- **Segment 71 Specific to the Imaging option (thesis)**
- **Segment 72 Specific to the Artificial Intelligence option (thesis)**
- **Segment 73 Specific to the Computational Biology option (thesis)**
- **Segment 74 Specific to the Theoretical and Quantum Computing option (thesis)**
- **Segment 75 Specific to the Programming and Software Engineering option (thesis)**
- **Segment 76 Specific to the Operations Research option (thesis)**

# Structure of the Master's in Computer Science program, Segment 70 - General with an internship or supervised essay

The credits for the thesis modality are distributed as follows: 30 mandatory credits for research and writing a thesis and 15 optional credits.

The credits for the internship modality are distributed as follows: 22 mandatory credits for an internship and 23 elective credits.

The credits for the supervised essay modality are distributed as follows: 22 compulsory credits for research and the writing of two tutorials and 23 elective credits.

The choice of courses must comply to one of the study plans specified by the Department according to the selected segment.

## **Segment 70 Specific to the general option (thesis, internship, TD)**

The General Option allows students to deepen their knowledge by encouraging research and reflection in the fields of computer science and operations research. This option allows students to learn theoretical and analytical tools in computer science and operations research.

# Structure of the Master's in Computer Science program (with internship - the Professional Master's)

## Specific to the Machine Learning option (Segment 77) – Mila

The credits for this option are distributed as follows: 22 mandatory credits attributed to an internship and a minimum of 23 credits for courses to be taken.

*Block 77A Fundamentals of Machine Learning (16 credits - required)*

- IFT 6135, Representation Learning - 4 credits
- IFT 6390, Foundations in Machine Learning - 4 credits
- IFT 6758, Data Science - 4 credits
- IFT 6759, Advanced Projects in Machine Learning - 4 credits

*Block 77B Deepening of Knowledge - (8 credits - elective)*

*Block 77C Broadening of knowledge (optional)*

*Block 77D Mandatory Internship - 22 credits - mandatory.*

# Structure of the PhD in Computer Science

PhD credits are distributed as follows: 84 mandatory credits for research and thesis writing and 6 to 8 elective credits. ( 2 graduate courses).

*Block 70A Option - Minimum 6 credits, maximum 8 credits.*

- *IFT 6000-level courses or seminars or any other courses or seminars that the Department deems essential to the student's education.*

*Block 70B Research and Thesis Required - 84 credits.*

- IFT 7000 - Doctoral General Examination
- IFT 7910 - Thesis



# Structure of the PhD in Computer Science

## Doctoral Comprehensive Exam

- It is desirable that candidates for the PhD in Computer Science at UdeM master their field of specialization as well as the fundamentals of computer science. In order to achieve this double objective, they will have to take a comprehensive exam, of which **3 parts (Prédoc I-II-III)** must be concluded **at the latest at the end of the 6th term of study**, under penalty of exclusion from the program.
- The student must register for Part 1 (**Predoc I**) during the first term of school. Part 2 (**Predoc II**) is offered in the fall and winter terms, and students may register for it in any term during their first six terms of study. In general, it is recommended that Part 1 be completed before Part 2 and Part 2 before Part 3 (**Predoc III**), but the student must consult with his/her advisor to plan his/her course of study, including courses, which must also be completed by the end of the 6th term.

# Structure of the PhD in Computer Science - continued

## Part 1: **PREDOC I**: IFT6001/ IFT2125 and IFT 6002 / IFT 2015

- registration in 1st session
- grade  $\geq$  B+ in each course, otherwise repeat (1 time)
- For exemption: transcript + required course outline to be sent to TGDE

## Part 2: **PREDOC II** - Specialty Written Exam

- **Mandatory** after the 2 graduate courses - grade of at least B, otherwise retake (1 time)

## Part 3: **PREDOC III** - Presentation of the thesis topic

- After the specialty written exam
- 30-40 page report due at least 1 week before the presentation date.

# Pedagogical regulations for graduate and postdoctoral studies - ESP

## Minimum and Maximum Schooling for Programs

### **54B. Specialized Graduate Diploma**

The minimum tuition requirement is two full-time terms and the maximum tuition is twelve terms (four years) from the time of first enrollment.

### **Section XVI - Master's Degree Education**

#### **63. Minimum Schooling and Location of Schooling**

The minimum academic requirement for a master's program is three full-time terms or the equivalent. It takes place at the Université de Montréal or at a location authorized by the Dean.

### **Section XXXI - Doctoral Studies**

#### **110. Minimum Course of Study and Location of Study**

The minimum academic requirement for a doctoral program is six semesters (two years) full-time or the equivalent. The program takes place at the Université de Montréal or at a location authorized by the dean.

The 2 required courses and the predoc exam must be completed during the first 6 terms (2 years)

6 full-time terms (min)

6 semesters redaction (min)

Maximum duration: 5 years (exceptional extension of 1 year)

# Graduate Student Status

## **Section XXIX - Registration for the Diploma of Professional Studies (D.E.S.S.)**

### **102. Procedures**

Registration for courses in any professional and advanced degree is by the number of credits taken. Students are not required to register each term. Failure to register for four consecutive terms terminates the student's candidacy. 102A. Full-time or part-time status

In the Fall and Winter terms, a student is considered to be enrolled full-time if he or she is taking a minimum of nine course credits. In the Summer term, the minimum number of credits required is six to be considered full-time. Otherwise, the student is considered enrolled part-time.

## **Section XVII - Master's Degree Registration**

### **66. Full-time, half-time or part-time status**

The candidate for the Master of Science degree is enrolled in a full-time or half-time basis.

In calculating the minimum number of terms required for the master's degree, each term in which the candidate is enrolled on a half-time basis shall count as one-half a term.

## **Section XXXII - Registration for the Doctorate**

### **113. Full-time, Half-time or Part-time Status**

The research doctoral candidate shall enroll on a full-time or half-time basis.

In research doctoral programs, a minimum of three full-time terms is required. The dean may, for reasons deemed serious, waive the requirement for a minimum of three full-time terms.

Full-time studies are those pursued by the student with full dedication. In calculating the minimum number of terms required for the doctoral degree, each term in which the candidate is enrolled at half-time counts as one-half a term.

The candidate may be enrolled at half-time in any program unless specific program requirements necessitate full-time study.

In the professional doctorate, when the program permits, the student may enroll full-time or part-time as follows:

(a) In the fall and winter terms, the student is deemed to be enrolled full-time if he or she takes a minimum of nine course credits. In the summer term, the minimum number of credits required is six to be considered full-time. Otherwise, the student is considered to be registered part-time.

**ATTENTION:** All international students holding a study permit are required to be registered full-time at the University every term.

[http://www.bei.umontreal.ca/bei/sys\\_reglements.htm](http://www.bei.umontreal.ca/bei/sys_reglements.htm)

# « Redaction & Correction » Status

## **Section XIX - Registration for the Master's Degree with Internship and supervised essay**

### **72. Registration in Rédaction and Registration in Assessment and Evaluation**

Once the student has completed three full-time terms, passed the courses, seminars, examinations and, if applicable, the other academic activities of the program, he/she will register in Rédaction until the final evaluation of the internship report or the supervised essay. Thereafter, the student is registered for evaluation and correction until the final evaluation by the jury.

## **Section XXII - Registration for the Master's degree with a thesis**

### **80. registration in Rédaction and registration in evaluation - correction**

Once the student has completed three full-time terms, passed the courses, seminars, examinations and, if applicable, the other academic activities of the program, the student registers in Rédaction until the submission of the thesis. Thereafter, he/she registers for evaluation and correction until the final evaluation by the jury. Once the dissertation has been accepted and corrected, if necessary, the final submission must be made on the Papyrus institutional site.

## **SEGMENT IX - PROVISIONS SPECIFIC TO THE RESEARCH DOCTORATE**

### **126. registration for Rédaction and registration for evaluation - correction**

Once the student has completed six full-time terms or the equivalent, passed the courses, seminars, examinations, the general comprehensive examination and, if applicable, the other academic activities of the program, the student registers in Rédaction until the thesis is submitted. Thereafter, he/she registers in evaluation - correction until final evaluation by the jury. After acceptance of the thesis and corrections made to it, if any, the final submission must be made on the Papyrus institutional site.

To find out the fees related to your status: [Tuition Calculator](#)

Or [contact Tuition Fees](#) of Université de Montréal

# Course Grading

Grading of courses is done on a literal system, with each letter corresponding to a number of points.

The minimum passing grade in a course = C = 2.0

otherwise:

At Ph.D. = exclusion!!!

At MSc = repeat with a maximum of B-.

The minimum passing grade in a program = B- = 2.7

If the average is less than  $< 2.7$  = no degree

If more than 9 credits of preparatory courses: 2 separate averages (preparatory and regular courses)

Otherwise: preparatory courses count towards the average.

# Example of a path

## M.Sc. Prof. - Segment 77

For your information, here is an example of a standard pathway to complete the program in 2 years (student admitted in the Fall)

### Fall term - 1st year

- [SPT6000 - Full-time status](#)
- [IFT 6390 - Foundations of Machine Learning](#)
- [IFT 6758 - Data Science](#)

### Winter term - 1st year

- [SPT6000 - Full-time status](#)
- [IFT 6135 - Representation Learning](#)
- [IFT 6759 - Advanced Projects in Machine Learning](#)

### Summer Term - 1st Year

- [SPT6000 - Full-time status](#)
- (since the student wants to complete the internship)  
(the internship acronym [IFT6917](#) will be added when the report is submitted)

Or

- [SPT6000 - Full-time Status](#)
- [IFT 2015 - Data Structures](#) (in a complementary course)
- [IFT 2125 - Introduction to Algorithms](#) (in a complementary course)

Or

- [request for the suspension](#) of the semester possible only for Canadian and Quebec students.

# Example of a Path - Continued

## M.Sc. Prof. - Segment 77

### Fall Term - 2nd Year

- [SPT6000 - Full-time status](#) (completed internship)
- Enrollment in 1 or 2 courses from Block 77B to complete the 45 credits of the program (elective courses)

### Winter term - 2nd year

- [SPT6000 - Full-time status](#)

Or

- [RDC6000 – redaction status](#) - see [ESP regulations](#)

And/or

- [IFT6917](#) – Internship report submission

And/or

- Enrollment in 1 or 2 courses in Block 77B to complete the 45-credit program (option course)
- [IFT 2015 - Data Structures](#) (in a complementary course)
- [IFT 2125 - Introduction to Algorithms](#) (in a complementary course)

IMPORTANT:

### Registration with redaction status and registration for assessment – correction status

- Once the student has completed three full-time terms, passed the courses, seminars, exams and, if applicable, the other academic activities of the program, he/she registers in writing until the final evaluation of his/her internship report or supervised essay. Thereafter, the student is registered for evaluation and correction until the final evaluation by the jury.

For the duration of the internship, you will be registered with [Réduction](#) status (RDC6000) only if all the academic courses required for the program are completed and you have completed the three full-time terms. [See the Graduate and Postdoctoral Studies Academic Regulations.](#)

Note that [IFT 6917 - Internship in Machine Learning](#) is only recorded in your file at the time of submission of your internship report and does not contribute to your cumulative grade point average.



# Schedule and course offering

## Required Prerequisite Course:

All graduate courses in computer science require as a prerequisite the content of the course: [IFT1015 - Programming 1](#)

Description: Basic elements of a programming language: types, expressions, conditional and iterative statements, procedures, functions, parameters, recursion, arrays, records, pointers and files.

## [Course schedule](#)

To find out when courses are offered at UdeM, to plan a term or to prepare an application for admission, do a search by clicking on the box below. Only courses for the next 2 terms are displayed.

<https://registraire.umontreal.ca/etudes-et-services/horaire-des-cours/>

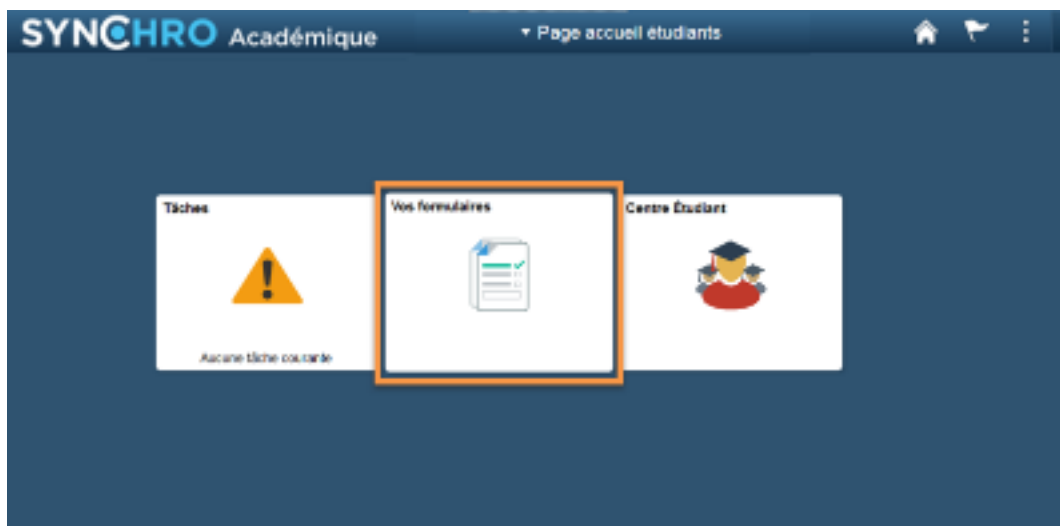
## [DIRO's course offering](#)

Click on the course acronym to get the schedule. And don't forget to respect the star code \*\*\* associated with the courses.

<https://diro.umontreal.ca/english/programs/courses-schedule/>

# Course Registration

You must complete an online electronic form which can be found under the "Your Forms » or « Vos formulaires » tab on your [Student Center](#).



Once completed, you will be able to track the progress of your application directly in the "Your Forms" vignette and receive a response without having to exchange emails or make calls to your TGDE.

Please allow time for your application to be approved. Some courses have limited space and/or require approval from another TGDE. Thank you for your patience and understanding 😊

**Help with forms:** Here is the Registrar's Office "[Forms](#)" help page where you can watch short videos on how to fill out the forms: [Filling out a form](#). **Form tips:** Fill in all the boxes of the form, and in order from left to right, one line after the other, using the magnifying glass.

# Official periods and deadlines

## **Course registration changes**

To change your registration or cancel one or more courses without paying tuition, you must do so by the following dates.

Fall 2021: September 21, 2021

Winter 2022: January 21, 2022

## **Dropping a course (abandon)**

To withdraw from a course (with fees and ABA credit), you must do so by the following dates unless otherwise indicated on the schedule. Withdrawal after these dates will result in a failure (F) and payment of tuitions fee.

Fall 2021: November 5, 2021

Winter 2022: March 18, 2022

**IMPORTANT:** Withdrawal from a course is not permitted at the Pre-Doc (PhD).

# AEHE – Inter-University Transfer Authorization from the Office of Interuniversity Cooperation - BCI.

Taking a course under an [inter-university agreement](#) means that a student admitted to a regular program at the Université de Montréal may, with the agreement of the faculty, take one or more courses at another university, thus obtaining an authorization for external studies, an « Autorisation d'études hors établissement » (AEHE).

Consult the [steps of the application](#) via the Office of the Registrar's website

- **ATTENTION:** The number of credits per course taken in the AEHE inter-university agreement is 3 credits only. You must complete the 30, 45 or 90 credits of your program.
- **ATTENTION:** It is mandatory to respect the minimum number of credits per block. Always refer to the program structure before choosing your courses.
- **IMPORTANT!** We remind you that it is your responsibility to respect the program structure. Enrollment in extra courses or in another program is not permitted and will be subject to deregistration.

# Important forms at the DIRO

\*\*\* See the various directories of important forms to be submitted by program on the DIRO website:

- [Forms for the DESS](#)
- [Forms for the Master's degree](#)
- [Forms for the Ph.D.](#)

Here are the main ones :

## [Designation of the research supervisor and co-supervisor](#)

- M.Sc. and Ph. D.: at the end of the first term

## [Global studies plan](#)

- M.Sc. and Ph. D.: at the end of the first term

## [Registration of the research topic](#)

- M.Sc.: at the end of the second term
- Ph.D.: at the end of the third term

## [Registration of the internship](#)

- DESS with internship: at the end of the first term
- M.Sc.: at the end of the second term

## [Registration of the internship](#) and [internship agreement](#)

- M.Sc. Professional: at the end of the second term

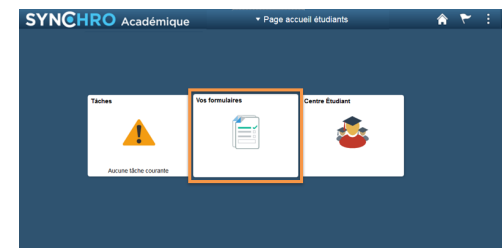
## [Notice of Deposit](#)

- Ph.D.: approximately 2 months before the actual filing

# When to provide the forms

	<u>Designation of the research supervisor and co-supervisor</u>	<u>Registration of the research topic</u>	<u>Registration of the internship</u>	<u>Registration of the internship and internship agreement (segment 77)</u>	Rédaction in English (1)	<u>Global studies plan (2)</u>	<u>Notice of deposit</u>	Writing by articles (1)
<b>D.E.S.S.</b>	Before the end of the first term		2 months before the start of the internship	Before the end of 2 <sup>nd</sup> term				
<b>Master, General option Internship – DIRO (Segment 70)</b>	As soon as a director is confirmed - <b>Before the end of the 2nd term.</b>		2 months before the start of the internship		With the resitration of the Research Topic.			
<b>Master's degree in Research (71 à 76)</b>	As soon as a director is confirmed - <b>Before the end of the 2nd term.</b>	Before the end of 2 <sup>nd</sup> term			With the resitration of the Research Topic.	On request	2 months before the master's thesis deposit	2 months before the master's thesis deposit
<b>Master's in machine learning (Segment77)</b>	Before the end of the first term		2 months before the start of the internship	Before the end of 2 <sup>nd</sup> term				
<b>Doctorat - Ph.D.</b>	As soon as a director is confirmed - <b>Before the first term.</b>	Before the end of the 3rd term			With the resitration of the Research Topic.	On request	2 months before the submission of the thesis	2 months before the submission of the thesis

# Forms - Student Center



**For your registration request, cancellation or modification of courses, please fill out the forms below listed :**

- Course Registration - **INS\_Inscription**
- Changing your course selection - **INS\_Modification\_Choix\_Cours**
- Change of specialization - **CHE\_Changement\_Spécialisation**
- Cancellation and Dropping out - **INS\_Annul\_Abandon\_cours**
- Suspension and Temporary Interruption - **CHE\_Interruption\_Temporaire**
- Program Drop out - **CHE\_Abandon\_programme**
- Absence assesment - **CHE\_Absence\_évaluation**
- Request for first name chosen - **GEN\_Prénom\_Choisi**

**Forms Help:** The registrar's office offers you a "[help page](#)" through which you can view a short video to learn how to : [Filling out a form](#).

**Form tips:** Fill in all the boxes in the form, and in order from left to right, one line after the other, using the magnifying glass.

# Important procedures for your program at DIRO

\*\*\* Consult the different procedures and descriptions by program modality on the DIRO website:

1. [D.E.S.S. in Machine Learning](#)
2. [Master's degree in computer science with master's thesis](#)
3. [Master's degree in computer science with supervised essay](#)
4. [Master's degree in computer science with internship](#)
5. [Ph.D. in computer science](#)



# To find out more about the laboratories

- click on the link

Labo	Orientation
<a href="#"><u>GEODES</u></a> <a href="#"><u>LTP</u></a>	Programming and software engineering
<a href="#"><u>HÉRON</u></a> <a href="#"><u>MILA RALI</u></a>	Artificial Intelligence (AI)
<a href="#"><u>LIGUM</u></a> + <a href="#"><u>IMAGE</u></a> + <a href="#"><u>V3D</u></a>	Imaging
<a href="#"><u>OPTIM</u></a> + <a href="#"><u>CIRRELT</u></a> + <a href="#"><u>LRC</u></a>	Operational research
<a href="#"><u>LBIT</u></a>	Computational biology
<a href="#"><u>LITQ</u></a>	Theoretical and quantum computing

# International students

**IMPORTANT:** All international students must obtain a CAQ and a valid study permit to study at the Université de Montréal.

We invite you to contact the International Student Office (BEI) to get the information about the deadlines and provide the proper immigration documents.

See the regulations of the UdeM [International Students Office - BEI](#)

Here is their contact information:

Email: [bei@sae.umontreal.ca](mailto:bei@sae.umontreal.ca)

Telephone: 514 343-6935

**If you do not provide your immigration document on time, you risk being permanently unregistered for the entire current term.**

**This action is independent of the DIRO and is irreversible.**

# International students - continued

## Un-enrollment dates per term:

- October 1<sup>st</sup> for new students or students whose immigration documents expires on or before September 30<sup>th</sup>;
- November 1<sup>st</sup> for a student whose immigration documents expire between October 1<sup>st</sup> and October 31<sup>th</sup>, inclusive;
- December 1<sup>st</sup> for a student whose immigration documents expire between November 1<sup>st</sup> and December 30<sup>th</sup>, inclusive.

## BEI Regulations :

- Following cancellation of registration by the Registrar's Office, there will be no possibility of re-enrollment for that term. International student's medical insurance coverage will be cancelled along with the term registration record, effective the date of un-enrollment. Only coverage for completed months will remain on the student's account.

# The 4 commandments for a successful transition to UdeM

## The 1st commandment - Your registration

- Be enrolled every term even in the summer when no graded courses are given...
- Apply for a Suspension and Temporary Interruption -Form:  
**CHE\_Temporary\_Interruption**
- According to the ESP Academic Regulations, you must still be enrolled every semester to graduate.
- \* International students are required to be enrolled in all semesters without exception on a full-time basis. [http://www.bei.umontreal.ca/bei/sys\\_reglements.htm](http://www.bei.umontreal.ca/bei/sys_reglements.htm)
- \* UdeM Tuition fee weaver holders (old C scholarship), who are not enrolled in the Summer semester, they may lose their scholarship and UdeM Tuition fee weaver. As a reminder, suspensions are not allowed for the UdeM Tuition fee weaver holders (old C scholarship).

# The 4 commandments for a successful transition to UdeM

## 2<sup>nd</sup> Command - Supervisor Designation

Provide the name of the supervisor ASAP - provide the supervisor designation form by email to your TGDE.

## 3<sup>rd</sup> Commandment - Pay your bill

Pay your tuition on time, otherwise: you will not be able to be registered for the next term. This may mean that you will not receive a scholarship check, etc.

## 4<sup>th</sup> Commandment - Search for information on the [DIRO website](#)

Get the habit of always refer to this welcome document (and [DIRO website](#)) to find an answer to your questions.

## Last Commandment

"When communicating with your TGDE, remember to include your **matricule number: Synchro**, in the subject line of all correspondence."

# Mila

Contact person

Ms. Linda Peinthière

Student Affairs Coordinator / Coordonnatrice aux affaires étudiantes

E-mail: [linda.peinthiere@mila.quebec](mailto:linda.peinthiere@mila.quebec)

# IT support at DIRO

Important - Working Remotely - Covid19

**If you need technical assistance**, the team remains available remotely. Just open a request using our **RADAR** ticketing system.

Information

- [Remote working tools](#) available for the DIRO and DESI community
- How to get your [username and password](#).
- To access the [list of software offered](#) by UdeM IT.
- To find out how to [access your directory remotely](#).
- The PDF document of the presentation given at the last welcome session is available [here](#)
- Information on the [code of ethics](#) to be respected.
- If you need help, send a request to **RADAR**.

# IT support at DIRO - continued

DIRO's IT support presents you with these slides that contains all the necessary information:

<https://diro.umontreal.ca/public/FAS/diro/Documents/1-Programmes-cours/2-3-cycle/AccueilSupport.pdf>

- The presentation is available on our technical support site:  
<https://support.iro.umontreal.ca/doku.php>
- It is also available on the 2<sup>nd</sup> cycle page:  
<https://diro.umontreal.ca/english/programs/graduate-programs/>



# The mathematics and computer science library in virtual mode



- Indiana Delsart
- Mathematics and Computer Science Librarian
- Do not hesitate to contact me:  
[indiana.delsart@umontreal.ca](mailto:indiana.delsart@umontreal.ca)
- [Computer Guide](#)
- Library website:  
[www.bib.umontreal.ca](http://www.bib.umontreal.ca)

Please feel free to contact Indiana, the librarian, if you would like to discuss of all the services offered by the libraries!

# To access electronic resources remotely



CHERCHER DE L'INFORMATION



EXPLORER PAR DISCIPLINE



UTILISER L'INFORMATION



TRAVAILLER EN BIBLIOTHÈQUE



À PROPOS



FAQ CORONAVIRUS

Accueil / Travailler en bibliothèque / Soutien informatique / Accès hors-campus (proxy)

TRAVAILLER EN BIBLIOTHÈQUE

## Accès hors-campus aux ressources électroniques (proxy)

Réserver une salle de travail



Zones de travail



Équipements



Soutien informatique



En bibliothèque

À distance (Sid)

Accès hors-campus (proxy)

Windows 10

Windows 7 et 8

Mac

Android

iPad, iPhone et iPod

INSTRUCTIONS PROXY >

pour Windows 10

Instructions de configuration proxy pour d'autres système:

- [Windows 10](#)
- [Windows 7 et 8](#)
- [Mac](#)
- [Android](#)
- [iPad, iPhone et iPod](#)
- [Chromebook](#)

### Préalables

- être étudiant ou membre du personnel de l'Université de Montréal;
- avoir un [code d'accès](#) et un [UNIP/mot de passe](#).

<https://bib.umontreal.ca/travailler/soutien-informatique/proxy>

# To follow the evolution of the situation

- CHERCHER DE L'INFORMATION
- EXPLORER PAR DISCIPLINE
- UTILISER L'INFORMATION
- TRAVAILLER EN BIBLIOTHÈQUE
- À PROPOS
- FAQ CORONAVIRUS**

Accueil / FAQ Coronavirus

## CORONAVIRUS

### FAQ Coronavirus

Accès à des ressources documentaires additionnelles

Connexion à distance à des logiciels

## FAQ des bibliothèques/UdeM - Coronavirus

Mise à jour: Lundi 8 juin 2020, 9 h 47

En raison de la pandémie de coronavirus, les bibliothèques/UdeM offrent l'accès à distance à leurs services et collections. Vous trouverez ici l'information sur les nouvelles modalités d'accès à ces services et collections.

Pour plus d'information sur les mesures prises par l'Université pour s'adapter à la situation, consultez le site [Urgence](#) et la [FAQ institutionnelle](#).

**INFORMATION GÉNÉRALE**

**ACCÈS AUX COLLECTIONS**

**LOGICIELS ET SOUTIEN INFORMATIQUE**

**PRÊT ET RETOUR DE DOCUMENTS ET D'ORDINATEURS**

**ENSEIGNEMENT, FORMATIONS ET RECHERCHE**

# Covid-19

## For any other question ?

Please write to [infocovid19@umontreal.ca](mailto:infocovid19@umontreal.ca) or visit the info [COVID-19 website](#).

Want to receive the latest communications related to the health situation at UdeM ? Subscribe to [the Info COVID-19 news feed](#): you will receive a notification each time a new communication is published.

Faculty of Arts & Sciences

Department of Computer Science and Operations Research

Thank you and  
have a great success!



DIRO

Université   
de Montréal

The University of Montreal  
and of the world.