



McGill

Registration Guide 2017-2018

Graduate Programs in Law

New Chancellor Day Hall
3644 Peel, room 406
Montreal, QC, H3A 1W9
514-398-6635

grad.law@mcgill.ca
<http://www.mcgill.ca/law-gradprograms/>

1 WELCOME

Welcome to all incoming students!

The Graduate Programs Office (GPO) is excited to welcome you to the Faculty of Law at McGill University. The GPO includes:

Associate Dean of Graduate Studies	Dr. Richard Gold	richard.gold2@mcgill.ca
Director of Student Life and Learning	Nancy Czemmel	nancy.czemmel2@mcgill.ca
Student Affairs Coordinator	Lina Chiarelli	pasqualina.chiarelli@mcgill.ca
Sr. Adm. and Student Affairs Coordinator	Nozomi Kanekatsu	nozomi.kanekatsu@mcgill.ca

We are here to offer guidance and support to all students in order to facilitate and enrich the law school experience. Please feel free to drop by, call, or email our office if you encounter questions or concerns at any time. Students will also receive the weekly GradINFO Bulletin via email, notifying them of upcoming deadlines, activities, lectures, and conferences.

Location	New Chancellor Day Hall (3644 Peel - Room 406)
Phone number	514-398-6635
Website	http://www.mcgill.ca/law-gradprograms/
Email address	grad.law@mcgill.ca
Office hours	Monday: 10:00 a.m. - 12:30 p.m. Tuesday to Thursday: 10:00 a.m. 12:30 p.m. and 2:00 p.m. - 4:00 p.m.

2 REGISTRATION AND ADVISING

All newly admitted graduate students will meet with members of the GPO for group advising sessions and orientation activities. Students must register for relevant courses prior to attending the sessions. The sessions and activities will take place on **Friday, September 1 in the New Chancellor Day Hall (3644 Peel)**.

Friday, September 1, 2017			
Time	Who?	Event	Location
9:30 a.m. - 10:15 a.m.	LLM Non-Thesis & GC students	Advising session	NCDH 312
10:30 a.m. - 11:15 a.m.	LLM Non-Thesis students	Presentation	NCDH 316
10:30 a.m. - 11:15 a.m.	LLM Thesis students	Advising session	NCDH 312
11:30 a.m. - 12:30 p.m.	LLM Non-Thesis, Thesis, GC, & DCL students	Various presentations	NCDH 312
12:30 p.m. - 2:00 p.m.	LLM Non-Thesis, Thesis, GC, & DCL students	Welcome lunch!	NCDH – 3F
2:00 p.m. - 3:00 p.m.	LLM Non-Thesis, Thesis, GC, & DCL students	Meeting with the GLSA	NCDH 312

D.C.L. students will meet with the Associate Dean for group advising sessions on the following dates:

- Tuesday, August 29, 10:00 a.m. or 2:00 p.m.
- Wednesday, August 30, 10:00 a.m. or 2:00 p.m.

Please contact us at grad.law@mcgill.ca to schedule your appointment with the Associate Dean before August 4, 2017.

Moreover, please review the documents listed below in order to assist you with registration and course selection. The documents are available on the GPO website at <http://www.mcgill.ca/law-gradprograms/prospective-students/orientation>.

- [Course selection forms](#) (program specific - please ensure that you are completing the correct form according to your program of study)
- [Course Offerings 2017-2018 and Exam Schedules](#), which list all 500 and 600 level courses offered in the Faculty of Law*

* Scroll down to Course Offerings 2017-2018. Graduate students are eligible to register for 500-level courses or higher. Information on 600-level courses and above is listed on the **Graduate Courses** tab. Information on 500-level courses is included in the following tabs: **Electives, Civil Law Immersion, Common Law Immersion, Complementary Social Diversity, Human Rights and Indigenous Law, and Principles of [Canadian] Administrative Law**. Make sure to look for sections **009 and 010**.

2.1 REGISTRATION

Registration takes place via [Minerva](#), an online system to which you must log in using your McGill ID and associated Minerva PIN. Registration for the Fall 2017 and Winter 2018 terms for new graduate students opens as of **July 4, 2017** (starting at 9:00 a.m. - Montreal time). The official registration period runs from **July 4, 2017 to August 14, 2017**.

Students **MUST** register for BOTH the Fall 2017 and Winter 2018 terms by adding the Registration Confirmation Course "REGN RCGR" via Minerva:

Fall 2017	201709, CRN 2334
Winter 2018	201801, CRN 2262

Note for Graduate Certificate students: Please register for the Fall 2017 term only.

Students who have not registered by August 14 may still register on Minerva from August 15, 2017 to September 19, 2017. However, a late registration penalty fee will apply.

Please register for all required courses listed on your Course Selection form. For electives, register for any 500 or 600 level courses in the Faculty of Law; refer to the Course Offerings list for more information.

Registered students may add, drop, or withdraw from courses on Minerva until the following deadlines:

Fall 2017	September 19, 2017 (with refund) September 26, 2017 (with refund and grade of 'W' on transcript) October 31, 2017 (no refund and grade of 'W' on transcript)
Winter 2018	January 23, 2018 (with refund) January 30, 2018 (with refund and grade of 'W' on transcript) March 13, 2018 (no refund and grade of 'W' on transcript)

After the Course Change Period, for a limited time, students can withdraw from courses through Minerva and receive a grade of "W" for any dropped course. "W" indicates "withdrawal with approval" and is not factored into the GPA.

All incoming graduate students must complete a mandatory online [Academic Integrity Tutorial](#) on Minerva.

[Important Dates](#) are available on McGill's website. (Policies and procedures for 2017-2018 are still under review.) The [Graduate and Postdoctoral Studies](#) (GPS) website also contains detailed information concerning registration and orientation.

PLEASE NOTE THAT THIS DOCUMENT AND ALL OF ITS CONTENT ARE SUBJECT TO CHANGE (JUNE 2017).

2.2 ADVISING

Getting Ready - Group Advising Session

It is strongly suggested that LL.M. and GC students arrive at their Group Advising sessions **15 minutes early**. Please make sure to bring the following documents with you:

1. Completed Course Selection form
2. Copy of your unofficial transcript on Minerva

Note: Students are not permitted to make a course selection that generates a course conflict or an exam schedule conflict. A conflict is defined as partial or full overlapping course schedule, or as two overlapping examinations, or as three examinations in two days. In choosing your courses, pay attention to whether the method of evaluation is by paper or examination. In general, it is difficult to research and write more than two or three essays per term.

With the permission of the Associate Dean of Graduate Studies, students may take a limited number of the required credits for their degree in other Faculties of Law in Quebec, in other Faculties of McGill University, or in other universities. Courses offered by the Université de Montréal and the Université du Québec à Montréal are offered exclusively in French. The final choice of curriculum is subject to approval by the Associate Dean. If you wish to take a course in another department or University, you must submit the course description to GPO.

Registration Procedures - New Students

1. All students must clear the conditions of admission as indicated in their official Offer of Admission letter.
2. New students must complete, sign, and mail the "Permanent Code Data Form," with the appropriate supporting documents, to Enrolment Services. Detailed information about submitting this form can be located at www.mcgill.ca/legaldocuments/forms/. New students who have not returned the form by the end of October will be denied access to Minerva for the Winter 2018 session.
3. All new students who are Canadian Citizens, Permanent Residents, and/or Quebec Residents must submit proof of their status to Enrolment Services in order to qualify for the fee assessment at the Canadian or Quebec rate. Please consult www.mcgill.ca/legaldocuments/forms/ for details.
4. Note that all international students must apply for and obtain the [Certificate of Acceptance of Quebec](#) (CAQ) and a Study Permit. For detailed information, please contact [International Student Services](#):

Brown Student Services Building
3600 McTavish Street, Suite 4400
514-398-4349 | international.students@mcgill.ca



Fee Information - New Students

e-Billing is the official method for delivery of Fee Statements to all students. Detailed information about e-Billing is available at www.mcgill.ca/student-accounts/your-account/e-billing. For most new students, the first set of fees will be due at the end of August. Students are responsible for viewing their Fee Statements on Minerva and ensuring that their fees are paid on time.

The LL.M. program consists of a minimum of 3 terms of full-time studies for a total of 45 credits. In calculating the total cost of attendance for 3 terms, LL.M. students must adjust the fees listed on the Student Accounts website to include an additional 15 credits/full-time residency term. In addition to the 3 full-time residency terms requirement, students are

also subject to additional fees up to and including the term of graduation (e.g. Additional Sessions, Thesis Evaluation terms, Non-Thesis Extension terms).

The D.C.L. program typically requires two years of full-time residency (meaning that “DCL 2” and “DCL 3” years satisfy the residency requirement). Following the residency requirement, students must register on a full-time basis for one more year, before continuing on as Additional Session. As such, students are subject to fees up to and including the term of graduation (e.g. PhD Additional Sessions and PhD Thesis Evaluation terms).

For detailed information, please visit [Student Accounts](#) (make sure to select the correct student status: Quebec resident, Non-Quebec Canadian resident, or International).

Graduate and Postdoctoral Studies Orientation - Open House and Welcome for New Students

The orientation session for all new students in the Fall 2017 session will be held on Wednesday, September 6, 2017 between 4:00 p.m. - 7:00 p.m., Redpath Hall. McGill University will also be holding orientation events for graduate students in order to familiarize themselves with the University and the variety of services available to them. For more information, please visit the following [link](#).

ID Card Information - New Students

All students must obtain a McGill Student ID Card. Detailed information is available [here](#).

3 PROGRAM REQUIREMENTS AND PROGRESS TRACKING

3.1 DOCTOR OF CIVIL LAW DEGREE (D.C.L.)

Program Requirement

D.C.L. students must register for *Theoretical Approaches to Law* (CMPL 641) and *Legal Research Methodology* (LAWG 702) in order to ground the critical framework necessary for a major research and writing project. Students are also required to submit a detailed thesis proposal by the end of their first semester (Fall 2017). They must then register for *Literature Review, Analysis, and Proposals* (LAWG 703) in Winter 2018.

Students are encouraged to take the following: Communication 1 (LAWG 601) and Communication 2 (LAWG 602). They should also register for all other courses relevant to their scholarly ambitions (e.g. *Legal Traditions*, *Legal Education*, Air and Space Law courses, etc.).

Every D.C.L. student must successfully pass a comprehensive examination, usually after one year in the program. They must also complete 2 D.C.L. Seminars during the course of the program.

Tracking and thesis defense

Doctoral students are carefully monitored throughout their program, thereby ensuring adequate support of their progress by the Faculty of Law and by McGill University. Beginning in their first year, D.C.L. students will be required to submit a [Graduate Student Research Progress Tracking Report](#), duly signed by the student and their supervisor, in order to track their advancement in the program.

Ultimately, their thesis will be evaluated by 2 examiners, after which an oral defense will be scheduled. Upon a successful defense, doctoral candidates will submit their final e-thesis. Thesis submission deadlines as well as general guidelines are available on the GPS website:

Thesis submission deadlines: www.mcgill.ca/gps/thesis/deadlines

Thesis preparation and submission guidelines: <http://www.mcgill.ca/gps/thesis/thesis-guidelines>

3.2 MASTER OF LAWS DEGREE (LL.M.)

All our Master's programs require 45 credits and lead to the same LL.M. degree; they involve substantial research and writing in addition to coursework.

Courses are usually taken during the first two terms only. Non-Thesis students are expected to register for their third term, which is devoted to research, during the Summer term; Non-Thesis programs are designed to be completed within one calendar year. Thesis programs are typically completed within 16 to 24 months.

3.3 GRADUATE CERTIFICATES

The Graduate Certificate is awarded upon completion of a minimum of 15 law course credits over one term of full-time studies. Detailed program information and requirements are available [here](#).

4 GENERAL UNIVERSITY AND FACULTY POLICIES

4.1 GPS REGULATIONS AND GUIDELINES

For any clarification of policies and procedures mentioned in this document and for further information, please consult the [Graduate and Postdoctoral Studies \(GPS\) Calendar](#). All graduate students are subject to the GPS Regulations and Policies as well as those of the Faculty of Law. The summary provided here is only meant to facilitate access to information and remains incomplete. For any clarification of the rights and responsibilities of students or for further information, please consult this website: www.mcgill.ca/deanofstudents/rights/.

4.2 COMPLIANCE WITH PROGRAM REQUIREMENTS

Students are responsible for the correctness and completeness of their records. While the Associate Dean of Graduate Studies, Faculty of Law, and GPS staff are all available to offer advice and guidance, **the ultimate responsibility for course selection, compliance with and completion of program and degree requirements, and observance of regulations and deadlines rests with the student**. It is the student's responsibility to be familiar with the program requirements and deadlines and to seek guidance when in doubt.

4.3 LANGUAGE POLICY

While the Faculty of Law's [policy of passive bilingualism](#) does not apply directly to graduate students, it does affect them in some important ways. For instance, even in classes taught in English, some teaching materials may be in French and students may ask questions in French in the classroom. All students in every law courses may write exams and papers in either English or French.

If necessary, students may register for English or French language courses. English courses are offered at the [McGill Writing Center](#) and French courses are offered at the [French Language Centre](#). These Centres usually require a letter from the GPO, authorizing the student to register in such a course. If a language course is taken through the Language Centre, there are additional fees. Students interested in further improving their writing skills may wish to visit [Writing Tools](#).

4.4 SUPPLEMENTAL AND DEFERRED EXAMINATIONS

Detailed information on [supplemental and deferred examinations](#) is available on the Student Affairs Office (SAO) website. Applications for supplemental and deferred examinations are made to Nancy Czemmél. See the application procedures on the SAO website above.

4.5 COURSE FAILURE POLICY

Students must obtain a minimum of **B-** in every course; any mark below a **B-** is equivalent to a Failure (F). Students who obtain 2 Fs will be asked to withdraw from the program. For details, consult the [Failure Policy](#). Please note that this policy also applies to failures in a language course, while grades in language courses are not included in the calculation of a student's record in the program.

4.6 EXTENSIONS

The Faculty of Law administers regulations for extensions for submission of assignments. Please consult the current [extension policy](#) available on the SAO website. Requests for extensions must be submitted in writing to Nancy Czemmél with necessary supporting documentation.

4.7 TIME LIMITATION AND LEAVE OF ABSENCE

All LL.M. students must register for a minimum of three full-time sessions in residence (45 credits); further sessions are labeled as Additional Session or Non-Thesis Extension. The University's [Time Limitation Policy](#) allows LL.M. students up to three years to complete their degree requirements.

By annual registration, doctoral candidates may maintain their connection with the University for up to four years after completing their residency requirements (i.e. up to and including D.C.L. 7). Consult the [Time Limitation Policy](#) for details.

Leaves of absence may be granted for parental, familial, health, or professional reasons. To request a leave of absence, follow the [procedures](#) available on the GPS website; requests must be accompanied by supporting documents.

4.8 STUDENT DISCIPLINE AND ACADEMIC INTEGRITY

The [McGill Handbook of Student Rights and Responsibilities](#) contains the *Code of Student Conduct and Disciplinary Procedures*. All students are subject to this code and must carefully read it as the document contains information concerning both academic and non-academic offences. The Disciplinary Officer for all graduate students is the Associate Dean of GPS. Be particularly aware of the offences pertaining to academic integrity; namely, Plagiarism (article 16) and Cheating (article 17).

4.9 E-MAIL POLICY

E-mail is an official means of communication between McGill University and students. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mails are read and acted upon in a timely fashion. If a student chooses to forward their university e-mails to another account, it is that student's responsibility to ensure that the alternate account is functional.

Upon registration, each McGill student is assigned a McGill e-mail address, normally in the form of firstname.lastname@mail.mcgill.ca. Official University communications may be sent only to this e-mail address. For further information, please read the [McGill e-mail policy](#).

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5 STUDENT RESOURCES AND WELLNESS

McGill University offers many valuable services to assist students throughout their studies. Moreover, the Faculty of Law strongly encourages all students to make time for their personal wellness. To learn more about wellness, consult the [Wellness @ McGill](#) website. Please find some important resources below:

[Counselling and Mental Health Services](#)

[Student Health Service](#)

[Scholarships and Student Aid Office](#)

[Peer Support Centre](#)

[Students' Nightline](#)

[Healthy McGill](#)

[Sexual Assault Centre](#)

[Religious and Spiritual Life](#)

[Students Dependents](#)

[Campus Life and Engagement](#)

[First Peoples' House](#)

[Tutorial Service](#)

[Students with Disabilities](#)

[Writing Centre](#)

[International Student Services](#)

[Career Development Office](#)

For additional services, please consult these links: <https://www.mcgill.ca/law-studies/student-wellness> and <http://www.mcgill.ca/studentservices/>.