

The **PhD seminar** is a course with a pass/fail grade. In order to receive that pass grade, the following procedure is normally followed.

- ✓ Permission to complete the seminar must first be given by your Supervisory Committee. This approval needs to be indicated in the SC Report form in the appropriate section at the most recent meeting.
- ✓ To receive a grade, the seminar must be advertised in advance – attach proof to this form.
- ✓ Depending on the research area, the seminar is normally given in either the WIPS or EEL seminar series but can also be given in another appropriate departmental seminar series.
- ✓ Students must be registered for the seminar in advance of their presentation. Registration is usually done in the PhD 5 year, even if the seminar is only to be given in the year following registration. If the seminar is planned prior to the PhD 5 year, please see the Graduate Coordinator for registration instructions.
- ✓ Once all conditions have been met, your Supervisor should sign and return the form below to the Graduate Coordinator who will record the grade for the course.
- ✓ Return this form to Ancil Gittens by e-mail (ancil.gittens@mcgill.ca), in person, or by mail (Department of Biology, Stewart Biology Building, N7/18B, 1205 Avenue Dr. Penfield, Montreal, QC, H3A 1B1).

Please sign and return after the Ph.D. seminar has been presented

This is to confirm that _____ has successfully presented a Ph.D. seminar and a grade of PASS can be recorded.

Name of supervisor: _____ **Signature:** _____ **Date:** _____