

**McGill UNIVERSITY**

**DEPARTMENT OF MICROBIOLOGY AND IMMUNOLOGY**

**M.Sc. PROGRAM**

**GRADUATE STUDENT HANDBOOK  
2023-2024**

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## M.Sc. Program Requirements

A minimum of three terms in residence, 45 credits and submission of a thesis are required to be eligible for the M.Sc. degree.

Of the 45 credits,

- 33 credits are thesis research credits awarded as a block upon acceptance of the M.Sc. thesis:

<b>MIMM 697</b>	<b>Master's Research 1</b>	<b>11 credits</b>
<b>MIMM 698</b>	<b>Master's Research 2</b>	<b>11 credits</b>
<b>MIMM 699</b>	<b>Master's Research 3</b>	<b>11 credits</b>

- 12 credits are completed through the following graduate courses:

<b>MIMM 611</b>	<b>Graduate Seminar 1</b>	<b>3 credits</b>
<b>MIMM 612 Section 001</b>	<b>Graduate Seminar 2</b>	<b>3 credits</b>
<b>*XXXX</b>	<b>Reading and Conference 1</b>	<b>3 credits</b>
<b>*XXXX</b>	<b>Reading and Conference 2</b>	<b>3 credits</b>

\* The two Reading and Conference (R&C) courses can be any life science related course at the 500 level or higher. The Graduate Program Director (GPD) must approve the selection of the course prior to registering for it. Students must send the request to [gpd.microimm@mcgill.ca](mailto:gpd.microimm@mcgill.ca) and copy [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca). For a list of recommended courses and their description, visit this link: [List of R&C Courses](#)

\* To register for any non-MIMM R&C courses, please contact the graduate coordinators of the relevant department after getting the approval from the MIMM GPD.

### Additional Requirements:

- Attendance to the Departmental Orientation Session during the first term of residence is mandatory for new students and recommended for all graduate students. Attendance is determined by a sign-in sheet. Orientation sessions are held at the beginning of the Fall and Winter terms. Students starting in the summer term must attend the Fall Orientation. The dates of the orientation sessions are available on the departmental website.
- Attendance at an Ethics Workshop (NEUR 705 – Responsible Research Conduct) is mandatory for new MIMM graduate students. Students must register for NEUR 705 in Minerva by early August during their first academic year (preferably during the first term of residence).

## **Additional Requirements Continued:**

- The submission of an Advisory Committee Report in due time is mandatory. Details are provided in the **Advisory Committee Section** of this handbook.
- Attendance at the MIMM Graduate Student Seminars is mandatory during each term of residence. These seminars are accessible to the public and the broader McGill community. Students are permitted to miss just one (1) seminar day per term. Attendance is tracked through an online form available through a QR code. Additional information can be found in the MIMM Graduate Student Seminars section of this handbook. The schedule for these seminars during the fall and winter terms is accessible on the MIMM departmental website.
- Attendance at the annual Graduate Student Research Day is mandatory every year. Attendance is determined through registration and via a sign-in sheet.
- Participation in the annual Graduate Student Research Day through an oral or poster presentation is mandatory at least once during the residency.
- Graduate students in Microbiology and Immunology are required to attend ten (10) Current Topics - Scientific Seminars each semester. **Students have the flexibility to attend a variety of scientific seminars. The following options can be used to count towards the scientific seminar requirements:**
  - **Emerging Topics in Health (EToH) seminar series:** These are seminars organized by multiple units of McGill University. Attending these seminars counts towards your requirement.
  - **External Seminars:** You may also attend external seminars, which are any life sciences-related seminars held at McGill University or its affiliated centers, such as MUHC (McGill University Health Centre), LDI (Lady Davis Institute), and IRCM (Institut de recherches cliniques de Montréal).
  - **Seminars from External Recognized Academic Institutes:** Another option is to attend seminars presented by principal investigators from recognized academic institutes outside of McGill University.
  - **Online Platforms (GDP approval only):** We understand that attendance at physical seminars may not always be possible. Therefore, we accept seminars attended via any online platform.
  - **EDI/Ethics/Professional Development Workshops (GDP approval only):** Attendance at Equity, Diversity, and Inclusion (EDI), Ethics or various Professional development workshops will also be considered as part of your seminar attendance requirement.
- It is important to note that you can count up to two seminars out of the required ten from fields outside of life sciences. This allows students to explore topics beyond their primary area of study and broaden your knowledge.
- **All Graduate students are required to enroll in courses for the academic year (both the Fall and Winter terms), via Minerva no later than the second week of August each year.**
- **Failure to adhere to these additional requirements may result in ineligibility for departmental awards and fellowships, and students may be asked to leave the program.**

## **M.Sc. Recommended Program Timeline**

*For students entering the program in Fall or Summer*

### **Year 1**

#### **Summer Term (if first term in residence)**

**Register for:** REGN RCGR

#### **Fall Term**

- Attend Orientation Session
- Attend Ethics Workshop (NEUR 705)
- Select Advisory Committee members and submit a Nomination Form
- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Submit Advisory Committee Report
- **The first Committee meeting should be done in 6-8 months since starting the program. The next meeting should be- approximately 1 year (to the month) from the date of the first. It is advised that students should start planning months in advance of the meeting.**

**Register for:** MIMM 697                      Master's Research 1  
                  MIMM 611                      Graduate Seminar 1  
                  NEUR 705                      Responsible Research Conduct

#### **Winter Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Register and attend the annual Graduate Student Research Day
- At least one oral or a poster presentation is mandatory once during the residency.

**Register for:** MIMM 698                      Master's Research 2  
                  XXXX                                      Reading and Conference1\*

### **Year 2**

#### **Fall Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Submit Advisory Committee Report by the end of the term
- Possibility to organize transfer to the Ph.D. program
- Thesis submission allowed at the end of the term<sup>§</sup>

**Register for:** MIMM 699                      Master's Research 3  
                  MIMM 612 Section 001              Graduate Seminar 2<sup>#</sup> (if last term in residence)  
                  XXXX                                      Reading and Conference 2\*

### **Winter Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Register and attend the Annual Graduate Student Research Day
- At least one oral or a poster presentation is mandatory once during the residency.

**Register for:** MIMM 612 *Section 001* Graduate Seminar 2# (if last term in residence)

### **Year 3 (if applicable)**

#### **Fall Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Submit Advisory Committee Report by the end of the term
- Thesis submission

**Register for:** MIMM 612 *Section 001* Graduate Seminar 2# (if last term in residence)

#### **Winter Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Register and attend the annual Graduate Student Research Day
- At least one oral or a poster presentation is mandatory once during the residency.
- Thesis submission

**Register for:** MIMM 612 *Section 001* Graduate Seminar 2# (if last term in residence)

*\* Students may register for a Reading and Conference course in any term (except summer terms). It is highly recommended to complete one R&C course within the first year.*

*# It is highly recommended to students in the M.Sc. program transferring into the Ph.D. program to present their Graduate Seminar 2 in the Fall term of Year 2.*

*§ M.Sc. thesis can be submitted after a minimum of three academic terms in residence.*

## **M.Sc. Recommended Program Timeline**

*For students entering the program in Winter*

### **Year 1**

#### **Winter Term**

- Attend Orientation Session
- Attend Ethics Course (NEUR 705)
- Select Advisory Committee members
- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Register and attend the annual Graduate Student Research Day
- At least one oral or a poster presentation is mandatory once during the residency.
- Advisory Committee Report in 6-8 months since starting.
- **The next meeting should be- approximately 1 year (to the month) from the date of the first. It is advised that students should start planning months in advance of the meeting.**

**Register for:** MIMM 697                      Master's Research 1  
                    MIMM 611                      Graduate Seminar 1  
                    NEUR 705                      Responsible Research Conduct

#### **Fall Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Submit Advisory committee report by the end of the term

**Register for:** MIMM 698                      Master's Research 2  
                    XXXX                      Reading and Conference 1

### **Year 2**

#### **Winter Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Possibility to organize transfer to the Ph.D. program
- Register and attend the Annual Graduate Student Research Day
- At least one oral or a poster presentation is mandatory once during the residency.
- Thesis submission allowed at the end of the term<sup>5</sup>

**Register for:** MIMM 699                      Master's Research 3  
                    MIMM 612 *Section 001*              Graduate Seminar 2<sup>#</sup> (if last term in residence)  
                    XXXX                      Reading and Conference 2\*

#### **Fall Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Submit Advisory committee report by the end of the term

**Register for:** MIMM 612 *Section 001*              Graduate Seminar #2 (if last term in residence)

## **Year 3 (if applicable)**

### **Winter Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Register and attend the annual Graduate Student Research Day
- At least one oral or a poster presentation is mandatory once during the residency.
- Thesis submission

**Register for:** MIMM 612 *Section 001* Graduate Seminar 2<sup>#</sup>(if last term in residence)

### **Fall Term**

- Attend MIMM Graduate Student Seminars
- Attend 10 Current Topics - Scientific Seminars
- Submit Advisory Committee report by the end of the term
- Thesis submission

**Register for:** MIMM 612 *Section 001* Graduate Seminar 2<sup>#</sup>(if last term in residence)

*\* Students may register for a Reading and Conference course in any term (except summer terms). It is highly recommended to complete one R&C course within the first year.*

*# It is highly recommended to students in the M.Sc. program transferring into the Ph.D. program to present their Graduate Seminar 2 in the Winter term of Year 2. Note that in this case students have the option to start the Ph.D. program in the summer term or Fall term. If students start the Ph.D. program in the summer term, they will be charged tuition fees for the summer term.*

*§ M.Sc. thesis can be submitted after a minimum of three academic terms in residence.*

## M.Sc. ADVISORY COMMITTEE

Each graduate student must have an Advisory Committee, which consists of:

- The student's research supervisor(s)
- Two other faculty members

One of the faculty members must be a member or associate member of the department. The other faculty member can be an academic member in a tenure-track position in another department or university.

The mandate of the Advisory Committee is to provide guidance on and evaluation of research proposal/progress and communication skills, and to follow up on program timeline.

Students, in consultation with their supervisor, submit the names of the members of their M.Sc. Advisory Committee to the Graduate Program Director for approval using the **M.Sc. Advisory Committee Nomination Form**. The student must send the form to [gpd.microimm@mcgill.ca](mailto:gpd.microimm@mcgill.ca) and copy [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca).

The student must meet with the Advisory Committee **every 12 months**, and it is the student's responsibility to schedule these meetings. The student does not need to hold an advisory committee meeting on the same year as the Ph.D. Switch seminar, however there must be an advisory committee meeting in the year of the Ph.D. Comprehensive exam.

The first Advisory Committee meeting **is to be held within the first two terms (6 to 8 months) in residence**. At this first meeting two program requirements must be completed:

- Evaluation of the MIMM 611 course
- Submission of an Advisory Committee Report

For the evaluation of the MIMM 611 course, the student should present orally and in writing his/her research project. Please refer to the course description of MIMM 611 for more details on the format of the oral presentation and the written research proposal. The advisory committee will evaluate the oral presentation, the written research proposal and the performance of the student in the question period. The evaluation should be recorded on the **MIMM 611 Student Seminar Evaluation Form** (for non-public seminars).

**The length of the presentation should be approximately 30 minutes, which is a flexible suggestion. Time might vary depending on the students and the supervisor's discussion. Most Advisory Committee Meetings last about 2 to 2.5 hours, given that the maximum length of the meeting should be no more than 3 hours.**

The student should complete the appropriate sections of the **M.Sc. Advisory Committee Report** prior to the meeting. The supervisor, the committee members and the student should review the report and the committee should provide an overall evaluation on the last page of the report. A student not agreeing with the evaluation must append to the report a written statement detailing his/her objections.

Approximately **one year later**, and every year thereafter up to the end of residence, students should meet with their Advisory Committee. This includes students who transfer to the Ph.D. program. They will continue to follow the same Advisory Committee schedule they had as a M.Sc. student. The student has to prepare a brief outline, no longer than 8 double-spaced pages (including references and figures) describing the student's progress made towards the research objectives during the past year. The outline will be submitted to the committee members **at least one week prior to the meeting**. The student should also fill in the appropriate sections of the **M.Sc. Advisory Committee Report** and bring it to the meeting.

The supervisor, the members and the student should review the report during the meeting and the committee should provide an overall evaluation of the research progress on the last page of the report. Note that a formal oral presentation of the research progress is mandatory. A student not agreeing with the evaluation must append to the report a written statement detailing his/her objections.

**It is the student's responsibility to electronically submit the completed Advisory Committee Report to the Graduate Program Director and the Student Affairs Administrator within one week of the meeting.**

If a report is judged unsatisfactory, a follow-up progress tracking meeting must occur not sooner than 4 months and not later than 6 months after the first meeting. A deadline for the follow-up meeting must be indicated in the **M.Sc. Advisory Committee Report**. A new set of objectives for the next four to six months should be developed at the meeting and recorded in the report. If at the follow-up meeting, the student's progress is still evaluated unsatisfactory by the Advisory Committee, the student may be required to withdraw from the program.

Two unsatisfactory Reports (not necessarily successive) constitute unsatisfactory progress towards the degree. For more University policy details on Research Tracking, visit <http://www.mcgill.ca/gps/students/research-tracking>.

**Students not submitting Advisory Committee Reports to the Graduate Program Director in due time will not be eligible for departmental awards and fellowships.**

Special circumstances affecting the timing of the Advisory Committee meetings should be discussed ahead of time with the Graduate Program Director.

## **MIMM 611**

### **Graduate Seminar 1**

**Course Coordinator: Dr. Ciro Piccirillo ([gpd.microimm@mcgill.ca](mailto:gpd.microimm@mcgill.ca))**

The objective of this course is to ensure rapid immersion of the student into a defined research project to promote on time graduation or transfer to the Ph.D. program.

To this end, registered students must present orally and in writing a research proposal during their first term in residence in the context of the first M.Sc. Advisory Committee meeting. As soon as the date has been set for the Advisory Committee meeting, the student must inform the Student Affairs Administrator by emailing [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca).

One week prior to the first Advisory Committee meeting, the student must submit a written summary/abstract of the research proposal to the members of the committee. The written summary should include an abstract of 250 words or less, be typed double-spaced using a 12-point Times font and not exceeding 8 pages (including the abstract, figures, figure legends and references).

In the oral presentation, the student must provide the relevant background of the research project, state the hypothesis to be tested, the objectives of the research project and summarize the experimental approaches that will be used. The presentation should last 30 minutes and is followed by a question period.

The course is evaluated on a Pass or Fail basis by the members of the Advisory Committee, according to the outcome of the 1st Advisory Committee Meeting (Satisfactory or non-Satisfactory). Note that absence of preliminary data cannot be grounds for a Fail grade and that exhaustive knowledge of the research field is not required to get a Pass.

In case of a Fail, the supervisor should review the weaknesses of the presentation with the student and supervise its improvement. A second successful evaluation by the Advisory Committee is required not sooner than 4 months and not later than 6 months after the first evaluation to get a Pass. A grade of "HH" is assigned until the second meeting. If the presentation is satisfactory, then the grade of "HH" will be changed to a PASS. In case of a second fail, the student will receive a grade of FAIL. **It is the student's responsibility to electronically submit the completed second evaluation form to the Student Affairs Administrator by emailing [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca) within a week of the meeting.**

**IMPORTANT NOTE: Students unable to meet with their Advisory Committee in the semester in which they register for MIMM 611 must drop the course within the course change (drop/add) period. If the student misses the course change deadline, he/she must withdraw from the course and pay the associated fees. Failure to withdraw will result in a grade of "J" (incomplete/failure), which counts as "0" in GPA calculations, unless circumstances have been discussed ahead of time with the course coordinator. In all cases, students should register for the courses in the following semester.**

## **MIMM 612 Section 001**

### **Graduate Seminar 2**

**Course Coordinator: Dr. Martin Olivier ([martin.olivier@mcgill.ca](mailto:martin.olivier@mcgill.ca))**

Candidates for the M.Sc. degree must present a scientific seminar during their last term in residence and register for MIMM 612 (Section 001) for the term in which they will be presenting their seminar. This seminar must be a summary of the student's proposed M.Sc. thesis and scientific results obtained up until the time of presentation.

This seminar is held publicly in the context of the MIMM Graduate Student Seminar Series organized by the Department. **Students should contact the Student Affairs Administrator by emailing [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca) at least one term in advance to schedule their seminar.**

Students must submit an abstract of their presentation to the Student Affairs Administrator, **one week prior to the date of the seminar.** Students are required to follow the Graduate Student Seminar Guidelines to ensure the successful delivery of their public seminars.

Seminar attendance is mandatory for supervisors whose students are presenting. Supervisors who cannot attend must find a McGill academic staff member as a replacement.

This seminar may be used as a transfer seminar for M.Sc. students wishing to proceed directly to the Ph.D. program (**refer to the Ph.D. handbook for students who internally transfer from the M.Sc. program to the Ph.D. program for further details**).

The M.Sc. student who receives the highest mark during the academic year and has fulfilled all recommended program requirements will receive the Wilfred Yaphe Award. This award has been established in the memory of Dr. Wilfred Yaphe, professor in the Department of Microbiology and Immunology at McGill University from 1966 to May 1986. The estimated amount of the award is \$300.

**IMPORTANT NOTE: Students who are unable to present their scientific seminar in the semester in which they have registered for MIMM 612 must drop the course within the course change (drop/add) period. Students that miss the course change deadline must withdraw from the course and pay the associated fees. Failure to withdraw from the course will result in a grade of "J" (incomplete/failure), which counts as "0" in GPA calculations, unless circumstances have been discussed ahead of time with the course coordinator. In all cases, students should register for the course in the following semester.**

## MIMM Graduate Student Seminars Guidelines

**IMPORTANT NOTE:** The schedule for the MIMM Graduate Student Seminars for the academic year will be distributed to all students by the second week of August. Students are to communicate any inquiries regarding the schedule or their presentation to the Student Affairs Administrator via email at [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca). The finalized schedule will be made available to students and faculty by the first week of September and will also be posted on the MIMM website.

### Abstract

Students submit an abstract of their presentation to the course coordinator, **one week prior to the date of the presentation**. Failure to submit the abstract on time will result in a 5% deduction from the student's final mark. The abstract of the presentation will be circulated to all graduate students and professors by the course coordinator.

### Presentation

All final M.Sc. students, students in the M.Sc. program wishing to switch to the Ph.D. program, and all final Ph.D. students must present a seminar that is a comprehensive summary of their research project. This seminar is held publicly and should be 30-35 minutes in duration. Students are expected to present the relevant background information needed to introduce their research topic, the objective(s) and rationale of their research project, the specific hypothesis tested, the results obtained, and the conclusions they have reached from their research studies.

Each presentation is followed by a 5-10-minute question period led by the Student Chair if preferred by the presenter (refer to Student Chair Responsibilities below).

### Evaluation

The seminar presentations are evaluated by a Grading Panel composed of 3 to 4 faculty members, according to the criteria indicated on the Seminar Evaluation Form. The supervisors do not participate in the evaluation of their own students. The average of the Grading Panel marks counts for 100% of the final grade. **It is suggested but not mandatory to have the student notify their Advisory Committee Members of their presentation.**

The M.Sc. student who receives the highest mark during the academic year and has fulfilled all recommended program requirements will receive the Wilfred Yaphe Award. In case of a tie, the awardee will be determined by the Grading Panel instead of the final grade.

Attendance of the Graduate Student Seminars, in both Fall and Winter terms, is **mandatory for all graduate students** in the Department. Half a letter grade will be deducted from a student's final mark if more than one seminar day per term is missed (Example: A becomes A-; A- becomes B+; etc.). The seminars schedule is sent to the registered students by the course coordinator and posted on the Department's website.

## **Speaker Responsibilities**

**It is strongly recommended that the speakers come prior to their seminar for a run-through of their presentation, to ensure an efficient transition between speakers (if the seminar is scheduled in person).**

## **Student Chair Responsibilities**

The Student Chair ensures that a laser pointer and a microphone (available at the MIMM Administrative Office) are available to the speaker.

The Student Chair introduces the speaker by providing the following information if preferred by the presenter:

- The student's background
- The student's status in the program (M.Sc. or Ph.D.)
- The supervisor's name, research field and laboratory location
- The nature of the seminar (M.Sc. final or switch seminar)

The Student Chair is responsible for leading and facilitating the question period if preferred by the presenter. They should ask the first question and, afterward, invite questions from the audience starting with students and then with professors. The Chair is also responsible for closing the discussion on time.

**IMPORTANT NOTE: Starting in Fall 2023, peer evaluation during seminars will no longer be required.**

## **Attending Student Responsibilities**

**IMPORTANT NOTE: Starting in Fall 2023, students must complete an online attendance form to confirm their presence at each seminar. To access this form, students will receive a QR code from the seminar facilitator after the final presentation of the day at each seminar. The form also contains a section where students must provide a brief summary of the main insights gained from attending the seminar.**

Given the substantial amount of effort needed to create and present a seminar, it is imperative that the audience listens to each speaker attentively. Students attending the seminars should refrain from using any device (e.g., cell phone, laptop) that could distract their peers from concentrating on the presentation.

## Current Topics – Scientific Seminars

**IMPORTANT NOTE: Attendance at an Orientation Session and to a Career Day can account for attendance to a Current Topics – Scientific Seminar.**

Graduate students in Microbiology and Immunology are required to attend ten (10) Current Topic - Scientific Seminars each semester. **Students have the flexibility to attend a variety of scientific seminars.** The following options can be used to count towards the scientific seminar requirements:

- **Emerging Topics in Health (EToH) Seminar Series:** These are seminars organized by multiple units of McGill University. Attending these seminars counts towards your requirement.
- **External Seminars:** You may also attend external seminars, which are any life sciences-related seminars held at McGill University or its affiliated centers, such as MUHC (McGill University Health Centre), LDI (Lady Davis Institute), and IRCM (Institut de recherches cliniques de Montréal).
- **Seminars from External Recognized Academic Institutes:** Another option is to attend seminars presented by principal investigators from recognized academic institutes outside of McGill University.
- **Online Platforms (GDP approval only):** We understand that attendance at physical seminars may not always be possible. Therefore, we accept seminars attended via any online platform. To obtain approval, please email [ciro.piccirillo@mcgill.ca](mailto:ciro.piccirillo@mcgill.ca) and [gpd.microimm@mcgill.ca](mailto:gpd.microimm@mcgill.ca) and cc [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca).
- **EDI/Ethics/Professional Development Workshops (GDP approval only):** Attendance at Equity, Diversity, and Inclusion (EDI), Ethics or various Professional development workshops will also be considered as part of your seminar attendance requirement. To obtain approval, please email [ciro.piccirillo@mcgill.ca](mailto:ciro.piccirillo@mcgill.ca) and [gpd.microimm@mcgill.ca](mailto:gpd.microimm@mcgill.ca) and cc [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca).
- It is important to note that students can count up to two (2) seminars out of the required ten from fields outside of life sciences. This allows students to explore topics beyond their primary area of study and broaden their knowledge.

To record attendance at these seminars, students should follow these guidelines:

- After attending each seminar, students must complete the **Current Topics - Scientific Seminar Attendance Form**, which can be accessed **online** at <https://forms.office.com/r/v7ijrBYCD>. If you happen to overlook documenting a seminar during the academic year, we kindly request your prompt completion of the form. The form contains a section where students must offer a brief summary of the main insights gained from attending the seminar.
- Additionally, students are required to verify their attendance at these seminars by filling out the standard **Seminar Attendance Form** (Word document), which is available on the MIMM Department website at the conclusion of each term.
- **Students are to submit a PDF copy of the form via email to [grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca) by the following deadlines. This action enables the department to cross-reference attendance records at the end of each semester:**
  - **Fall 2023 Semester | submission deadline is December 15, 2023**
  - **Winter 2024 Semester | submission deadline is April 12, 2024**

## Reading and Conference 1 and 2

Six credits must be completed through two Reading and Conference courses. These courses can be any life science related course at the 500 level or higher offered at McGill University. **Prior to course registration**, the student should provide the course outline, a short justification to attend the selected course and the supervisor's endorsement to the Graduate Program Director (gpd.microimm@mcgill.ca) for approval.

The Department of Microbiology and Immunology offers three Reading and Conference courses:

- **Microbiology/Immunology Journal Club (MIMM 616, Fall Term)** which examines work published by invited speakers from the Infection and Immunity Seminar Series.  
**Course Coordinator: Prof. S. Fournier (sylvie.fournier@mcgill.ca)**
- **Immunopathogenesis of Human Diseases (MIMM 607, Winter Term)**, which addresses the critical role of immune-regulatory mechanisms (cellular/molecular) for maintaining the balance between immune-protective and immune-driven pathology as well as its potential consequences on systemic pathology.  
**Course Coordinator: Prof. M. Divangahi (maziar.divangahi@mcgill.ca)**
- **The Human Microbiome (MIMM 617, Winter Term)** is a graduate-level course for students that have a strong background in microbiology and immunology who are interested in understanding how the microbiota and microbiome can influence several human physiological processes. How the human microbiome establishes itself, is maintained, and can alter human health will be explored and discussed. Students will also be exposed to the state-of-the-art approaches to the study of the human microbiome.  
**Course Coordinator: Prof. Corinne Maurice (corinne.maurice@mcgill.ca )**
- It is recommended that all Graduate Students take a statistics course as part of their Reading and Conference requirements. A few options are: **BINF 531, EXMD 634, BIOL 598, & EPIB 507.**
- Some other Reading & Conference courses frequently taken by MIMM graduate students include: **BIOC 600, BTEC 555, EPIB 615, EXMD 509, EXMD 609, EXMD 610, EXMD 615, EXMD 632, EXMD 642, NEUR 502, NEUR 550, NEUR 602, PPHS 511.**
- Descriptions of the Reading & Conference courses mentioned above can be found at this link: <http://mcgill.ca/microimm/graduate/graduate-students>

## Academic Integrity

McGill University places a high importance on academic integrity. It is imperative that all students grasp the significance and repercussions associated with actions like cheating, plagiarism, and other academic violations as outlined in the Code of Student Conduct and Disciplinary Procedures. For further details, please visit: [www.mcgill.ca/students/srr/honest/](http://www.mcgill.ca/students/srr/honest/).

We strongly advise students to refer to the online resource guide called "[FairPlay: A Guide to Academic Integrity](http://www.mcgill.ca/students/srr/honest/students/test)." This guide provides a comprehensive explanation of what constitutes an academic offense and is designed to assist students in avoiding cheating, plagiarism, and other activities that could result in consequences such as censure, failure, or expulsion from the University. For additional details, please visit: <http://www.mcgill.ca/students/srr/honest/students/test>

MIMM Department students must prioritize upholding the department's reputation and integrity by adhering to the highest standards of academic integrity and ethical conduct. Here are some examples of violations as they relate to student conduct within the MIMM Department:

- This website provides information that clarifies signing in for a classmate who is unable to attend a course as a violation of the University Integrity Code. **It is important to note that numerous courses in the MIMM graduate program utilize sign-in/online form(s) as part of their evaluation process.**
- This website also emphasizes that simply "copying and pasting" a reference text while making only minimal changes to the original words is regarded as a breach of the University Integrity Code. **It is worth noting that a substantial number of courses in the MIMM graduate program depend on written reports.**
- Any instance of dishonest academic conduct reported to the Graduate Program Committee will be promptly referred to the disciplinary office of Graduate and Postdoctoral Studies as well as the Faculty of Medicine.
- Students under suspicion of engaging in dishonest academic conduct will be disqualified from eligibility for departmental awards and fellowships.

## Thesis Preparation

The M.Sc. thesis can be submitted after a minimum of three academic terms in residence. You can find the comprehensive guidelines for thesis content at: <http://www.mcgill.ca/gps/thesis/guidelines/general-requirements>.

A thesis for the M.Sc. degree must show familiarity with previous work in the field and must demonstrate the ability to carry out research, organize results, and defend the approach and conclusions in a scholarly manner according to disciplinary norms. However, an exhaustive review of work in the particular field of study is not necessarily required.

The various components of a thesis are described at <http://www.mcgill.ca/gps/thesis/guidelines/preparation>.

## Thesis Submission

A thesis may be submitted at any time. However, for each of the three annual dates for conferring degrees, there are deadlines for initial submission and for deposition of the final, corrected version of the thesis. For specific dates of initial and final submission, please consult the deadlines page of Graduate and Postdoctoral Studies <http://www.mcgill.ca/gps/thesis/deadlines>.

## Thesis Examination

A M.Sc. thesis must be examined by a single examiner. For a M.Sc. thesis, the examiner must be a scholar of established reputation and competence in the field of the thesis research. The examiner may be from inside or outside McGill University.

In the MIMM department, members of the student's advisory committee cannot serve as examiners. The supervisor (in consultation with the student) will choose whom to approach to be the examiner.

Prior to submission of the nomination of examiners and thesis submission form, the supervisor must confirm with the examiner that he/she is willing to serve within the required timeline.

The examiner must be able to examine the thesis at arm's length, free of conflict of interest from any source. For procedures on nominating and securing a Thesis Examiner and to review the conflict of interest checklist, please consult the Graduate and Postdoctoral Studies website at <https://www.mcgill.ca/gps/thesis/thesis-guidelines/examination/thesis-examiners>

## Initial Thesis Submission

- Make sure to review the Thesis guidelines website for updates prior to thesis submission: <http://www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission>
- Theses must be submitted via the myThesis application: <https://mythesis.mcgill.ca/tem/#>
- Students should provide a PDF copy to each Supervisor and/or Co-supervisor. Should an external examiner require a hardcopy, the examiner should contact GPS directly.

## Final Thesis Submission

- Make sure to review the Thesis guidelines website for details and updates prior to final thesis submission: <http://www.mcgill.ca/gps/thesis/final-e-thesis>
- The final e-thesis submission is mandatory via Minerva. Final e-Thesis submission is required for the final, corrected copy of the thesis to GPS. You can submit your final e-thesis at any time, but a final e-thesis will NOT be considered submitted to GPS until it has been approved online by the supervisor(s).

### The following forms are required with the final e-thesis submission:

- McGill Non-Exclusive License MNL (En) **OR**  
McGill Non-Exclusive des thèses MNL (Fr)
- Library and Archives Canada Theses Non-Exclusive License (En) **OR**  
Library and Archives Canada license nonexclusive des thèses (Fr)

## **Departmental Dispute Resolution Procedure**

These procedures are intended to assist in the resolution of conflicts between graduate students and their supervisors (or supervisory committees).

It is important to remember that students should always attempt to resolve such conflicts within the department before seeking outside assistance. The confidentiality of the issues raised at each step will be ensured to the greatest extent possible.

If you find yourself in a conflict with your supervisor or supervisory committee, you should follow these steps, in this order:

- Informal discussions with your supervisor. Discuss the matter tactfully with your supervisor – he/she is often unaware of the problem and will usually be happy to help find a satisfactory solution.
- Discussion with the Student Affairs Officer.
- Discussion with the Graduate Program Director.
- Discussion with the Department Chair. The chair should attempt to resolve the conflict, either by providing mediation or making alternative arrangements in consultation with the Graduate Program Committee if necessary for the continued supervision of the student if the student is otherwise performing satisfactorily in the program. If your supervisor is also the Graduate Program Director or Department Chair and you cannot resolve the problem with him/her, then you should skip the corresponding step.
- Informal meeting with the Associate Dean (Graduate and Postdoctoral Studies) or the Ombudsperson. Under these circumstances, an informal meeting outside the department is often all that is required for both sides to reach an agreement. If further steps are warranted, the Associate Dean or Ombudsperson will then advise you to that effect.

## **Mentorship Program**

Graduate students are highly encouraged to contact any member of the Committee at any time throughout the course of their graduate studies to discuss personal, administrative, or academic issues. The list of the members of the Graduate Program Committee is posted on the departmental Graduate Studies website.

# Code of Conduct and Mistreatment Reporting

The Department of Microbiology & Immunology and the Faculty of Medicine are committed to building and promoting a respectful and inclusive learning and work environment for teachers and learners. Find below an important link to the Faculty of Medicine Code of Conduct to learn how to report cases of alleged mistreatments.

<https://www.mcgill.ca/medicine/about/our-vision-mission-values/code-conduct>

## FORMS AND GUIDELINES

*Forms and guidelines are available on the department website at*  
<https://www.mcgill.ca/microimm/graduate/graduate-students>

### **IMPORTANT NOTE**

**PLEASE USE THE POSTED VERSIONS OF THE FORMS  
PREVIOUS VERSIONS WILL NOT BE ACCEPTED**