Department of Epidemiology, Biostatistics and Occupational Health

Student Handbook

Regulations contained in this brochure pertain to the Graduate Programs in Epidemiology, Biostatistics, Public Health & Occupational Health

2014/2015
WELCOME

Welcome to the Department of Epidemiology, Biostatistics and Occupational Health at McGill University! This handbook gathers into one place some of the useful information you will need over the course of your degree program. Keep in mind that the information is current to August 2014. Any subsequent changes or updates can be found on the department website at: www.mcgill.ca/epi-biostat-occh

STUDENT AFFAIRS OFFICE CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Student Affairs Office</th>
<th>University Policy Concerning E-Mail As An Official Means Of Communication With Students</th>
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</thead>
<tbody>
<tr>
<td>Purvis Hall, Room 27</td>
<td>E-mail is an official means of communication between McGill University and its students.</td>
</tr>
<tr>
<td>1020 Pine Ave West</td>
<td>In order to satisfy the need for timely and efficient communication, and to provide a better service to its students, McGill University has instituted a policy that establishes e-mail as an official means of communicating with students.</td>
</tr>
<tr>
<td>Montreal, QC, Canada H3A 1A2</td>
<td>Upon registration at McGill, each student is assigned an official McGill e-mail address and a McGill e-mail box. This address may be viewed and verified via Minerva, under the Personal menu.</td>
</tr>
<tr>
<td>Tel: 514-398-6258</td>
<td>The McGill E-mail Address points to the McGill e-mail box by default for all students. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable.</td>
</tr>
</tbody>
</table>

| Hours: Monday to Thursday 8:30AM to 4:30PM | This policy applies to all McGill students and to all McGill employees who manage official communications with students. |
| Reduced Services on Fridays                | For confidential and official communication requiring an original signature, communication is by (physical) mail. Therefore, please ensure that your current postal address is updated on Minerva. Students must also inform the Student Affairs Office by completing the form available at: |

| Graduate Program Director                   | www.mcgill.ca/epi-biostat-occh/eboh-student-address-form |
| Dr. Jean-François Boivin                    |                                                        |
| 514-398-6265                                |                                                        |
| jean-f.boivin@mcgill.ca                     |                                                        |

| Student Affairs Officer                     |                                                        |
| André Yves Gagnon                          |                                                        |
| Tel: 514-398-1812                          |                                                        |
| gradadmin.eboh@mcgill.ca                   |                                                        |

| Student Affairs Coordinators               |                                                        |
| Deirdre Lavery                             |                                                        |
| Tel: 514-398-6258                          |                                                        |
| gradcoord1.eboh@mcgill.ca                  |                                                        |

| Katherine Hayden                           |                                                        |
| Tel: 514-398-6269                          |                                                        |
| gradcoord2.eboh@mcgill.ca                  |                                                        |
## PROGRAMS & KEY CONTACTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Dr. Gilles Paradis</td>
<td>514-398-6259</td>
<td><a href="mailto:chair.epid@mcgill.ca">chair.epid@mcgill.ca</a></td>
</tr>
<tr>
<td>Graduate Program Director</td>
<td>Dr. Jean-François Boivin</td>
<td>514-398-6265</td>
<td><a href="mailto:jean-f.boivin@mcgill.ca">jean-f.boivin@mcgill.ca</a></td>
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### EPIDEMIOLOGY PROGRAM

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Program Director</td>
<td>Dr. David Buckeridge</td>
<td>514-934-1934 x 32991</td>
<td><a href="mailto:david.buckeridge@mcgill.ca">david.buckeridge@mcgill.ca</a></td>
</tr>
<tr>
<td>Ph.D. Program Director</td>
<td>Dr. James Brophy (interim)</td>
<td>514-934-1934 x 36564</td>
<td><a href="mailto:james.brophy@mcgill.ca">james.brophy@mcgill.ca</a></td>
</tr>
<tr>
<td>Ph.D. Program Advisor</td>
<td>Dr. Sam Harper</td>
<td>514-398-2856</td>
<td><a href="mailto:sam.harper@mcgill.ca">sam.harper@mcgill.ca</a></td>
</tr>
<tr>
<td>M.Sc. Program Director</td>
<td>Dr. Christina Wolfson</td>
<td>514-934-1934 X 44739</td>
<td><a href="mailto:christina.wolfson@mcgill.ca">christina.wolfson@mcgill.ca</a></td>
</tr>
<tr>
<td>M.Sc. Program Advisor</td>
<td>Dr. Amélie Quesnel-Vallée</td>
<td>514-398-2880</td>
<td><a href="mailto:amelie.quesnelvallee@mcgill.ca">amelie.quesnelvallee@mcgill.ca</a></td>
</tr>
<tr>
<td>M.Sc. Intensive Advisor</td>
<td>Dr. Pierre Ernst</td>
<td>514-340-8222 X 3636</td>
<td><a href="mailto:pierre.ernst@mcgill.ca">pierre.ernst@mcgill.ca</a></td>
</tr>
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### MASTER'S OF PUBLIC HEALTH PROGRAM

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Program Director</td>
<td>Dr. Rebecca Fuhrer</td>
<td>514-398-1964</td>
<td><a href="mailto:rebecca.fuhrer@mcgill.ca">rebecca.fuhrer@mcgill.ca</a></td>
</tr>
<tr>
<td>Program Advisor</td>
<td>Dr. Joseph Cox</td>
<td>514-398-1964</td>
<td><a href="mailto:joseph.cox@mcgill.ca">joseph.cox@mcgill.ca</a></td>
</tr>
</tbody>
</table>

### BIOSTATISTICS PROGRAM

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Program Director &amp; Advisor</td>
<td>Dr. Erica Moodie</td>
<td>514-398-5520</td>
<td><a href="mailto:erica.moodie@mcgill.ca">erica.moodie@mcgill.ca</a></td>
</tr>
</tbody>
</table>

### OCCUPATIONAL HEALTH PROGRAM

<table>
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<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director &amp; Advisor</td>
<td>Dr. Paul Héroux</td>
<td>514-398-6988</td>
<td><a href="mailto:paul.heroux@mcgill.ca">paul.heroux@mcgill.ca</a></td>
</tr>
</tbody>
</table>

### ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director, Administration</td>
<td>Tasha Ayinde</td>
<td>514-398-3105</td>
<td><a href="mailto:tasha.ayinde@mcgill.ca">tasha.ayinde@mcgill.ca</a></td>
</tr>
<tr>
<td>Assistant to the Chair</td>
<td>Nathalie Théorêt</td>
<td>514-398-6259</td>
<td><a href="mailto:chairsec.eboh@mcgill.ca">chairsec.eboh@mcgill.ca</a></td>
</tr>
<tr>
<td>Research Administrator</td>
<td>Andrew Griffin</td>
<td>514-398-8412</td>
<td><a href="mailto:researchadmin.eboh@mcgill.ca">researchadmin.eboh@mcgill.ca</a></td>
</tr>
<tr>
<td>Administrative Coordinator</td>
<td>TBA</td>
<td>514-398-6260</td>
<td><a href="mailto:admincoord.eboh@mcgill.ca">admincoord.eboh@mcgill.ca</a></td>
</tr>
<tr>
<td>Administrative Coordinator</td>
<td>Kelly Murphy</td>
<td>514-398-2628</td>
<td><a href="mailto:admincoord2.eboh@mcgill.ca">admincoord2.eboh@mcgill.ca</a></td>
</tr>
<tr>
<td>Student Affairs Officer</td>
<td>André Yves Gagnon</td>
<td>514-398-1812</td>
<td><a href="mailto:gradadmin.eboh@mcgill.ca">gradadmin.eboh@mcgill.ca</a></td>
</tr>
<tr>
<td>MScPH Program Advisor</td>
<td>Eileen Lavery</td>
<td>514-398-1964</td>
<td><a href="mailto:mscph.eboh@mcgill.ca">mscph.eboh@mcgill.ca</a></td>
</tr>
<tr>
<td>Student Affairs Coordinator</td>
<td>Deidre Lavery</td>
<td>514-398-6258</td>
<td><a href="mailto:gradcoord1.eboh@mcgill.ca">gradcoord1.eboh@mcgill.ca</a></td>
</tr>
<tr>
<td>Student Affairs Coordinator</td>
<td>Katherine Hayden</td>
<td>514-398-6269</td>
<td><a href="mailto:gradcoord2.eboh@mcgill.ca">gradcoord2.eboh@mcgill.ca</a></td>
</tr>
</tbody>
</table>

*A complete list of faculty and staff is available on the Department’s web page [www.mcgill.ca/epi-biostat-occh](http://www.mcgill.ca/epi-biostat-occh)*
McGILL SERVICE POINT

3415 McTavish St. (Corner of Sherbrooke, across from the McGill Bookstore)
Opening Hours: Monday to Friday 10am – 4pm | Wednesday 10am – 5pm
514-398-7878
servicepoint@mcgill.ca
www.mcgill.ca/students/servicepoint/

What does Service Point offer?
- Answer admissions questions (undergraduate and graduate)
- Help with registration and Minerva
- Issue McGill ID cards
- Print official transcripts for pick-up and mailings
- Explain tuition and the student fee account
- Validate legal status to establish tuition fee rate
- Issue international health insurance cards
- Certify, translate and replace diplomas
- Provide info about student exchange/study abroad

GRADUATE AND POSTDOCTORAL STUDIES (GPS)

Rules and Regulations for Graduate Students at McGill University
Please note that the Graduate and Postdoctoral Studies of McGill University administers the procedures, the programs, and the rules and regulations for graduate students. Please consult their web site at www.mcgill.ca/gps. All graduate students must adhere to the rules and regulations of GPS. Programs may have specific regulations as long as they are consistent with those of the GPS. Regulations pertaining to our specific programs are outlined in this booklet and our web site at www.mcgill.ca/epi-biostat-occh. New students should be familiar with the contents of:

General Information on Regulations and Research Guidelines of the Office of Graduate & Postgraduate Studies
www.mcgill.ca/study/2014-2015/faculties/medicine/graduate/gps_grad_and_postdoctoral_studies

The Handbook of Student Rights and Responsibilities
www.mcgill.ca/deanofstudents/rights

Student Handbook, Graduate Program in Epidemiology, Biostatistics & Occupational Health (this book)

Students are responsible for:
- reading, understanding and following procedures, rules and regulations of Graduate and Postdoctoral Studies, complying with deadlines for registration and thesis submission, and carrying out procedures correctly
- reading, understanding and following procedures, rules and regulations outlined in this handbook
- their own behaviour and conduct
**IMPORTANT DATES 2014-2015**

Graduate and Postdoctoral Studies and Departmental key dates. The complete University Calendar of Dates is available on the Web at [www.mcgill.ca/importantdates/](http://www.mcgill.ca/importantdates/).

<table>
<thead>
<tr>
<th>University Department</th>
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<tbody>
<tr>
<td><strong>August</strong></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Orientation and advising day</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>HOLIDAY: <strong>LABOUR DAY</strong>, all administrative offices closed.</td>
</tr>
<tr>
<td>2</td>
<td>Fall term lectures begin.</td>
</tr>
<tr>
<td>16</td>
<td>Add/Drop: course change deadline for fall term courses</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>M.Sc. Intensive students: deadline to submit Supervisor Nomination Form</td>
</tr>
<tr>
<td>13</td>
<td>HOLIDAY: <strong>THANKSGIVING DAY</strong> (classes cancelled). Administrative offices closed.</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Last day of lectures for fall term - On Thursday, December 4, 2014, the normal “Thursday” schedule of course lectures, labs and conferences activities will be replaced by a “Monday” schedule to make up for a shortfall of Mondays in the fall term.</td>
</tr>
<tr>
<td>8–19</td>
<td>Examination period</td>
</tr>
<tr>
<td>15</td>
<td>M.Sc. students yr 2 and 3: deadline to submit Progress Tracking Forms 2 &amp; 3</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Winter term lectures begin</td>
</tr>
<tr>
<td>20</td>
<td>Add/Drop: course change deadline for winter term courses</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>M.Sc. students yr 1: deadline to submit Supervisor Nomination Form</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
</tr>
<tr>
<td>2–6</td>
<td>Study Break</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Last day of lectures for winter term.</td>
</tr>
<tr>
<td>16–29</td>
<td>Examination Period</td>
</tr>
<tr>
<td>3–6</td>
<td>EASTER HOLIDAY: no classes or exams. Administrative offices closed.</td>
</tr>
<tr>
<td>TBC</td>
<td>Student Research Day</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Summer Session begins</td>
</tr>
<tr>
<td>15</td>
<td>M.Sc. students yr 1: deadline to submit Progress Tracking Form 1</td>
</tr>
<tr>
<td>15</td>
<td>Ph.D. students: deadline to submit Progress Tracking Forms 1, 2 and 3</td>
</tr>
<tr>
<td>15</td>
<td>Ph.D. students: deadline to submit Supervisor Nomination Form</td>
</tr>
<tr>
<td>18</td>
<td>VICTORIA DAY (Fête de Dollard): no classes or exams. Administrative offices closed.</td>
</tr>
<tr>
<td>TBC</td>
<td>Biostatistics Ph.D. Comprehensive Exams</td>
</tr>
<tr>
<td><strong>June</strong></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>FETE NATIONALE DU QUEBEC: no classes or exams. Administrative offices closed.</td>
</tr>
<tr>
<td>26</td>
<td>Last day of lectures for Summer Session</td>
</tr>
<tr>
<td>TBC</td>
<td>Spring Banquet</td>
</tr>
<tr>
<td>TBC</td>
<td>Epidemiology Ph.D. Comprehensive Exam</td>
</tr>
</tbody>
</table>
EPIDEMIOLOGY PROGRAM REQUIREMENTS

M.Sc.

Students will study the foundations and principles of epidemiology and applied biostatistics, in order to design, conduct, and analyze clinical, population-based, environmental, policy, and methodological health-related research. Graduates will be prepared to engage in scientific collaboration, and communicate results to other scientists and diverse audiences.

For eligible clinicians: there is the possibility of completing the program in one year. Please refer to “intensive M.Sc. for clinicians” in the text.

Thesis Course (24 credits)

EPIB 690 M.Sc. Thesis (24 credits)

Required Courses (22 credits)

Students exempted from any of the courses listed below must replace them with additional complementary course credits.

EPIB 601 Fundamentals of Epidemiology (4 credits)
EPIB 602 Foundations of Population Health (3 credits)
EPIB 603 Intermediate Epidemiology (4 credits)
EPIB 605 Critical Appraisal in Epidemiology (1 credit)
EPIB 607 Inferential Statistics (4 credits)
EPIB 613 Introduction to Statistical Software (1 credit)
EPIB 614 Basics of Measurement in Epidemiology (1 credit)
EPIB 621 Data Analysis in Health Sciences (4 credits)

Complementary Course (2 credits)

2 credits of coursework, at the 500 level or higher, chosen in consultation with the student's academic adviser or supervisor.

Core learning objectives

The document Core Learning Objectives M.Sc. Epidemiology (available at www.mcgill.ca/files/epi-biostat-occh/CoreLearningObjectivesEpidMScMcGill.pdf) outlines objectives of the core program for all M.Sc. students registered in the epidemiology program. The document was designed to facilitate the planning of courses and other learning activities, and to help students identify learning objectives. The objectives presented here may be met in a variety of ways: course work, the conduct of the thesis, other research and participation in other academic activities such as departmental seminars.

Students complete 24 credits of coursework and submit a thesis (24 credits). A thesis for the Master's degree must show familiarity with previous work in the field and must demonstrate ability to carry out research and to organize results. The thesis must be expressed in good literate style. An exhaustive review of work in the particular field of study is not necessarily required, nor is original scholarship necessarily expected. As an alternative to the traditional thesis format, the thesis can consist of one or more papers of which the student is an author or co-author. If this option is chosen, all components must be integrated into a cohesive unit with a logical progression from one chapter to the next; connecting text that provides logical bridges preceding and following each manuscript is mandatory.

To be considered for admission, students interested in the intensive M.Sc. for clinicians option must have identified a Departmental supervisor or co-supervisor as well as a thesis topic at the time of application. The proposed thesis research must use data already collected to allow for the completion of all the requirements for the
M.Sc. by the end of August of the year after admission to the program. It is also expected that successful applicants will not have any clinical duties during the 12 month period of study.

Applicants to the intensive M.Sc. for clinicians option are strongly urged to contact Dr. Pierre Ernst at pierre.ernst@mcgill.ca or 514 340-8222 ext 3636 for further information and to assure that the planned research program meets all requirements of the M.Sc. thesis program.

M.Sc. theses involving human participants, animal subjects, microorganisms, living cells, biohazards, and/or radioactive materials, must include the appropriate compliance certification. Supervisors may add students directly to their existing approved IRB protocols. IRB approval (or a waiver from a McGill IRB committee) is required for graduation.

Students will need to identify (and have approved) a thesis supervisor and thesis committee no later than 15 February of their first year of study. If a supervisor is identified who is from outside the department, this person is only permitted to serve as a co-supervisor and a department-based primary supervisor is required. Completed progress and tracking forms are required at specified intervals to demonstrate satisfactory progress in the M.Sc. program (for details see www.mcgill.ca/epi-biostat-occh/grad/progresstracking).

M.Sc. theses approved by the supervisor will be evaluated by an external examiner and will be given a pass-fail grade. If the examiner has given a failing grade to the M.Sc. thesis, full instructions on how to proceed will be sent to the candidate, the supervisor and the unit head by Graduate and Postdoctoral Studies. Instructions on the process to be followed for the nomination and engagement of external examiners are available on the departmental website.

Ph.D.

Students admitted to the Ph.D. degree program with the equivalent of the M.Sc. in Epidemiology at McGill will be required to take a minimum of 27 credits of Ph.D. courses.

In addition to the Ph.D. requirements, students admitted to the Ph.D. degree program without the equivalent of an M.Sc. in Epidemiology at McGill will, in their first year, have to complete required coursework equivalent to the Master's Epidemiology program, as determined by the Department.

**Required Courses (15 credits)**

- EPIB 604 Epidemiologic Analysis (3 credits)
- EPIB 608 Advanced Epidemiology (3 credits)
- EPIB 609 Seminar on Advanced Methods in Epidemiology (3 credits)
- EPIB 610 Advanced Methods: Causal Inference (3 credits)
- EPIB 623 Research Design in Health Sciences (3 credits)
- EPIB 701 Ph.D. Comprehensive Examination
- EPIB 702 Ph.D. Proposal

**Complementary Courses (12 credits)**

12 credits of coursework, at the 500 level or higher, with a minimum of 3 credits in ethics (medical/public health/research), 3 credits in biostatistics, 3 credits in a substantive topic (normally related to the thesis topic), and 3 credits in epidemiology. Courses must be chosen in consultation with the student’s supervisor and/or the degree program’s director or adviser.

These courses can be chosen from the Department’s current offering of more than 40 courses in epidemiology, biostatistics and occupational health as well as from other McGill Departments. To assist you in your course selections see the following Guidelines: Required Elective Ph.D Epidemiology (www.mcgill.ca/epi-biostat-occh/sites/mcgill.ca.epi-biostat-occh/files/guidelinesrequiredelectivephdepi20130812.pdf).
See the Graduate and Postdoctoral Studies Calendar, and Courses & Timetables (www.mcgill.ca/epi-biostat-occh/grad/epidemiology/coursestimetables/) for details of courses being offered.

**Comprehensive Exam (EPIB 701)**

Students will normally take the Comprehensive Exam (EPIB 701) within 12 months of entry into the Ph.D. program (within 24 months if completing the preparatory coursework). The Comprehensive Exam is held once a year in June; the exact date will be announced by the end of September. The exam is intended to test the ability of students to synthesize and integrate epidemiological knowledge. For details on the Comprehensive Exam, see the course outline for EPIB 701. The exam is graded “Pass” or “Fail”.

**Protocol Defense (EPIB 702)**

Students usually complete the required courses and the comprehensive exam before submitting and defending their thesis research protocol in EPIB 702. For details on the Protocol Defense, see the course outline for EPIB 702. The exam is graded “Pass” or “Provisional Pass” or “Fail”.

Students with a “Provisional Pass” (some deficiencies noted but not enough to stop progress on the thesis) are recommended to undertake (in consultation with their supervisor), specific remedial steps to address the areas of weakness identified in the exam. These could include additional courses, essays, assignments, and short courses. After satisfactory completion of these remedial steps, the student will be considered to have a “Pass” on the Protocol Defense. Students are permitted to continue with their normal progression through the program. Students with a “Fail” must repeat the Defense the following year.

**Thesis Research**

A thesis for the doctoral degree must constitute original scholarship and must be a distinct contribution to knowledge. It must show familiarity with previous work in the field and must demonstrate ability to plan and carry out research, organize results, and defend the approach and conclusions in a scholarly manner. The research presented must meet current standards of the discipline; as well, the thesis must clearly demonstrate how the research advances knowledge in the field. Finally, the thesis must be written in compliance with norms for academic and scholarly expression and for publication in the public domain.

Students normally perform their thesis research following the Comprehensive Exam. It is expected that students will complete their degree within 48 to 60 months of entry into the Ph.D. degree program.

**Ph.D.: Population Dynamics Option**

Students admitted to the Ph.D. in Epidemiology; Population Dynamics degree program with the equivalent of the M.Sc. in Epidemiology at McGill will be required to take a minimum of 33 credits of Ph.D. courses.

In addition to the Ph.D. requirements, students admitted to the Ph.D. in Epidemiology; Population Dynamics degree program without the equivalent of an M.Sc. in Epidemiology at McGill will, in their first year, have to complete required coursework equivalent to the Master's Epidemiology program, as determined by the Department.

**Required Courses (21 credits)**

- EPIB 604 Epidemiologic Analysis (3 credits)
- EPIB 608 Advanced Epidemiology (3 credits)
- EPIB 609 Seminar on Advanced Methods in Epidemiology (3 credits)
- EPIB 610 Advanced Methods: Causal Inference (3 credits)
- EPIB 623 Research Design in Health Sciences (3 credits)
- EPIB 701 Ph.D. Comprehensive Examination
EPB 702 Ph.D. Proposal
SOCI 545 Sociology of Population (3 credits)
SOCI 626 Demographic Methods (3 credits)

**Complementary Courses (12 credits)**

12 credits of coursework, at the 500 level or higher, with a minimum of 3 credits in ethics (medical/public health/research), 3 credits in biostatistics, 3 credits in epidemiology, and 3 credits from courses approved for the Population Dynamics Option from the list below:

- ECON 622 Public Finance (3 credits)
- ECON 634 Economic Development 3 (3 credits)
- ECON 641 Labour Economics (3 credits)
- ECON 734 Economic Development 4 (3 credits)
- ECON 741 Advanced Labour Economics (3 credits)
- ECON 742 Empirical Microeconomics (3 credits)
- ECON 744 Health Economics (3 credits)
- EPB 525 Health Care Systems in Comparative Perspective (3 credits)
- EPB 528 Economic Evaluation of Health Programs (3 credits)
- EPB 529 Global Environmental Health and Burden of Disease (3 credits)
- EPB 615 Introduction to Infectious Disease Epidemiology (3 credits)
- EPB 648 Methods in Social Epidemiology (3 credits)
- EPB 681 Global Health: Epidemiological Research (3 credits)
- SOCI 512 Ethnicity & Public Policy (3 credits)
- SOCI 513 Social Aspects HIV/AIDS in Africa (3 credits)
- SOCI 520 Migration and Immigrant Groups (3 credits)
- SOCI 525 Health Care Systems in Comparative Perspective (3 credits)
- SOCI 535 Sociology of the Family (3 credits)
- SOCI 588 Biosociology/Biodemography (3 credits)

Courses must be chosen in consultation with the student's supervisor and/or the degree program's director or adviser.

**Comprehensive Exam (EPB 701)**

Students will normally take the Comprehensive Exam (EPB 701) within 12 months of entry into the Ph.D. program (within 24 months if completing the preparatory coursework). The Comprehensive Exam is held once a year in June; the exact date will be announced by the end of September. The exam is intended to test the ability of students to synthesize and integrate epidemiological knowledge. For details on the Comprehensive Exam, see the course outline for EPB 701. The exam is graded “Pass” or “Fail”.

**Protocol Defense (EPB 702)**

Students usually complete the required courses and the comprehensive exam before submitting and defending their thesis research protocol in EPB 702. For details on the Protocol Defense, see the course outline for EPB 702. The exam is graded “Pass” or “Provisional Pass” or “Fail”.

Students with a “Provisional Pass” (some deficiencies noted but not enough to stop progress on the thesis) are recommended to undertake (in consultation with their supervisor), specific remedial steps to address the areas of weakness identified in the exam. These could include additional courses, essays, assignments, and short courses. After satisfactory completion of these remedial steps, the student will be considered to have a “Pass” on the Protocol Defense. Students are permitted to continue with their normal progression through the program. Students with a “Fail” must repeat the Defense the following year.
Thesis Research

A thesis for the doctoral degree must constitute original scholarship and must be a distinct contribution to knowledge. It must show familiarity with previous work in the field and must demonstrate ability to plan and carry out research, organize results, and defend the approach and conclusions in a scholarly manner. The research presented must meet current standards of the discipline; as well, the thesis must clearly demonstrate how the research advances knowledge in the field. Finally, the thesis must be written in compliance with norms for academic and scholarly expression and for publication in the public domain.

Students normally perform their thesis research following the Comprehensive Exam. It is expected that students will complete their degree within 48 to 60 months of entry into the Ph.D. degree program.
MASTER’S OF PUBLIC HEALTH PROGRAM REQUIREMENTS

The Master’s of Public Health (MScPH) is a 2-year, full-time degree program. It consists of coursework supplemented with a summer practicum, which takes place after the first year. No thesis is required, but the practicum is followed by a project and a presentation.

Minimum 60 credits required for graduation

- 25 credits from required courses
- 14 credits from summer practicum
- 21 credits from complementary courses

The required courses develop strong quantitative skills and build a population and public health theory base.

The complementary courses refine skills for your future career based on your specific interests.

**Required Courses**

These are taken during the first year. The required courses cover diverse subjects including:

- managing population-level data,
- interpreting and critiquing research,
- learning statistical software,
- basics of health surveillance,
- introduction to measurement techniques,
- and more.

- EPIB 601 Fundamentals of Epidemiology (4 Credits)
- EPIB 602 Foundations of Population Hlth (3 Credits)
- EPIB 603 Intermediate Epidemiology (4 Credits)
- EPIB 605 Critical Appraisal in Epid (1 Credits)
- EPIB 607 Inferential Statistics (4 Credits)
- EPIB 612 Principles/Pub Hlth Practice (3 Credits)
- EPIB 613 Intro to Statistical Software (1 Credits)
- EPIB 614 Basics of Measurement in Epi (1 Credits)
- EPIB 621 Data Analysis in Health Sci (4 Credits)

**Complementary courses**

Work with program advisors to choose courses based on your interests.

Course selections must include a minimum of 2 credits in each of these categories:

- environmental health
- health policy and management
- population and public health interventions (social and behavioral science)

* Complementary courses must be 500-level or higher.
Master's of Public Health: Environment Option

The McGill School of Environment has partnered with the Department of Public Health to provide a MScPH degree with an Environment Option. The Option examines the role of science, politics, socioeconomics and ethics on informed decision-making in the environment sector. The School of Environment also hosts a forum to allow graduate students from many different disciplines to exchange ideas and enrich each other’s learning through structured courses, formal seminars, informal discussions and networking. Once a student has been admitted to the MScPH program, they may apply for admission to the Option.

Minimum 60 credits required for graduation

31 credits from required courses
14 credits from summer practicum
15 credits from complementary courses

Required Courses

The required courses cover diverse subjects including:

- managing population-level data,
- interpreting and critiquing research,
- learning statistical software,
- foundations of environmental policy,
- introduction to measurement techniques,
- and more.

EPIB 601 Fundamentals of Epidemiology (4 Credits)
EPIB 602 Foundations of Population Hlth (3 Credits)
EPIB 603 Intermediate Epidemiology (4 Credits)
EPIB 605 Critical Appraisal in Epid (1 Credits)
EPIB 607 Inferential Statistics (4 Credits)
EPIB 612 Principles/Pub Hlth Practice (3 Credits)
EPIB 613 Intro to Statistical Software (1 Credit)
EPIB 614 Basics of Measurement in Epi (1 Credits)
EPIB 621 Data Analysis in Health Sci (4 Credits)
ENVR 610 Foundations of Environ Policy (3 Credits)
ENVR 650 Environmental Seminar 1 (1 Credit)
ENVR 651 Environmental Seminar 2 (1 Credit)
ENVR 652 Environmental Seminar 3 (1 Credit)

*Students exempted from any of the courses listed above must replace them with additional Complementary credits.

Complementary Courses

Work with your academic supervisor to choose courses based on your interests.

Course selections must include a minimum of 2 credits in each of these categories:

- environmental health
- health policy and management
- population and public health interventions (social and behavioral science)

AND 3 credits chosen from:

ENVR 519 Global Environmental Politics (3 Credits)
ENVR 544 Env. Measurement & Modelling (3 Credits)
ENVR 620 Environ and Health of Species (3 Credits)
ENVR 622 Sustainable Landscapes (3 Credits)
ENVR 630 Civilization and Environment (3 Credits)
ENVR 680 Topics in Environment 4 (3 Credits)

Or other courses at the 500 level or higher recommended by the advisory committee and approved by Environment Option Committee.

AND 2 credits of course work chosen in consultation with the MScPH academic advisor.

For additional information on the Environment Option please visit the McGill School of Environment website.

* Complementary courses must be 500-level or higher.

**Practicum**

The 14-16 week practicum places students in a public health setting to gain real-world experience. This is an opportunity to work under the supervision of an accredited practicum supervisor and apply the knowledge and skills acquired throughout the first year of the program.

Students select and secure their own internships with support from the MScPH program office. Local, national and international practicum positions are available.

Following the completion of the practicum, students are required to prepare a formal report about their experience. The report will include a description of the practicum project, objectives, methodology (including data analyses), and final results. Where appropriate, publication opportunities may be explored in consultation with the department and the practicum supervisor(s).

Students are strongly encouraged to publicly present their project. They may present at a McGill departmental forum, a seminar, a conference, or at the practicum site.

EPIB 630 Public Health Project (14 Credits)
Master's of Public Health: Population Dynamics Option

The Population Dynamics Option (PDO) is open to students in the M.Sc. in Public Health; Non-Thesis program in the Department of Epidemiology, Biostatistics, and Occupational Health specializing in Population Dynamics. The purpose of this program is to provide graduate training in demographic methods (including life table analyses) and enhance students’ knowledge of critical population issues. Students will be required to take a course on demographic methods and an overview substantive course on the key population issues facing societies today. In addition, students will take one complementary course from Sociology; Economics; or Epidemiology, Biostatistics, and Occupational Health, which focuses on a particular population issue such as population health, migration, aging, family dynamics, and labour markets and skills acquisition. Students will attend at least five of the seminars given in the Social Statistics and Population Dynamics Seminar series. Research topics must be related to population dynamics and approved by the PDO coordinating committee.

Minimum 60 credits required for graduation

31 credits from required courses
14 credits from summer practicum
15 credits from complementary courses

Required Courses

The required courses cover diverse subjects including:

- managing population-level data,
- interpreting and critiquing research,
- learning statistical software,
- foundations of environmental policy,
- introduction to measurement techniques,
- and more.

EPIB 601 Fundamentals of Epidemiology (4 credits)
EPIB 602 Foundations of Population Health (3 credits)
EPIB 603 Intermediate Epidemiology (4 credits)
EPIB 605 Critical Appraisal in Epidemiology (1 credit)
EPIB 607 Inferential Statistics (4 credits)
EPIB 612 Principles of Public Health Practice (3 credits)
EPIB 613 Introduction to Statistical Software (1 credit)
EPIB 614 Basics of Measurement in Epidemiology (1 credit)
EPIB 621 Data Analysis in Health Sciences (4 credits)
SOCI 545 Sociology of Population (3 credits)
SOCI 626 Demographic Methods (3 credits)

*Students exempted from any of the courses listed above must replace them with additional Complementary credits.

Complementary Courses

Work with your academic supervisor to choose courses based on your interests.

Course selections must include a minimum of 2 credits in each of these categories:

- environmental health
- health policy and management
- population and public health interventions (social and behavioral science)
- Epidemiology in practice or field epidemiology.
AND 3 credits of coursework, at the 500 level or higher, from the list of courses approved for the Population Dynamics Option that have not been taken to satisfy other program requirements:

ECON 622 Public Finance (3 credits)
ECON 634 Economic Development 3 (3 credits)
ECON 641 Labour Economics (3 credits)
ECON 734 Economic Development 4 (3 credits)
ECON 741 Advanced Labour Economics (3 credits)
ECON 742 Empirical Microeconomics (3 credits)
ECON 744 Health Economics (3 credits)
EPIB 525 Health Care Systems in Comparative Perspective (3 credits)
EPIB 527 Economics for Health Services Research and Policy (3 credits)
EPIB 528 Economic Evaluation of Health Programs (3 credits)
EPIB 529 Global Environmental Health and Burden of Disease (3 credits)
EPIB 615 Introduction to Infectious Disease Epidemiology (3 credits)
EPIB 648 Methods in Social Epidemiology (3 credits)
EPIB 681 Global Health: Epidemiological Research (3 credits)
SOCI 512 Ethnicity & Public Policy (3 credits)
SOCI 513 Social Aspects HIV/AIDS in Africa (3 credits)
SOCI 520 Migration and Immigrant Groups (3 credits)
SOCI 525 Health Care Systems in Comparative Perspective (3 credits)
SOCI 535 Sociology of the Family (3 credits)
SOCI 588 Biosociology/Biodemography (3 credits)

Practicum

The 14-16 week practicum places students in a public health setting to gain real-world experience. This is an opportunity to work under the supervision of an accredited practicum supervisor and apply the knowledge and skills acquired throughout the first year of the program.

Students select and secure their own internships with support from the MScPH program office. Local, national and international practicum positions are available.

Following the completion of the practicum, students are required to prepare a formal report about their experience. The report will include a description of the practicum project, objectives, methodology (including data analyses), and final results. Where appropriate, publication opportunities may be explored in consultation with the department and the practicum supervisor(s).

Students are strongly encouraged to publicly present their project. They may present at a McGill departmental forum, a seminar, a conference, or at the practicum site.

EPIB 630 Public Health Project (14 Credits)
BIOSTATISTICS PROGRAM REQUIREMENTS

M.Sc.

The Department offers two routes towards an M.Sc. degree: by coursework and thesis; or coursework and a project/practicum. Both require completion of a minimum of 48 credits; the second route allows for a greater breadth of topics learned through the coursework, while the thesis route allows for greater depth in a specific topic.

Required Courses (24 Credits)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 601</td>
<td>Epidemiology: Introduction &amp; Statistical Models</td>
<td>4</td>
</tr>
<tr>
<td>BIOS 602</td>
<td>Epidemiology: Regression Models</td>
<td>4</td>
</tr>
<tr>
<td>MATH 523</td>
<td>Generalized Linear Models</td>
<td>4</td>
</tr>
<tr>
<td>MATH 533</td>
<td>Analysis of Variance and Regression</td>
<td>4</td>
</tr>
<tr>
<td>MATH 556</td>
<td>Mathematical Statistics 1</td>
<td>4</td>
</tr>
<tr>
<td>MATH 557</td>
<td>Mathematical Statistics 2</td>
<td>4</td>
</tr>
</tbody>
</table>

Students exempted from any of the courses listed above must replace them with additional Complementary Course credits.

Thesis/Project Component

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 690</td>
<td>M.Sc. Thesis</td>
<td>24</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOS 630</td>
<td>Research Project/Practicum in Biostatistics</td>
<td>6</td>
</tr>
</tbody>
</table>

Additional Courses (coursework + project/practicum option)

18 credits of coursework in biostatistics, statistics, and epidemiology, at the 500-level or higher, chosen from a list of electives, in consultation with the student's academic advisor or supervisor.
Ph.D.

Requirements:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 601</td>
<td>Epidemiology: Introduction &amp; Statistical Models</td>
<td>4</td>
</tr>
<tr>
<td>BIOS 602</td>
<td>Epidemiology: Regression Models</td>
<td>4</td>
</tr>
<tr>
<td>BIOS 624</td>
<td>Data Analysis &amp; Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>MATH 523</td>
<td>Generalized Linear Models</td>
<td>4</td>
</tr>
<tr>
<td>MATH 533</td>
<td>Analysis of Variance and Regression</td>
<td>4</td>
</tr>
<tr>
<td>MATH 556</td>
<td>Mathematical Statistics 1</td>
<td>4</td>
</tr>
<tr>
<td>MATH 557</td>
<td>Mathematical Statistics 2</td>
<td>4</td>
</tr>
</tbody>
</table>

(if these courses, or their equivalents, not already completed)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 700</td>
<td>Ph.D. Comprehensive Examination Part A*</td>
<td>0</td>
</tr>
<tr>
<td>BIOS 701</td>
<td>Ph.D. Comprehensive Examination Part B**</td>
<td>0</td>
</tr>
<tr>
<td>BIOS 702</td>
<td>Ph.D. Proposal</td>
<td>0</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>***</td>
<td>Statistics/Biostatistics</td>
<td>12</td>
</tr>
<tr>
<td>***</td>
<td>Related fields (e.g. epidemiology, social/biomedical sciences)</td>
<td>6</td>
</tr>
</tbody>
</table>

*** 500-level or higher, chosen in consultation with, and approved by, academic advisor.

Pedagogical Training:

Supervised teaching of statistical concepts and methods in tutorial and classroom formats.
OCCUPATIONAL HEALTH PROGRAM REQUIREMENTS

M.Sc.A Occupational Health – On Campus

The M.Sc.(A) Occupational Health Sciences (On Campus) program is taken over three full-time terms and is worth 45 credits. Courses (30 credits) are given over the Fall and Winter terms and a Project (15 credits) is taken over the Summer term or the Fall term (depending on the project, further details below). Additional sessions may be required, depending when the final project is submitted and approved by the Supervisor. The full-time program (45 credits) must be completed within three years of initial registration.

Required courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCCH 602</td>
<td>Occupational Health Practice</td>
<td>3</td>
</tr>
<tr>
<td>OCCH 612</td>
<td>Principles of Toxicology</td>
<td>3</td>
</tr>
<tr>
<td>OCCH 616</td>
<td>Occupational Hygiene</td>
<td>3</td>
</tr>
<tr>
<td>EPIB 507</td>
<td>Biostatistics for Health Professionals</td>
<td>3</td>
</tr>
<tr>
<td>EPIB 601-002</td>
<td>Fundamentals of Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>Winter term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCCH 604</td>
<td>Monitoring Occupational Environment</td>
<td>3</td>
</tr>
<tr>
<td>OCCH 605</td>
<td>Physical Health Hazards</td>
<td>6</td>
</tr>
<tr>
<td>OCCH 608</td>
<td>Biological Hazards</td>
<td>3</td>
</tr>
<tr>
<td>OCCH 615</td>
<td>Occupational Safety Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

Projects will be chosen either from a list supplied by the Department or from suggestions by the students themselves and at that point, the Chair of the M.Sc.(A) Projects will assign a Supervisor. Please note that in most instances no supervisor will be assigned during the Fall and Winter terms. A presentation will be given by the Chair in mid-Winter with details on the project. The deadlines to submit a project for evaluation (approved by the Supervisor) are July 15th for Fall graduation*, November 1st for Winter graduation and March 1st for Spring graduation. It may be necessary to register for an additional term (Non-Thesis Extension term) if the final project is not approved by the Supervisor after evaluation.

*The majority of students submit their project for Winter graduation as it is difficult to find evaluators to review the project during the Summer.
TRANSFER FROM THE M.Sc. PROGRAM TO THE Ph.D. PROGRAM

The transfer policy applies ONLY to students in Epidemiology and Biostatistics programs.

A student who has been accepted into the M.Sc. program can request transfer into the Ph.D. program. The formal transfer into the Ph.D. program should occur within 12 months of initial enrollment in the Master's program.

In order to transfer from the M.Sc. to the Ph.D. program, the M.Sc. student must complete all required courses for the M.Sc. program with a minimum GPA of 3.7.

REQUIRED DOCUMENTS

Biostatistics

- A three page outline of the proposed Ph.D. thesis proposal;
- Letters of support from the current M.Sc. supervisor and proposed Ph.D. supervisor. In cases where this is the same person, one additional letter from a faculty member in the Department is required. The letter from the proposed Ph.D. supervisor must include a statement of financial support for the candidate and research.

Epidemiology

- A three to five page outline of the proposed Ph.D. thesis proposal including:
  - Research question
  - Background and brief literature review indicating the importance of the proposed research
  - Preliminary research design
  - Data source
  - Preliminary analysis plan
  - A timeline for completion of the Ph.D. program

- Letters of support from the current M.Sc. supervisor and proposed Ph.D. supervisor. In cases where this is the same person, one additional letter from a faculty member in the Department is required. The letter from the proposed Ph.D. supervisor must include a statement of financial support for the candidate and research.

The transfer application material must be submitted by April 25 to gradadmin.eboh@mcgill.ca.
ACADEMIC INFORMATION

Supervision: Students are initially advised by their Degree Program Advisor. The Advisor’s role is to counsel the student about his/her academic program and also to mentor the student. The relationship between the Advisor and the student can last for the student’s entire academic program although, once a supervisor has been approved, the supervisor normally takes on the primary mentorship role. Students are encouraged to speak with different professors and with other students, and to peruse the websites of potential supervisors, in their search for a supervisor.

M.Sc. students are expected to identify a supervisor by no later than 15 February of their first year of study.

Ph.D. students are expected to identify a supervisor by 15 May of their first year of study.

Ph.D. and M.Sc. students are supervised by a thesis supervisor and thesis supervisory committee as described in section “Thesis Information”, on page 25 of this document. Meetings with all members of thesis supervisory committees are recommended as frequently as necessary to ensure efficient progress of the thesis research. A minimum of twice a year is generally considered to be the norm.

Academic Activities: Students are encouraged to participate in a variety of academic activities offered by the Department and by its Divisional affiliates (based in the McGill University teaching hospitals). These include both departmental, and divisional weekly seminar series, journal clubs, discussion groups, being a course grader, being a small group tutorial teacher for undergrad medical students, and more!

Seminars: All students are strongly encouraged to attend the departmental seminars held at Purvis Hall; the Epidemiology Seminars take place on Mondays from 4pm to 5pm, Room 25, and the Biostatistics Seminars on Tuesdays from 4pm to 5pm, Room 25. The listing of up-coming Departmental seminars is available at www.mcgill.ca/epi-biostat-occh/seminars/; weekly email notifications will also be sent to all students.

Seminars at the various research units affiliated with the department and at other McGill departments are advertised in the McGill Reporter or McGill Events on the main McGill website. Grand rounds are often given at affiliated and non-affiliated McGill hospitals. Students should consult the websites of the research units (see under Research Units on main department website) appropriate hospital departments to enquire about specific times of seminars.

Research Environments: All first-year Ph.D. students are assigned a desk at Purvis Hall. After the first year, students and their supervisors make arrangements for thesis research closer to the supervisor’s place of work. This may be in one of several off-campus sites, such as a hospital or a research institute.

Advising & Registration: Will be held at Purvis Hall on August 28, 2014. Attendance is mandatory for all new students. Returning students are welcome to attend. During this session you will choose your courses in consultation with your advisor. Once you have decided your course schedule, you must register on-line via MINERVA at the following website: www.mcgill.ca/minerva. You will need your 9-digit student ID number and your PIN. The first time you log on to MINERVA your PIN is your birthday (YYYYMMDD). Make sure to update your personal contact information in Minerva.

Course Exemptions: Exemptions may be granted upon review with the course instructor of the syllabus and materials for each completed course. Exemptions will then require approval from the student’s Program Advisor. Please contact the Program Advisor for further information.

Transfer Credits: Students who wish to take a course at another university for credit towards their degree in our Department should first obtain their program advisor’s and supervisor’s approval. They will in turn make a recommendation to the Graduate Program Director. The student must complete an inter-university agreement form which is available from the Graduate and Postdoctoral Studies. Note that a maximum of one-third of required credits may be completed at another institution.
**Adding/Dropping Courses:** Students who wish to add or drop courses after initial registration must do so by MINERVA. Please take note of course add or drop deadlines. You may have to pay late fees if registering late for a course. If you drop a course after the drop period, you will receive a ‘W’ designation on your transcript indicating that you have withdrawn from the course.

**Auditing:** McGill University does not permit auditing.

**Summer Courses:** The Department offers courses during the summer months of May and June. This provides health professionals the opportunity to gain familiarity with the principles of epidemiology and biostatistics and it also offers graduate students from McGill and other universities the opportunity to acquire academic credits and thereby accelerate course work during a summer term.

A wide variety of courses are offered from general epidemiology and biostatistics to more specialized topics, such as pharmacoepidemiology and clinical trials. Course offerings vary slightly each year. Courses may be of one week to one month in duration. Please refer to the department website (www.mcgill.ca/epi-biostat-occh/) and follow the appropriate links for current courses offered. Information for the upcoming summer is usually posted in December of the preceding year.

**Grading:** The passing grade for graduate studies is 65% (B-). Most courses in the department are graded according to the following scheme. Some courses are pass/fail.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
<th>Numerical Grade (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>75-79</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70-74</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0-64</td>
</tr>
</tbody>
</table>

**How to Calculate Grade Point Average (GPA):**

\[
\text{GPA} = \frac{\sum \text{(Course credits x Grade Points) in a period (e.g. one semester)}}{\sum \text{(Course credits attempted)}}
\]

**J - Absent:** to be recorded for the student who did not write the final examination and had not been granted deferred status, or who did not complete an essential part of the course requirements without a valid reason. This is a failure and is calculated in the TGPA and CGPA as a failure. (Students may appeal the assignment of the grade of J, but circumstances such as appearing at the incorrect time for an examination would not be sufficient reason for this grade to be replaced by a deferral. Students, who have earned sufficient marks to pass the course even though the final examination is not written, may opt to have their grade based on the record to date.)

**Departmental Policy on Failure to Write Exams:** A student who is absent from a final examination or a midterm examination with no deferred status i.e., a legitimate medical note, another confirmed reason such as death or major disease in the family, or another similar major valid reason (as approved by GSP), will get a mark of zero for that exam. If this results in a failure a mark for the course, the student will be offered, at the discretion of the
course supervisor, to retake an exam, to retake the same course or to take another course that is considered equivalent to the failed course, if available in the curriculum.

**Failure Policy:** Students who have failed a required course may automatically write a supplemental examination, if the departmental policy permits, or retake that course, or substitute an equivalent course. This must be approved by the Graduate & Postdoctoral Studies Office. For the purposes of this policy, "required course" includes either a course required by the student's program of study, or a course that has been designated by the department for an individual student's program of study. When a student retakes a course, he/she is required to pay the fee charged for the course in question. Students with any further failures in that course, including the supplemental, or a failure in any other course, will be required to withdraw from their program of study. Ph.D. students and Master's students in thesis programs can also be required to withdraw from their program of study for documented lack of performance in research. The failure policy does not pertain to the failure of comprehensive examinations, doctoral oral defenses, or thesis failures. In the case of a failed thesis or oral defense, the Thesis Failure Policy (detailed in Thesis Guidelines) applies. In the case of a failed comprehensive examination, the Ph.D. Comprehensives Policy applies (www.mcgill.ca/study/2014-2015/university_regulations_and_resources/graduate/gps_gi_guidelines_and_policies_phd_comprehensives_policy).

**Academic Integrity:** McGill University and the Graduate Program in Epidemiology, Biostatistics & Occupational Health demand the highest ethical conduct from our students. It is every student’s responsibility to be aware of the code of conduct and to act according to these ethical principles in all aspects of academic life including research and course work. McGill’s Code of Student Conduct and Disciplinary Procedures appears in the Handbook of Student Rights and Responsibilities. PDF files may be downloaded from the McGill Secretariat web site. The document is available in English and French version. Ignorance (not knowing or not understanding) will be no excuse. If you are uncertain, you must meet with your program advisor or program director.

**Academic Integrity Tutorial:** Effective Fall 2011, it is mandatory for all new students to complete the new on-line academic integrity tutorial on Minerva at www.mcgill.ca/minerva. New students will be advised of this by Graduate and Postdoctoral Studies. A reminder will be sent to new students who have not completed this tutorial by mid-October with a warning that a Hold will be placed on their record at the end of November. For new students with this Hold, the hold will automatically be lifted when the student completes the tutorial.

**Research Ethics** (www.mcgill.ca/secretariat/policies/research/) On-Line Interactive TCPS-Tutorial
All students, postdocs and their supervisors should use this on-line tutorial on Research Ethics that was released by the Interagency Advisory Panel on Research Ethics (PRE) www.pre.ethics.gc.ca/, a multidisciplinary body mandated by the three granting agencies to further develop the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS).

This tutorial is a voluntary independent learning tool covering the first five chapters of the TCPS. It includes case studies, progress checks and a printable certificate of completion. The Tutorial is the only one of its kind in Canada in regards to research ethics involving humans and is offered in both French and English.

This tool will facilitate the use, interpretation and implementation of TCPS for researchers, students, members of Research Ethics Boards, administrators, research participants and the general public.

**International Travel Registry:** Students participating in a University-related international activity (i.e. course work, exchange programs, field work or research, for credit or not) are required to register their travel on Minerva. Once your international activity has been approved by your academic unit or research supervisor, a travel registry form will be created on Minerva by the Student Affairs Office at Purvis Hall. For additional information please see www.mcgill.ca/students/international/registry/.

**Time Limitation:** Candidates for Master's degrees must complete the degree **within three years of initial registration**; although it is expected that most candidates will complete within 24 months. If the degree is pursued on a less than full-time basis, it must be completed within five years of initial registration. **Doctoral candidates**
have until the end of Ph.D. 7 to submit their thesis; although it is expected that most candidates will submit within 48 to 60 months. **As per University policy, no extension will be granted.**

**Leave of Absence:** A leave of absence may be granted by the Graduate and Postdoctoral Studies for maternity or parenting reasons or for health reasons ([www.mcgill.ca/study/2014-2015/faculties/medicine/graduate/gps_postdoctoral_research_leave_of_absence_for_health_and_parental_familial_reasons](http://www.mcgill.ca/study/2014-2015/faculties/medicine/graduate/gps_postdoctoral_research_leave_of_absence_for_health_and_parental_familial_reasons)). Such a leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. Students must make a request for such a leave by completing the web form at [www.mcgill.ca/students/records/request-leave](http://www.mcgill.ca/students/records/request-leave) and submitting a medical certificate. The department shall forward the request to the GPS. Students who have been granted such a leave will have to register for the term(s) in question and their registration will show as "leave of absence" on their record. No tuition fees will be charged for the duration of the authorized leave. Supervisors are not obligated to remunerate students on leave.

**Student Rights and Responsibilities:** All students are encouraged to read The Student Rights and Responsibilities Handbook compiled by the Dean of Students’ Office and the Secretariat. It can be downloaded from the following website: [www.mcgill.ca/deanofstudents/rights/](http://www.mcgill.ca/deanofstudents/rights/). The handbook is a compendium of regulations and policies governing student rights and responsibilities at McGill University and includes topics such as the Code of Student Conduct, Grievance Procedures, Research Ethics, Plagiarism, Cheating, Conflicts of Interest, among others.

For further information on any policy, or if you need advice, contact the Office of the Dean of Student in the William and Mary Brown Student Services Building (3600 McTavish Street, Suite 4100. Phone #: 514-398-4990)

Other useful contact:


INDEPENDENT STUDIES/DIRECTED READING COURSES

“Independent Studies” (IS) and “Directed Reading” (DR) courses complement offerings in the department or elsewhere at McGill or other universities. They are NOT substitutes for existing courses but are, rather, ways for students in the programs to enrich their education in an organized way on topics not otherwise covered or not covered sufficiently (in depth or breadth) in existing courses.

Students enrolled in the department may take “Independent Studies” or “Directed Reading” courses for credit towards a degree under the rubric of the Special Topics offerings. These courses may be for 1, 2, or 3 credits. IS and DR courses need not conform to the usual semester format. However, students are expected to complete such a course within no more than any six month period.

While there is much flexibility in what constitutes such a course, certain requirements must be met before work can begin.

1. Students must themselves propose a supervising faculty member with whom to work.

2. With the faculty supervisor, students must prepare an adequate project proposal commensurate with the number of credits sought that includes:
   a. The rationale for doing this work as an IS/DR course and for the number of credits sought. As well, this statement should indicate how it relates to, but is separate from, thesis work when the student is in a thesis program.
   b. An outline of the work to be done and the final product/output to be submitted. If a Reading Course is being proposed, a preliminary bibliography and a planned reading schedule should be included.
   c. A timetable, with appropriate milestones to assess a student’s progress and the measures to be used to evaluate the work (e.g., number of written assignments and their length). A student’s faculty supervisor will be responsible for this evaluation as is the case for “regular” courses.
   d. A timetable indicating when the student and faculty supervisor will meet.

Students will be expected to submit for approval in advance material that provides the objectives and methods to be used for the IS/DR work.

3. The project proposal, signed by both the student and the supervisor, should be submitted to the Student Affairs Office. The director, along with one other person on the Program Committee who has accepted responsibility for curriculum matters, will review the proposal and determine if it is to be approved. Once approved internally, a copy will be sent to the Director of Graduate Studies as well as to the Department’s Graduate Studies Office, with a request that the latter obtain a Special Topics course number for the offering. A copy of the final approved version of the course content will be placed in the student’s file.
THESIS INFORMATION

This page deals with the timeline for, planning of, work for, writing of, and deposition of your thesis or project. It describes what is expected of you, your supervisor and the other members of your thesis committee, and the procedures for “getting there.”

Getting Going
You are initially advised by the designated Program Advisor for all students in the program you are following. The advisor’s role is to provide guidance on your academic program and career planning, to mentor you, and to serve as your advocate when necessary. The relationship between the Program Advisor and the student can last for the student’s entire academic program although, once a supervisor has been approved, the supervisor normally takes on the primary mentorship role.

These terms of reference do not exclude the possibility of a student-supervisor match at admission, nor do they preclude the possibility of the academic Program Advisor becoming a student's supervisor.

Thesis Supervisor

M.Sc. students are expected to identify a supervisor by no later than 15 February of their first year of study.

Ph.D. students are expected to identify a supervisor by 15 May of their first year of study.

To help you narrow the list of possible supervisors, you are encouraged to speak with the contact persons for the various areas of faculty research that interest you, the faculty members they and the Program Advisor suggest, and other students.

Your primary thesis supervisor must be a McGill faculty member with an appointment in the Department of Epidemiology, Biostatistics and Occupational Health. Please complete the Thesis Supervisor Nomination form at www.mcgill.ca/epi-biostat-occh/grad/forms in order to notify the Department of your proposed supervisor.

Issues to Be Discussed With Supervisor

These issues are to be discussed between the student and the supervisor at the earliest opportunity after admission to ensure timely progress through the degree program. Unresolved issues should be reviewed periodically and agreement achieved as soon as possible. It might be helpful to attach to this checklist detailed minutes of discussions held and decisions made, as appropriate.

- Course plan: courses; credits by semester
- Thesis timeline: dates for protocol; completion
- Thesis format: classical or manuscript based
- Authorship: number of expected papers; content, journals; first, senior, corresponding author; number of presentations, content, conference locations, costs
- Thesis project: possible topics; primary or secondary data collection; holding rights & responsibilities
- Members of supervisory committee: proposed; confirmed
- Committee meetings: number and timing; by semester
- Funding: personal, project
- Ethics approval: timing
- Office hours: hours, open door
- Absences: sabbatical; holidays; conferences

Thesis Supervisory Committee

You are required to have at least one other faculty member involved in your thesis and this usually takes the form of a Thesis Supervisory Committee. A thesis co-supervisor may substitute for a thesis committee. The membership and size are determined by the Supervisor and you, with the approval of your program Director/Advisor. For the
M.Sc., a committee of two (supervisor and one other) is common. For the Ph.D. it may be larger, depending on how inter-disciplinary the topic is, and what other expertise is needed. Committee members must hold a faculty or scientist appointment at a university or research institution. The committee should be struck at an early stage of thesis research and certainly no later than the end of the semester in which the topic has been defined.

Meetings with the entire thesis supervisory committee should be held as frequently as is necessary to ensure efficient progress of the thesis research, but at a minimum once per semester.

**What You Can Expect, and What the Department Expects, From a Supervisor**

A Supervisor will:
- help to define topic of dissertation;
- help to assemble Supervisory Committee;
- jointly with you, notify department in writing of topic and committee members;
- help to define exact nature and scope of dissertation;
- meet, or otherwise communicate, with you at least once a month;
- provide timely feedback;
- monitor deadlines;
- be aware of, and co-ordinate (and resolve any conflicts in) any advice received by you when you meeting separately with other members of Supervisory Committee or with other consultants;
- hold once-a-semester meeting of full Supervisory Committee;
- yearly, submit tracking forms; (See: Policy on Graduate Student Research Progress Tracking – p.28)
- when thesis is nearing completion, submit names of possible examiners to Department;
- ensure that corrections/suggestions by examiners are carried out.

**What Is Expected of Thesis Committee Members**

Thesis Committee Members will:
- be a consultant to you and your supervisor;
- (with other members of thesis committee) evaluate, and when satisfied, formally approve your research protocol;
- attend once-a-semester meeting of full thesis committee and take active part in assessing progress and setting goals for you.

**What the Department Expects From You**

The department expects that you will:
- follow the timelines set out for the program you are in, including submitting the required progress reports in accordance with established deadlines;
- establish a thesis committee, and convene meetings of this committee on a regular basis, ensuring there is at least one full committee meeting per semester;
- yearly, submit tracking forms; (See: Policy on Graduate Student Research Progress Tracking - p. 28)
- be a full time research student, and keep research moving forward in accordance with the timetable for completion of activities noted in the annual work plan you are to submit.

**Procedures for Conflict Resolution**

In a situation of conflict with your thesis supervisor, you should follow these steps one at a time and in the following order:

1. speak to your supervisor;
2. speak to your degree Program Advisor;
3. speak to your Graduate Studies Director;
4. speak to your Department Chair;
5. speak to the Ombudsperson;
6. speak to the Associate Dean (Graduate Studies).
Research Ethics
Please see www.mcgill.ca/secretariat/policies/research/

Regulation on the Conduct of Research
Please see www.mcgill.ca/secretariat/policies/research/conductonresearch

Research Involving Human Subjects
Please see www.mcgill.ca/research/researchers/compliance/human

In accordance with university guidelines (Policy on the Ethical Conduct of Research Involving Human Subjects), all research involving human subjects requires ethics approval. The approval [form(s) or letter(s)] granting this approval should be included in your thesis.

Even if your supervisor has already obtained IRB approval for the larger research study of which your thesis work forms just a part, the departments insists (partly since you defend the thesis as your work, partly for training purposes) that you obtain IRB approval of the specific work you are doing, and include this specific approval [form(s) or letter(s)] (in addition to those for the broader project) in your own thesis.

The definition of "research involving human subjects" is broad. See Student Guide To Ethics Review For Research Involving Human Subjects. This document also describes research involving human subjects which does not require ethics review. If still in doubt, additional advice can be obtained from your Program Advisor.

Applications for ethics approval should be directed to the Faculty of Medicine Research Ethics Board (commonly referred to as the Institutional Review Board or IRB) or to one of the following Affiliated Hospital Research Ethics Boards: the McGill University Health Centre, the Douglas Hospital, the SMBD Jewish General Hospital or the St. Mary's Hospital Centre.

You and your supervisor should use the on-line interactive tutorial on research ethics released by the Interagency Advisory Panel on Research Ethics (PRE), a multidisciplinary body mandated by the three granting agencies to further develop the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS). This tutorial is a voluntary independent learning tool covering the first five chapters of the TCPS. It includes case studies, progress checks and a printable certificate of completion. The tutorial is the only one of its kind in Canada on research ethics involving humans and is offered in both French and English. It is intended for researchers, students, members of Research Ethics Boards, administrators, research participants and the general public.

Thesis Format

The department cautions those who choose the “manuscript based thesis” format to follow the guidelines carefully and to be sure that the "package" includes the abstract, full introduction, literature review and a final overall concluding chapter as required. The University has little control over how examiners interpret these guidelines.

Thesis Quality, Preparation, Submission & Deadlines
The primary responsibility for the quality of your thesis rests with your supervisor and committee.


Nomination of Internal/External Examiners: Worksheet
This worksheet (available at www.mcgill.ca/epi-biostat-occh/grad/forms) must be completed no later than two months before intended submission of thesis and be submitted along with a copy of the thesis abstract to the Students Affairs Office. A designated member of the departmental degree program committee will select 1 of the 2 internals and 3 of the 4 externals that you proposed. PLEASE DO NOT COMPLETE THE OFFICIAL FORM POSTED AT THE GPS WEBSITE UNTIL YOUR SELECTION OF NAMES HAS BEEN REVIEWED AND APPROVED BY THE DEPARTMENT.

Both supervisor and student must work together in completing this worksheet.
POLICY ON GRADUATE STUDENT RESEARCH PROGRESS TRACKING

The text below has been copied from the Graduate and Postdoctoral Studies E-calendar.

This is a mandatory policy and procedure to track the research progress of graduate students. The policy is referred to in the amended Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision in bold font. Documents to record progress can be found on the GPS website: www.mcgill.ca/gps/students/research-tracking/#progress/.

The following is a summary of the main elements of the mandatory policy. The following steps must be followed for each graduate student in a thesis program:

1. Annually, the student must meet with, at minimum, their supervisor(s) and a departmental representative. This meeting can occur in the context of an annual thesis or advisory committee in those departments that have thesis committees.

2. At the first such meeting (to be held shortly after thesis students begin their programs), written objectives/expectations for the year must be recorded on the first of the three forms, Form #1 (Graduate Student Research Objectives Report Form). All three people at the meeting must sign this form. A student who does not agree to sign the form must write a statement detailing his/her objections to the expectations recorded on the form.

3. Approximately one year later, and every year thereafter, the student, supervisor(s) and the departmental representative should meet again to review the progress that has been achieved toward the recorded objectives. Prior to the meeting, the student should record his/her accomplishments and progress for the year by completing Form #2 (Graduate Student Research Progress Record). This completed form is then evaluated by the supervisor and the departmental representative on Form #3 (Graduate Student Research Progress Report Form). All parties sign Form #3. A student who does not agree to sign the form must write a statement detailing his/her objections. At this same meeting, objectives for the following year should be recorded on Form #1, as per the procedure described in point 2, above.

4. In the event that recorded research progress is unsatisfactory, a new set of objectives should be developed for the student at the meeting, and recorded on Form #1. These new, or interim, objectives apply only to the next semester. Evaluation of progress should take place after that semester has concluded, following the steps described in point 3, above.

5. In the event that a student has any two unsatisfactory evaluations they may be required to withdraw from their program of study. These two unsatisfactory evaluations need not be successive.

6. All forms are to be kept in departmental files.

7. Departments that already have progress tracking forms may continue to utilize them, but these must conform to the fundamental principles underlying this policy. Specifically, any departmental procedure or forms to record graduate research progress must:
   - be used annually;
   - be used in a meeting with the supervisor and one other departmental representative, and signed by all parties;
   - include a written statement of expectations approximately one year before any evaluation (Note: This can be one semester in the case of expectations following an unsatisfactory evaluation.);
   - permit the student to submit a minority report and not sign;
   - state clearly that any two unsatisfactory evaluations may be grounds for requiring a student to withdraw.

Please note this University policy is MANDATORY. Students may grieve against a department that fails to adhere to the policy and procedures outlined above.

Senate, September 2003

It should be noted that the Department of Epidemiology, Biostatistics & Occupational Health has slightly modified the general forms posted on the GPS web site. Forms may be downloaded from: www.mcgill.ca/epi-biostat-occh/grad/progresstracking/.
FINANCIAL RESOURCES

There are many opportunities available for students to finance their graduate studies. A few are listed below. You will also want to discuss this with your thesis supervisor as he/she may often be able to provide a stipend.

RESEARCH ADMINISTRATOR

Andrew Griffin
Purvis Hall,
1020 Pine Avenue West, Room 32
Montréal, Québec, H3A 1A2

Phone: 514-398-8412
Fax: 514-398-4266
Email: researchadmin.eboh@mcgill.ca

Provides administrative leadership for all external scholarships and awards e.g. CIHR, FRSQ, NSERC, etc. For McGill University funded scholarships and awards, please contact André Yves Gagnon.

KEEP MINERVA UPDATED

In order to avoid delays in receiving any student awards or employment income it is important to keep Minerva updated with your CURRENT ADDRESS, SOCIAL INSURANCE NUMBER (if you have one), and DIRECT DEPOSIT INFORMATION (see below).

OBTAINING THE CHAIR’S SIGNATURE

Many grant applications and ethics approval forms (IRB forms) require the signature of the Chair. In order to obtain the required signatures before a deadline, students should bring a full and complete copy of their application to the Research Administrator in Room 32 (preferably 10 days in advance of the submission deadline). If the documents are received by Wednesday noon, we will endeavour to sign and return the documents to you by Friday of the next week.

NOTIFY THE CHAIR’S OFFICE OF ALL APPLICATIONS

Even if a grant does not require the Chair/Departmental signature, please notify the Chair’s office when you apply by sending a copy of the completed application to the Research Administrator.

SETUP DIRECT DEPOSIT NOW

If you have not already done so, please setup up direct deposit as soon as you have a Canadian bank account. Do not wait until you are offered an award or job. This will eliminate delays in the event you receive any type of award or employment income. To do so, log on to Minerva and go the Student > Financial Aid & Awards > Financial Aid > Direct Deposit Bank Account and fill in the section “Student-related bank account information”. IMPORTANT: Hit “Copy to payroll bank information” button and save.

FELLOWSHIPS AND AWARDS

Note: Students who are awarded any external scholarships are required to inform the Research Administrator in Room 32. Also, let EBOSS know as they would like to post this news on the EBOSS website.

McGill fellowship awards open to students in the department are listed on the GPS Website: www.mcgill.ca/gps/students/fellowships/ Also, see the Graduate Fellowships and Awards Calendar for important dates. The link is available at the above website. Note the deadlines because many are in the fall. Be sure to start
your applications early as you will need to obtain letters from referees and to order your university transcripts. Certified transcripts for studies completed at McGill can be ordered free of charge from Minerva (www.mcgill.ca/student-records/transcripts/). In some cases, an agency may accept an unofficial copy of your transcripts which has been authenticated by the department’s Student Affairs Office. Check with the granting agency and, if allowed, see if the department has a copy of your university transcripts on file.

NOTIFICATION OF AWARDS

Each year our students receive many awards and prizes from various agencies. The recipients of these awards are required to provide us with the following:

- a copy of the ‘application form’ submitted to the relevant agency | institution (including signatures).
- a copy of the ‘offer of award letter’ from the relevant agency (including a breakdown of the fund awarded per annum, if relevant).
- Depending on the type of award, you may be required to submit other documents to Graduate and Postgraduate Studies and/or Financial Services. Please contact the Research Administrator whenever you receive any award, grant or prize.

This will enable us to serve you better and to ensure that you receive the correct guidance in a timely fashion.

NOTE TO PhD STUDENTS WHO RECEIVE AWARDS ACCOMPANIED BY A RESEARCH ALLOWANCE

Please arrange a meeting with the Research Administrator to discuss procedures for spending your research allowance in accordance with guidelines set out by the funding agencies and McGill University.

Main Sources of External Funding:

**Canadian Institute of Health Research (CIHR)**

To be considered eligible for support by CIHR, you must:

- be a Canadian citizen or permanent resident of Canada.
- be registered in full-time studies in a Canadian graduate school.
- have achieved first-class average at McGill, first class means: A- or 3.70

- Individuals with a health professional degree who seek support for doctoral research training are eligible to apply for the CIHR Doctoral Research Award; individuals with a health professional degree who seek support for master's research training are eligible to apply to the CIHR CGS Master's Award, but should also consult the guidelines for the CIHR Fellowships program. Those eligible for both have the option of applying to either program but not to both in the same year (i.e., September through August). Please note that a person holding a health professional degree would receive a higher stipend only through the CIHR Fellowships program.

- Students pursuing an MD/Ph.D. may apply for a Doctoral Research Award but should also consider the MD/Ph.D. Studentships Program.

See website for further information: www.cihr-irsc.gc.ca/

**Note:**

Students may only submit one application per year to a Tri-Council funding agencies (CIHR, NSERC, or SSHRC).

**Fonds de la Recherche en santé du Québec (FRSQ/FRQS)**

To be considered eligible for support, on the deadline date, you must:
- be a Canadian citizen or a permanent resident of Canada
- be domiciled in Quebec for at least 1 year.

See the website for current information: [www.frsq.gouv.qc.ca](http://www.frsq.gouv.qc.ca)

**Natural Science & Engineering Research Council (NSERC)**

To be considered eligible for support, on the deadline date, you must:
- be a Canadian citizen, or a permanent resident of Canada;
- hold, or expect to hold (at the time you take up the award), a degree in science or engineering from a university whose standing is acceptable to NSERC;
- intend to pursue in the following year full-time graduate studies and research at the Master's or Doctoral level in one of the areas of the natural sciences or engineering supported by NSERC.

See the website for current information: [www.nserc-crsng.gc.ca](http://www.nserc-crsng.gc.ca)

**Note:**
Students may only submit one application per year to a Tri-Council funding agencies (CIHR, NSERC, or SSHRC).

- Information sessions are held in mid-to-late September for students to obtain information about the main graduate fellowships. These sessions are convened by agency representatives and McGill professors involved on adjudication committees. See the GPS Website for specific dates and locations.

- The department often receives notices about various awards for students; these are sent to students via e-mail.
- There are many other fellowships/scholarships available. See those listed on the Graduate and Postdoctoral Studies website: [www.mcgill.ca/gps/students/fellowships/](http://www.mcgill.ca/gps/students/fellowships/).

- Also, do some searching of your own on the internet. Sometimes you may be eligible for fellowships provided by agencies in your home province.

**FEDERAL AND PROVINCIAL STUDENT ASSISTANCE PROGRAMS**

The Canada Student Loan Program provides financial aid to students who are Canadian citizens or landed immigrants. Students should apply by June 30th for funding for the following September. Go to the following website for further information: [www.mcgill.ca/studentaid/](http://www.mcgill.ca/studentaid/)

**LOANS AND BURSARIES**

McGill offers loans and bursaries to registered full-time degree students who are in financial need. Applicants must arrange for an interview to be considered for assistance (phone 514-398-6013). Please complete the McGill Student Aid Application Form and the Personal Information Sheet located on the Student Aid Office Website ([www.mcgill.ca/studentaid/](http://www.mcgill.ca/studentaid/)) if this is your first application. If you are requesting subsequent financial assistance, complete the Revised Budget Form.

**JOBS**

Part-time jobs related to epidemiology and biostatistics are often available with various faculty members. Many job notices are e-mailed directly to students as they become available. You may even consider contacting a professor to enquire about paid employment.

Please note, foreign students may be eligible for employment on campus, but you will need to get a Canadian Social Insurance Number (SIN). If you are a foreign student who has been offered on-campus employment, please contact the Research Administrator.
Job notices are also posted on the bulletin-board to the left of the front door when you walk into Purvis Hall.

Sometimes positions for course teaching assistants or graders are available for senior students in the department. When available, notices will be e-mailed to students. Students should also consult the Department’s website at www.mcgill.ca/epi-biostat-occh/employment/.

Students can also contact McGill University Career and Placement Service (CAPS).

- There is a job listings database that can be accessed via the internet. To do this you first need to register in-person at the CAPS office, where you will be issued a username and password.
- In addition to posting jobs, the CAPS office also offers a whole array of services including career fairs, career counselling, and career development workshops.
- CAPS is located in the William & Mary Brown Student Service Building, 3600 McTavish St., Room 2200. Telephone: 514-398-3304. They are open Monday to Friday 9 am to 5 pm.
- The CAPS website is www.caps.mcgill.ca

WORK STUDY

A Work Study Program, which is run by the university Student Aid Office, provides part-time employment on campus for students registered full-time in a degree program. To be accepted in the program a student must be in good academic standing and demonstrate financial need. Students must submit a Work Study Application to the Student Aid Office by specific deadlines. For more information regarding this program, for application deadlines, and for application packages go to the following website and follow the links (www.mcgill.ca/studentaid/) or go to the Student Aid Office located in the William & Mary Brown Student Service Building, 3600 McTavish, Room 3200. Telephone: 514-398-6013.

BUDGET

If you need help organizing your personal budget you can arrange a meeting with a Budget Advisor at the Student Aid Office. Phone 514-398-6015 to make an appointment.

TUITION FEES

Tuition fees vary according to the residence and citizenship status of the student. Please see the fee information available from the Student Accounts Office at www.mcgill.ca/student-accounts/. In order to be assessed proper fees, students should ensure that they provide proof of their residency to Enrolment Services. Information on required documents is available at www.mcgill.ca/legaldocuments/.

International students in certain categories may be exempt from International Tuition Fees and will instead be charged at the Quebec student rate. A list of such categories is available from Enrolment Services and on the website noted above.
STUDENT SERVICES AND RESOURCES

McGill offers many services to students, see www.mcgill.ca/studentservices/ for more information.

Identification card
If you registered within the required dates and paid your fees, you may obtain your ID card. This card is essential on campus, if you want to access Purvis Hall, borrow books from any McGill library, use athletic facilities, etc.

Returning students do not need to have their ID Cards validated. They must however have registered by stated deadlines. They will only need to have a new card issued if they change their degree program. NB: Students must register each year even though they are no longer taking courses.

Campus Life & Engagement - www.mcgill.ca/cle/
Brown Student Services Building, 3600 McTavish, Suite 3100 | 514-398-6913
For everyone new at McGill ~ undergraduate, graduate, transfer, visiting students.

Health Services - www.mcgill.ca/studenthealth/
Brown Student Services Building, 3600 McTavish, Suite 3300 | 514-398-6017
McGill clinic with physicians, nurses, dieticians (by referral), and a lab. You can make appointments or drop in.

Office for Students with Disabilities - www.mcgill.ca/osd/
Redpath Library Building, 3459 McTavish, Suite RS56 | 514-398-6009
Students with special needs are strongly encouraged to register at the Office for Students with Disabilities to ensure that the services they need – and to which they are entitled – can be provided.

Counseling Services - www.mcgill.ca/counselling/
Brown Student Services Building, 3600 McTavish, Suite 4200 | 514-398-3601
Counseling Services offers free personal, academic and career counseling to students.

Career and Placement Services - www.caps.mcgill.ca/
Brown Student Services Building, 3600 McTavish, Suite 2200 | 514-398-3304
CaPS assists students in their career development and search for permanent, part-time, and summer jobs, as well as internships, by providing workshops, individual advising, a comprehensive job posting service, and an extensive Career Resource Centre.

Off-Campus Housing (www.mcgill.ca/offcampus/)
Service Point 3415 McTavish | 514-398-6010
This office helps students find housing. They have online housing lists, tips on how to find an apartment, information on leases, what your rights are as a tenant (and they can be very different than other parts of the country) and much more.

Harassment, Sexual Harassment and Discrimination - www.mcgill.ca/harass/
This office has information on harassment, sexual harassment, discrimination, and what to do about it. If you feel you are being harassed visit their web page arrange a private meeting and discuss your situation in confidence with an Assessor.

Student Aid - www.mcgill.ca/studentaid/
Brown Student Services Building, 3600 McTavish, Suite 3200 | 514-398-6013
Student Aid has information on scholarships, loans and bursaries, and counselling on budgeting and debt management.

McGill Writing Centre - www.mcgill.ca/mwc/
Refine your academic writing skills or learn to write for a specific professional audience with courses offered by the McGill Writing Centre.
Student Resources at Purvis Hall

Desks
First-year Ph.D. students are provided with a desks for their first year in the program at the beginning of the Fall semester. If desks are not used they will be re-assigned to other students or researchers.

Eating and Kitchen Facilities
There is no cafeteria in Purvis Hall. The closest cafeterias are in the Education building and on the 5th floor of the McIntyre building. They are open during the day but not evenings or weekends. These cafeterias offer a few hot dishes, sandwiches and soft drinks. For a more complete selection there are cafeterias in the Student Union building or Thomson House (Graduate Student House) both located on McTavish Street. There are coffee and vending machines in the Lower Level of Purvis Hall.

If you prefer to bring your lunch, there is a kitchen in the Lower Level of Purvis Hall (Room 12). A small refrigerator is available but tends to be overcrowded during the semester. There is also a kettle, microwave oven and a toaster oven. It is each student’s responsibility to keep these facilities clean. Please respect this.

In addition, the Solarium serves as a multipurpose room providing an opportunity for students, faculty and staff to interact in an informal setting.

Reading Room
The Reading Room in Purvis Hall is located in Room 21 close to the main entrance of the building. The room is always open, but anyone who wishes to use it outside regular working hours (8:30 a.m. - 4:30 p.m., Monday through Friday) is responsible for ensuring that all of the windows are properly closed and locked and the blinds are closed before they leave. All reading material must remain in the room. If you wish to copy certain material, it is expected this will be returned as soon as possible. Journals are shelved in chronological and alphabetical order. Please re-shelve material taken from shelves. This room functions on an honour system and its continued existence requires the full support of faculty and students.

A more complete selection of material is found in the Health Sciences Library (3rd floor, McIntyre building).

Theses of former students are available for consultation only. They are not to be removed from the Reading Room and should be re-shelved alphabetically by author. You may also download all theses at the following address: http://digitool.library.mcgill.ca:8881/R/.

Mail
Student mailboxes are located in the Lower Level of Purvis Hall. Please check them regularly.

uPrint
Students can print from any computer on campus to a central print queue and release their print job at the Xerox device of their choice. Purvis Hall has a Xerox device located in the open area of the basement. Printing and photocopying fees are directly billed to your student fee account. The Xerox device in Purvis Hall allows students to print, photocopy, and scan to email (no charge). More information about uPrint for students can be found on the IT Knowledge Base web site.

Part-time Jobs
A limited number of teaching assistantships are available, generally for 1st year courses. Positions are posted on our website at www.mcgill.ca/epi-biostat-occh/board/, the bulletin board near the Lower Level, and circulated to students. Research assistantships are sometimes available. The most common way is by word of mouth. Let people know you are looking.
Tutoring
Tutoring of Undergraduate Medical students is an activity in which students are encouraged to participate. Although it is not paid, it is an excellent way to hone communications skills. Please contact Dr. Marina Klein (marina.klein@muhc.mcgill.ca) to volunteer.

Parking
Parking in front of Purvis Hall is restricted to staff and faculty with McGill permits. Those without permits may use the indoor garage in McIntyre for a maximum charge $20.00/day. Indoor parking can also be found at the Education Building (entrance on McTavish street). For more information, please check the following website: http://www.mcgill.ca/transport/parking/downtown/

Security
In case of emergency please call 911, then Security Services at 514-398-3000. Students are advised to take special care with all personal effects as thefts are known to occur. To report thefts please call 514-398-4556. After hours, please call 514-398-3731.

Access to Purvis Hall is limited to working hours Monday to Friday, 8:00 a.m. to 5:00 p.m. At all other times the front door will remain locked and access will be only with your ID card. You are not to use your card in order to let others in the building, individuals who require access to the building already have it. The exit door in the basement, via Peel Street, is not to be used except for emergency purposes (i.e. fire).

Computing Resources
Our department offers the following computing facilities to our students:

A Computer Lab of 6 Windows PCs and a Xerox Machine (uPrint) located in the Purvis Hall Lower Level. PCs and Xerox are linked through an Active Directory network, with access to Internet. Regulations and Guidelines concerning usage of these facilities are posted in the Lab.

Wireless Internet access to laptops having a proper Wireless card. See Useful Links below for details.

Some students are provided with a computer at Purvis Hall. It is the student responsibility to run all the necessary updates on the computer, to maintain the material in good condition, and to clean it (including the local hard drive) for the next student when they leave Purvis Hall.

Library InterLibrary Loan service – Colombo
Colombo is a web-based interlibrary loan (ILL) system used to search multiple universities and other library catalogues simultaneously, request items not held at McGill Library and to track the progress of any request made. See www.mcgill.ca/library/services/otherloans/interlibrary for details.

Trend Micro Titanium Internet Security 2014
This software is available to all full-time McGill students for free. To download your copy, see the Useful Links below. Once installed on your home computer, make sure to keep it up-to-date for your safety. Also schedule a Full Scan to run automatically once a week.

myMcGill Web Portal - mymccgill.mcgill.ca
This is the central access point from which you can get your email and online course materials, link to your student records, view important news and announcements from McGill, and more. See Useful Links below for more details.
McGill Email
McGill students receive a McGill Email Address usually in the form of firstname.lastname@mail.mcgill.ca, with a 200 MB mailbox. Any official McGill email sent to students will be addressed to that McGill Email Address. See Useful Links below for more details.

File Storage Space
McGill students receive 100 Mb of storage space on the McGill's network, for personal use including personal web pages, on the "P:" network drive. Save your files from any on campus computer and access them from home or wireless. Go to Article # 1281 and find out how to access that storage space. Check out also the Frequently Asked Questions and Documentation sections there for more details.

Useful Links to IT-Related Services at McGill
Visit the McGill IT Knowledge Base at www.mcgill.ca/it/ and search for the proper article # there.

- uPrint for students - # 1348
- Welcome new students - Article # 1957
- myMcGill (portal) - mymiegill.mcgill.ca - Article # 1409
- myCourse - Article #1554
- McGill Email - Article # 1006
- Minerva - Article # 1406
- VPN - Article # 1212
- Wireless - Article # 1121
- Username and Password - Article # 1006
- File storage - Article # 1266
- Antivirus software - Article # 1892

Visit the McGill Site Licenses for Software website (www.mcgill.ca/software) for information on more free software for McGill full-time students (antivirus, EndNote, Reference Manager and more). Login to order your free copy. See also other software license agreements at McGill.

Visit the McGill Computer Store website (www.mcgill.ca/mcs/) if you are planning on purchasing a laptop or other computing equipment.

Library Resources at McGill

McGill has 13 libraries: most Epidemiology, Biostatistics and Occupational Health material is found in the Life Sciences Library in the McIntyre Building (3rd Floor), and the Edward Rosenthal (Math & Stats) Library in Burnside Hall (Rm 1105). McGill Library is partnered with the libraries within the McGill University Health Centres and McGill students have borrowing privileges at these libraries. Additionally, students can borrow directly from a number of Canadian libraries by obtaining a CREPUQ card. Please see the following page for details: www.mcgill.ca/library/services/otherloans/crepuq.

Most recent journals are available online and accessible from your home through a DAS account or by using VPN (see the computing section for more info).

- Catalogue: your main source for finding library and collection information, catalogue.mcgill.ca/F/

- Workshops
The library puts on excellent workshops that cover basic and advanced topics including: Medline (OVID), PubMed, Web of Science and EndNote. See the Life Sciences Library website for more information: www.mcgill.ca/library/branches/lsl.
c) Interlibrary Loan and CISTI Source
Students and Staff can borrow material that is not available at McGill library through Interlibrary Loan (ILL). Find out more at: [www.mcgill.ca/library/services/otherloans/othercatalogues](http://www.mcgill.ca/library/services/otherloans/othercatalogues).

If the journal is not owned by CISTI, you can order it through Interlibrary Loan. There’s an online form at [www.mcgill.ca/library/services/otherloans/interlibrary](http://www.mcgill.ca/library/services/otherloans/interlibrary). Interlibrary Loan can also be used for books that are at MacDonald Campus.

d) The liaison librarian for the Department is available for help. Send the liaison librarian your questions and comments or make an appointment for in-depth help with your research. Please see the following link for the librarian’s contact information: [www.mcgill.ca/library/contact/askus/liaison](http://www.mcgill.ca/library/contact/askus/liaison).
STUDENT LIFE

Epidemiology, Biostatistics and Occupational Health Student Society (EBOSS)

Mission Statement and Objectives

The Epidemiology, Biostatistics and Occupational Health Student Society (EBOSS) is your student organization. Every epidemiology, biostatistics and occupational health student is automatically a voting member of EBOSS.

The mission of EBOSS is to represent the interests of students to the Department, the Post-Graduate Students Society, and the McGill Community.

Throughout the year, EBOSS organizes or co-organizes several departmental social and academic-related events to enrich the graduate student experience. These activities include:

- Orientation
- A holiday party
- Research Day
- A student-sponsored speaker
- A spring banquet

EBOSS Representation

EBOSS council conducts elections every Fall for council positions. EBOSS is lead by a council of 16 student representatives. All representatives are elected. Some members represent student issues on department and university committees, while others work to plan and organize events to enrich the academic experience of students in the department. EBOSS council meetings are held once a month.

Elections take place in September of each year. The 16 student representatives are:

- President
- Vice-President
- Vice-President Finance
- Academic Representative
- External Representative
- Biostatistics Representative
- Occupational Health Representative
- Curriculum Committee Representative;
- Communications Representative;
- Secretary;
- Ph.D. Committee Representative
- M.Sc. Committee Representative
- Post Graduate Students Society (PGSS) Councillors (2)
- Epidemiology Comprehensive Exam Representative
- Biostatistics Comprehensive Exam Representative
- Council Members at large.

A detailed description of the responsibilities of each position can be found on EBOSS website: www.med.mcgill.ca/epidemiology/EBSS

In addition, EBOSS is always looking for students to help with events.

For more information about EBOSS, its membership or its activities, please do not hesitate to contact the president at ebss.president@mail.mcgill.ca.

Research Day

Research Day, which falls in the winter semester, is an opportunity for Master's and Ph.D. students to present their research at a peer-reviewed conference in a non-threatening environment. It is also a day for the department to showcase the great work done by its students. All students in the Department of Epidemiology, Biostatistics, and
Occupational Health are invited to submit an abstract. Faculty members review abstracts, and selected abstracts are presented at Research Day. Research submitted to Research Day can be thesis-related or otherwise and may be completed or in progress. Research Day is a great opportunity to gain valuable experience and obtain feedback. Prizes are awarded.

Students wishing additional information regarding Research Day should email ebss.president@mail.mcgill.ca.

Spring Banquet

Each year, EBOSS organizes the Department of Epidemiology, Biostatistics and Occupational Health’s Spring Banquet. The event, traditionally held during the first two weeks of June, is an opportunity for all members of the department (faculty, staff, and students), as well as their friends and family members, to get together in a more informal setting. During the evening the departmental awards, including the teaching awards, are presented to recognize individuals for outstanding contributions to the department. The banquet provides an important opportunity for members of the department to get to know each other and to highlight some of the achievements of the past year.

Students wishing additional information regarding the Spring Banquet should email ebss.president@mail.mcgill.ca.

Post-Graduate Student’s Society (PGSS) and Thomson House

3650 McTavish (www.pgss.mcgill.ca/)

PGSS is run by graduate students for graduate students. It advocates for graduate student interests at all levels of university government and runs many programs to improve graduate student life at McGill. PGSS organizes parties, activities, and fun courses so graduate students can meet each other and build friendships. It offers a health plan, has scholarship information, and creates a handbook/agenda every year. PGSS sends out a weekly listserv with news, deadline reminders and information on activities. Sign up by emailing services.pgss@mail.mcgill.ca.

PGSS is run by a council made up of graduate student representatives from each department (we have three representatives). There are five elected executives (President, VP Finance, VP Internal, VP External, VP Academic) who are responsible for different portfolios. Executive members put forth proposals at the monthly council meetings, where councillors have the opportunity to modify, approve or reject those proposals.

PGSS has lots of opportunities to get involved and gain new skills. PGSS needs graduate student representatives on many different committees, covering many different interests within PGSS and within the university community. Committees range from the Equity Committee, the Health Sciences Library, the environment, to Special Projects. Go to http://pgss.mcgill.ca/get-involved/committees for more information. Committees are usually assigned during the council meetings in September. It’s a great way to build your CV and make a difference in our community!

Thomson House is graduate student central. It has a bar, a great restaurant, a snooker table, free internet access, cable TV, and games and magazines you can borrow. The PGSS offices are housed in Thomson House, and all classes, activities and parties are held there.

Look for these upcoming events on the PGSS website. (www.pgss.mcgill.ca)

- Welcome Week (usually the second week in September)
- Pub Nights every Friday night (they serve great pizzas on Fridays)
- Halloween Costume Party
- Softball League (May - August)