

MCGILL UNIVERSITY

DEPARTMENT OF MICROBIOLOGY AND IMMUNOLOGY

MSc PROGRAM

**GRADUATE STUDENT HANDBOOK
2020**

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MSc Program Requirements

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

Of the 45 credits,

- 33 credits are thesis research credits awarded as a block upon acceptance of the MSc thesis:

MIMM 697	Master's Research 1	11 credits
MIMM 698	Master's Research 2	11 credits
MIMM 699	Master's Research 3	11 credits

- 12 credits are completed through the following graduate courses:

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

* The two Reading and Conference courses can be any life science related course at the 500 level or higher. The Graduate Program Director must approve the selection of the course prior to registering for it. Students must send the request to gpd.microimm@mcgill.ca and copy grad.microimm@mcgill.ca. For a list of recommended courses and their description, visit this link: <http://mcgill.ca/microimm/graduate/graduate-students>

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 to an Ethics Workshop (NEUR 705 – Responsible Research Conduct) is mandatory for new MIMM graduate students. Students must register for NEUR 705 in Minerva during their first academic year (preferably during the first term of residence).

- Submission of an Advisory Committee Report in due time is mandatory. Details are provided in the **Advisory Committee section** of this handbook.
- Attendance to the public Graduate Student Seminars is mandatory during each term of residence. Students are allowed to miss only one seminar day per term. Attendance is determined by a sign-in sheet. Details are provided in the Graduate Student Seminars section of this handbook. The schedule of the seminars is available on the departmental website.
- Attendance to the Annual Graduate Student Research Day is mandatory every year. Attendance is determined through registration and by a sign-in sheet.
- Participation to 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 scientific seminars each term. Students must attend the seminars from the Infection and Immunity Seminar Series offered by the Department and they are allowed to miss one seminar per academic year. Students are permitted to attend external seminars, which may be any life sciences-related seminars held at McGill University or its affiliated centres (MUHC, LDI, IRCM) presented by principal investigators. Students are required to confirm attendance at these seminars by having the Current Topics Seminar Attendance Form signed by the professor hosting the seminar. The form should be submitted electronically to the Student Affairs Coordinator (grad.microimm@mcgill.ca) within 1 week of the seminar attendance.
- All graduate students must register on Minerva for the entire academic year (Fall and Winter) and not only for one term.

Students not complying with these additional requirements will not be eligible for departmental awards and fellowships and may be asked to leave the program.

MSc 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 public Graduate Student Seminars

Attend 10 Current Topics Seminars

Submit Advisory Committee Report by the end of the term

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

Winter Term

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

Register and attend the Annual Graduate Student Research Day

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

Year 2

Fall Term

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

Submit Advisory Committee Report by the end of the term

Possibility to organize transfer to the PhD program

Thesis submission allowed at the end of the term[§]

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

Winter Term

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

Register and attend the Annual Graduate Student Research Day

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

Year 3 (if applicable)

Fall Term

Attend public Graduate Student Seminars
Attend 10 Current Topics 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 public Graduate Student Seminars
Attend 10 Current Topics Seminars
Register and attend the Annual Graduate Student Research Day
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 MSc program transferring into the PhD program to present their Graduate Seminar 2 in the Fall term of Year 2.

§ MSc thesis can be submitted after a minimum of three academic terms in residence.

MSc 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 public Graduate Student Seminars

Attend 10 Current Topics Seminars

Submit Advisory Committee Report by the end of the term

Register and attend the Annual Graduate Student Research Day

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

Fall Term

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

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

Year 2

Winter Term

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

Submit Advisory Committee Report by the end of the term

Possibility to organize transfer to the PhD program

Register and attend the Annual Graduate Student Research Day

Thesis submission allowed at the end of the term[§]

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

Fall Term

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

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

Year 3 (if applicable)

Winter Term

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

Submit Advisory Committee Report by the end of the term

Register for and attend the Annual Graduate Student Research Day

Thesis submission

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

Fall Term

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

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 MSc program transferring into the PhD 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 PhD program in the Summer term or Fall term. If students start the PhD program in the Summer term, they will be charged tuition fees for the Summer term.

§ MSc thesis can be submitted after a minimum of three academic terms in residence.

MSc 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 MSc Advisory Committee to the Graduate Program Director for approval using the **MSc Advisory Committee Nomination Form**. The student must send the form to gpd.microimm@mcgill.ca and copy grad.microimm@mcgill.ca.

The student must meet with the Advisory Committee **at least once a year** and it is the student's responsibility to schedule these meetings.

The first Advisory Committee meeting is to be held within the first term 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 student should complete the appropriate sections of the **MSc 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.

It is the student's responsibility to electronically submit both the MIMM 611 Evaluation Form and the completed Advisory Committee Report to the Graduate Program Director and Student Affairs Coordinator within one week of the meeting.

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 the appropriate sections of the **MSc 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 Coordinator 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 on the **MSc Advisory Committee Report**. A new set of objectives for the next four to six months should be developed at the meeting and recorded on 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 to 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: Prof. S. Fournier (sylvie.fournier@mcgill.ca)

The objective of this course is to ensure a rapid immersion of the student into a defined research project to promote on time graduation or transfer to the PhD 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 MSc Advisory Committee meeting. As soon as the date has been set for the Advisory Committee meeting, the student must inform the **Student Affairs Coordinator**.

One week prior to the first Advisory Committee meeting, the student must submit a written summary 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 criteria indicated on the **MIMM 611 Student Seminar Evaluation Form** (for non-public seminars) which take into account the written summary, the oral presentation and the question period. 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.

The student is responsible to bring the MIMM 611 Student Seminar Evaluation Form (for non-public seminars) to the meeting and to electronically submit the completed form to the **Student Affairs Coordinator within one week of the meeting.**

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 Coordinator** 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 course in the following semester.

MIMM 612 Section 001

Graduate Seminar 2

Course coordinator: Dr. J. Archambault (jacques.archambault2@mcgill.ca)

Candidates for the MSc 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 MSc thesis and scientific results obtained up until the time of presentation.

This seminar is held publicly in the context of the Graduate Student Seminar Series organized by the Department. **Students should contact the Student Affairs Coordinator (grad.microimm@mcgill.ca) one term in advance to schedule their seminar.**

Students must submit an abstract of their presentation to the Student Affairs Coordinator, one week prior to the date of the seminar. Students should follow the Guidelines of the Graduate Student Seminars for the good conductance of their public seminar.

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 MSc students wishing to proceed directly to the PhD program (refer to the PhD handbook for students who internally transfer from the MIMM MSc program to the PhD program for further details).

The MSc 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 until his untimely death in 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 period (so called 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.

Graduate Student Seminars Guidelines

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(es) 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 (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.

The MSc 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 to the Graduate Student Seminars, in both Fall and Winter terms, is **mandatory for all graduate students** in the Department. Attendance is determined by a sign-in sheet. 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.

Student Chair Responsibilities

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

The Student Chair introduces the speaker by providing the following information:

- 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. He or she 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 due time.

Student Evaluator Responsibilities

As part of the course requirements, students registered in MIMM 612 (Section 001) or MIMM 713 must evaluate at least 5 seminars from their peers, by completing the Seminar Evaluation Form for each one of these 5 presentations.

In this form, students are expected to write a critical but fair evaluation of the seminar by providing substantial and meaningful comments on the following criteria:

- Organization of the presentation
- Relevance of the information presented
- Significance of the scientific content
- Understanding of subject and critical analysis
- Clarity of speech
- Quality of visuals
- Ability to answer questions

Completed Seminar Evaluation Forms should be returned to the course coordinator or the head of the grading panel immediately after the presentations.

Students should bring their own copies of the Seminar Evaluation Forms, which can be downloaded from the department website.

Attending Student Responsibilities

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 are therefore forbidden to use any device (e.g. cell phone, laptop) that could distract their peers from concentrating on the presentation.

Current Topics Seminars

MSc students are required to attend a minimum of ten scientific seminars each term. Students must attend the seminars from the Infection and Immunity Seminar Series offered by the Department of Microbiology and Immunology, and they are allowed to miss one seminar per academic year. The schedule of the Infection and Immunity Seminar Series is available at <http://mcgill.ca/microimm/events>. Students must confirm attendance to these seminars on a sign-in sheet available in the amphitheater.

Students are permitted to attend external seminars, which may be any life sciences-related seminars presented by principal investigators can be attended at McGill University or its affiliated centers (MUHC, LDI, IRCM). Students are required to confirm attendance to these seminars by having the **Current Topics Seminar Attendance Form** or the seminar's poster signed by the professor hosting the seminar. The signed form/poster should be submitted electronically to the Student Affairs Coordinator (grad.microimm@mcgill.ca) within one week of seminar attendance.

Note that attendance to an Orientation Session and to the Career Day can each account for attendance to a Current Topics seminar.

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 held 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)**, this graduate-level course is aimed towards students that have a strong background in microbiology and immunology 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 on this link: **<http://mcgill.ca/microimm/graduate/graduate-students>**

ACADEMIC INTEGRITY

McGill University values academic integrity. All students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures". For more information, see:

www.mcgill.ca/students/srr/honest/

It is strongly recommended to consult the The FairPlay online resource guide which explains what constitutes an offence and that is designed to help students avoid cheating, plagiarism and other activities that can lead to censure, failure or expulsion from the University. Please see <http://www.mcgill.ca/students/srr/honest/students/test>

As examples:

On this website you will learn that signing in for a classmate unable to attend a course is considered a violation of the University Integrity Code. Many courses in the MIMM graduate program rely on a sign-in sheet for evaluation.

On this website you will also learn that to "copy and paste" a reference text while changing few of the original words is considered a violation of the University Integrity Code. Many courses in the MIMM graduate program rely on written reports.

Any dishonest academic behavior reported to the Graduate Program Committee will be forwarded to a disciplinary officer of Graduate and Postdoctoral Studies and the Faculty of Medicine.

Students suspected of dishonest academic behavior will not be eligible to departmental awards and fellowships

Thesis Preparation

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

A thesis for the Master's 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>

The Department offers a thesis information session once a year.

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 Master's thesis must be examined by a single examiner. For a Master's 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 an examiner.

The supervisor (in consultation with the student) will choose whom to approach to be the examiner.

Prior 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>

The following documents are required with the initial thesis submission:

- 1 Nomination of Examiners form
 - The naming convention for the nomination form must be as follows:
Student ID#_ last name_ first name_ unit name(can be abbreviated)_nomform.pdf
Example 260123456_ Smith _John_ MIMM_ nomform.pdf
- 2 myProgress Student Worksheet (For Students Admitted to a Master's Thesis Program in Fall 2017 and onward)
 - You will receive a copy of your myProgress Worksheet from the Student Affairs Coordinator.

The Nomination of examiners form is available at <http://www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission> and must be duly signed and submitted to the Graduate and Postdoctoral Studies Thesis Office at the following email address mastersthesissubmission.gps@mcgill.ca

The **Nomination of examiners form** must be submitted to the Graduate Program Director (gpd.microimm@mcgill.ca) for approval and signature. A signed copy must be sent electronically to the [Graduate Program Coordinator](#).

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 as a single PDF from the student McGill email address to the following: mastersthesissubmission.gps@mcgill.ca
- Subject line: Initial thesis submission
- The naming convention for the initial e-thesis file must be as follows:
Student id#_ last name_ first name_ unit name(can be abbreviated)_thesis.pdf
Example 260123456_ Smith _John_ Electrical & Computer Eng (ECE)_thesis.pdf
- Students will receive a confirmation receipt of submission
- Students having difficulty in sending the PDF should contact the thesis office at thesis.gps@mcgill.ca
- 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 anytime, 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 theses MNL (Fr)
- Library and Archives Canada Theses Non-Exclusive License (En) **OR**
Library and Archives Canada licence non exclusive 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 build and promote a respectful and inclusive learning and work environment for teachers and learners. Find below 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**