



McGill

Faculty of Law Faculté de
Law **Droit**

REGISTRATION GUIDE 2023-2024

GRADUATE PROGRAMS IN LAW

1. WELCOME

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

Associate Dean of Graduate Studies	Prof. Darren Rosenblum
Interim Graduate Student Affairs Administrator	Mai Nguyen (replacing Bianca Bourgeois until Jan. 2024)
Sr. Adm. and Student Affairs Coordinator	Dalia Charafeddine
Student Affairs Coordinator	Ilana Chocron

We are here to offer guidance and support to all students in order to facilitate and enrich the law school experience. Starting in September, students will also receive the weekly *GradINFO Bulletin* via email, notifying them of upcoming deadlines and activities.

Location	New Chancellor Day Hall (3644 Peel - Room 406)
Phone number	514-398-6635
Website	https://mcgill.ca/law/grad-studies
Email address	grad.law@mcgill.ca
Office hours	Monday to Thursday: 10:00 - 12:30 and 14:00 - 16:00 Friday: Staff working remotely

2. REGISTRATION

We will also be in touch over the coming weeks with information concerning welcome and orientation activities. (Our orientation will be held on August 29, 2023.) Please review the documents listed below in order to assist you with registration and course selection.

- [Course selection forms](#) (program specific - please ensure that you are consulting the correct form according to your program of study)
- [2023-2024 courses and exam schedules](#), which list all 500 and 600 level courses offered in the Faculty of Law. (**Graduate students are eligible to register for 500-level courses or higher.**)

2.1 REGISTRATION

Registration takes place via [Minerva](#), an online system to which you must log in using your McGill ID and associated Minerva PIN. Registration for the Fall 2023 and Winter 2024 terms for new graduate students opens as of **July 4, 2023 (starting at 9:00 a.m. EDT) on a first-come, first-serve basis**. The official registration period runs from July 4, 2023 to August 14, 2023.

Students who have not registered by August 14 may still register **late** on Minerva from August 15, 2023 to September 12, 2023. However, a late registration penalty fee will apply.

Students must first register for both the Fall 2023 and Winter 2024 terms by adding the Registration Confirmation Course "REGN RCGR" via Minerva:

- **Fall 2023** **202309, CRN 179**
- **Winter 2024** **202401, CRN 190**

Note for Graduate Certificate students: Please register for the **Fall 2023** term only.

Minerva Instructions (additional guidelines are available [here](#)):

1. Log into [Minerva](#)
2. Click on Student > Registration Menu > Search Class Schedule and Add Course Sections
3. Select the correct term (Fall 2023)
4. Select REGN as the Subject
5. Click Course Search at bottom of page
6. Find RCGR - Confirm Grad Reg
7. Click on View Sections
8. Check off the box for CRN 179
9. Follow instructions and repeat this process for Winter 2024, choosing CRN 190 instead
10. To find specific courses, search for the correct subject code under Subject (CMPL, LAWG, PUB2, BUS2, ASPL, etc.)

Please register for all required courses listed on your Course Selection form. For electives, register for any 500 or 600 level courses in the Faculty of Law.

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

- **Fall 2023**
 - September 12, 2023 (with refund)
 - September 19, 2023 (with refund and grade of 'W' on transcript)
 - October 24, 2023 (no refund and grade of 'W' on transcript)
- **Winter 2024**
 - January 16, 2024 (with refund)
 - January 23, 2024 (with refund and grade of 'W' on transcript)
 - February 27, 2024 (no refund and grade of 'W' on transcript)

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

All incoming graduate students must complete a mandatory on-line [Academic Integrity Tutorial](#) on Minerva as well as [It Takes All of Us: Creating a Campus Community Free of Sexual Violence](#), a mandatory online learning program that strives to increase awareness of sexual violence by addressing topics like consent, bystander intervention, and supporting survivors.

[Important Dates](#) are available on McGill's website. The [Graduate and Postdoctoral Studies](#) (GPS) website also contains detailed information concerning registration and [orientation activities](#).

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

2.2 ADDITIONAL INFORMATION

All students must clear the **conditions of admission** as indicated in their official Offer of Admission letter. Applicants have until October to meet their conditions of admission; as such, new students are able to register

for their first-year courses with no difficulty. Electronic copies of official transcripts and proofs of degree can be sent from institutions to officialschooldocs@mcgill.ca.

All new students who are Canadian Citizens, Permanent Residents, and/or Quebec Residents must submit proof of their status to Enrolment Services in order to qualify for the fee assessment at the Canadian or Quebec rate. Please consult [Legal Documents](#) for details.

Note that all **international** students must apply for and obtain a [Certificate of Acceptance of Quebec](#) (CAQ) and a [Study Permit](#) **before making plans to travel to Canada**. For additional guidance, please contact [International Student Services](#).

All students must obtain a [McGill Student ID Card](#) once they arrive in Montreal.

2.3 FEE INFORMATION

e-Billing is the official method for delivery of Fee Statements to all students. Detailed information about e-Billing is available [here](#). Tuition and fees are payable per term; the payment dates can be found [here](#). Students are responsible for viewing their Fee Statements on Minerva and ensuring that their fees are paid on time.

LLM students

The [Fee Calculator](#) has been updated for the 2023-2024 academic year. All LLM students must register and pay fees for a minimum of three terms of full-time study (total 45 credits). In calculating the cost of attendance for three terms, LLM students will need to adjust the fees listed on the above website to include an additional 15 credits/full-time residency term. In addition to the three full-time terms residency requirement, students are also subject to additional fees **up to and including** the term of graduation (e.g. Master's Non-Thesis Extension, Master's Additional Sessions, and Master's Thesis Evaluation terms).

To use the calculator, select your correct status (Quebec, Non-Quebec Canadian, or International) and academic year (Fall 2023/Winter 2024). **Master's Thesis** students should then select **Master's Thesis Full-Time**; **Master's Non-Thesis** students should select **Master's Non-Thesis Programs**. The tuition and additional fees for the **Fall 2023** and **Winter 2024** terms should then be available. As all students must register and pay fees for a minimum of three full-time terms, the **Summer 2024** tuition and fees should be similar to the Winter 2024 tuition and fees.

Graduate Certificate students

The Graduate Certificate consists of a minimum of **15 law course credits**. To use the [Fee Calculator](#), select your correct status (Quebec, Non-Quebec Canadian, or International), academic year (Fall 2023/Winter 2024), and **Graduate Certificates/Diplomas - Others**. The tuition per credit and additional fees should then be available.

DCL students

The DCL program typically requires **two** years of full-time residency. Doctoral candidates normally begin the program as DCL 2 students, meaning that "DCL 2" and "DCL 3" years satisfy the residency requirement. Following the residency requirement, students must register on a full-time basis for one more year, before continuing on as Additional Session. (Students in Additional Session are also charged fees in the summer term.) As such, students are subject to fees **up to and including** the term of graduation (e.g. PhD Additional Sessions and PhD Thesis Evaluation terms).

3. PROGRAM REQUIREMENTS AND PROGRESS TRACKING

3.1 DOCTOR OF CIVIL LAW DEGREE (DCL)

Program Requirements

DCL students must register for *Theoretical Approaches to Law* (CMPL 641) and *Legal Research Methodology* (LAWG 702) in order to ground the critical framework necessary for a major research and writing project. Students are also required to submit a detailed thesis proposal by the end of their first semester (Fall 2023). They must then register for *Literature Review, Analysis, and Proposals* (LAWG 703) in Winter 2024.

Students are encouraged to take the following: Communication 1 (LAWG 601) and Communication 2 (LAWG 602). They should also register for all other courses relevant to their scholarly ambitions (e.g. *Legal Education*, *Air and Space Law* courses, etc.). Every DCL student must successfully pass a comprehensive examination, usually after one full year in the program (i.e.: Fall 2024 for students admitted in Fall 2023). They must also complete 2 DCL Seminars during the course of the program.

Tracking and thesis defense

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

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

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

Letters of Understanding

A [Letter of Understanding](#) is the suggested way to ensure that both supervisor and supervisee are clear about each other's expectations. Letters of Understanding are required for DCL students and must be completed by the end of Fall 2023 at the latest.

Individual Development Plans

Individual Development Plans (IDPs) provide graduate students with support for individualized planning related to academic and professional development, facilitating their transition into a wide variety of careers. The Faculty of Law has created dynamic [IDPs](#) concerning research, wellness, and skills for doctoral students.

3.2 MASTER OF LAWS DEGREE (LLM)

All our Master's programs require 45 credits and lead to an LLM degree; they involve substantial research and writing in addition to coursework. The LLM Non-Thesis and Thesis programs are full-time programs during which students are expected to devote substantially all of their time to their studies. Students must complete their coursework over the Fall 2023 and Winter 2024 terms.

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

3.3 GRADUATE CERTIFICATES

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

3.4 MYPROGRESS

There are many steps to completing a graduate degree, and important academic and research milestones that need to be met along the way. myProgress is supported by a web-based tool that allows graduate students and their supervisors to track and monitor progress towards their degree. Students admitted to a **Master's Thesis or DCL program** have access to myProgress.

The logo for myProgress, featuring the word "myProgress" in a red, lowercase, sans-serif font. The "my" is smaller and positioned to the left of "Progress". The text is enclosed in a rounded rectangular box with a thin red border.

Benefits of myProgress

- See course and program requirements for your McGill degree
- Monitor your progress towards your degree
- Receive reminders of upcoming or missed academic milestones in thesis graduate programs

4. GENERAL UNIVERSITY AND FACULTY POLICIES

4.1 GPS REGULATIONS AND GUIDELINES

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

<https://www.mcgill.ca/students/srr/academicrights>.

4.2 COMPLIANCE WITH PROGRAM REQUIREMENTS

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

4.3 LANGUAGE POLICY

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

If necessary, students may register for English or French language courses. English courses are offered at the [McGill Writing Center](#) and French courses are offered at the [French Language Centre](#). These Centres usually

require a letter from the GPO, authorizing the student to register in such a course. If a language course is taken through the Language Centre, there are additional fees. Students interested in further improving their writing skills may wish to visit [Writing Resources](#).

4.4 SUPPLEMENTAL AND DEFERRED EXAMINATIONS

Detailed information on [supplemental and deferred examinations](#) is available on the Student Affairs Office (SAO) website.

4.5 COURSE FAILURE POLICY

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

4.6 EXTENSIONS

The Faculty of Law administers regulations for extensions for submission of assignments. Please consult the current [extension policy](#) available on the SAO website.

4.7 TIME LIMITATION AND LEAVE OF ABSENCE

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

DCL candidates typically begin the program as DCL 2 students and must complete the degree by the end of DCL 7 (i.e.: within six years). Consult the [Time Limitation Policy](#) for details.

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

4.8 STUDENT DISCIPLINE AND ACADEMIC INTEGRITY

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

4.9 E-MAIL POLICY

E-mail is an official means of communication between McGill University and students. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mails are read and acted upon in a timely fashion. If a student chooses to forward their university e-mails to another account, it is that student's responsibility to ensure that the alternate account is functional. Each McGill student is assigned a McGill e-mail address, normally in the form of firstname.lastname@mail.mcgill.ca. Official University communications may be sent only to this e-mail address. For further information, please read the [McGill e-mail policy](#).

5. STUDENT RESOURCES AND WELLNESS

McGill University offers many valuable services to assist students throughout their studies, and the Faculty of Law strongly encourages all students to make time for their personal wellness.

We are proud to have three Student Wellness Advisors for graduate students. Kayla Adem and Heleen Loohuis specifically assist students in the Faculty of Law; Devon Simpson is the designated Wellness Advisor for all graduate students. You can [book appointments](#) with them via the McGill Student Wellness Hub site (select 'Law' or 'Graduate').

For various student services, please consult [Student Wellness](#) and [Student Services](#).