

**McGILL UNIVERSITY**

**DEPARTMENT OF MICROBIOLOGY AND IMMUNOLOGY**

**HANDBOOK 2020**

**FOR STUDENTS WHO INTERNALLY TRANSFER  
FROM THE MIMM MSC PROGRAM TO THE PHD PROGRAM**

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## PhD Program Requirements

- A minimum of six terms in residence
- Completion of the graduate courses list below
- Submission and defense of a thesis

MIMM 611	Graduate Seminar 1
MIMM 612 <i>Section 001</i>	Graduate Seminar 2
MIMM 713	Graduate Seminar 3

MIMM 701	Comprehensive Examination
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*XXXX	Reading and Conference 1
*XXXX	Reading and Conference 2
*XXXX	Reading and Conference 3

\* The 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](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: <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 graduate students – which includes transfer students who are new to the Ph.D. program, and recommended to 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 for each year. 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 one oral and one poster presentation is mandatory 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 to departmental awards and fellowships and may be asked to leave the program.**

## Recommended Program Timeline

*For students who entered the MSc program in Fall or Summer*

### Year 1 (of MSc program)

#### 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

Attend public Graduate Student Seminars

Attend 10 Current Topic 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 Topic Seminars

Register and attend the Annual Graduate Student Research Day

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

### Year 2 (of MSc program)

#### Fall Term

Organize Transfer Committee

Attend public Graduate Student Seminars

Attend 10 Current Topic Seminars

Apply on uApply as "fast-track" to the PhD program Submit

Advisory Committee report by the end of the term

Register for: MIMM 699                      Master's Research 3  
                  MIMM 612 *Section 001* Graduate Seminar 2 (Transfer seminar) #

#### Winter Term (first term as PhD 2)

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

Register and attend the Annual Graduate Student Research Day

Register for: XXXX                              Reading and Conference 2\*

## **Year 3**

### **Fall Term**

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

**Register for:** MIMM 701                      Comprehensive examination<sup>⌘</sup>

### **Winter Term (first term as PhD3)**

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

Register and attend the Annual Graduate Student Research Day

**Register for:** XXXX                      Reading and Conference 3\*

## **Year 4**

### **Fall Term**

Thesis submission allowed from the end of this term.<sup>¶</sup>

If thesis submission expected before the end of the next Winter term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

**Register for:** MIMM 713                      Graduate Seminar 3<sup>§</sup>

If thesis will not be submitted before the end of the next Winter term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

### **Winter Term**

If thesis submission expected before the end of the next Fall term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Register and attend the Annual Graduate Student Research Day

**Register for:** MIMM 713                      Graduate Seminar 3<sup>§</sup>

If thesis will not be submitted before the end of the next Fall term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Register and attend the Annual Graduate Student Research Day

## **Year 5**

### **Fall Term**

If thesis submission expected before the end of the next Winter term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

**Register for:** MIMM 713                      Graduate Seminar 3<sup>§</sup>

If thesis will not be submitted before the end of the next Winter term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

### **Winter Term**

If thesis submission expected before the end of the next Fall term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Register and attend the Annual Graduate Student Research Day

**Register for:** MIMM 713                      Graduate Seminar 3<sup>§</sup>

## **Years 6 and 7<sup>Ⓞ</sup>: same as Year 5**

*\* You may register to 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.*

*# The earliest time point to present a transfer seminar is on the third term of residence. The Transfer seminar should be presented by early November for admission to the PhD program next winter (please refer to the admissions deadline on the web). The latest time point to present a transfer seminar is on the fourth term of the MSc residence.*

*⌘ Ph.D. candidates who have internally transferred to the Ph.D. program must take their comprehensive examination within 3 years of their initial registration as a graduate student in the Department.*

*§ The final PhD seminar (Graduate Seminar 3) should be presented during the final term in residence.*

*¶ PhD thesis can be submitted after a minimum of six academic terms in residence.*

*Ⓞ Candidates for doctoral degrees must complete the degree by the end of PhD 7.*

## Recommended Program Timeline

*For students who entered the MSc program in Winter*

### Year 1 (of MSc Program)

#### Winter Term

Attend Orientation session

Attend Ethics workshop

Select Advisory Committee members

Attend public Graduate Student Seminars

Attend 10 Current Topic 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 Topic Seminars

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

### Year 2 (of MSc Program)

#### Winter Term

Organize PhD Advisory Committee

Attend public Graduate Student Seminars

Attend 10 Current Topic Seminars

Organize Transfer Committee

Submit Advisory Committee report by the end of the term

Apply on uApply as “fast-track” to the PhD program

Register and attend the Annual Graduate Student Research Day

**Register for:** MIMM 612 *Section 001* Graduate Seminar 2 (Transfer seminar) #

#### Fall Term (first term as PhD 2)

Attend public Graduate Student Seminars

Attend 10 Current Topics Seminars

**Register for:** XXXX                                      Reading and Conference 2\*



## **Year 3**

### **Winter Term**

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Register and attend the Annual Graduate Student Research Day

Submit Advisory Committee report by the end of the term

**Register for:** MIMM 701                      Comprehensive examination<sup>⌘</sup>

### **Fall Term (first term as PhD 3)**

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

**Register for:** XXXX                      Reading and Conference 3\*

## **Year 4**

### **Winter Term**

Thesis submission allowed from the end of this term<sup>¶</sup>

If thesis submission expected before the end of the next Fall term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

Register and attend the Annual Graduate Student Research Day

**Register for:** MIMM 713                      Graduate Seminar 3<sup>§</sup>

If thesis will not be submitted before the end of the next Fall term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

Register and attend the Annual Graduate Student Research Day

### **Fall Term**

If thesis submission expected before the end of the next Winter term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

**Register for:** MIMM 713                      Graduate Seminar 3<sup>§</sup>

If thesis will not be submitted before the end of the next Winter term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

## **Year 5**

### **Winter Term**

If thesis submission expected before the end of the next Fall term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

Register and attend the Annual Graduate Student Research Day

**Register for:** MIMM 713                      Graduate Seminar 3<sup>§</sup>

If thesis will not be submitted before the end of the next Fall term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

Submit Advisory Committee report by the end of the term

Register and attend the Annual Graduate Student Research Day

### **Fall Term**

If thesis submission expected before the end of the next Winter term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

**Register for:** MIMM 713                      Graduate Seminar 3<sup>§</sup>

If thesis will not be submitted before the end of the next Winter term:

Attend 10 Current Topics Seminars

Attend public Graduate Student Seminars

### **Years 6 and 7<sup>Ⓞ</sup>: same as Year 5**

*\* You may register to 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.*

*# The earliest time point to present a transfer seminar is on the third term of residence. The transfer seminar should be presented by mid-April for admission to the PhD program next fall (please refer to the admissions deadline on the web). The latest time point to present a transfer seminar is on the fourth term of residence. If students start the PhD program in the Summer term, they will be charged tuition fees for the Summer term.*

*⌘ Ph.D. candidates who have internally transferred to the Ph.D. program must take their comprehensive examination within 3 years of their initial registration as a graduate student in the Department.*

*§ The final PhD seminar (Graduate Seminar 3) should be presented during the final term in residence.*

*¶ PhD thesis can be submitted after a minimum of six academic terms in residence.*

*Ⓞ Candidates for doctoral degrees must complete the degree by the end of PhD 7.*

## 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:

- i) Provide overall guidance for the student
- ii) Evaluation of the research proposal/progress
- iii) Help with the student's communication skills
- iv) Follow-up on the program timeline

For candidates transferring to the PhD program from the MIMM MSc program, the Advisory Committee should be approved by the [Graduate Program Director](#) and formed before the second seminar (MIMM 612 *Section 001*) in the MSc program. Students, in consultation with their supervisor, suggest names to the Graduate Program Director for the members of their PhD Advisory committee using the **PhD Advisory Committee Nomination Form**. The PhD Advisory committee may be identical or totally different from the MSc Advisory committee.

The student must meet with the Advisory Committee **at least once a year** and it is the student's responsibility to schedule these meetings. As soon as the date has been set for the Advisory Committee meeting, the student must inform the [Student Affairs Coordinator](#).

For each meeting, the student should prepare a brief outline, no longer than 8 double-spaced pages (excluding references and figures) describing the progress made towards their research objectives over the past year. The outline must be distributed to the members of the Committee at least one week prior to the meeting.

At each meeting, the student must orally present the progress of their research project and outline the future plans for the upcoming year. The presentation is followed by a discussion with committee members.

The student should also fill the appropriate sections of the **PhD Advisory Committee Report** prior to the meeting. The supervisor, committee members and the student should review the report and the committee should provide an overall evaluation on the last page of the report. The student progress will be marked as one of the following: excellent, very good, good, fair or unsatisfactory. A student not agreeing with the evaluation must append to the report a written statement detailing his/her objections.

The first Advisory Committee meeting at the MSc level 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 their research project, both orally and in writing. 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**.

At the MSc level the student should use the **MSc Advisory Committee Report** form while the **PhD Advisory Committee Report** should be used when the student has transferred to the PhD program.

**It is the student's responsibility to electronically submit the completed forms and reports to the [Student Affairs Coordinator](#).**

If an Advisory 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 report. A deadline for the follow-up meeting must be indicated on the **PhD 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>.

#### **IMPORTANT NOTES:**

1. Research progress tracking is mandatory until the student submits their Ph.D. thesis.
2. Students not submitting Advisory Committee Reports to the [Graduate Program Coordinator](#) in due time will not be eligible to departmental awards and fellowships unless special circumstances affecting the timing of the Advisory Committee meetings have been discussed ahead of time with the Graduate Program Director.
3. Students who transfer to the PhD program continue to follow the same Advisory Committee meeting schedule they had as a M.Sc. student unless special circumstances affecting the timing of the Advisory Committee meetings have been discussed ahead of time with the Graduate Program Director. For example, if a student had their last MSc Advisory Committee Meeting in Winter and transferred to PhD in Fall, then their first PhD Advisory Committee Meeting is not due until the Winter semester of their first year as a PhD student.
4. It is highly recommended to students to provide the [Advisory Committee Guidelines for Members](#) to each member of his/her committee prior to each meeting.

## Transfer from the MSc to the PhD Program

MSc students who want to transfer to the PhD program must present a scientific seminar between the third and fourth term of their MSc program and register for MIMM 612 (Section 001) for the term in which they will be presenting their seminar. The Department offers an information session once a year.

Procedure:

1. Contact the *Student Affairs Coordinator* ([grad.microimm@mcgill.ca](mailto:grad.microimm@mcgill.ca)) **one term in advance** to schedule the transfer seminar.
2. Set-up a transfer Committee which usually serves as the student's future PhD Advisory Committee. The transfer committee may be identical or totally different from the MSc Advisory committee. The student must ensure the availability of the committee members for the scheduled seminar presentation.
3. Submit one month before the seminar the completed **PhD Advisory Committee Nominations Form** to the [Graduate Program Director](#) for approval of committee selection and copy the transfer coordinator.
4. Submit the date of the transfer seminar to the Student Affairs Coordinator.
5. One week before the seminar presentation, submit to the Student Affairs Coordinator and the transfer Committee members an outline of your research PhD project that should include your progress to date and a clear description of your PhD research plans, including the experimental approaches to be used. This outline will not exceed 6 double-spaced, typewritten pages, excluding references and figures. You should include an abridged and clear description of the methods used in each figure legend.
6. Provide a copy of the **Transfer Seminar Evaluation Form** to each member of the committee. The transfer Committee members will judge whether the student should be promoted to the PhD program based on the following criteria:
  - The proposed PhD research project is directly related to the MSc research project
  - Satisfactory progress into the MSc project has been achieved
  - The student demonstrated sufficient knowledge of the research field, as appropriate to his/her academic level
  - The student demonstrated sufficient ownership of the project, as appropriate to his/her academic level

7. Forward the completed copies of the **Transfer Seminar Evaluation Forms** to the transfer Student Affairs Coordinator.

If the transfer committee members recommend promotion to the PhD Program, the student must contact the Student Affairs Coordinator and then submit an application via uApply using the “fast-track” option. Refer to the admission deadlines on the department website. Once the promotion to the PhD program has been granted by the Graduate Program Committee, an offer of admission will be extended via [uApply](#). For questions regarding admissions, please contact the Student Affairs Coordinator.

**Seminars given and courses passed by MSc candidates who transfer to the PhD program are counted as seminars and courses required for the PhD program.**

## **MIMM 611**

### **Graduate Seminar 1**

**Course Coordinator: Prof. S. Fournier ([sylvie.fournier@mcgill.ca](mailto: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 a 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 MSc 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)**

MSc students who want to transfer to the PhD program must present a scientific seminar **between the third and fourth term of their MSc program** 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 their research PhD project that should include their progress to date and a clear description of their PhD research plans, including the experimental approaches to be used.

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.

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.**



## **MIMM 713**

### **Graduate Seminar 3**

**Course coordinator: Dr. J. Archambault ([jacques.archambault2@mcgill.ca](mailto:jacques.archambault2@mcgill.ca))**

All candidates for the PhD degree (including those who have entered the PhD program through an internal transfer from the MIMM MSc program) must present a scientific seminar during their final year in the program. Students should register for MIMM 713 for the term in which they will be presenting their final scientific seminar.

This seminar should be a comprehensive summary of the results obtained by the student during his/her PhD research project.

The seminar is public and held as part of the Graduate Student Seminar Series organized by the Department. **Students should contact the Student Affairs Coordinator ([grad.microimm@mcgill.ca](mailto: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.

The PhD 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 713 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 Student Affairs 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

Graduate 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](mailto: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, 2, 3

Students must complete three (3) 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 endorsement to the Graduate Program Director ([gpd.microimm@mcgill.ca](mailto: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](mailto: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](mailto: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](mailto: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>**

## **MIMM 701**

### **Comprehensive Examination**

**Course Coordinator: Prof. B. Cousineau ([benoit.cousineau@mcgill.ca](mailto:benoit.cousineau@mcgill.ca))**

Ph.D. candidates who have internally transferred to the Ph.D. program must take their comprehensive examination within 3 years of their initial registration as a graduate student in the Department.

The comprehensive examination includes the submission of a written research proposal, an oral presentation of the research accomplishments to date and an oral testing on the understanding of the research area and of relevant scientific areas related to the student's research project. Students are expected to demonstrate a comprehensive understanding of their research area and a good understanding of relevant scientific areas related to their research project.

Students must register for MIMM 701 in the semester in which they plan to have the comprehensive examination. Late withdrawal fees will be incurred if the examination is not taken during the term of registration.

### **Exam Organization**

1. Student and supervisor must select an examination committee. The committee must be composed of:
  - One member of the MIMM Graduate Program Committee or approved delegate to serve as chairman of the examination (Committee members).
  - One other departmental member (Faculty member or Associate member)
  - One member external to the department
  - The supervisor
  - The co-supervisor (if applicable)
  - Note that members of the students' advisory committee are not eligible, with the exception of their supervisor (or co-supervisor). Under exceptional circumstances, following the pre-approval of the course coordinator, a member may attend the exam by Skype.
2. Committee selection **MUST** be submitted to the Course Coordinator for approval, using the [Comprehensive Examination Committee Nomination Form](#).
3. Upon approval of the committee selection by the course coordinator and the Graduate Program Committee, the student and supervisor are responsible for contacting the exam committee members, scheduling the exam, and book a room. The exam may be held during any time of the year (Fall / Winter /Summer).

Please inform the committee members to allow 3 hours for the exam.

The exam can be held anywhere at McGill. Room bookings at the Lyman Duff building can be made through the MIMM Office ([info.microimm@mcgill.ca](mailto:info.microimm@mcgill.ca) or 398-7492).
4. Exam details (final committee membership, date, time, location) must be submitted to the course coordinator, a minimum of 30 days prior the exam. It is suggested that the student/supervisor arrange and seek approval of the exam members well in advance of the 30-day deadline to ensure availability of the committee members.

## Exam Components

The comprehensive examination includes:

- Submission of a written research proposal.
- An oral presentation of the research project and experimental progress to date.
- A period of questioning aimed at evaluating the student's understanding of the research area and relevant scientific areas related to the student's research project.

## Exam Details

**Duration:** Oral presentation: 20 min; questioning period: 100-120 minutes. The examination should not exceed 3 hours including committee discussions prior to the start of the exam and the evaluation and feedback period following the exam.

**Written Proposal:** The written proposal should include an Abstract of 250 words or less, an Introduction section, which describes the nature of the research question and the hypothesis to be investigated, a Preliminary Results section that describes the experimental progress to date, and a Future Direction section. The written proposal should be typed double-spaced using a 12-point Times font and not exceeding 10 pages. Figures, figure legends and references are presented on additional pages. Students are required to include an abridged and clear description of the methods used in the figure legends.

The written proposal must be submitted to the exam committee members and the course coordinator two weeks prior to the oral presentation.

**Oral Presentation:** The oral presentation should be an overview of the students work to date, reporting the general significance and relevance and highlighting key experimental data, finished with brief conclusion and future work. The oral presentation should not exceed 20 minutes.

**Questioning Period:** The students are tested in-depth by the members of the comprehensive examination committee on their understanding of their research area and on relevant scientific areas related to their research project.

Typically, the first round of questions is related more specifically to the project and the second round of questions is meant to test the boundaries of the student's knowledge (general knowledge relative to the student's research area). The Supervisor may participate in the question period. The question period should not exceed 120 minutes.

## Exam Grading

The examination committee decides whether the student passed or failed by consensus or, if a disagreement occurs, by majority vote. The Supervisor/Co-supervisor does not participate in this discussion.

If the student has passed, each committee member evaluates the student independently and the final grade is an average of the three evaluations.

- Each committee member assigns a grade to each component of the exam (research proposal, oral presentation, questioning period). These grades are recorded on their individual grading sheets. The Supervisor/Co-supervisor does not grade the student.
- The final grade is assigned by the average of the marks given by each committee member. The average of the marks for the written proposal and the oral presentation each accounts for 25% of the final grade. The average of the marks for the questioning period accounts for 50% of the final grade. No change of grade is permitted after the examination committee has made a decision.

If the student fails the comprehensive examination, the student receives a grade of "incomplete" (HH). In the case of an incomplete grade, the student is required to repeat the comprehensive examination within 6 months of the date of the first examination.

In case of a fail, a written report of the comprehensive examination and subsequent deliberations of the examination committee is prepared by the committee Chair and provided to the course coordinator, the student and the supervisor(s).

In the event that the student fails the second comprehensive examination, a grade of Fail (F) is assigned and the student is required to withdraw from the graduate program.

**IMPORTANT NOTE: Students unable to have their comprehensive examination in the semester in which they register for MIMM 701 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.**



## 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/](http://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-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

*Please note that when the term “Unit” is used on the GPS website, it could refer to any member of the Department including PIs, students, administrative staff, etc. Therefore, students and supervisors must verify what the Department’s policy is.*

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

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 deadline page of Graduate and Postdoctoral Studies <http://www.mcgill.ca/gps/thesis/deadlines>.

## Thesis Examination

A Doctoral thesis must be evaluated by two examiners - one internal and one external.

### External Examiner

The Doctoral external examiner must be a scholar of established reputation and competence in the field of the thesis research. They must be from outside the University, hold a doctorate or equivalent and have no other conflict of interest (see conflict of interest checklist). **The external examiner does not usually attend the final oral thesis defense.**

For procedures on nominating and securing an external thesis examiner, consult the GPS website at <http://www.mcgill.ca/gps/thesis/thesis-guidelines/examination/thesis-examiners>

## Internal Examiner

The Internal Examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the external examiner. The internal examiner also ensures that the written thesis meets the standards of McGill University.

The internal examiner is usually a McGill faculty member (but not the supervisor) affiliated with the department, but they may also be nominated from other departments at McGill. The internal examiner must not be in conflict of interest according to McGill's conflict of interest regulations. **The internal examiner must attend the final oral thesis defense.**

The supervisor (in consultation with the student) will choose whom to approach to be the external and internal examiners.

Prior to the submission of the Nomination of Examiners and Thesis Submission Form, the supervisor must confirm with the examiners that they are willing to serve within the required timeline.

### **The following form is required with the initial thesis submission:**

- Nomination of examiners and thesis submission 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

This form is available at <http://www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission> and must be duly signed and submitted to Graduate and Postdoctoral Studies Thesis Office at the following email address [doctoralthesissubmission.gps@mcgill.ca](mailto:doctoralthesissubmission.gps@mcgill.ca)

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

**Please review the [Thesis guidelines website](#) for updates prior to thesis submission.**

## 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>
- A thesis must be submitted as a single PDF from the student McGill email address to the following: [doctoralthesissubmission.gps@mcgill.ca](mailto:doctoralthesissubmission.gps@mcgill.ca)
- Subject line of the email: Initial thesis submission
- The naming convention for the initial thesis file must be as follows:  
Student ID #\_ last name\_ first name\_ unit name(can be abbreviated)\_thesis.pdf  
Example: 260123456\_ Smith \_John\_ MIMM\_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](mailto: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.

## Thesis Oral Defence

Procedure for setting up a doctoral oral defence committee:

1. When the thesis is initially submitted to Graduate and Postdoctoral Studies, an **Oral Defence Form** is sent to the Student Affairs Coordinator who forwards the form to the student within two business days.
2. On this form, the student and supervisor select a Doctoral Oral Defence Committee.

Members of the Doctoral Oral Defence Committee must hold a doctorate or equivalent. The committee is designed to ensure the majority of members have not been closely involved with the thesis. The committee consists of five voting members. However, if three members are closely involved with the thesis, a seven-member committee will be required. For details on committee composition, visit <https://www.mcgill.ca/gps/thesis/thesis-guidelines/oral-defence>

### Five-Member Committee

- The chair of the department or delegate (who must not have been closely involved in the thesis research)
- Supervisor
- Internal Examiner
- Internal Member (or Co-Supervisor as appropriate)
- External Member to the department (who has not been involved in the thesis research).

### Seven-Member Committee

- The chair of the department or delegate (who must not have been closely involved in the thesis research)
- Supervisor
- Internal Examiner
- Internal Member (or Co-Supervisor as appropriate)
- Internal Member
- Two External Members to the department (who have not been involved in the thesis research).

3. **The supervisor (not the student)** should contact the proposed internal examiner, external member, and internal member(s) of the Doctoral Oral Defence Committee asking their willingness to serve and general availability. **The earliest possible date that the Oral Defence may be scheduled is two months after reception of the Oral Defence Form.**

4. The **Supervisor** will provide this information and their contact information (email address) to the Student Affairs Coordinator within a week of the date of reception of the Oral Defence Form.
5. The **Student Affairs Coordinator** will then contact the proposed Doctoral Oral Defence Committee members, as well as the student and supervisor, to schedule the Oral Defence (date and time).
6. The **Student Affairs Coordinator** will send a list of possible dates and times to the Supervisor and the Student within 2 weeks of receiving the list of committee members.
7. The **Supervisor and the Student** will finalize the date, book a room\* and submit the duly completed Oral Defence form to the MIMM Associate Chair (Education) and will copy the Student Affairs Coordinator within one week of the date of the reception of the poll's results. **The completed Oral Defence Form must be returned to the Student Affairs Coordinator at least 4 weeks and two days prior to the defense.**

*\* Oral defences can take place in the Duff building or at other McGill sites. If the oral defence takes place in another location outside of the Duff, **the student** will be responsible to book the room. If the Oral Defence takes place in the Duff, **the Student Affairs Coordinator** will be responsible for booking room 507/509. Note that location and time must be secured before the student submits the duly completed "Oral Defence Form" to the MIMM Associate Chair (Education).*

8. The **Associate Chair (Education)** will approve the committee selection and sign the form and the **Student Affairs Coordinator** will submit the signed Oral Defence Form to the Thesis Office within two business days but no later than 4 weeks prior to the defense.
9. The **Student** will provide the Student Affairs Coordinator an electronic copy of the thesis, as well as their CV and Abstract at least 4 weeks prior to the defense. The **Student Affairs Coordinator** will send electronic copies of the thesis to all the members of the committee within two business days. If hard copies are requested, the Student Affairs Coordinator will request a hard copy of the thesis from the student and send it to the member(s).
10. The **Student Affairs Coordinator** will prepare a draft PhD Oral Defence Pamphlet and will return it to the Student and the Supervisor for reviewing within one week of the date of reception of the CV and Abstract.
11. The **Student** will return the final version of the PhD Oral Defence Pamphlet to the Student Affairs Coordinator within one week of the date of reception of the Draft PhD Oral Defence Pamphlet.
12. The **Student Affairs Coordinator** will distribute the PhD Oral Defence Pamphlet amongst the MIMM community within two business days.

Note: Graduate and Postdoctoral Studies will engage a Pro-Dean who will chair the oral defence as a representative of the Dean of Graduate and Postdoctoral Studies. GPS will inform the department and provide the Pro-Dean with a copy of the thesis, the student's file and the examiners' reports.

## **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**