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**Important Information, Regulations and Policies**  
It is the responsibility of all graduate students to be aware of rules and regulations contained in this Calendar. In particular, attention is drawn to:  
**Deadlines, as indicated in the Calendar of Dates 2005-2006, page 5.**  
**Reinstatement and Admission of Former Students, page 16.**  
**Time Limitation, page 19.**

**Dean's Welcome**

Dear Graduate Students and Postdocs,

I wish you a very warm welcome to the McGill community. It is my hope that your years at McGill will be productive and creative ones. This is a time in your life when you will deepen your understanding of your field of study. It can also be a time in your life when you broaden your scope by meeting and getting to know young scholars from other departments and disciplines as well as those from other cultures and life experiences. Today's complex problems require approaches that integrate thoughts, ideas, and approaches from across a range of disciplines and cultures. It is my hope that your studies at McGill will prepare you to encounter science and scholarship in integrative and innovative ways, characterized by academic rigor and the responsible conduct of research and professional practice.

You have come to this university at a most exciting time. McGill has recently led the nation in a competition for funds for research infrastructure and in per capita research funding. These funds are creating state-of-the-art research in laboratories across a variety of disciplines. The renewal of equipment is accompanied by space renovations and new buildings. Best of all, there is a profusion of new professorial hires as well as funds to retain the wonderful world-class scholars and scientists who will be your professors at McGill. McGill is the most research intensive university in Canada, with the highest amount of research funding per professor.

I would encourage you both to give and to take from this campus and university community: help shape the university by becoming involved in important academic committees; contribute your ideas in class and to your research teams; work hard, but stop long enough to use the new athletic facilities and relax and enjoy yourself at Thomson House; if needed, get support from our excellent counselling, mental health, and learning disability services; attend the numerous lectures by international scholars that take place at McGill each week; listen to beautiful music in Pollack Hall; and travel all over the world to conferences supported by our Alma Mater travel funds.

Along with the wonderful staff of the Graduate and Postdoctoral Studies Office, my office is here to help you. I welcome your comments and ideas for improving yours and others' graduate and postdoctoral experiences at McGill. Please feel free to contact me for further information on graduate and postdoctoral studies.

*Martha Crago, Ph.D.  
Dean, Graduate and Postdoctoral Studies*

## 1 Graduate and Postdoctoral Studies Office

### 1.1 Location

James Administration Building, Room 400  
845 Sherbrooke Street West  
Montreal, QC H3A 2T5  
Canada

Telephone: (514) 398-3990  
Fax: (514) 398-1626  
E-mail: [graduate.admissions@mcgill.ca](mailto:graduate.admissions@mcgill.ca)  
Website: [www.mcgill.ca/gps](http://www.mcgill.ca/gps)

### 1.2 Administrative Officers

Martha Crago; B.A., M.Sc.A., Ph.D.(McG.) **Dean (Graduate and Postdoctoral Studies) and Associate Provost (Academic Programs)**

James A. Nemes; B.Sc.(Maryland), M.Sc., D.Sc.(GWU) (William Dawson Scholar)  
**Associate Dean (Graduate and Postdoctoral Studies)**

Charlotte E. Légaré; B.Sc.(Montr.), M.Sc.(Sher.), M.B.A.(McG.)  
**Director (Graduate and Postdoctoral Studies)**

### 1.3 General Statement Concerning Higher Degrees

The Graduate and Postdoctoral Studies Office (GPSO) administers all programs leading to graduate diplomas, certificates and higher degrees. It is responsible for the admission of candidates, the supervision of their work and for recommending to Senate those who may receive the degrees, diplomas and certificates.

## 2 Calendar of Dates 2005-2006

Given in this section are Graduate and Postdoctoral Studies Office key dates. The complete Calendar of Dates is available on the Web at [www.mcgill.ca/student-records](http://www.mcgill.ca/student-records). The excerpt published herein was accurate as of April 2005. The information is subject to change and users are advised to verify important dates by checking the Web.

| LEGENDS                |  |
|------------------------|--|
| <b>GPSO</b>            | Graduate and Postdoctoral Studies Office |
| <b>Activity Codes:</b> |  |
| <b>APP</b>             | Application                              |
| <b>AWRD</b>            | Awards (including scholarships)          |
| <b>CONV</b>            | Convocation                              |
| <b>EXAM</b>            | Examinations                             |
| <b>INFO</b>            | Information                              |
| <b>LEC</b>             | Lecture                                  |
| <b>NOTE</b>            | Note to students                         |
| <b>ORIENT</b>          | Orientation                              |
| <b>REG</b>             | Registration                             |
| <b>THES</b>            | Thesis                                   |
| <b>W</b>               | Course withdrawal                        |
| <b>W--</b>             | University withdrawal                    |

| DATE                             | ACTIVITY CODE | ACTIVITY   |
|----------------------------------|---------------|--|
| Mar. 1, Tues.                    | APP           | Deadline for application for September admission to most departments in the GPSO. (Many departments have earlier deadlines. Please verify with the individual department or on the web at <a href="http://www.mcgill.ca/applying/graduate">www.mcgill.ca/applying/graduate</a> ).  |
| Mar. 9, Wed.                     | INFO          | Deadline for all Undergraduate students and Graduate students in all <b>non-thesis</b> programs (certificates, diplomas, master's non-thesis) who expect to complete their program requirements at the end of the Winter 2005 term (June 2005 convocation) to apply to graduate on Minerva.  |
| Mar. 10, Thurs.                  | REG           | Summer Session registration opens for Undergraduate and Graduate students. Graduate students should confirm dates with individual departments.   |
| Mar. 25 Fri. and Mar. 28, Mon.   | HOLIDAY       | <b>EASTER.</b> No classes or exams. Administrative offices closed. Library hours to be announced.  |
| Mar. 30, Wed.                    | INFO          | Deadline for all Undergraduate students and Graduate students in all <b>non-thesis</b> programs (certificates, diplomas, master's non-thesis) who expect to complete their program requirements at the end of the Summer 2005 term (October 2005 convocation) to apply to graduate on Minerva.   |
| Mar. 31, Thurs.                  | REG           | Registration using Minerva begins for all returning students in Graduate Studies.  |
| <b>April 2005</b>                |               |  |
| Apr. 13, Wed.                    | LEC           | Last day of lectures for Winter term 2005.   |
| Apr. 14, Thurs. to Apr. 29, Fri. | EXAM          | Examination period for courses ending during the Winter term.  |
| <b>May 2005</b>                  |               |  |
| May 15, Sun.                     | W             | Deadline for Web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in Winter 2005.  |
|                                  | NOTE          | Students in multi-term courses with course numbers ending in N1 and N2 only (started in the winter, skip the summer, are completed in the subsequent Fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term course change period on September 13 (with full refund for the Fall term) by contacting their faculty Student Affairs Office. |

| DATE                             | ACTIVITY CODE | ACTIVITY  |
|----------------------------------|---------------|---|
| May 15, Sun.                     | W--           | Deadline for newly admitted students beginning their graduate thesis program in a Summer Term of Residence to withdraw from the University, with fee refund (less deposit or \$100 minimum charge).   |
| May 23, Mon.                     | HOLIDAY       | <b>VICTORIA DAY</b> (Classes cancelled). Administrative offices closed.   |
| May 27, Fri.                     | CONV          | 14:30 Agricultural & Environmental Sciences   |
| May 30, Mon.                     | CONV          | 10:00 Education<br>19:00 Continuing Education   |
| May 31, Tues.                    | CONV          | 10:00 Music<br>15:00 Health Science   |
| <b>June 2005</b>                 |               |   |
| June 1, Wed.                     | CONV          | 10:00 Engineering<br>14:30 Management   |
| June 2, Thurs.                   | CONV          | 10:00 Arts (Humanities) & Religious Studies<br>14:30 Arts (Social Sciences)   |
| June 3, Fri.                     | CONV          | 10:00 Law<br>14:30 Science  |
| June 6, Mon.                     | THES          | Deadline to submit Doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Fall 2005. Meeting this deadline does not guarantee a Fall graduation.   |
| June 20, Mon.                    | THES          | Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Fall 2005. Meeting this deadline does not guarantee a Fall graduation.   |
| June 24, Fri.                    | HOLIDAY       | <b>LA FÊTE NATIONALE DU QUÉBEC</b> . Libraries closed. Classes cancelled. Administrative offices closed.  |
| Mon., June 27 to Fri., August 19 | NOTE          | <b>Between June 27 and Aug 19 (inclusive) administrative offices will be closed each Friday. Although the Admissions, Recruitment &amp; Registrar's Office and some administrative offices will be open on Friday, August 19, students are urged to inquire in advance to ensure the office they wish to contact is open on this day.</b> |
| June 27, Mon.                    | INFO          | Administrative offices closed (for La Fête Nationale du Québec).  |
| <b>July 2005</b>                 |               |   |
| July 1, Fri.                     | HOLIDAY       | <b>CANADA DAY</b> . Classes cancelled. Administrative offices closed.   |
| July 4, Mon.                     | INFO          | Administrative offices closed (for Canada Day).   |

| DATE                             | ACTIVITY CODE | ACTIVITY  |
|----------------------------------|---------------|---|
| <b>August 2005</b>               |               |   |
| Aug. 1, Mon.                     | REG           | Last day for returning students in all faculties to register (except Continuing Education) without a late registration fee.   |
| Aug. 2, Tues. to Aug. 8, Mon.    | NOTE          | Returning students <b>cannot</b> access Minerva for fall/winter registration or course change during this period.   |
| Aug. 3, Wed. to Aug. 17, Wed.    | IDCARD        | Quebec and Canadian students can avoid line-ups and get their ID cards early on August 3, 4, 8, 9, 10, 11, 15, 16 and 17 at the ARR Service Centre from 9 a.m. to 5 p.m. If you miss these dates, you can still get your card with everyone else – but you may have to wait longer in line. |
| Aug. 9, Tues. to Sept. 1, Thurs. | REG           | Registration using Minerva for all <u>newly admitted</u> students in Graduate Studies.  |
| Aug. 9, Tues. to Sept. 1, Thurs. | REG           | Late registration and course change reopens on Minerva for returning students in all faculties (except Continuing Education) with a \$50 late fee (\$20 for Special and Graduate part-time students).   |
| Aug. 15, Mon.                    | REG           | Registration using Minerva begins for Fall term Continuing Education courses.   |
| Aug. 18, Thurs. to Aug. 31, Wed. | IDCARD        | IDs at the Trotter Building Cafeteria from 9 a.m. to 5 p.m. Including Friday, August 19, Saturday, August 20 and Sunday, August 21. Excluding Saturday, August 27 and Sunday, August 28.  |
| Aug. 22, Mon. to Sept. 8, Thurs. | IDCARD        | IDs at Laird Hall during "Discover Mac" week. Refer to Orientation schedule and website <a href="http://www.mcgill.ca/macdonald/">www.mcgill.ca/macdonald/</a> for more details (closed Monday, September 5).   |
| Aug. 22, Mon. to Sept. 9, Fri.   | ORIENT        | Orientation Centre opens daily at 9:00 a.m., Brown Student Services Building, 2 <sup>nd</sup> floor, 3600 McTavish Street (closed weekends and Labour Day).   |
| Aug. 22, Mon. to Sept. 16, Fri.  | ORIENT        | First-Year Resource Room opens daily (9:00 a.m. to 5:00 p.m.) Brown Student Services Building, Room 2007, 3600 McTavish Street (closed weekends and Labour Day).  |
| Aug. 23, Tues. to Aug. 31, Wed.  | ORIENT        | Orientation Week  |
| Aug. 24, Wed. to Aug. 31, Wed.   | ORIENT        | <b>"Discover Mac"</b> – Faculty Orientation for all new students (undergraduate and graduate) in the faculty of Agricultural and Environmental Sciences. Refer to "The Essential Guide for New Students" booklet for details.   |
| Aug. 31, Wed.                    | REG           | Deadline for cancellation of registration for the Fall term except Continuing Education. (Deposit is non-refundable for new students.)  |

| DATE                             | ACTIVITY CODE | ACTIVITY   |
|----------------------------------|---------------|--|
| Aug. 31, Wed.                    | THES          | Registered students in 2004-2005 who have completed the residency in a thesis program and who submit their theses to GPSO (Thesis Office) on or before this date are not required to register for the 2005-2006 academic year. Students who have already registered for the year must ask the Graduate and Postdoctoral Studies Office, in writing, to delete their registration at the time of their thesis submission. |
|                                  | <b>NOTE</b>   | Students should not expect to graduate in Fall 2005, but <b>must</b> graduate by Fall 2006 (at the latest), otherwise, they must be reinstated and will be charged retroactive registration fees for all unregistered sessions up to and including the term in which they graduate.  |
| <b>September 2005</b>            |               |  |
| Sept. 1, Thurs.                  | LEC           | Lectures begin.  |
| Sept. 1, Thurs.                  | <b>REG</b>    | Deadline for new students to register without a late registration fee for all faculties and for returning students to register with a \$50 late fee (\$20 for Special and Graduate part-time students).  |
| Sept. 2, Fri.                    | ORIENT        | University Orientation for new graduate students in Thomson House, 3650 McTavish Street, either 10:30 - 11:30 a.m., OR 3:00 - 4:00 p.m., OR 5:00 - 6:00 p.m.   |
| Sept. 2, Fri. to Sept. 13, Tues. | <b>REG</b>    | Late registration period with \$100 late registration fee for all faculties; \$40 for Special and Graduate part-time students.   |
| Sept. 5, Mon.                    | HOLIDAY       | <b>LABOUR DAY.</b> (Classes cancelled). Administrative offices closed.   |
| Sept. 6, Tues.                   | AWRD          | Start of external and internal graduate fellowship competitions for 2006-2007 funding. Graduate and final year undergraduate students should inquire in their department and on the fellowships website at <a href="http://www.mcgill.ca/gps/fellowships/">www.mcgill.ca/gps/fellowships/</a> regarding information session schedules and application procedures and deadlines.  |
| Sept. 13, Tues.                  | <b>W</b>      | Deadline for Web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in Summer 2005 (with fee refund for Fall term).  |

| DATE                             | ACTIVITY CODE | ACTIVITY   |
|----------------------------------|---------------|--|
|                                  | <b>NOTE</b>   | Please note that students in multi-term courses with course numbers ending in N1 and N2 only (started in the Winter, skip the Summer, are completed in the subsequent Fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term course change period on <b>September 13</b> (with full refund for the Fall term) by contacting their faculty Student Affairs Office. |
| Sept. 13, Tues.                  | ORIENT        | University Orientation for new postdoctoral scholars in Thomson House, 3650 McTavish Street, 5:00 - 6:00 p.m.  |
| Sept. 13, Tues.                  | <b>REG</b>    | Course Change (drop/add) deadline for Fall term and first part of multi-term courses starting in September 2005.   |
| Sept. 18, Sun.                   | <b>W/W--</b>  | Deadline to web withdraw (grade of "W") with full refund (less \$100 minimum charge for returning students; less deposit or \$100 minimum charge for new students, in case of complete withdrawal from the University).  |
| Sept. 23, Fri.                   | AWRD          | Returning Master's and Doctoral level students should enquire of their departments or the GPSO (Graduate Fellowships and Awards) regarding precise deadlines for internal and external fellowship competitions; important deadlines normally fall during the months of October and November.   |
| Sept. 29, Thurs. to Oct. 2, Sun. | EVENT         | Homecoming 2005 (including Macdonald campus activities).   |
| <b>October 2005</b>              |               |  |
| Oct. 1, Sat.                     | EVENT         | Annual Homecoming, (Macdonald Campus).   |
| Oct. 3, Mon.                     | THES          | Deadline for submission of doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2006. Meeting this deadline does not guarantee a Winter graduation.   |
| Oct. 9, Sun.                     | <b>W</b>      | Deadline for web withdrawing (grade of "W") from Fall term courses and Continuing Education Fall term courses (with no refund).  |
| Oct. 10, Mon.                    | HOLIDAY       | <b>THANKSGIVING DAY</b> (Classes cancelled). Administrative offices closed. Continuing Education evening classes will be re-scheduled.   |
| Oct. 17, Mon.                    | THES          | Deadline for submission of Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2006. Meeting this deadline does not guarantee a Winter graduation.   |
| Oct. 20, Thurs.                  | CONV          | 14:30 Fall Convocation.  |
| <b>November 2005</b>             |               |  |

| DATE                           | ACTIVITY CODE | ACTIVITY  |
|--------------------------------|---------------|---|
| <b>December 2005</b>           |               |   |
| Dec. 1, Thurs.                 | LEC           | On this day, lectures will follow the <b>Monday</b> class schedule.   |
| Dec. 2, Fri.                   | INFO          | Last day for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Admissions, Recruitment and Registrar's Office for the fall 2005 term. Documents received by this date will be updated for the following term only.                   |
| Dec. 2, Fri.                   | LEC           | Last day of lectures.   |
| Dec. 5, Mon.                   | INFO          | Deadline for all Undergraduate students and Graduate students in all <b>non-thesis</b> programs (certificates, diplomas [excluding Continuing Education] or master's non-thesis) who expect to complete their program requirements at the end of the Fall 2005 term (February 2006 graduation) to apply to graduate on Minerva. |
| Dec. 5, Mon. to Dec. 20, Tues. | EXAM          | Examination period for Fall term courses, and multi-term courses.   |
| Dec. 6, Tues. to Jan. 3, Tues. | REG           | Winter term registration period for new students. Individual faculties and departments set their own dates within this period.  |
| Dec. 15, Thurs.                | REG           | Registration begins for Winter term Continuing Education courses via Minerva.   |
| Dec. 23, Fri. to Jan. 2, Mon.  | HOLIDAY       | <b>CHRISTMAS AND NEW YEAR'S.</b> Administrative offices will be closed between December 23 and January 2 inclusive. Library hours available at Reference Desks.   |
| Dec. 31, Sun.                  | REG           | Deadline for cancellation of registration for the Winter term except Continuing Education. (Deposit is non-refundable for new students.)  |
| <b>January 2006</b>            |               |   |
| Jan. 3, Tues.                  | REG           | Deadline for new students to register for Winter term without a late registration fee for all faculties.  |
| Jan. 3, Tues.                  | LEC           | Winter term lectures begin.   |
| Jan. 4, Wed.                   | ORIENT        | Faculty Orientation for new undergraduate and graduate students in the Faculty of Agricultural and Environmental Sciences (5:30 -6:30 p.m.) Ceilidh Centennial Center.  |
| Jan. 4, Wed. to Jan. 17, Tues. | REG           | Late registration for new students with \$100 late registration fee for all faculties \$40 for Special and Graduate part-time students.   |
| Jan. 5, Thurs.                 | ORIENT        | University Orientation for new graduate students (5:00 - 6:00 p.m., Ballroom in Thomson House).   |

| DATE                            | ACTIVITY CODE | ACTIVITY   |
|---------------------------------|---------------|--|
| Jan. 10, Tues.                  | ORIENT        | University Orientation for new postdoctoral scholars (5:00 - 6:00 p.m., Ballroom in Thomson House).  |
| Jan. 16, Mon. to Jan. 31, Tues. | APP           | Deadline for McGill students to obtain approval from their Faculty to participate in a student exchange in Fall 2006 and/or Winter 2007 term. Students must verify specific Faculty deadlines with their Faculty Student Affairs Office.   |
| Jan. 17, Tues.                  | REG           | Final Course Add/Drop deadline for Winter term courses and N1/N2 courses in Graduate Studies. After this date students receive a mark of "W" (withdrawn).  |
| Jan. 17, Tues.                  | W             | Deadline for web withdrawing (grade of "W") from multi-term courses that started in September 2005 ( <b>with fee refund for Winter term</b> ).   |
| Jan. 21, Sat. to Jan. 27, Fri.  | EVENT         | Carnival Week at Macdonald Campus. Classes as usual.   |
| Jan. 22, Sun.                   | W/W--         | Deadline to web withdraw (grade of "W") from Winter term courses with fee refund. <b>Returning students</b> - less \$100 minimum charge in the case of complete withdrawal for students not registered in the fall. <b>New students</b> - less deposit or \$100 minimum charge in case of complete withdrawal. |
| <b>February 2006</b>            |               |  |
| Feb. 6, Mon.                    | APP           | Application deadline at the Office of Student Exchanges and Study Abroad for McGill students wishing to participate in a student exchange in Fall 2006 and/or Winter 2007 term. Applications must include all supporting Faculty approval documentation at the time of submission.                             |
| Feb. 6, Mon.                    | THES          | Deadline to submit doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2006. Meeting this deadline does not guarantee a Spring graduation.  |
| Feb. 9, Thurs.                  | EVENT         | Macdonald College Founder's Day celebration and activities. (Sir William C. Macdonald born Feb. 10, 1831; died June 9, 1917). Classes cancelled 10:00 a.m. to 1:00 p.m.  |
| Feb. 12, Sun.                   | W             | Deadline for web withdrawing (with no refund) (grade of "W") from Winter and Winter term Cont. Ed courses.   |



| DATE                            | ACTIVITY CODE | ACTIVITY   |
|---------------------------------|---------------|--|
| Feb. 20, Mon.                   | THES          | Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2006. Meeting this deadline does not guarantee a Spring graduation.  |
| Feb. 20, Mon. to Feb. 24, Fri.  | BREAK         | <b>STUDY BREAK</b> (Classes cancelled).  |
| <b>March 2006</b>               |               |  |
| Mar. 1, Wed.                    | APP           | Deadline for applications for September admission to most departments for Graduate Studies. (Many departments have earlier deadlines. Please verify this date with the individual department or on the web at <a href="http://www.mcgill.ca/applying/graduate">www.mcgill.ca/applying/graduate</a> .)              |
| <b>April 2006</b>               |               |  |
| Apr. 10, Mon.                   | INFO          | Last day for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Admissions, Recruitment and Registrar's Office for the winter 2006 term. Documents received after this date will be updated for the following term only. |
| Apr. 10, Mon.                   | LEC           | Last day of lectures for Winter term.  |
| Apr. 11, Tues. to Apr. 28, Fri. | EXAM          | Examination period for Winter term and multi-term courses.   |
| Apr. 14, Fri. and Apr. 17, Mon. | HOLIDAY       | <b>EASTER.</b> No classes or exams. Administrative offices closed. Library hours to be announced.  |
| <b>May 2006</b>                 |               |  |
| May 15, Mon.                    | <b>W</b>      | Deadline for web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in the Winter term 2006 and end in the Summer term or in the Fall term ( <b>with fee refund for Winter term</b> ).   |
| May 15, Mon.                    | <b>W--</b>    | Deadline for newly admitted students beginning their graduate thesis program in a Summer Term of Residence to withdraw from the University, with fee refund (less deposit or \$100 minimum charge).  |
| May 22, Mon.                    | HOLIDAY       | <b>VICTORIA DAY</b> (Classes cancelled). Administrative offices closed.  |

| DATE   | ACTIVITY CODE | ACTIVITY   |
|--|---------------|--|
| <b>June 2006</b>   |               |  |
| TBA  | CONV          | 2006 Convocations  |
| June 22, Thurs.  | HOLIDAY       | <b>Administrative offices closed</b> (for La Fête Nationale du Québec).  |
| <b>NOTE</b> <b>Between June 23 and August 11 (inclusive) administrative offices will be closed each Friday. Although the Admissions, Recruitment &amp; Registrar's Office and some administrative offices will be open on Friday, August 18, students are urged to inquire in advance to ensure the office they wish to contact is open on this day.</b> |               |  |
| June 23, Fri.  | HOLIDAY       | <b>LA FÊTE NATIONALE DU QUÉBEC</b> (observed). Libraries closed. Classes cancelled. Administrative offices closed. |
| June 29, Thurs.  | HOLIDAY       | Administrative offices closed (for Canada Day).  |
| June 30, Fri.  | HOLIDAY       | <b>CANADA DAY</b> (observed). Libraries closed. Classes cancelled. Administrative offices closed.                  |

### 3 Programs Offered

#### 3.1 Graduate Diplomas and Certificates

Graduate diplomas and graduate certificates are programs of study under the academic supervision of the Graduate and Post-doctoral Studies Office. They have as a prerequisite an undergraduate degree in the same discipline.

McGill University offers other diploma and certificate programs under the supervision of the relevant undergraduate faculties and their Calendars should be consulted for further details.

##### Graduate Diplomas are offered in:

- Clinical Research (Experimental Medicine)
- Epidemiology and Biostatistics
- Housing
- Islamic Studies
- Library and Information Studies
- Mining Engineering
- Nursing
- Public Accountancy (C.A.)
- Registered Dietician Credentialing (R.D.)
- School and Applied Child Psychology (post-Ph.D.)
- Surgical Health Care Research

These programs consist of at least two terms of full-time study or the equivalent.

##### Graduate Certificates are offered in:

- Air and Space Law
- Biotechnology
- Comparative Law
- Educational Leadership 1
- Educational Leadership 2
- Library and Information Studies
- Post-M.B.A.

All graduate regulations apply to graduate diploma and certificate candidates.

### 3.2 Degrees

Two categories of programs lead to higher degrees at McGill University, Master's programs and Doctoral programs.

The following degrees are offered:

- Master of Architecture (M.Arch.)
- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Master of Business Administration/Bachelor of Civil Law (M.B.A./B.C.L.)
- Master of Business Administration/Bachelor of Laws (M.B.A./LL.B.)
- Master of Business Administration/Doctor of Medicine/ Master of Surgery (M.B.A./M.D.)
- Master of Civil Law (M.C.L.)
- Master of Education (M.Ed.)
- Master of Engineering (M.Eng.)
- Master of Laws (LL.M.)
- Master of Library and Information Studies (M.L.I.S.)
- Master of Management (M.M.)
- Master of Music (M.Mus.)
- Master of Sacred Theology (S.T.M.)
- Master of Science (M.Sc.)
- Master of Science, Applied (M.Sc.A.)
- Master of Social Work (M.S.W.)
- Master of Social Work/Bachelor of Civil Law (M.S.W./B.C.L.)
- Master of Social Work/Bachelor of Laws (M.S.W./LL.B.)
- Master of Urban Planning (M.U.P.)
- Doctor of Civil Law (D.C.L.)
- Doctor of Music (D.Mus.)
- Doctor of Philosophy (Ph.D.)

### 3.3 Master's Degrees Offered

#### Master of Architecture Degree

There are two M.Arch. programs:

- M.Arch. I (professional degree)
- M.Arch. II (post-professional degree) (Non-thesis)

Instruction for the M.Arch.II is given in the following fields of specialization:

- Architectural History and Theory
- Housing (which includes Affordable Homes, Domestic Environments, and Minimum Cost Housing).

Prerequisites:

M.Arch.I – McGill B.Sc.(Arch.) degree, or equivalent;  
M.Arch.II – an M.Arch.I or equivalent professional degree.  
See Architecture.

#### Master of Arts Degree

Programs leading to the degree of Master of Arts are offered in the following areas:

- Anthropology (Thesis and non-thesis)
- Medical Anthropology (Thesis and non-thesis)
- Art History
- Classics (Thesis and non-thesis)
- Communications (Thesis and non-thesis)
- Economics (Thesis and non-thesis)
- Social Statistics (Non-thesis)
- Education (Thesis and non-thesis)
- English (Thesis and non-thesis)
- French (Thesis and non-thesis)
- Geography
- Social Statistics (Non-thesis)
- Neotropical Environment
- German (Thesis and non-thesis)
- Hispanic Studies (Thesis and non-thesis)
- History (Thesis and Non-thesis)
- History of Medicine (Non-thesis)
- Islamic Studies
- Italian (Thesis and non-thesis)
- Jewish Studies (Thesis and non-thesis)
- Kinesiology and Physical Education (Thesis and non-thesis)

- Linguistics (Non-thesis)
- Mathematics (Thesis and non-thesis)
- Music (Thesis and non-thesis)
- Philosophy
- Bioethics
- Political Science (Thesis and non-thesis)
- Social Statistics (Non-thesis)
- Psychology
- Religious Studies (Thesis and non-thesis)
- Bioethics
- Russian
- Sociology (Thesis and non-thesis)
- Medical Sociology (Thesis and non-thesis)
- Social Statistics (Non-thesis)
- Neotropical Environment

Prerequisites:

Bachelor of Arts in the subject selected for graduate work. See appropriate unit.

#### Master of Business Administration Degree

A program leading to the degree of Master of Business Administration (M.B.A.) is offered in the following concentrations:

- Accounting
- Entrepreneurial Studies
- Finance
- Information Systems
- International Business
- Management for Development
- Marketing
- Operations Management
- Strategic Management

Prerequisites:

An undergraduate degree from an approved university. See Management.

Special programs:

Joint M.B.A./M.D., Joint M.B.A./Law, Master of Manufacturing Management (see Management and Mechanical Engineering).

#### Master's Degrees in Education

Three types of Master's degrees are offered:

M.A. (thesis and non-thesis), M.Ed. (non-thesis) and M.Sc. (thesis and non-thesis).

The M.A. may be taken in the following areas:

- Counselling Psychology (Thesis and non-thesis)
- Culture and Values in Education (Thesis and non-thesis)
- Educational Psychology (Thesis and non-thesis)
- Educational Studies (Thesis and non-thesis)
- Kinesiology and Physical Education (Thesis and non-thesis)
- Second Language Education (Thesis and non-thesis)

The M.Ed. may be taken in the following area:

- Educational Psychology

The M.Sc. may be taken in the following area:

- Kinesiology and Physical Education (Thesis and non-thesis)

Prerequisites:

A Bachelor's degree with specialization related to the subject chosen for graduate work, plus a Permanent Quebec Teaching Diploma or its equivalent for some of the above degrees. See appropriate department.

#### Master's Degree in Engineering

Programs leading to the degree of Master of Engineering are offered in the following areas:

- Biomedical Engineering (Thesis)
- Chemical Engineering (Thesis and project)
- Environmental Engineering (Project)
- Petrochemicals, polymers and plastics (Project)
- Civil Engineering and Applied Mechanics (Thesis and project)
- Rehabilitation of Urban Infrastructure (Project)
- Environmental Engineering (Project)
- Electrical Engineering (Thesis and project)
- Computational Science and Engineering (Thesis)



Mechanical Engineering (Thesis and project)  
 Aerospace Engineering (Project)  
 Computational Science and Engineering (Thesis)  
 Mining and Metallurgical Engineering (Thesis and project)  
 Environmental Engineering (Project)  
 Mining (Project)  
 Metals and Materials (Project)

**Other degrees:**

Master of Management (M.M.) is offered in Manufacturing Management (see Department of Mechanical Engineering and Faculty of Management).

Master of Science (M.Sc.) is offered in Chemical Engineering, Civil Engineering, Mechanical Engineering, and Mining and Metallurgy.

**Prerequisites:**

Bachelor of Engineering or equivalent, with specialization appropriate for the subject selected for graduate study. See appropriate department.

**Master's Degrees in Law**

The degree of Master of Laws is offered in:

Law (Thesis and non-thesis)

Bioethics

Comparative Law (Thesis and non-thesis)

Air and Space Law

**Prerequisites:**

An acceptable degree in Law or equivalent qualifications. See Law.

**Master of Library and Information Studies Degree**

The Graduate School of Library and Information Studies offers a postgraduate professional program in librarianship. Two years of full-time study or the equivalent are required.

**Prerequisites:**

At least a Bachelor's degree from a recognized university. See Library and Information Studies.

**Master's Degrees in Music**

Programs leading to the degrees of Master of Arts and Master of Music are offered in the Faculty of Music.

The M.A. may be taken in:

Music Technology

Musicology (Thesis and non-thesis)

Music Education (Thesis and non-thesis)

Theory (Thesis and non-thesis)

The M.Mus. may be taken in:

Composition

Performance (various options) (Non-thesis)

Sound Recording (Non-thesis)

Applicants to the Performance program are required to pass auditions in their speciality.

**Prerequisites:**

Bachelor of Music or Bachelor of Arts with concentration in the area selected for graduate study. See Music.

**Master's Degrees in Nursing**

Two types of Master's degrees are offered: Master of Science (Applied) and Master of Science (with thesis). These two-year programs are designed to prepare clinicians and researchers for the expanding function of nursing within the health care delivery system.

**Prerequisites:**

Preparation in nursing comparable to the Bachelor's degree offered at McGill and accomplishment and development as a nurse. A current nursing registration is required. Non-nurses holding a bachelor's degree comparable to a B.Sc. or B.A. program offered at McGill may be admitted to a Qualifying Program. See Nursing.

**Master's Degrees in Religious Studies**

A program leading to the degree of Sanctae Theologiae Magister (S.T.M.) is given in the Faculty of Religious Studies. This degree

is primarily for those who intend to enter the ministry of the Christian Church or another religious institution, or to proceed to teaching in schools. A Master of Arts program (thesis and non-thesis) is also available.

**Prerequisites:**

B.A. with specialization in religious studies or theology. See Religious Studies.

**Master of Science Degree**

Programs leading to the degree of Master of Science are provided in the following areas:

Agricultural Economics

Anatomy and Cell Biology

Animal Science

Atmospheric and Oceanic Sciences

Computational Science and Engineering

Biochemistry

Chemical Biology

Biology

Neotropical Environment

Bioresource Engineering

Neotropical Environment

Chemical Engineering

Chemistry

Chemical Biology

Civil Engineering and Applied Mechanics

Communication Sciences and Disorders

Computer Science (Thesis and non-thesis)

Computational Science and Engineering

Dental Science

Oral and Maxillofacial Surgery

Earth and Planetary Sciences

Entomology

Neotropical Environment

Epidemiology and Biostatistics (Thesis and non-thesis)

Food Science and Agricultural Chemistry

Geography

Neotropical Environment

Genetic Counselling (Non-thesis)

Human Genetics

Human Nutrition

Kinesiology and Physical Education (Thesis and non-thesis)

Mathematics (Thesis and non-thesis)

Computational Science and Engineering

Mechanical Engineering

Medical Radiation Physics

Medicine, Experimental

Bioethics

Microbiology and Immunology

Microbiology (Macdonald Campus)

Mining and Metallurgical Engineering

Neurological Sciences

Nursing

Otolaryngology

Parasitology

Pathology

Pharmacology and Therapeutics

Chemical Biology

Physics

Physiology

Plant Science

Neotropical Environment

Psychiatry

Psychology

Rehabilitation Science (Thesis and non-thesis)

Renewable Resources

Neotropical Environment

Surgery, Experimental

**Prerequisites:**

Bachelor of Science in the subject selected for graduate work. See appropriate unit.

### Master of Science, Applied, Degree

This degree was designed to provide postgraduate training of a professional and vocational character, with less emphasis on theoretical knowledge and research than in Master of Science programs, but with no lower standards either for admission or completion of requirements. Two years of full-time study or equivalent are normally required with an emphasis on course work.

Programs are available in:

- Animal Science
- Bioresource Engineering
- Environmental Engineering
- Neotropical Environment
- Biotechnology
- Chemistry
- Communication Sciences and Disorders
- Human Nutrition
- Microbiology and Immunology
- Nursing
- Occupational Health Sciences
- Pharmacology and Therapeutics
- Plant Science
- Rehabilitation Sciences

Prerequisites:

A Bachelor's degree in the subject selected for graduate work. See appropriate unit.

### Master of Social Work Degree

The M.S.W. degree (thesis and non-thesis options) represents a second level of professional study in which students build competence in a chosen field of practice.

Prerequisites:

Bachelor's degree in Social Work including courses in statistics and social science research methods. See Social Work.

Special program:

Joint M.S.W./Law.

### Master of Urban Planning Degree

The program requires a minimum of two years residence and a three-month internship with a member of a recognized planning association.

Prerequisites:

Bachelor's degree in any one of the following: Anthropology, Architecture, Economics, Civil Engineering, Geography, Law, Management, Political Science, Social Work, Sociology or Urban Planning, with adequate knowledge of quantitative techniques. See Urban Planning.

Prerequisites:

Master's degree in Performance, and professional and teaching experience. See Music.

### Doctor of Philosophy Degree

Programs leading to the degree of Doctor of Philosophy are offered in the following areas:

- Anatomy and Cell Biology
- Animal Science
- Anthropology
- Architecture
- Art History
- Atmospheric and Oceanic Sciences
- Biochemistry
- Biology
- Biomedical Engineering
- Bioresource Engineering
- Chemical Engineering
- Chemistry
- Civil Engineering and Applied Mechanics
- Classics
- Communications
- Communication Sciences and Disorders
- Computer Science
- Counselling Psychology
- Earth and Planetary Sciences
- Economics
- Educational Psychology
- Electrical Engineering
- English
- Entomology
- Epidemiology and Biostatistics
- Food Science and Agricultural Chemistry
- French
- Geography
- German
- Hispanic Studies (Spanish)
- History
- Human Genetics
- Human Nutrition
- Islamic Studies
- Linguistics
- Management
- Mathematics
- Mechanical Engineering
- Medicine, Experimental
- Microbiology and Immunology
- Microbiology (Macdonald Campus)
- Mining and Metallurgical Engineering
- Music
- Neurological Sciences
- Nursing
- Occupational Health Sciences
- Parasitology
- Pathology
- Pharmacology and Therapeutics
- Philosophy
- Physics
- Physiology
- Plant Science
- Political Science
- Psychology
- Rehabilitation Science
- Religious Studies
- Renewable Resources
- Russian
- School/Applied Child Psychology
- Social Work
- Sociology
- Surgery, Experimental

The following joint Ph.D. programs are offered:

- Nursing (McGill/Université de Montréal)
- Management (McGill/Concordia/H.E.C./UQAM)
- Social Work (McGill/Université de Montréal)

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## 3.4 Doctoral Degrees Offered

### Doctor of Civil Law Degree

Doctoral programs are offered in Air and Space Law and Law (Comparative Law). Both are predominantly research degrees awarded on the basis of a thesis that represents an original contribution to the development of legal science.

Prerequisites:

B.C.L. or LL.B. and usually LL.M. See Law.

### Doctor of Music Degree

The Doctor of Music degree is offered in Composition. The Doctoral thesis consists of a musical composition of major dimensions together with a written analysis of the work. The composition is presented by the candidate in concert. The regulations set forth for the Ph.D. generally apply also to the D.Mus.

Prerequisite:

M.A. in composition. See Music.

The Doctor of Music degree is also offered in Performance. It is offered to professional musicians who wish to teach at the university level and to develop a specialization in a particular repertoire, approach, or discipline (musicology, music theory, music education and pedagogy, or music technology).

**Prerequisites:**

An undergraduate degree relevant to the subject chosen for graduate work. Some departments require all Ph.D. candidates to hold a Master's degree in the same subject. Departments may recommend to the Graduate and Postdoctoral Studies Office that candidates of undoubted promise should be allowed to proceed directly to the Ph.D. degree without being required to submit a Master's thesis.

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### 3.5 Postdoctoral Research

See [section 9 "Postdoctoral Research"](#) for information about postdoctoral research at McGill University.

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## 4 Program Requirements

### 4.1 Master's Degrees

#### 4.1.1 Residence Requirements – Master's Degrees

**Refers to the number of terms (or years) students must be registered on a full-time basis to complete their program. Students are NOT permitted to graduate until they have fulfilled the residence requirement (or paid the corresponding fees) in their program.**

- The following Master's programs have a minimum residence requirement of **three full-time terms**: M.Arch, M.A., M.C.L., M.Eng., LL.M., M.Mus. (**except** M.Mus. in Sound Recording), M.Sc., M.S.W., M.Sc.A. (**except** M.Sc.A. in Communication Sciences and Disorders).
- The following Master's programs have a **minimum** residence requirement of **four full-time terms**: M.L.I.S., M.Mus. in Sound Recording, M.U.P., M.A. (78 credits - Educational Psychology), M.Sc.A. in Communication Sciences and Disorders.
- The residence requirement for the Master's program in Education (M.Ed.), Library and Information Studies (M.L.I.S.), Religious Studies (S.T.M.), and students in part-time programs is determined on a per course basis. Residence requirements are fulfilled when students complete all course requirements in their respective programs.
- For Master's programs structured as Course, Project or Non-thesis options where the program is pursued on a part-time basis, residence requirements are normally fulfilled when students complete all course requirements in their respective programs (min. 45 credits or a minimum of 3 full-time terms) and pay the fees accordingly.

These designated periods of residence represent minimum time requirements. There is no guarantee that the work for the degree can be completed in this time. Students must register for such additional terms as are needed to complete the program.

#### 4.1.2 Course Work – Master's Degrees

Program requirements are outlined in the relevant departmental sections of the Calendar.

The department concerned will examine the student's previous training and then decide which of the available courses in the area of specialization or related fields are required to bring the candidate to the proper level for the Master's degree. Due account will be taken of relevant courses passed at any recognized university.

As a rule, no more than one-third of the McGill program formal course work (not thesis, project or stage) can be credited with courses from another university.

Non-thesis degrees normally specify the course program which the candidate must follow.

The candidate is required to pass, with a mark of B- or better, all those courses which have been designated by the department as forming a part of the program, including additional requirements.

Students taking courses at another university must obtain a minimum grade of B- (65%) if the course is to be credited towards their McGill degree. In the cases where only a letter grade is used, a B- is the minimum passing grade and no equivalent percentage will be considered. In the cases where only a percentage grade is used, 65% is the minimum passing grade.

If courses were not used for a degree, they could be **credited** towards a McGill degree keeping in mind that a maximum of one-third of the course work (not thesis, project or stage) can be credited. If an **exemption** is granted, it must be replaced by another graduate course at McGill towards the degree. No double counting is ever allowed.

In rare cases a student may wish to audit a course. Permission must be obtained from the student's department and from the instructor. No notation of audited courses will appear on the transcript and the student will not receive credit for them.

#### 4.1.3 Research and Thesis – Master's Degrees

All candidates for a research degree must present a thesis based on their own research. The total number of credits allotted to the thesis in any Master's program must not be less than 24. **The title of the thesis and names of examiners must be forwarded on a Nomination of Examiners form, in accordance with the Calendar of Dates, through the Chair of the department concerned at the same time as the thesis is submitted to the Graduate and Postdoctoral Studies Office.** A thesis for the Master's degree, while not necessarily requiring an exhaustive review of work in the particular field of study, or a great deal of original scholarship, must show familiarity with previous work in the field and must demonstrate the ability to carry out research and to organize results, all of which must be presented in good literate style. The thesis will not normally exceed 100 pages; in some disciplines, shorter texts are preferred. Guidelines and deadlines are available at [www.mcgill.ca/gps](http://www.mcgill.ca/gps).

#### 4.1.4 Language Requirements – Master's Degrees

Most Master's degree programs do not include language requirements but candidates who intend to proceed to a doctoral degree should take note of any language requirements and are strongly advised to take the examinations in at least one language while working for the Master's degree.

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### 4.2 Doctoral Degrees

#### 4.2.1 Residence Requirements – Doctoral

**Refers to the numbers of terms (or years) students must be registered on a full-time basis to complete their program. Students are not permitted to graduate until they have fulfilled the residence requirement (or paid the corresponding fees) in their program.**

Candidates entering Ph.D.1 must follow a program of at least three years residency at the University; this is a minimum requirement, and there is no guarantee that the work of the degree can be completed in this time, but students are expected to complete within the maximum specified period. Only exceptional candidates holding a bachelor's degree will be considered for direct admission to Ph.D.1 level.

It is required that candidates spend the greater part of each summer working on their theses, and those who do not do so are unlikely to complete a satisfactory thesis in the prescribed minimum time (see [section 10.3 "Vacation Policy for Graduate Students and Postdocs"](#)).

A student who has obtained a Master's degree at McGill University or at an approved institution, in a relevant subject and is proceeding to a Ph.D. degree will, on the recommendation of the department, be admitted to Ph.D.2; in this case, the residency requirement for the program is two years.

In the doctoral program, students must be registered on a full-time basis for one more year after completion of the residency (i.e., Ph.D. 4 year) before continuing as additional session students until completion of the program.

**Note:** The Master's degree must have been awarded before initial registration in the doctoral program, otherwise the admission level will be at Ph.D.1 and residency will be extended to three years. Once the level of admission is approved by the Graduate and Postdoctoral Studies Office, it will not be changed after obtaining the Master's degree if the date falls after registration in the program. If a previous awarded degree is a condition of admission, it must be fulfilled before registration in another program.

#### 4.2.2 Comprehensive Examinations – Doctoral

A comprehensive examination or its equivalent is usually held near the end of Ph.D.2. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations approved by the Dean of Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details at the commencement of their programs. For more information, see [section 10.4 "Ph.D. Comprehensives Policy"](#).

#### 4.2.3 Language Requirements – Doctoral

Most graduate departments in the Faculties of Agricultural and Environmental Sciences, Education, Engineering, Management, Medicine, and Science do not require a language examination. Students should inquire in their departments if there are any such requirements or whether any other requirements have been substituted for those relating to languages.

Graduate departments in the Faculties of Arts, Music and Religious Studies usually require proficiency in one or two languages other than English. In all cases **students should consult departmental regulations concerning language requirements**.

Language requirements for the Ph.D. degree are met through demonstrated reading knowledge. The usual languages are French, German, or Russian, but in particular instances another language may be necessary.

**All language requirements must be fulfilled and the marks reported to the Graduate and Postdoctoral Studies Office before submission of the thesis to the GPSO (Thesis Office).**

Students must contact their departments to make arrangements to take the Language Reading Proficiency Examinations. Students may, however, demonstrate competence by a pass standing in two undergraduate language courses taken at McGill (see departmental regulations).

Candidates are advised to discharge their language requirements as early in their program as possible.

Students expecting to enrol in Professional Corporations in the province of Quebec are advised to become fluent in both spoken and written French.

Courses in French language are available at the English and French Language Centre. The teaching is intensive and class sizes are kept small. While undergraduate students are given preference, graduate students who are certain they can devote sufficient time to the work may enrol.

#### 4.2.4 Thesis – Doctoral

The thesis for the Ph.D. degree must display original scholarship expressed in good literate style and must be a distinct contribution to knowledge. **Formal notice of a thesis title and names of examiners must be submitted to the Thesis Office (GPSO) on the Nomination of Examiners form in accordance with the Calendar of Dates at the same time as the thesis is submitted.** The list of examiners must be approved by the Department Chair, the supervisor and the student. The Thesis Office should be notified of any subsequent change of title as early as possible. The appointment of the examiners and communication with them is the duty and privilege of the Graduate and Postdoctoral Studies Office. Under no circumstances should any student or department contact the external examiners. Guidelines and deadlines are available at [www.mcgill.ca/gps](http://www.mcgill.ca/gps).

Seven copies of the thesis must be provided by the candidate. Of these, two copies will be retained by the University and five cop-

ies returned to the candidate. Some departments may require one or more additional copies.

Special regulations for the Ph.D. degree in particular departments are stated in the entries of those departments.

#### 4.2.5 Thesis Oral Examination – Doctoral

After the thesis has been received and approved, a final oral examination is held on the subject of the thesis and subjects intimately related to it. This is conducted in the presence of a Committee of at least five members presided over by a Pro-Dean nominated by the Graduate and Postdoctoral Studies Office. The Chair of the candidate's department and the Thesis Supervisor are regularly invited to be members of the Committee; at least one member of the Committee is appointed from outside the candidate's department. Guidelines are available at [www.mcgill.ca/gps](http://www.mcgill.ca/gps).

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#### 4.3 Ad Hoc Programs (Thesis Option only)

**In exceptional cases**, an applicant who wishes to pursue a Master's (Thesis option only) or Ph.D. program in a department which is not currently authorized to offer graduate programs, may be admitted to an *Ad Hoc* program. The application, including a research proposal, is examined by an Admissions Committee in the department which has familiarity with the proposed research area and experience in directing graduate studies.

Once the Admissions Committee makes a favourable recommendation, the Graduate and Postdoctoral Studies Office confirms an Advisory Committee (recommended by the academic unit) to be responsible for program planning and monitoring of research progress. The regulations are fully described in the document "Procedures for Admission in *Ad Hoc* Master's and Doctoral Programs", available from the GPSO.

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#### 4.4 Ad Personam Programs (Thesis Option only)

In very rare circumstances, an applicant who wishes to engage in Master's (Thesis Option only) or Ph.D. studies of an interdisciplinary nature involving joint supervision by two departments, each of which is authorized to offer its own graduate programs, may be admitted to an *Ad Personam* program. The regulations are fully described in a document available from the GPSO.

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#### 4.5 Course Work for Graduate Programs, Diplomas and Certificates

Upper level undergraduate courses may not be considered for degrees, diplomas and certificates unless they are already listed as required courses in the approved program description.

English and French language courses offered by the English and French Language Centre or the Centre for Continuing Education may not be taken for coursework credits toward a graduate program.

All substitutions for course work in graduate programs, diplomas and certificates must be approved by the GPSO.

Courses taken at other institutions to be part of the requirements of a program of studies must be approved by GPSO before registration.

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## 5 Admission

**Web site:** [www.mcgill.ca/applying/graduate](http://www.mcgill.ca/applying/graduate)

**E-mail:** [graduate.admissions@mcgill.ca](mailto:graduate.admissions@mcgill.ca)

**Deadline: Admission to graduate studies operates on a rolling admission basis, and complete applications and their supporting documentation must reach departmental offices on or before the specified departmental deadline. To be considered for entrance fellowships, where available, applicants must verify the deadlines with individual departments. Meeting minimum admission standards does not guarantee admission.**

## 5.1 Application for Admission

Two procedures are available to apply for graduate admission: online and paper-based forms. Application information and the online application form are available at [www.mcgill.ca/applying/graduate](http://www.mcgill.ca/applying/graduate). Paper application packages should be obtained from individual departments.

Using either procedure, applicants (with some exceptions) are required to ask two instructors familiar with their work to send letters of recommendation. All applicants must themselves send, or ask the appropriate university authorities to send, two official or certified copies of their complete university-level academic record to date. For McGill graduates the appropriate authority is the Registrar. Letters of recommendation and official transcripts must be sent **directly** to the department concerned. Please note that all documents submitted to McGill University in support of an application to be admitted, including, but not limited to transcripts, diplomas, letters of reference and test scores, become the property of McGill University and will not be returned to the applicant or issuing institution under any circumstance.

A **non-refundable** fee of \$60 (\$100 for some Management programs) in Canadian funds **must** accompany each application, otherwise **it cannot be considered**. This sum must be paid by credit card if the online application is used. For paper applications, the fee must be paid in negotiable form, such as a bank draft, money order or certified cheque (but not in cash), at the current rate of exchange, or by credit card. Candidates for Special and Visiting Student, and Qualifying status must apply and pay the application fee every year.

It is recommended that applicants submit a list of the titles of courses taken in the major subject, since transcripts often give code numbers only. **Transcripts written in a language other than English or French must be accompanied by a certified translation.** An explanation of the grading system used by the applicant's university is essential. The applicant should also indicate the major subject area in which further study is desired.

Completed applications, with supporting documents, must reach departmental offices according to individual department deadlines. Applicants should contact the department concerned. International students are advised to apply well in advance of the deadlines as immigration procedures may be lengthy. Applications received after the prescribed dates will not be considered. Candidates will be notified of acceptance or refusal as quickly as possible. In cases of refusal, an official written appeal may be considered by the Associate Dean (Graduate and Postdoctoral Studies). The appeal fee is \$40.

## 5.2 Graduate Record Examination and other Admission Tests

The Graduate Record Examination (GRE) (Educational Testing Service, Princeton, N.J. 08540) consists of a relatively advanced test in the candidates' specialty, and a general test of their attainments in the several basic fields of knowledge, for which no special preparation is required or recommended. It is offered at many centres, including Montreal, several times a year; the entire examination takes about eight hours, and there is a registration fee. Only some departments require applicants to write the GRE examination, but all applicants who have written either the general aptitude or the advanced test are advised to submit the scores along with their other admission material.

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly towards graduate study in the subject selected. In such cases the department has the right to insist on a report from the Graduate Record Examination or some similar test. High standing in this examination will not by itself guarantee admission. The Miller Analogies Test may be used similarly. Some departments of the Faculty of Education also require the taking of various tests.

Applicants to graduate programs in Management must submit scores from the Graduate Management Admissions Test (GMAT).

## 5.3 Competency in English

Non-Canadian applicants to graduate studies whose mother tongue is not English and who have not completed an undergraduate degree from a recognized institution where English is the language of instruction must submit documented proof of competency in oral and written English. **Before acceptance**, appropriate exam results must be submitted directly from the TOEFL or IELTS Office. An institutional version of the TOEFL is not acceptable. Examples of appropriate exam results are: TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (or 213 on computer-based test), or IELTS (International English Language Testing Systems) with a minimum overall band of 6.5. Permanent Residents may be required to submit a TOEFL score. Applications will not be considered if a TOEFL or IELTS test result is not available. Higher scores may be set by individual departments.

## 5.4 Admission Requirements

Applicants should be graduates of a university of recognized reputation and hold a Bachelor's degree equivalent to a McGill degree in a subject closely related to the one selected for graduate work. This implies that about one-third of all undergraduate courses should have been devoted to the subject itself and another third to cognate subjects.

The applicant must present evidence of academic achievement: a minimum standing equivalent to a Cumulative Grade Point Average (CGPA) of 3.0 out of a possible 4.0 or a CGPA of 3.2/4.0 for the last two full-time academic years. High grades are expected in courses considered by the department to be preparatory to the graduate program.

Some departments impose additional requirements and even though the applicant may appear to satisfy the general admission requirements, acceptance into a graduate degree program is not guaranteed by the department or the Graduate and Postdoctoral Studies Office. The final admission decision rests with the Graduate and Postdoctoral Studies Office.

## 5.5 Parallel Admission

This program is designed to assist academically qualified applicants, lacking the minimum English language requirement for graduate studies at McGill, to adjust to the learning, research and teaching environment of a major, research-based, North American university where the usual language of operation is English. The program will ensure that otherwise suitably qualified applicants for admission into graduate studies programs will develop the appropriate level of English-language competency and adjust to the learning and living environment to be encountered in graduate studies at McGill within one calendar year of their admission to the program. Those students who fail to meet with these requirements will be asked to withdraw.

Students admissible to the program will have been screened by the staff of the graduate program into which they wish to be admitted, and recommended to the Graduate and Postdoctoral Studies Office. If the applicant is deemed by the GPSO to be admissible on purely academic grounds but has a TOEFL score below the entrance requirement of the graduate program, by no more than 27 points (paper-based scale) or 20 points (computer-based scale), he/she will be admitted to the Parallel Admission Program for a period not to exceed twelve (12) calendar months. In order to start his/her studies in the graduate program into which he/she had been admitted he/she would have to obtain the McGill Certificate of Proficiency in English according to the rules and regulations in force in the Department of Languages and Translation within the twelve-month period, or pass the TOEFL with a score meeting the admission requirement of the graduate program for which the student has applied.

**Any students who fails to meet the English-language requirement within one calendar year of admission to the Parallel Admission Program will be asked to withdraw.**



## 5.6 Admission to a Qualifying Program

Some applicants whose academic degrees and standing entitle them to serious consideration for admission to graduate studies, but who are considered inadequately prepared in the subject selected may be admitted to a Qualifying Program. The undergraduate-level courses to be taken in a Qualifying Program will be prescribed by the department concerned.

Qualifying students are registered in graduate studies, **but not as candidates for a degree**. Only one qualifying year (i.e., two full-time terms) is permitted.

In cases where a department recommends a change of registration from Qualifying Program (Fall) to Master's Degree First Year (Winter), **students must apply to the degree program by November 1 at the latest**.

Successful completion of the work of the Qualifying Program does not automatically entitle the student to proceed towards a degree. Qualifying-year students must re-apply for admission to the program for which they seek qualification. A Qualifying-Year applicant admitted to a Winter term as a first term of studies must apply for admission for a Fall term as his/her second term of studies.

Students who are ineligible for a Qualifying Program may apply to the appropriate undergraduate faculty for admission as regular or special students, and seek admission to graduate studies at a later date. The normal admission requirements must be met and the usual procedures followed.

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## 5.7 Admission to a Second Degree Program

A candidate with a given higher degree may apply for admission to a second degree program at the same level but in a **different subject**. The normal admission requirements must be met and all the usual procedures followed.

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## 5.8 Admission to Two Degree Programs

Students may, with special permission granted by the Graduate and Postdoctoral Studies Office, be admitted to two degree programs or to two departments or faculties. Students are **never** permitted to pursue two **full-time** degree programs concurrently.

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## 5.9 Admission to an *Ad Personam* Joint Program

*Ad Personam* joint graduate programs are restricted to Master's Thesis Option and Ph.D. programs. Students shall be admitted and registered by one department, to be known as the "first department". Approval for the joint program must be obtained from the Graduate and Postdoctoral Studies Office. The request shall be signed by the Chairs of both departments involved and shall explicitly list the conditions imposed by the second department. The student shall undertake research under the joint supervision of both departments.

Students shall fulfil the degree requirements of the first department and shall complete all the requirements specified by the second department in the request for admission. This program is described in more detail in a document available from the GPSO.

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## 5.10 Admission to an *Ad Hoc* Program (Thesis)

In *exceptional cases*, admission to an *Ad Hoc* program (thesis) may be considered. Before the Graduate and Postdoctoral Studies Office will authorize the admission of a student into an *Ad Hoc* program, it must receive a favourable report from a departmental committee constituted to examine the program in question.

Candidates, through the supervisor designated by the department most closely related to their research field, must submit a research proposal, an outline of the course work needed including a Comprehensive Examination (for Doctoral programs) in the relevant field, and the list of four supervisory committee members.

Once the request has been approved, the candidate may register following all the regular procedures. Full description of the admission procedure is available from the GPSO.

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## 5.11 Reinstatement and Admission of Former Students

Students who have not been registered for a period of up to two years but who have not officially withdrawn from the University by submitting a signed Withdrawal Form to the Graduate and Postdoctoral Studies Office are eligible to be considered for reinstatement into their programs. The student's department must recommend, in writing, that the student be reinstated, stipulating any conditions for reinstatement that it deems appropriate. The final decision rests with the GPSO. Normally, the GPSO will approve the departmental recommendation. If the student's department chooses not to recommend reinstatement, the student may appeal to the Associate Dean (Graduate and Postdoctoral Studies). The Associate Dean's decision can be appealed to the Graduate Committee on Student Standing.

Reinstatement fees will be charged in addition to the fees due for the academic session into which the student has been reinstated. The amount of the reinstatement fees is the tuition portion of fees owed for all unregistered terms, up to a maximum of two years just prior to the term of reinstatement.

If an individual has not registered for a period of more than two years, their student file will be closed. These individuals and those who have formally withdrawn may be considered for admission. Applicants' admission applications will be considered as part of the current admission cycle, in competition with other people applying during that cycle and in accordance with current graduate admission procedures and policies.

Implementation: This procedure took effect in January 2004. Revised Council of February 9, 2004.

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## 5.12 Deferral of Admission

Under exceptional circumstances, an admission for a particular semester can be considered for a deferral. This can be considered only if the student has not registered. If the student has already registered, no deferral can be granted. The student must withdraw from the University and apply for admission to a later term.

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# 6 Regulations

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## 6.1 Categories of Students

### 6.1.1 Full-time Students

Full-time students are students with a registration status of full-time and paying full-time fees. Full-time Master's, Diploma and Certificate candidates must show a minimum of 12 credits per term on their record.

### 6.1.2 Half-time Students (Thesis programs)

In some departments, students are permitted to proceed towards a degree on a half-time basis, i.e., students are permitted to register half-time instead of full-time during sessions of residence.

It is expected that half-time students will spend 50% of their time in the department participating in course work, seminars, discussions, etc., with the staff and the full-time students.

Half-time students are reminded that they must complete the degree within the time limitation imposed by the Graduate and Postdoctoral Studies Office, and that if they choose to be half-time they must: a) be so for an even number of half-time terms (i.e., two half-time terms equal one full-time term) and b) fulfil the minimum residence requirement in their program.



### 6.1.3 Part-time Students

Certain degree programs can be followed on part-time basis (e.g., M.Ed., M.Eng. non-thesis option, M.B.A., M.S.W. non-thesis option, and S.T.M.). Students in non-thesis programs (including the C.A. program) as well as Special, Visiting and Qualifying, Certificate and Diploma students, **not taking at least 12 credits per term**, are considered to be part-time. Students may, in some departments, proceed towards the degree on a part-time basis.

Part-time students are reminded that they must complete the degree within the time limitation imposed by the Graduate and Postdoctoral Studies Office.

Part-time students who do not take any courses or drop all courses, during any semester, automatically become non-resident students and are charged fees accordingly.

In cases of part-time and transfer students, all coursework might not be completed during the residency. It must therefore be completed during one or more additional terms (non-thesis extensions).

### 6.1.4 Additional Session (Thesis Programs) and Non-Thesis Extension (Non-Thesis Programs) Students

Students in additional session or non-thesis extension are students with a registration status of additional session (thesis programs) or non-thesis extension (non-thesis programs) and paying fees accordingly. The following are such students:

1. Graduate students who have completed the residency requirements in a Master's program.
2. Graduate students who have completed 8 full-time semesters in a doctoral program (when admitted to Ph.D. 1).
3. Graduate students who have completed 6 full-time semesters in a doctoral program (when admitted to Ph.D. 2).

In the doctoral program, students must be registered on a full-time basis for one more year after completion of the residency (i.e., Ph.D. 4 year) before continuing as additional session students until completion of the program. It is expected that, at this stage, all the course work and Comprehensive Examinations will have been completed and the student will be engaged in thesis preparation.

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as non-thesis extension students and pay fees accordingly.

### 6.1.5 Qualifying Students

Students admitted to a Qualifying Program are known as Qualifying Students. They must meet the minimum entrance requirements of the Graduate and Postdoctoral Studies Office. The courses taken during a qualifying year will not be credited towards a degree program. Students are registered in graduate studies but have not yet been admitted to a degree program. These students take a full load (12 credits minimum) per semester of undergraduate courses as specified by the department. Only one qualifying year is permitted.

### 6.1.6 Special Students

Students who meet the minimum entrance requirements of the Graduate and Postdoctoral Studies Office and wish to take **one, or at most two, graduate-level courses per term** (6 credits) without intention of proceeding to a degree or diploma are termed Special Students. After completion of a maximum of 12 credits, an applicant **may not** continue as a Special Student.

If graduate Special Students subsequently become candidates for higher degrees, they may receive academic credit for relevant graduate courses taken as Special Students. They must apply every year.

**Students who wish to take undergraduate courses only must apply as Special Students in the undergraduate faculty concerned, even if they already hold degrees.**

### 6.1.7 Visiting Students

Visiting Students are those students who are registered in a degree program at another university and who have obtained written permission from both universities to take a course(s) for credit towards that degree program. Students studying in the province of Quebec who are in this category are eligible for a transfer of credit if the required permission is obtained on Quebec Inter-University Transfer forms. These forms are available on-line at

[www.mcgill.ca/student-records/transfers](http://www.mcgill.ca/student-records/transfers). McGill students registering for courses required for their degree program at other Quebec universities are required to pay for the course(s) at the home university. McGill University and Université de Montréal participate in an exchange (graduate) with the University of British Columbia and the University of Toronto.

As a rule, graduate students should not register for courses through Inter-university Transfers (IUT) during the last semester before graduation. There are considerable delays in receiving official transcripts which delay the degree audit process and graduation. If special departmental permission is given for such a course to be taken in the last semester, there will be no extension given for the grade submission deadline.

### 6.1.8 Visiting Research Students

Graduate students registered in a degree program at another university who wish to come to McGill to do **research only** may do so after acceptance by the GPSO. The department recommending admission must specify "**Visiting Research**" on the Decision Form. Visiting Research students are charged additional session fee rates and they may not register for courses. They must apply for admission every year.

### 6.1.9 Non-Resident Status

(may be granted to students in **residence terms only**)

1. Departments, with the approval of the Graduate and Postdoctoral Studies Office, may permit or require candidates to spend one session at another institution; it is understood that this session must be one of full-time work, and that the institution selected must be able to provide expert supervision and facilities for research appropriate to the candidate, in the field selected.

Permission to spend a required year of residence at another university must be obtained **before** the beginning of the session in which the student will be absent. A program of the work projected and particulars of the institution selected must be sent, accompanied by a letter from the Chair of the department, to the Director of the GPSO for approval. Permission is only granted to students who have already completed one full session at McGill.

The student will be required to register and pay the normal full-time McGill tuition fee less any tuition fee payable to the host institution. Other student-related fees are not levied and the ID card is not validated.

Students participating in a formal exchange program must register and pay full-time tuition including other student-related fees. The ID card is not validated.

2. Students who wish to take a leave from the University for a maximum period of one year **before returning to complete their residence requirements** must first obtain permission to do so both from their department and the GPSO.

The student **must register as a Non-Resident student**, and pay the non-resident fee. Student services fees are not levied and the ID card is not validated. Students can only be non-resident for a maximum of one year. The non-resident fee is \$100 per term.

### 6.1.10 Leave of Absence Status

A leave of absence may be granted by the Graduate and Postdoctoral Studies Office for maternity or parenting reasons or for health reasons (see [section 10.6 "Health and Parental/Familial Leave of Absence Policy"](#)). Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks.

Students and Postdocs must make a request for such a leave in writing to their department and submit a medical certificate. The department shall forward the request to the GPSO.

Students and Postdocs who have been granted such a leave will have to register for the term(s) in question and their registration will show as "leave of absence" on their record. No tuition fees will be charged for the duration of the authorized leave. Research supervisors are not obligated to remunerate students on leave. A student on leave of absence during the Fall term must register for an active term of study in the Winter term (at least) in order to apply for graduation. A student on leave of absence during the Winter and/or Summer terms must register for an active term of study in the Fall term (at least) in order to apply for graduation.

### 6.1.11 Medical Residents

Residents and fellows on staff of teaching hospitals associated with the University are included in the Graduate and Postdoctoral Studies Office statistics. They must apply for admission to be Special Students or for admission to a degree program, a graduate diploma or certificate.

### 6.1.12 McGill Staff as Graduate Students

Members of the teaching staff of the University up to and including the rank of lecturer may enrol as candidates for a degree, diploma or certificate. If their teaching duties are designated as full-time, they may only enrol as half-time students.

Professorial members of the academic staff may not enrol in graduate degree and diploma programs. This rule shall apply also to any persons who have been on the professorial staff within the previous 12 months, unless they resign completely from their positions at McGill.

Should persons registered in graduate studies be promoted to professorial rank, they may no longer remain graduate students, unless they resign or are granted a leave of absence from their professorial appointments.

In certain exceptional cases, professorial members of the academic staff may apply to the Graduate and Postdoctoral Studies Council to enter graduate programs in academic units other than their own. The Council may grant permission if it is satisfied that the applicant's teaching unit and proposed unit for graduate study are sufficiently remote that conflict of interest situations will not arise. Permission must be granted before any courses are taken towards the proposed degree.

### 6.1.13 Quebec Inter-University Transfer Agreement (IUT)

The IUT Agreement permits concurrent registration at McGill and another Quebec institution.

#### 6.1.13.1 McGill Students

Regular undergraduate and graduate degree, diploma or certificate candidates registered at McGill may, with the written permission of the Dean of their faculty or delegate, register at any university in the province of Quebec for three (3), or exceptionally six (6), credits per term in addition to their registration at McGill. These courses, subject to GPSO regulations, will be recognized by McGill for the purpose of the degree for which the student is registered up to the limit imposed by the residency requirements of the program. This privilege will be granted if there are valid academic reasons.

Students wishing to take advantage of this agreement should consult the GPSO for details, and are informed that this agreement is subject to the following conditions:

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- The obligation of the student to complete their faculty and program requirement.
- The student is responsible for ensuring that the McGill Class Schedule permits these courses to be taken without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.

- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
- Students who are attending McGill as exchange students from outside Quebec are not eligible to take courses at another Quebec institution through the IUT agreement.
- Be aware that late results received from host universities may delay your graduation.

Scholarship holders should consult with GPSO and the Scholarships Coordinator concerning eligibility for continuation or renewal of their awards.

#### 6.1.13.2 On-line IUT Application — McGill and Visiting IUT Students

Students must initiate an on-line Inter-University Transfer (IUT) application to request the required authorizations. McGill students are advised to access the IUT application via the Web at [www.mcgill.ca/student-records/transfers](http://www.mcgill.ca/student-records/transfers). Students may also find additional information posted at the GPSO Website.

**Note:** Once the IUT application is approved by both the home and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. The method of registration of the host university will vary (e.g., Web, in-person, phone, etc.). **The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution.**

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## 6.2 Registration

### 6.2.1 Registration for Fall and Winter Terms (including additional session and non-thesis extension students)

All returning and new graduate students must register on-line at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva), after completing a Minerva Course Selection Form and obtaining departmental approval.

Courses may be added until the end of the course change period without penalty.

#### Returning Students:

Returning students register via Minerva between Thursday, March 31 and Monday, August 1.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 2982) and Winter (CRN 2977) terms.**

Successful completion of registration is contingent upon acceptable academic standing in the previous session and payment of any previous outstanding fees and fines.

#### Newly-Admitted Students:

New students entering in September 2005 register on Minerva between Tuesday, August 9 and Thursday, September 1.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 2982) and Winter (CRN 2977) terms.**

New students entering in January 2006 register on Minerva between Tuesday, December 6 and Tuesday, January 3.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGN RCGR (the Registration Confirmation course) in the Winter (CRN 2977) term.**

**Students** must register (and pay fees) annually up to and including the term of graduation. Outstanding tuition fees must be paid **before** graduation. A graduate student registered in the Winter term who graduates in February will have their Winter registration and fees cancelled at the end of February.

**Exception:** A registered student in 2004-05 (not on a leave of absence), who has completed the residency in a thesis program, and who meets the August 31 thesis submission deadline to the GPSO (Thesis Office), does not need to register for the 2005-06 academic year. The student should not expect to graduate in Fall 2005, but **must graduate by Fall 2006 graduation at the latest**. Otherwise the student must be reinstated and will be charged retroactive registration fees for all unregistered sessions/terms up to and including the term in which they graduate. Students who have already registered for the year must ask the Graduate and Postdoctoral Studies Office, IN WRITING, to delete their registration at the time of their theses submission.

If the thesis is submitted after August 31, and the student graduates in February of the next year, he/she must register for the Fall term and pay fees. The last term of registration will show the graduation narrative, i.e., Fall for February graduation, Winter for May/June graduation and Summer for October Graduation. If the thesis is submitted after August 31, and the student graduates in May/June of the next year, he/she must register for Fall and Winter terms and pay fees.

### 6.2.2 Fee Policies Related to Registration

Refer to [section 8 "Fees and Expenses"](#); particular attention should be paid to [section 8.8 "Fees and Withdrawal from the University"](#) and [section 8.9 "Other Policies Related to Fees"](#).

### 6.2.3 Summer Registration

Detailed Summer registration information will be available in the middle of March in individual departments.

#### Course Registration

Students taking summer courses register within Graduate and Postdoctoral Studies Office deadlines on Minerva at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) after completing a Minerva Course Selection Form and obtaining departmental approval.

#### Summer Term of Residence

Students in thesis programs who wish to register for a Summer term **to count as part of their residence requirements** must complete the appropriate Summer Registration Form in April. Newly admitted students beginning their graduate thesis program in a Summer Term of Residence can get 100% refund (less \$100.00 minimum or registration deposit if applicable) up to and including the May 15th withdrawal date. Students in thesis programs, who at the end of the Winter term are continuing in their programs are expected to devote the summer to research and are considered "continuing students".

### 6.2.4 Courses taken in the Centre for Continuing Education

In the Fall and Winter terms, students may add credit courses (500 level or higher) offered through the Centre for Continuing Education (CCE) directly on Minerva. Fall term courses can be added on Minerva starting August 15. Winter term courses can be added on Minerva starting December 15.

Non-credit general interest or languages courses cannot be added directly by the student. Students may register for these courses in person at the CCE, where the course(s) will be added to their record as "**Extra**" to their program and course fees will be charged.

Summer courses offered through the CCE cannot be added directly by the student. To add these courses, students must bring a copy of their approved Minerva Course Selection Form to the Graduate and Postdoctoral Studies Office where, subject to space availability and program controls, the course(s) will be added to their record.

To register for courses offered through the CCE, students must be registered in their graduate studies program. All courses taken at CCE must be completed unless the course has been dropped on Minerva according to CCE course drop/withdrawal deadlines.

**The GPSO reserves the right to place limitations on the number of Continuing Education courses taken for any one**

**program. Approval from GPSO must be obtained prior to registration.**

### 6.2.5 Courses Taken at the English and French Language Centre

Two courses are offered through English and French Language Centre for graduate students whose first language is not English. These courses cannot be counted toward the requirements of a graduate program. The courses are:

**ESLN 590 Writing for Graduate Students (3) (3 hours)** (Prerequisite placement test) (Restriction: Open only to graduate students for whom English is a second language.) Audience, purpose, organization and style of graduate-level academic writing. Mechanics. Editing. Textual analysis. Critical thinking. Genres: problem-solution, general-specific, process description, data commentary, article summary/critique. Student work-in-progress, ESL diagnosis-correction. Multiple drafts. Extensive feedback including audio-tapes commentary and individual conferences.

**ESLN 650 Pronunciation and Communication (3) (3 hours)** (Restrictions: Open only to graduate students for whom English is a second language.) (This course cannot be counted towards course requirements of any graduate program.) Focus on developing pronunciation and communication skills, including aspects of pronunciation that most affect intelligibility, and with verbal and non-verbal techniques for effective presentations.

### 6.2.6 Registration for Two Degree Programs Concurrently

No student may register in two degree programs or in two departments or faculties or two institutions concurrently without special permission granted by the Graduate and Postdoctoral Studies Office. Students are advised that permission is never granted to attempt two **full-time** programs concurrently. Letters of recommendation, including details of the proportions of time that the student intends to allot to each program, must be received from the Chair of each department concerned. Each year, a progress report must be submitted from the two departments concerned to the GPSO before a student in this category will be permitted to register.

### 6.2.7 Time Limitation

Candidates for Master's degrees must complete the degree **within three years of initial registration**. If the degree is pursued strictly on a less than full-time basis, it must be completed within five years of initial registration.

In exceptional cases, a student who wishes to submit a thesis, or to complete outstanding degree requirements, after withdrawal may do so only on the recommendation of the department concerned. A graduate application must be submitted by stated deadlines and re-admission fees will apply. The final decision rests with GPSO.

By annual registration, **all** doctoral candidates may maintain their connection with the University **for four years** after completing their residence requirements.

The object of these regulations is to encourage candidates to complete their theses and qualify for their degree without undue delay.

*Council of the FGSR - February 2, 1996*

### 6.2.8 Withdrawal from a Degree Program

Departments have the right to ask students to withdraw from the program if progress is not satisfactory, or if they have failed a course required for their program, or for lack of performance in research.

Any student who withdraws from the University **must complete a Withdrawal Form** available from the Graduate and Postdoctoral Studies Office. Fees will then be refunded according to the conditions outlined in [section 6.5 "Change of Course"](#) and in [section 6.6 "Regulations Concerning Withdrawal"](#).



## 6.3 Course Information

### 6.3.1 Course Numbering

Each McGill course is assigned a unique seven-character course "number".

The first four characters (Subject Code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number Teaching Unit Codes previously used. A complete list of Teaching Unit Codes and their Subject Code equivalents can be found on the Web at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts).

The three numbers following the Subject Code refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs courses at the 300 level and 400 level are normally taken in the student's last two years.
- Courses at the 500 level are intended for graduate students, but may also be open to qualified senior undergraduate students.
- Courses at the 600 and 700 level are intended for graduate students only.

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identifies multi-term courses.

### 6.3.2 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses or it is preferable that the work to be done is carried out over two, or three, terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight is equivalent in all modes, the only difference being the scheduling, and students cannot obtain credit for more than one version.

**Courses with numbers ending in D1 and D2** are taught in two consecutive terms (most commonly Fall and Winter). Students must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, the student will automatically be registered for the Winter term D2 portion. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2005 and Winter 2006.

**Courses with numbers ending in N1 and N2** are taught in two non-consecutive terms (Winter and Fall). Students must register for the same section of both the N1 and N2 components. No credit will be given unless both components (N1 and N2) are successfully completed within a twelve (12) month period.

**Courses with numbers ending in J1, J2 and J3** are taught over three consecutive terms. Students must register for the same section of all three components (J1, J2, J3). No credit will be given unless all three components are successfully completed.

### IMPORTANT CONDITIONS FOR MULTI-TERM COURSES

1. Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multi-term course.
2. Students must successfully complete each component in sequence as set out in the multi-term course. Credit is

granted only at the end of the multi-term course; no credit is given for partial completion.

### 6.3.3 Course Terminology

**Prerequisite:** Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

**Corequisite:** Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

**Credits:** The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses the credit weight is indicated after the course number.

### COURSE NOMENCLATURE IN PROGRAM DESCRIPTIONS:

**Required Course:** Courses absolutely required in a program. All students in that program must take this (these) course(s) unless they are granted exemption(s).

*Cours obligatoire:* Cours foncièrement obligatoire dans un programme. Tous les étudiants inscrits à ce programme doivent suivre ce (ou ces) cours, à moins de bénéficier d'exemptions.

**Complementary Course:** Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these in order to meet program requirements.

*Cours complémentaire:* Cours sélectionnés à partir d'une liste limitée, ou de la liste des cours offerts dans une matière particulière ou dans une discipline. Dans certains programmes, les étudiants doivent inclure un certain nombre de ces cours afin de satisfaire aux exigences du programme.

**Note: Complementary courses are not electives.** The difference between Complementary courses and Required courses is that Complementary courses offer an element of choice, however small that choice may be. Students may choose from the two (or more) courses specified within Complementary Course segment(s) of a program description, but ONLY from those.

**Elective course:** courses chosen freely (with advice and approval of the Graduate Program Director and GPSO).

### 6.3.4 Class Schedule and Course Catalog

Students should consult Class Schedule when preparing to register ([www.mcgill.ca/courses](http://www.mcgill.ca/courses)). Here they will find up to date information including days and times when courses are offered, class locations, names of instructors, and course pre-requisites. Class Schedule only displays courses that are being offered in the term selected.

For a complete listing of all McGill courses, even if they are not offered in a given year or term, students may consult the Course Catalog at [www.mcgill.ca/courses](http://www.mcgill.ca/courses). Searches are conducted by term and provide information such as full course descriptions, course pre-requisites and registration requirements.

## 6.4 Summer Studies

Registration regulations may change for Summer 2006. Students should consult their department in the middle of March.

Graduate courses are available in some subject areas during the summer and the *Summer Studies Calendar* should be consulted for a complete listing of undergraduate and graduate level courses.

Students doing graduate work in Education are strongly advised to enrol in summer studies and many programs can only be completed by participation in summer studies.

Registration for courses for graduate students takes place via Minerva for the Summer session. It is the responsibility of the student to register for courses within the deadlines, after completing a Minerva Course Selection Form and obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. Students in non-thesis programs will be charged fees for

courses taken in the summer. **Registration for "summer studies" should not be confused with registration for a Summer term which has been discussed previously in section 6.2.3 "Summer Registration".**

Many summer courses have limited enrolment and students are advised to register for such courses as early as possible. Graduate students intending to register for restricted undergraduate courses **MUST COME IN PERSON** to the Graduate and Postdoctoral Studies Office where the course will be added if there is space available in the course.

Please consult the *Summer Studies Calendar* for specific information on course dates and times. Information is also available on the Summer Studies Web site at [www.mcgill.ca/summer](http://www.mcgill.ca/summer).

## 6.5 Change of Course

**Students who wish to add or drop courses from their programs after initial registration must do so via Minerva by the deadlines. Instructions and information on deadlines are available on the Web at [www.mcgill.ca/student-records](http://www.mcgill.ca/student-records) or from individual departments.** Neither notifying the course instructor nor discontinuing class attendance will suffice. Students paying tuition on a per course basis only, will receive appropriate refunds if they drop courses within the time limits specified in **section 8.8.1 "Fee Refund Deadlines"**.

Students who are registered in the Fall Term may continue to add and drop courses that will begin in the Winter Term throughout the Fall Term until the deadline for course change/late registration in the Winter Term.

## 6.6 Regulations Concerning Withdrawal

### 6.6.1 Regulations Concerning Course Withdrawal

Following the Course Change deadline there is a period of a few days during which students may withdraw, with a grade of W and full refund of course fees, from courses that start in that term.

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

#### Courses that begin in the Fall Term

Deadline for withdrawal (grade of 'W') with refund:  
Sunday, September 18, 2005

Deadlines for withdrawal (grade of 'W') without refund:

- Single-term courses: Sunday, October 9, 2005
- Multi-term courses: Tuesday, January 17, 2006

#### Courses that begin in the Winter Term

Deadline for withdrawal (grade of 'W') with refund: Sunday, January 22, 2006

Deadline for withdrawal (grade of 'W') without refund:

- Single-term courses: Sunday, February 12, 2006
- Multi-term courses: Monday, May 15, 2006\*

\*Please note that students in multi-term courses with course numbers ending in N1 and N2 (begin in the Winter, skip the Summer, are completed in the subsequent Fall term) may withdraw after May 15 and until the end of the Fall term course change period by contacting GPSO.

After the withdrawal (without refund) deadline, but before the end of term, the student may, under exceptional circumstances, be granted permission to withdraw from a course. (Permission will not be granted merely because a student is doing unsatisfactory work.) A grade of W or WF, as appropriate, will appear on the transcript but will not be calculated in the GPA. For further information students should consult GPSO.

#### Note:

1. The responsibility for initiating withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student's withdrawal is entered on Minerva is the official date of withdrawal, even if the student stopped attending lectures earlier.

2. Fee refunds, if any, will be in accordance with **section 8.8 "Fees and Withdrawal from the University"**.

### 6.6.2 Regulations Concerning University Withdrawal

Students considering University withdrawal are strongly urged to consult with their Graduate Program Director. They must submit a completed Withdrawal Form to GPSO.

#### Student's responsibility

The responsibility for initiating University withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student drops or withdraws from all courses on Minerva or the date the request for withdrawal is submitted to GPSO is the official date of withdrawal, even if the student stopped attending lectures earlier.

#### Deadlines for University Withdrawal

All students who have accessed Minerva to register must officially withdraw within deadlines if they decide not to attend the term(s) for which they have registered. See Withdrawal (W) deadline dates in the Calendar of Dates.

Students who have accessed Minerva and who drop their last course from September 1st through to the withdrawal period with full refund, must submit a signed withdrawal form to be withdrawn from the University. They will be automatically charged a minimum charge of \$100 (or their deposit fee if newly admitted, whichever is higher) to cover administrative costs of registration.

**Students who discontinue their classes without taking steps to drop their courses and submit a withdrawal form will be liable for all applicable tuition and other fees.**

#### Fall Term:

Deadline for University withdrawal with refund (minus \$100 for returning students, and less registration deposit or \$100 for new students):

Sunday, September 18, 2005

#### Winter Term:

Deadline for University withdrawal with refund (minus \$100 for returning students, and less deposit or \$100 for new students):

Sunday, January 22, 2006

Students who are blocked from dropping or withdrawing from their last course on Minerva are required to contact their student affairs office. The student affairs office will supply any forms necessary to complete the University withdrawal where the deadline for University **withdrawal has not been passed**.

#### Consequences of University Withdrawal

Fee refunds, if any, for the term in which the student withdraws will be in accordance with **section 8.8 "Fees and Withdrawal from the University"**.

Upon withdrawal, students are required to return their ID card to the University as stated in **section 6.16 "Identification (ID) Cards"**.

Students who withdraw from the University and wish to re-enroll in a subsequent term must follow the procedures for admission, see **section 5 "Admission"**.

Students who withdraw during the Fall term are considered withdrawn from the entire academic year, regardless of whether Winter term courses are dropped. If they wish to return for the Winter term, they must follow the procedures for admission.

## 6.7 Grading and Grade Point Averages (GPA)

### Classification of Marks:

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Beginning in the Fall term of 2002 all verification forms, transcripts and other documents show only letter grades for all subsequent terms.

Grades A through B- are termed satisfactory passes, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students must obtain grades of B- or better in courses used to fulfill program requirements.

| Grades   | Grade Points | Numerical Scale of Marks |
|----------|--------------|--------------------------|
| A        | 4.0          | 85 - 100%                |
| A-       | 3.7          | 80 - 84%                 |
| B+       | 3.3          | 75 - 79%                 |
| B        | 3.0          | 70 - 74%                 |
| B-       | 2.7          | 65 - 69%                 |
| F (Fail) | 0            | 0 - 64%                  |

Letter grades are assigned grade points according to the table shown above. A student's academic standing will be determined based on the basis of a grade point average (GPA), which is calculated by dividing the sum of the credit times the grade points by the total courses GPA credits. GPA credits are the credits of courses with grades that are assigned grade points.

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The term grade point average (TGPA) will be the GPA for a given term calculated using all the applicable courses at the same level in that term. The cumulative grade point average (CGPA) will be the GPA calculated using the student's entire record of applicable courses at McGill at the same level effective the Fall 2002 term. If the level is changed (e.g. from Master's to Doctoral), the CGPA will start again. For students with academic information prior to Fall 2002, who are continuing in the same program or are registered in a different program or level post-Fall 2002, the transcript displays a special message regarding the CGPA being calculated effective Fall 2002 onwards. If courses are repeated, all results are included in the GPA calculation. Therefore, grades of F or J continue to be used in the CGPA calculation even after the course is repeated or if a supplemental examination is taken.

**Other Grades:**

- IP** – **In Progress.** (Master's Thesis Courses Only)
- P** – **Pass.** Pass/Fail grading is restricted to certain seminars and examinations only. In such cases all grades in these courses are recorded as either Pass or Fail. Not included in GPA calculations.
- HH** – **To be continued.** The use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.
- J** – **Absent:** to be recorded for the student who did not write the final examination and had not been granted deferred status, or who did not complete an essential part of the course requirements without a valid reason. This is a failure and is calculated in the TGPA and CGPA as a failure. (Students may appeal the assignment of the grade of J, but circumstances such as appearing at the incorrect time for an examination would not be sufficient reason for this grade to be replaced by a deferral. Students who have earned sufficient marks to pass the course even though the final examination is not written, may opt to have their grade based on the record to date.)
- K** – **Incomplete:** deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months). (Need a K contract signed.)
- KF** – **Incomplete/failed:** failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement. This is a failure and is calculated in the TGPA and CGPA as a failure.
- KK** – **Completion requirement waived.** This is used in exceptional cases only, with the approval of the Director of the Graduate and Postdoctoral Studies Office. Not calculated in TGPA or CGPA.
- KE or K\*** – **Further extension** granted with the approval of the Director of the Graduate and Postdoctoral Studies Office (maximum two years.) (Need a K contract signed.)
- L** – **Deferred:** for students whose final examinations or papers have been deferred, for reasons such as illness, at the time of the examination. The "L" grade must be cleared as soon as possible (maximum four months).

A medical certificate or appropriate document must be submitted to the Graduate and Postdoctoral Studies

Office with a departmental recommendation for a deferral **before or immediately after** the examination. In particular, such recommendations will not be considered if medical reasons are brought forth after a grade is assigned.

By commencing to write any examination, the student waives the right to plead medical causes for deferral or permission to write a supplemental examination, unless the medical problem occurs in the course of the examination and is documented by examination authorities.

- LE or L\*** – **Further deferral:** permitted to defer examination for more than the normal period.
- NA or &&** – **Grade not yet available.**
- NR** – **No grade reported** by the instructor (recorded by the Registrar).
- Q** – Course continued in next term.
- Satisfactory/Unsatisfactory – Not used for graduate students.**
- W** – **Withdrew with approval.** A course dropped, with permission, after the change of course period. Not included in GPA calculations.
- WF** – **Withdrew failing:** a course dropped, with special permission in exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used in Music.)
- WL** – Withdraw from a deferred examination (approved by GPSO); not calculated in TGPA or CGPA.
- W-- or --** – **No grade.** Student withdrew from the University; not calculated in TGPA or CGPA.

**6.8 Failure Policy**

Students who have failed one course required by their department while registered as a graduate student may automatically write one supplemental examination, if the departmental policy permits, or retake that course or substitute an equivalent course. For the purposes of this policy, "required course" includes either a course required by the student's program of study, or a course that has been designated by the department for an individual student's program of study. Students with any further failures in that course, including the supplemental, or a failure in any other course, will be required to withdraw from their program of study. When a student retakes a course, he/she is required to pay the fee charged for the course in question. Ph.D. students and Master's students in thesis programs can also be required to withdraw from their program of study for documented lack of performance in research.

The failure policy does not pertain to the failure of comprehensive examinations, doctoral oral defenses, or thesis failures. In the case of a failed thesis or defense, the Thesis Failure Policy, detailed in the Thesis Guidelines, applies. In the case of a failed comprehensive examination, the Ph.D. Comprehensives Policy applies.

(Senate, October 11, 2000.)

(Revised, GPS Council, February 10, 2003)

**Procedure to follow in cases of failure:**

Procedure to follow in cases of failure:

The procedure in cases of initial failure is as follows: the failing grade is to be recorded and a letter sent to the Graduate and Postdoctoral Studies Office indicating that a supplemental examination is to be given under the Failure Policy. If the supplemental is passed, the second grade should be submitted. The same procedure applies for a recommendation of a retake or a substitution.

In the event of a failure of a supplemental exam, the department should request, in writing, that the student withdraw (with a copy of said letter forwarded to the GPSO).

Similarly, in the event of a failure in a second course, a written request for withdrawal (copied to the GPSO) should be sent to the student.

**Note:** A student in a graduate program who has failed one course while being a Special Student in a graduate studies will have this failure count as a first failure in a related graduate program. Any further failure will require withdrawal from the program of study.



## 6.9 Language Policy

The language of instruction at McGill is English. Some courses are offered in French. Every student has a right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

## 6.10 Regulations Concerning Theses

A thesis submission package, which includes the Nomination of Examiners form and Thesis Submission form, may be obtained from the Graduate and Postdoctoral Studies Office (Thesis Office), Room 400, James Administration Building. The documents in this package contain important information regarding procedures and deadlines. It must be consulted by students who are in the process of writing a thesis in order to adhere to University regulations concerning the submission of a thesis. Thesis submission guidelines and forms are posted on the Web at [www.mcgill.ca/gps](http://www.mcgill.ca/gps).

Forms and guidelines are updated as procedures change. Students should keep informed of these changes by referring to the Web site.

Dates of submission of theses, convocations, etc. are listed in [section 2 "Calendar of Dates 2005-2006"](#) and are available on the Web at [www.mcgill.ca/students-information/dates](http://www.mcgill.ca/students-information/dates).

## 6.11 Graduation and Convocation

### 6.11.1 Apply to Graduate

Students in non-thesis programs must indicate their expected graduation term on Minerva using the "apply for graduation" option under the Student Records menu and should verify this information on unofficial transcripts and verification forms. Graduate certificates and diplomas, Master's degrees and doctoral degrees are granted by Senate to those students recommended for graduation by the Graduate and Postdoctoral Studies Office. GPSO should be notified immediately when a final-year student changes his/her expected graduation term. Failure to do so may result in the postponement of a student's graduation.

### 6.11.2 Graduation Approval Query

Graduating students may view the status of their graduation record on Minerva as part of the Faculty review and approval process. The menu option called "Student Graduation Query" is accessed via the Student Records menu option on Minerva, and becomes available to graduating students approximately 3-4 weeks before the "degree awarded" notation is updated on their records.

If all requirements for graduation are met, the student's record on Minerva will be updated with the "degree awarded" notation at the appropriate time:

- late February, if term of graduation is Fall (degree granted February, Convocation in Spring)
- late May, if term of graduation is Winter (Convocation in Spring)
- late October, if term of graduation is Summer (Convocation in Fall)

**Note:** Information regarding the Convocation ceremonies can be obtained on the McGill Website at [www.mcgill.ca/convocations](http://www.mcgill.ca/convocations).

### 6.11.3 Replacement Diploma

There are several instances when you might request a replacement diploma: if you have lost your diploma, if it was damaged or, finally, if you wish to have the name on your diploma changed. Your request must be made in writing and should be sent along with a certified cheque or money order for the amount of CDN\$60 made payable to McGill University. Refer to the sections below to determine which situation applies to you. Please forward all requests to the attention of:

ARR Service Centre  
Duplicate Diploma Request  
McGill University

James Administration Building, Room 205  
Montreal QC H3A 2T5  
E-mail: [registration.arr@mcgill.ca](mailto:registration.arr@mcgill.ca)

Please note that requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

**To replace a lost diploma:** Provide a Sworn Affidavit from a Notary, a Lawyer or a Commissioner of Oaths certifying that the diploma is lost. The Affidavit should include:

Full name; Student Number; Address; Phone Number; Date of birth; Degree granted/year granted; Reason for a replacement diploma.

**To replace a damaged diploma or change the name on the diploma:** Send or deliver the original diploma. Include clear and complete photocopies of legal documents supporting the name change. Please refer to [section 6.17 "Legal Name"](#) for the list of acceptable documents. Please note that the name change must be processed in the system before a duplicate diploma can be issued. Enclose a letter containing the following important information:

Full name; Student Number; Address; Phone Number; Date of birth; Reason for a replacement diploma; New spelling/grammar changes.

### 6.11.4 Dean's Honour List

Only graduate students who have completed their program within the University's time limitation for their program are considered for the Dean's Honour List designation.

The criteria for inclusion in the Dean's Honour List is as follows:

#### Master's Thesis Candidates:

Truly outstanding student recommended by the department.

#### Doctoral Thesis Candidates:

Truly outstanding student recommended by the Oral Defense Committee.

## 6.12 Policy Concerning Access to Records

Statements of account and all other correspondence are sent directly to students who retain full control as to who has access to their records or accounts. (Officers and members of the University staff may also have access to relevant parts of such records for recognized and legitimate use.) No progress report or any other information is sent to parents and/or sponsors unless specifically requested by the student in writing.

In accordance with the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the "Access Act") personal information, including transcripts of academic records, may be released only with the authorization of the student. When a student applies to McGill, he/she authorizes the University to release certain personal information (name, address, telephone number, e-mail address, date of birth, program and student status) to the persons and bodies listed below.

The following persons and bodies are included in the authorization:

- a. libraries of other Quebec universities with which McGill established reciprocal borrowing agreement (ID number and bar code may also be disclosed to such libraries)
- b. the Quebec Ministry of Education, in order to create, validate and/or modify the student's Permanent Code
- c. the appropriate authorities involved with the external or internal funding of the student's fees (financial records may also be disclosed to such authorities)
- d. the Association of Universities and Colleges of Canada
- e. the Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
- f. the school(s) or college(s) which the student attended
- g. students and alumni who have volunteered to speak with admitted students

- h. the Student Associations recognized by McGill University for the category(ies) of students to which the student belongs
- i. the McGill Alumni Association
- j. professional bodies or corporations (e.g., engineers, dentists)
- k. McGill Network and Communications Services for the purposes of listing the student's McGill e-mail address in an on-line e-mail directory.

Students who choose not to authorize the University to disclose personal information to the organizations mentioned above in h,i,j and k must complete and submit an opposition form. The opposition form is available at the Admissions, Recruitment and Registrar's Office.

## 6.13 Transcripts of Academic Record

### 6.13.1 Unofficial Transcripts

Students who require a copy of their student record can view and print their own unofficial transcript by accessing Minerva. This applies to records from 1976 to present. For pre-1976 records, an official transcript must be ordered.

### 6.13.2 Official Transcripts

Official transcripts can be ordered on-line via Minerva. Students who cannot access Minerva should fill out the "*Request for Release of Official Document*" form available on-line at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts) or in person at the Admissions, Recruitment and Registrar's Office at the address below. Transcript requests may be submitted by mail, by fax, or in person but must be signed by the student. To protect privacy, we do not accept telephone or e-mail requests.

Admissions, Recruitment and Registrar's Office  
James Administration Building  
845 Sherbrooke Street West, Room 205  
Montreal, Quebec H3A 2T5  
Fax: (514) 398-8939

#### 6.13.2.1 General Information

Transcripts are free of charge.

Official transcripts are sent directly to the addresses provided by the student. Official transcripts in sealed envelopes can be given to those requesting them.

Requests are processed in 3 to 5 working days, somewhat longer for pre-1976 records and at peak times.

ARR is not responsible for transcripts that are lost or delayed in the mail.

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued.

Official transcripts will NOT be issued for students registered on or after September 2001 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.

Transcripts will not be issued if you owe fees or fines over \$30.

Official transcripts are produced on secure paper that cannot be copied.

### 6.13.3 Course Numbering on the Transcript

Prior to September 2002, course numbers had a seven-character designation beginning with the three-number code for the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

107-200A = Philosophy (107) course (200) in Fall term (A);  
301-202B = Architecture (301) course (202) in Winter term (B);  
154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available on the Web at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts).

## 6.14 Academic Integrity

In submitting work in their courses, students must understand the meaning and consequences of plagiarism and cheating; these are considered to be extremely serious academic offences.

Students who have any doubt as to what might be considered plagiarism in preparing an essay or term paper should consult the instructor of the course to obtain appropriate guidelines.

Students should also consult the academic integrity Website at [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity).

The possession or use of unauthorized materials in any test or examination constitutes cheating. Responses on multiple-choice examinations are normally checked by the exam security computer monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple choice exams. Data generated by the exam security computer monitoring program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The Code is included in the *Handbook of Student Rights and Responsibilities*, which is available at [www.mcgill.ca/secretariat/documents](http://www.mcgill.ca/secretariat/documents).

Plagiarism in a thesis or a Ph.D. Comprehensive Examination contravenes McGill University's academic goals and standards. Consequently, any student found guilty of plagiarism under the Code of Student Conduct and Disciplinary Procedures (see the Handbook on Students Rights and Responsibilities available at [www.mcgill.ca/secretariat/documents/](http://www.mcgill.ca/secretariat/documents/)) in a thesis or a Ph.D. Comprehensive Examination may face very serious penalties, even expulsion from the University without the degree.

## 6.15 Documentation

### 6.15.1 Documentation for Permanent Code, Citizenship and Proof of Quebec Residency

The Ministry of Education in Quebec requires that McGill collect documentation from all students to ensure tuition fees are assessed correctly and to ensure a permanent code is issued by the Ministry for all students. Students should take steps to mail or fax this documentation prior to arriving on campus. International students must bring additional documents with them when they come to have their McGill identification card issued before the start of lectures.

Students can check if McGill has received their Permanent Code after they have accepted the University's offer of admission on Minerva under the Personal menu.

Students can consult their citizenship and Quebec residency status on Minerva. Select Student Menu -> Student Accounts Menu -> View Your Citizenship and Quebec Residency Status.

### 6.15.2 Proof of Canadian Citizenship or Permanent Residency in Canada

As per the Ministry of Education of Quebec, all students who are citizens or permanent residents of Canada must provide proof of their status in order to avoid being charged the international rate of tuition fees. The proof must be a clear and complete photocopy of one of the following documents:

- Certificate of Indian Status card
- Canadian birth certificate
- Canadian citizenship card (both sides)
- Valid Canadian passport (with place of birth clearly shown)
- Record of Permanent Resident status in Canada (i.e., IMM 1000 document/IMM 5292 and PR card — both sides)

Students must also provide a signed Permanent Code form available at [www.mcgill.ca/student-records/fees/permcodes](http://www.mcgill.ca/student-records/fees/permcodes) if we do not already have a Permanent Code on record for you. Students can verify if McGill has received their Permanent Code on Minerva under the Personal Menu.

### 6.15.3 Proof of Quebec Residency

Students who are Canadian citizens or Permanent Residents of Canada and who wish to qualify for the Quebec rate of tuition fees must provide proof of Quebec residency along with their proof of citizenship. There are two ways of establishing Quebec residency status:

1. **Without** an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated below and submit proof to that effect:
  - a. Student was born in Quebec. Document required: Quebec birth or baptismal certificate (issued prior to January 1, 1994) with place of birth clearly shown, or a valid Canadian passport indicating Quebec as the place of birth.
  - b. Student had Quebec residency status in college and is continuing on to university without interrupting studies for more than two semesters (not including the Summer semester). Document required: Proof of Canadian citizenship
  - c. Student is a member of an aboriginal/Inuit community in Quebec. Document required: Letter from the band council official, band membership card (including Makivik card — both sides)
2. **With** an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated on the form, and send it along with all the documents requested on the attestation. A copy of the guidelines and the form as established by the Ministry of Education of Quebec (MEQ) can be obtained from our Website at the following address: [www.mcgill.ca/student-records/fees/poc](http://www.mcgill.ca/student-records/fees/poc).

Students should ensure that all the clear and legible photocopies sent in, such as proof of citizenship or permanent residency of Canada, and Quebec residency, indicate their McGill ID number, faculty name and contact information (telephone number, e-mail, etc.).

These should be mailed or faxed to:

Admissions, Recruitment and Registrar's Office  
Documentation Centre  
688 Sherbrooke Street West  
Montreal, QC H3A 3R1 CANADA  
Fax: (514) 398-3227

The Student Accounts Office will send students a fee statement based on the citizenship information and documentation on file at the time the statement is issued. If the appropriate proof required to support a citizenship or Quebec residency status is not received by the fee deadline indicated on the statement, students will be billed at the international rate of tuition. Late payment and interest charges may also incur on the unpaid balance. Students who submit their proof of status after the payment deadline indicated will have the international supplement waived, but will be responsible for the late payment and interest charged to their account.

Students should note that all proofs of citizenship, requests for Quebec residency, immigration status changes and fee exemptions must be received by the end of the last day of classes of a current term to take effect for that term. All documents received after that date will be updated for the following term only.

Further information regarding proof of citizenship or the Attestation of Quebec Residency can be obtained from the Admissions, Recruitment and Registrar's Office Service Centre on the second floor of the James Administration Building.  
Telephone: (514) 398-4474  
E-mail: [que-can@mcgill.ca](mailto:que-can@mcgill.ca)

It should be noted that the Quebec residency form and the associated regulations are the property of the Ministry of Education of Quebec (MEQ).

### 6.15.4 International Students

New international students must provide a clear and complete photocopy of:

- a. One of the following **if studying for more than 6 months in Canada**:
  - Study permit issued by Immigration Canada AND Certificate of Acceptance of Quebec (CAQ)
  - Convention Refugee status document

Or

- b. One of the following **if studying for less than 6 months in Canada**:
  - Visitor's Permit issued by Immigration Canada
  - Valid Passport (including the page(s) stamped by Immigration Canada at port-of-entry) AND birth certificate (official English or French translation if necessary)

And for all students:

- c. A signed Permanent Code form, available at [www.mcgill.ca/student-records/fees/permcode](http://www.mcgill.ca/student-records/fees/permcode), indicating the names of the student's father and mother, or a Permanent Code. Students can verify if McGill has received their Permanent Code on Minerva under the Personal Menu.

### 6.15.5 Fee Exemptions

Exemptions from International Tuition Fees may be claimed by students in certain categories. As well, both international and non-Quebec Canadian students or permanent residents in certain language programs leading to a degree in French may be eligible for a fee exemption from international or the non-Quebec Canadian rate. Please note that the list of language programs is limited and subject to change by the Ministry of Education. Students, if eligible for one of the exemption categories, are then assessed at the Quebec student rate. A list of categories and the required application forms are available at [www.mcgill.ca/student-records/fees/exemption](http://www.mcgill.ca/student-records/fees/exemption) and also at the Admissions, Recruitment and Registrar's Office where the application forms must be submitted.

### 6.15.6 Where To Send Documents

**Students should mail or fax copies of documents prior to arrival on campus.** The student's McGill ID number and contact information must show clearly on all documentation, and be mailed or faxed prior to arrival on campus. If McGill has not received this information prior to arrival, ID cards will not be issued and the student will be assessed international fees.

This information should be mailed or faxed to:

Admissions, Recruitment and Registrar's Office  
Documentation Centre  
688 Sherbrooke Street West  
Montreal, QC H3A 3R1 CANADA  
Fax: (514) 398-3227

Questions should be addressed to:

Telephone: (514) 398-4474  
E-mail: [que-can@mcgill.ca](mailto:que-can@mcgill.ca)

### 6.15.7 No Retroactivity

The Student Accounts Office will send students a fee statement based on the citizenship information and documentation on file at the time the statement is issued. If the appropriate proof required to support a citizenship or Quebec residency status is not received by the fee deadline indicated on the statement, students will be billed at the international rate of tuition. Late payment and interest charges may also incur on the unpaid balance. Students who submit their proof of status after the payment deadline indicated will have the international supplement waived, but will be responsible for the late payment and interest charged to their account.

Students should note that all documentation must be received by the end of the last day of classes of a current term to take effect for that term. All documents received after that date will be updated for the following term only, and the higher fees cannot be retroactively reversed for a previous term.



### 6.16 Identification (ID) Cards

Students registered at McGill are required to present an ID card when writing examinations and when using libraries, Student Services, certain laboratories, and many residences.

An ID card cannot be issued until at least 3 hours after the student has registered. When requesting the card, new students must present Permanent Code information and proof of legal status in Canada (for a list of documents please see [section 6.15 "Documentation"](#)).

*ID cards will not be issued if any of the legal documents are missing.*

Registered students may obtain an ID card at these times and locations:

Wednesday, August 3 to  
Monday, August 17, 2005  
Open 9:00 a.m. to 5:00 p.m.  
(except Fridays and weekends)  
*Canadian and Quebec students are encouraged to come during this period to avoid line-ups later in August. No international students can be carded before August 18.*

Admissions, Recruitment and Registrar's Office,  
James Administration Building, Room 205

Thursday, August 18 to  
Wednesday, August 31, 2005  
Open 9:00 a.m. to 5:00 p.m.  
including Friday, Saturday and Sunday, August 19-21  
Closed Saturday and Sunday, August 27-28.  
*All students, including international students*

Lorne M. Trottier Building  
3630 University Street

Starting September 1, 2005  
Normal office hours

Admissions, Recruitment and Registrar's Office,  
James Administration Building, Room 205

On the Macdonald Campus, registered students may obtain an ID card from the Student Affairs Office, Room 106, Laird Hall, from Monday, August 22 to Wednesday, August 31 by appointment through the Orientation Schedule. From Thursday, September 1 to Friday, September 9 (closed Monday, September 5), service is available between 9:00 a.m. and 11:30 a.m.

Other notes:

- students who do not register for consecutive terms should retain their ID card to avoid having to replace it when they re-register.
- if your card has expired there is no charge for a replacement as long as you hand in the ID card.
- if you change programs or faculties there is no charge as long as you hand in the ID card.
- if your card has been lost, stolen or damaged, there is a \$20 replacement fee.

The Student Identification Card is the property of the University and students withdrawing from all of their courses must attach their ID card to the withdrawal form or return their ID card to the Admissions, Recruitment and Registrar's Office (or the Faculty of Agricultural and Environmental Sciences Student Affairs Office, Macdonald Campus).

Students who need security access to labs or other facilities should refer to [www.mcgill.ca/security/access](http://www.mcgill.ca/security/access).

### 6.17 Legal Name

All students are registered under their legal name as shown in one of the following documents:

1. Canadian birth certificate.
2. Canadian Immigration Record of Landing (IMM1000 or IMM5292 and Permanent Residence card, both sides).

3. International passport (for Canadians, a Canadian Citizenship card is acceptable).
4. Canadian Immigration Study or Work Permit document.
5. Certificate of Acceptance of Quebec (CAQ).
6. Letter from the International Student's Consulate or Embassy in Canada.
7. Marriage certificate translated into English or French by a sworn officer.

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

**Note:** This is the name that will appear on the student's diploma or certificate on graduation, and on the student's transcript.

### 6.18 Verification of Name

Students should verify the accuracy of their name on McGill's student records via Minerva and make any necessary corrections to formatting, e.g., upper/lower case letters, accents and spacing.

Students **cannot** change the name on their record via Minerva. Requests for such changes must be made by presenting official documents (see [section 6.17 "Legal Name"](#)) in person at the Admissions, Recruitment and Registrar's Office.

### 6.19 E-mail Communication

E-mail is one of the official means of communication between McGill University and its students. All students are assigned a Uniform E-mail Address (UEA). They should view and verify their UEA on Minerva, under the Personal Information menu. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable.

It is a violation for any user of official McGill e-mail addresses to impersonate a University officer, a member of the faculty, staff or student body, in line with the McGill University "Code of Conduct for Users of McGill Computing Facilities" and relevant federal and provincial legislation.

More information about e-mail procedures is available at [www.mcgill.ca/email-policy](http://www.mcgill.ca/email-policy). E-mail support is provided by IST Customer Support (ICS). Please see [section 11 "Libraries and Computing Facilities"](#).

### 6.20 Updating Personal Information

It is important that all students keep their official records up to date, especially their mailing or student billing address as these are used by the University year round. If all addresses on file are invalid or incomplete, a student's mail will be held. Once the addresses are updated, future mail will be sent.

Students must update their addresses and/or telephone number and emergency contact information using Minerva.

Students who are away from campus and do not have access to the Internet may make the changes by writing to their Student Affairs Office or to the Admissions, Recruitment and Registrar's Office. A written request must include the student's signature.

Changes requiring verification of official documents, e.g., change of name or citizenship or correction of birthdate, must be reported to the Admissions, Recruitment and Registrar's Office as soon as possible. Such changes can only be made in person.

## 7 Student Services and Information

### 7.1 Fellowships, Awards and Assistantships

Graduate and Postdoctoral Studies Office  
(Fellowships and Awards Section)  
James Administration Building, Room 400  
845 Sherbrooke Street West  
Montreal, Quebec H3A 2T5

Telephone: (514) 398-3990

Fax: (514) 398-2626

E-mail: [graduate.fellowships@mcgill.ca](mailto:graduate.fellowships@mcgill.ca)

Website: [www.mcgill.ca/gps](http://www.mcgill.ca/gps) (under Funding: Fellowships and Awards)

The Fellowships and Awards Section of the Graduate and Postdoctoral Studies Office provides information on many sources of support for Canadian and non-Canadian students, both new to McGill and continuing. Further information on these and other sources of funding can be found various publications on the Fellowships and Awards web pages. The Graduate Fellowships and Awards Calendar lists all internal awards as well as numerous external awards. "Making Ends Meet" is a guide to successful strategies for funding graduate studies. McGill University also offers a small number of prestigious recruitment fellowships, including the Tomlinson Fellowships, the Werner Graupe Fellowships and the Sir Yue-Kong Pao Fellowships for which application information is posted on the fellowships Website in the Fall prior to the year in which you intend to start your studies. The Tomlinson Fellowships are awarded to the most outstanding applicants at the following levels: Master's programs in disciplines housed in the Faculty of Science, doctoral programs in any discipline, and post-doctoral research in any discipline.

Applications for Tomlinson Postdoctoral Fellowships must reach the proposed academic department by the first Monday in November – please consult the Website for application guidelines and forms.

Tomlinson Master's and Doctoral Fellowships, as well as other entrance fellowships are awarded on the basis of the application for admission, upon nomination by academic departments – please contact the proposed academic department directly for further information. To be considered for a Tomlinson Master's or Doctoral Fellowship, the application for admission must reach the proposed academic department by the first Monday in January (some departments impose an earlier deadline).

The GPSO also administers Major Fellowships for students who are currently enrolled in a McGill graduate program for subsequent years of studies. Competition deadlines are in the early fall prior to the funding period (e.g., Fall 2005 for funding in 2006-07) – please consult the Website for application guidelines and forms.

Differential fee waivers for International students provide eligible non-Canadian graduate students with waivers of the international tuition fee supplement. There are no application forms for differential fee waivers, since these are awarded on the basis of departmental nominations made to the Fellowships and Awards Section. Eligible students should contact their McGill department.

Research Assistantships, Teaching Assistantships and stipends from professors' research grants are handled by individual academic departments at McGill. All assistantship and stipend inquiries should be directed to departments.

### 7.2 Student Financial Assistance

#### Citizens and Permanent Residents of Canada

Need-based student financial aid programs are offered by the Federal/provincial governments. Applications should be submitted directly to the province (or territory) of residence. Application forms are available from the governmental authorities as well as the Student Aid Office. Information on governmental student aid and links to sites can be found on McGill's Financial Aid Website at [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid).

#### Citizens and Permanent Residents of the United States

McGill University participates in the Federal Family Education Loan Program (FFELP). American students in need of financial assistance may apply for Stafford loans.

All students applying for loans must file a Free Application for Federal Student Aid (FAFSA) to determine financial need. This can be done on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is G06677. Applicants will need to obtain the necessary PIN number to validate their signature before electronically sending the application to be processed. Follow the steps on the FAFSA Website to obtain the PIN.

The report generated from the FAFSA is called a Student Aid Report (SAR). The SAR is not sent to our school as indicated on the FAFSA website. However, if you have designated McGill University as a school you may attend, we will be able to retrieve your SAR.

#### Stafford Loans

Graduate students and students in professional programs may borrow up to the cost of attendance, to a maximum of \$18,500 US. \$8500 of this amount may be a subsidized loan.

Information from the SAR and any financial aid received from your department and other sources is used to determine how much of the loan will be subsidized (interest free during full time studies) or unsubsidized (interest is charged during full time studies).

Students who qualify for the subsidized loan will begin repayment of the principal and interest six months after they cease to be enrolled at least half time. Students receiving unsubsidized loan funds may pay the interest charges while they are in school, with principal deferred, until they cease to be enrolled at least half time; or they can choose to have both the interest and principal deferred until after they cease to be enrolled at least half time.

You must report any financial aid you are receiving (including funding from your department) when you apply for Stafford loans. This information should be submitted in writing to our office.

#### How to Apply for Stafford Loans

Each year, in addition to filing a FAFSA, a student must sign a Stafford Master Promissory Note (Stafford MPN). The MPN documents a student's choice of guarantor and lender as well as the obligation to repay the loan.

Please note that at the time of printing, the application process for submission of the Stafford and PLUS MPNs is being revised. New information regarding the use of e-signatures for these documents will be updated on our Website at [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid) in early spring. E-sign will be available for students who use our preferred guarantor, American Student Assistance (ASA), and Northwest Education Loan Association (NELA).

Students who are residents of Vermont should apply using Vermont Student Assistance Corporation (VSAC) as a guarantor.

Students may order an application package at [www.vsac.org](http://www.vsac.org). Mail the original MPN to VSAC and the school copy of the MPN to our office. It is not yet possible to apply using e-signatures. If you require further information, you may contact Marcia Vance at: Vermont Student Assistance Corporation

One Main Street

PO Box 2000

Winooski, VT 05404-2601

Phone: 1-800-660-3561, ext. 273 (toll-free in North America)

1-802-654-3770, ext. 273

Fax: 1-802-654-3765

E-mail: [vance@vsac.org](mailto:vance@vsac.org)

#### Alternative Loans

For students who may need additional sources of funding, there are private alternative loan options.

McGill University works closely with International Education Finance Corporation (IEFC). Visit their website at [www.iefc.com](http://www.iefc.com) to learn more about their products. Their phone number is 888-296-4332.

SallieMae also offers alternative loans. Their website is [www.salliemae.com](http://www.salliemae.com). Their phone number is (800) 695-3317.

### Deadlines

All applications must be complete and be received by **June 1, 2005** to have funds disbursed for the fall semester fee payment deadline.

All applications must be complete and be received by **November 1, 2005** to have funds disbursed for the winter semester fee payment deadline.

### Disbursement of Loan Funds

Stafford and alternative loans are disbursed in one payment co-payable to the student and the school. Cheques are sent to the Student Aid Office. The cheques must be picked up by the student and taken to the Student Accounts Office for processing.

### Entrance Counselling

All first time borrowers of Stafford loans are required to complete a session of entrance counseling prior to receiving loan funds. Entrance counseling may be completed on the web at [www.mapping-your-future.org](http://www.mapping-your-future.org). Our office will be notified when the entrance counseling has been completed.

### Contact Information

Student Aid Office  
3600 McTavish Street, Room 3200  
Montreal, Quebec  
Canada H3A 1Y2  
Telephone: 514-398-6015  
Fax: 514-398-7352  
E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

### McGill Financial Aid

The Student Aid Office also administers the University's need-based financial aid program, which includes short term loans to cover emergency situations, limited bursary assistance, and a Work Study program. All applicants for aid must first apply for the maximum government assistance for which they may be eligible. Applications should be directed to:

Student Aid Office, Brown Student Services Building,  
3600 McTavish Street, Montreal, Quebec H3A 1Y2  
Telephone: (514) 398-6013/6014  
E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

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## 7.3 International Students

All students who are not citizens or Permanent Residents of Canada are required to obtain the necessary Visa and/or Study Permit and CAQ **prior to entering the country. Do not leave home without proper documentation. You cannot change your status from Visitor to Student in Canada.**

**Quebec Acceptance Certificate for Studies** – The process to come to Canada begins with an application for Quebec Acceptance Certificate for Studies. There is a \$100 processing fee for this document. Details on how and where to apply for the CAQ are provided with the McGill Admissions package.

**Study Permit** – Issued by Immigration Canada through a Canadian Embassy or Consulate. (There is a processing fee of \$125 on all applications for Study Permits.)

A citizen of the United States, Greenland and/or St. Pierre-Miquelon is permitted to obtain the Study Permit at a Port of Entry, if in possession of the required supporting documents.

**Applying to McGill from within Canada (outside Quebec)** – Students transferring from another Canadian institution outside Quebec to McGill should send their documents and CAQ application to the Montreal address of Immigration Quebec.

Students must normalize their status with Quebec and Canada Immigration prior to attending any classes at McGill.

For further information, or if there is an emergency, contact International Student Services by telephone during regular office hours, 09:00 to 17:00, or by e-mail.

International Student Services:  
Telephone: (514) 398-4349  
E-mail: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)

**Compulsory Health Insurance** – By Senate regulation, all students who do not have Canadian citizenship or Permanent Resident status, as well as their accompanying dependents, must participate in a compulsory health insurance plan administered by the University.

When registering by Minerva, students will be directed to the International Student Services Web page for enrolment procedures and schedule.

For information concerning rates, see [section 8.6 "Other Fees"](#). All inquiries related to this University policy must be directed to International Student Services Office.

Health Insurance:  
Telephone: (514) 398-6012  
E-mail: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

International Student Services, Brown Student Services Building,  
3600 McTavish Street, Room 3215, Montreal, Quebec H3A 1Y2.  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

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## 7.4 Student Rights and Responsibilities

The Handbook on Student Rights and Responsibilities (green book) is available on the McGill Website, [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services) or from the Office of the Dean of Students.

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## 7.5 Office of the Dean of Students

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 1Y2

Telephone:  
General Information: (514) 398-8238 or 398-3825  
Dean/Associate Dean: (514) 398-4990  
Fax: (514) 398-3857  
Website: [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

The Dean and the Associate Dean of Students coordinate all student services at McGill and are available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature will be directed to the proper individual, office or department.

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## 7.6 Student Services – Downtown Campus

Unless otherwise indicated, on the Downtown Campus all student services offered by the Office of the Dean of Students are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec H3A 1Y2.

A list of services available is given below. For further information refer to the Student Services Website [www.mcgill.ca/stuserv](http://www.mcgill.ca/stuserv) or the address indicated.

**Athletics:** offers programs in recreational, intercollegiate, instructional, intramural and sports clubs.  
Athletics Complex, 475 Pine Avenue West (514) 398-7000  
E-mail: [athletics@mcgill.ca](mailto:athletics@mcgill.ca)  
Website: [www.athletics.mcgill.ca](http://www.athletics.mcgill.ca)

**Career and Placement Service (CAPS):** provides a range of services to McGill students, and recent graduates, in the field of student and graduate employment.  
Brown Building, Suite 2200 (514) 398-3304  
E-mail: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.caps.mcgill.ca](http://www.caps.mcgill.ca)



**Chaplaincy Service:** concerned with the spiritual and mental well-being of all students.

Brown Building, Suite 4400 (514) 398-4104  
E-mail: chaplaincy@mcgill.ca  
Website: [www.mcgill.ca/chaplaincy](http://www.mcgill.ca/chaplaincy)

**Counselling Service:** assistance for personal, social, and emotional problems as well as vocational and academic concerns.

Brown Building, Suite 4200 (514) 398-3601  
E-mail: counselling.service@mcgill.ca  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

**First Peoples' House:** fosters a sense of community for Aboriginal students studying at McGill.

3505 Peel Street (514) 398-3217  
E-mail: firstpeopleshouse@mcgill.ca  
Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

**First-Year Office:** helps ease the transition of all students new to McGill. Coordinates "Discover McGill", a one-day, campus-wide University and Faculty Orientation.

Brown Building, Suite 2100 (514) 398-6913  
E-mail: firstyear@mcgill.ca  
Website: [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)

**Health Service:** provides access to experienced physicians, nurses and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing, and a dental clinic.

Brown Building, Suite 3300 (514) 398-6017  
Website: [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

**International Student Services:** offers support to international students with non-academic matters (immigration, health insurance, etc.), runs a Buddy Program and an orientation program.

Brown Building, Suite 3215 (514) 398-4349  
E-mail: international.students@mcgill.ca  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

**Mental Health Service:** a psychiatric clinic which offers easily accessible treatment for mental health problems.

Brown Building, Suite 5500 (514) 398-6019  
Website: [www.mcgill.ca/mentalhealth](http://www.mcgill.ca/mentalhealth)

**Student (Financial) Aid Office:** provides assistance in the form of loans, bursaries and work study programs to students requiring financial aid.

Brown Building, Suite 3200 (514) 398-6013 /6014 /6015  
E-mail: student.aid@mcgill.ca  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

**Student Housing (Off-Campus):** maintains lists of available off-campus student housing.

Student Housing Office, 3641 University Street (514) 398-6010  
E-mail: offcampus.housing@mcgill.ca  
Website: [www.mcgill.ca/offcampus](http://www.mcgill.ca/offcampus)

**Residences:** offers accommodation for approximately 1700 students (currently limited to students at the undergraduate level).

Student Housing Office (514) 398-6368  
Website: [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

**Office for Students with Disabilities:** coordinates services to meet the special needs of students with disabilities.

Brown Building, Suite 3100 (514) 398-6009  
E-mail: disabilities.students@mcgill.ca TDD: (514) 398-8198  
Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

**Tutorial Service:** sponsors an extensive tutorial program for students.

Brown Building, Suite 4200 (514) 398-6011  
E-mail: tutorial.service@mcgill.ca

## 7.7 Student Services – Macdonald Campus

While students who study on Macdonald Campus may make full use of all Student Services available at McGill, the Office of the Dean of Students, in cooperation with the Faculty of Agricultural and Environmental Sciences, offers students direct access to the services listed below.

Further information can be found on the Web at [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices) and the Student Services Website [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services)

Unless otherwise indicated, Macdonald Campus services are located in the Centennial Centre, Room CC 1-124, 21,111 Lakeshore Road.

Telephone: (514) 398-7992 Fax: (514) 398-7610

**Counselling Services:** a professional counsellor is available twice a week offering counselling for personal, social and emotional concerns as well as for academic and vocational concerns. Appointments are required.  
Telephone: (514) 398-7992

**Health Service:** a referral service is available Monday through Friday. A nurse/health educator is on Campus twice a week and a physician may be seen by appointment on specified dates.  
Telephone: (514) 398-7565

**Off-Campus Housing:** the Macdonald Campus service is available from June 1 to August 31 each year.  
Telephone: (514) 398-7992

**Student (Financial) Aid Office:** Information about government loans, McGill loans and bursaries, and the Work Study Program can be obtained at the Centre. During the academic year (September to April) a counsellor visits the campus twice monthly to help students with financial problems.  
Telephone: (514) 398-7992

**Career and Placement Service (CAPS):** this service brings together potential employers and students seeking permanent, summer and part-time career-related work.  
Telephone: (514) 398-7582

**Athletics:** facilities available to Macdonald students are a gymnasium, pool, weight room, an indoor arena, tennis courts, lit playing fields and large expanses of green space. Instructional, recreational, intramural and intercollegiate activities are available.

Stewart Athletic Complex Telephone: (514) 398-7789  
Website: [www.agrenv.mcgill.ca/society/athletic](http://www.agrenv.mcgill.ca/society/athletic)

## 7.8 Student Accommodation

### Downtown Montreal

Residences located on the downtown campus are available to undergraduate students only.

The University has very limited housing space for graduate students. Application forms can be obtained from the Student Housing Office, 3641 University Street, Montreal, QC, H3A 2B3.  
Telephone: (514) 398-6050 Fax: (514) 398-2305  
E-mail: housing.residences@mcgill.ca  
Website: [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

### Macdonald Campus

Information on the EcoResidence and Laird Hall can be obtained from: Campus Housing Office, P.O. Box 192, Macdonald Campus of McGill University, Sainte-Anne-de-Bellevue, QC H9X 3V9.  
Telephone: (514) 398-7716 Fax: (514) 398-7953  
E-mail: residences@macdonald.mcgill.ca  
Website: [www.mcgill.ca/macdonald/campus/services/residences](http://www.mcgill.ca/macdonald/campus/services/residences)

### Off-Campus Housing

The McGill Off-Campus Housing service publishes on-line lists of apartments for rent, apartments to share and rooms for rent in private homes throughout Montreal. The lists are updated daily and are available to all students with a valid McGill ID number. The

Website also contains information on renting in Montreal and on Quebec lease laws, as well as links to other useful sites.

Phones and computers are available at the Off-Campus Housing Office to assist students in their housing search. The office is located in the Student Housing Office, 3641 University Street, Montreal, QC H3A 2B3.

Telephone: (514) 398-6010 Fax: (514) 398-2305

E-mail: [offcampus.housing@mcgill.ca](mailto:offcampus.housing@mcgill.ca)

Website: [www.mcgill.ca/offcampus](http://www.mcgill.ca/offcampus)

The Off-Campus Housing Service is available on Macdonald Campus from June 1 to August 31. That office is located in Centennial Centre, Room CCI-124.

Telephone: (514) 398-7992

Fax: (514) 398-7610

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## 7.9 Student Accommodation

### Downtown Montreal

The majority of residence accommodation on the downtown campus is available to undergraduate students only. A small amount of housing in the form of apartments and shared-facilities houses is available for graduate students.

Application forms and detailed information on graduate housing is available on Student Housing website or can be obtained from the Student Housing Office, 3641 University Street, Montreal, QC, H3A 2B3.

Telephone: (514) 398-6050

Fax: (514) 398-2305

E-mail: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)

Website: [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

### Macdonald Campus

Information on the EcoResidence and Laird Hall can be obtained from:

Campus Housing Office, P.O. Box 192,  
Macdonald Campus of McGill University  
Sainte-Anne-de-Bellevue, QC H9X 3V9.

Telephone: (514) 398-7716

Fax: (514) 398-7953

E-mail: [residences@macdonald.mcgill.ca](mailto:residences@macdonald.mcgill.ca)

Website: [www.mcgill.ca/macdonald/campus/services/residences](http://www.mcgill.ca/macdonald/campus/services/residences)

### Off-Campus Housing

The McGill Off-Campus Housing service publishes on-line lists of apartments for rent, apartments to share and rooms for rent in private homes throughout Montreal. The lists are updated daily and are available to all students with a valid McGill ID number. The Website also contains information on renting in Montreal and on Quebec lease laws, as well as links to other useful sites.

Phones and computers are available at the Off-Campus Housing Office to assist students in their housing search. The office is located in the Student Housing Office, 3641 University Street, Montreal, QC H3A 2B3.

Telephone: (514) 398-6010

Fax: (514) 398-2305

E-mail: [offcampus.housing@mcgill.ca](mailto:offcampus.housing@mcgill.ca)

Website: [www.mcgill.ca/offcampus](http://www.mcgill.ca/offcampus)

The Off-Campus Housing Service is available on Macdonald Campus from June 1 to August 31. That office is located in Centennial Centre, Room CCI-124.

Telephone: (514) 398-7992

Fax: (514) 398-7610

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## 8 Fees and Expenses

**The University reserves the right to make changes without notice in the published scale of fees.** (Note: The information in this section was prepared in early March 2005. At this time, the Quebec government had not notified the University with regards to tuition fee increases for the 2005/2006 year.)

**Further information regarding fees can be found on the Student Accounts Website [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).**

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### 8.1 Fee Information Booklet

The *Fee Information* booklet, published in June of each year by the Student Accounts Office, contains additional information as well as any fee adjustments which may have been made after the publication of this Calendar. Students are bound by the policies and procedures contained therein. In the event of any discrepancy, the *Fee Information* booklet supersedes the Calendar.

A copy of the booklet will be sent to all new students. The contents are also available on the Student Accounts Website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

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### 8.2 Access to Fee Information

Students can view their Account Summary by Term on Minerva. The Fall 2005 session fees become accessible as of August 1st.

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### 8.3 Tuition Fees (2004-2005 rates)

Tuition fees vary according to the residence and citizenship status of the student. The rates described below only refer to credit activities.

#### Quebec Students

Tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$55.61 per credit or \$1,668.30 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate; see [section 6.15.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency"](#) for details.

**Note:** Students who do not submit appropriate documentation by the stipulated deadline are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted.

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period **will not** be waived.

#### Non-Quebec Students (Canadian or Permanent Resident)

Tuition fees at the Master's level for non-Quebec students who are Canadian citizens or Permanent Residents are \$146.71 per credit or \$4,401.30 for 30 credits. At the Ph.D. level, tuition fees are the same as for Quebec students.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate; see [section 6.15.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency"](#) for details.

**Note:** Students who do not submit appropriate documentation by the stipulated deadline will be billed at the international rate.

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period **will not** be waived.

#### International Students

Tuition fees for international students at the Master's level are \$325.61 per credit (\$9,768.30 for 30 credits); at the Ph.D. level tuition fees are \$8,808.30 per year. Certain graduate programs charge fees at a different rate.

The international fees which are listed in [section 8.11 "Yearly Fees and Charges \(2004-2005 rates\)"](#) are representative of fees that students could expect to be charged.

Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate.

A list of these categories and the required application forms can be obtained from the Admissions, Recruitment and Registrar's Office. Information is also available on the Web at [www.mcgill.ca/students](http://www.mcgill.ca/students).

### 8.4 Documentation

For more information on documentation, see [section 6.15 "Documentation"](#).

### 8.5 Compulsory Fees (2004-2005 rates)

#### Student Services Fees

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and university staff.

Through the Dean of Students' Office these services are available on campus to help students achieve greater academic, physical and social well-being. They include athletics facilities, student health and mental health, financial aid, counselling, tutorial service, off-campus housing, services for students with disabilities, chaplaincy, the Career and Placement Service, International Student Services, and the administration of the *Student Rights and Responsibilities Handbook*.

#### Student Society Fees

Student Society fees are compulsory fees collected on behalf of student organizations. Fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Changes to Student Society fees are voted upon by the students during the Spring referendum period.

**Note:** For International students, the student society fee includes the PGSS Dental Insurance plan of \$217. International students will also be obliged to participate in the University's compulsory International Health Insurance Plan, which at the 2004-05 rate, cost \$663 for single coverage. For more information, please contact International Student Services, (514) 398-6012.

#### Registration Charge

The University charges a per credit registration charge to all students in courses and programs. This is assessed as follows:

Graduate students whose fees are charged on a per credit basis: \$6.50 per credit to a maximum of \$97.50 per term

Graduate students whose fees are charged on a flat rate basis (per term):

Full-time / additional session / non-thesis extension \$97.50  
Half-time \$48.75

Post-Graduate Medical Education:

40-52 weeks pay \$97.50; 1-39 weeks pay \$48.75

#### Transcript Charge

The University charges a per credit transcript charge to all students. This entitles students to order transcripts free of charge and is assessed as follows:

Graduate students whose fees are charged on a per credit basis: \$.58 per credit to a maximum of \$8.75 per term

Graduate students whose fees are charged on a flat rate basis (per term):

Full-time / additional session / non-thesis extension \$8.75  
Half-time \$4.38

Post-Graduate Medical Education:

40-52 weeks pay \$8.75; 1-39 weeks pay \$4.38

#### Information Technology Charge

The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology. The fee is assessed as follows:

Graduate students whose fees are charged on a per credit basis: \$5.83 per credit to a maximum of \$87.45 per term

Graduate students whose fees are charged on a flat rate basis (per term):

Full-time / additional session / non-thesis extension \$87.45  
Half-time \$43.73

Post-Graduate Medical Education:

40-52 weeks pay \$87.45; 1-39 weeks pay \$43.73

#### Copyright Fee

All Quebec universities pay a per credit fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright.

Graduate students whose fees are charged on a per credit basis: \$.35 per credit to a maximum of \$5.25 per term

Graduate students whose fees are charged on a flat rate basis (per term):

Full-time / additional session / non-thesis extension \$5.25  
Half-time \$2.63

### 8.6 Other Fees

International Student Health and Accident Plan - Single (compulsory) (based on 2004-05 rates) \$663

Application for Admission\*

all graduate programs except Management programs \$60  
Management programs \$100

Reconsideration of Application to Associate Dean {Graduate and Postdoctoral Studies} \$40

Admission appeals charge (to the University Admission Appeals Committee) \$100

Late Registration

*After regular registration deadline:*

• All eligible returning students, except Special students and graduate part-time students \$50

• Special students and graduate part-time students \$20

*As of the second day of classes*

• All students except Special students and graduate part-time students \$100

• Special students and graduate part-time students \$40

Late Course Change Fee \$25  
(each change after deadline for course change)

Minimum Charge upon withdrawal \$100  
(or, for newly admitted students, the deposit, whichever is higher).

Re-reading Examination Paper \$35  
(refundable in some faculties)

Supplemental Examination \$35

Thesis Examination Charge (and resubmission fee, if applicable)

- Master's thesis \$75  
- Ph.D. thesis \$100

Graduation Fee (compulsory)\*\* \$60

Duplicate Student ID Card \$20

Late Payment – charged on balances >\$100 as of the end of October (end of February for the Winter term) \$25

Interest on outstanding balances:  
1.42% per month or 17.03% annually

Returned cheque \$20

Faculty of Music Fees:

Audition Fee \$60

Supplemental Practical Examination in Music. \$150

\* All students making application to the Graduate and Postdoctoral Studies Office are required to pay this fee, including those already registered at McGill.

If a department or an applicant defers an admission within the following year, the application fee need not be paid again.

\*\* Students will be charged a graduation fee in their graduating year according to the following schedule: February graduation - end of November; May graduation - end of February; and October graduation - end of March. Students added to the graduation lists late will be charged accordingly.

## 8.7 Billings and Due Dates

### Confirmation of Acceptance Deposit

In certain graduate departments, new students are required to make a deposit on tuition shortly after receiving notice of their acceptance to the University. Students will be required to confirm their acceptance of the offer of admission on [www.mcgill.ca/minerva/applicants](http://www.mcgill.ca/minerva/applicants) and pay the required deposit by credit card (Visa or Mastercard) at that time.

### Invoicing of Fees

Students may request that their fee invoice be sent to a Student Billing Address by updating their personal information on Minerva. Otherwise invoices will be sent to the current mailing address.

### Interest will not be cancelled due to non-receipt of fee invoices.

\* Students should access the Student Accounts website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts) for information on payment due dates.

For most returning students who register during the regular registration period, an invoice will be mailed in early August, due on August 29.

New students who register during the month of August will receive their invoice in early September, due on September 28.

All students returning to the University for the Winter term must pay their fees by January 5, 2006.

New students starting in the Winter term will receive their invoice in early January, due on January 31.

**Late Payment Fees:** Students who still have an outstanding balance greater than \$100 on their account as of October 28 (February 28 for the Winter term) will be charged a late payment fee of \$25 over and above interest.

## 8.8 Fees and Withdrawal from the University

All students who have accessed Minerva to register must officially withdraw in accordance with [section 6.5 "Change of Course"](#) if they decide not to attend the term(s) for which they have registered. **Otherwise they will be liable for all applicable tuition and other fees.**

Students who have accessed Minerva and who drop their last course from September 1st through to the withdrawal period with full refund, must submit a signed withdrawal form to be withdrawn from the University. They will be automatically charged a minimum charge of \$100 (or their deposit fee if newly admitted, whichever is higher) to cover administrative costs of registration.

**Students who discontinue their classes without taking steps to drop their courses and submit a withdrawal form will be liable for all applicable tuition and other fees.**

### 8.8.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses. See [section 6.2.3 "Summer Registration"](#) for information about fee refund after withdrawal from a Summer Term of Residence for newly admitted graduate students only.

#### Fall Term – up to and including September 18:

Returning students – 100%\* refund (Less minimum charge of \$100 in the case of complete withdrawal.)

New students – 100%\* refund (Less registration deposit, whichever is higher)

**Fall Term – after September 18:** No refund.

#### Winter Term – up to and including January 22:

Returning students – 100%\* refund (Less minimum charge of \$100 in the case of complete withdrawal.)

New students – 100%\* refund (Less registration deposit, whichever is higher)

**Winter Term – after January 22:** No refund.

\* Including tuition fees, society and other fees, student services, registration and transcripts charges, and information technology charge.

## 8.9 Other Policies Related to Fees

### 8.9.1 Impact of Non-Payment

The University shall have no obligation to issue any transcript of record, award any diploma or re-register a student in case of non-payment of tuition fees, library fees, student housing fees or loans on their due date. Access to Minerva for registration functions will be denied until these debts are paid in full or arrangements made to settle the debt.

Students who register for a given term who have amounts owing from previous terms must make payment arrangements with the Student Accounts Office or request a fee deferral or financial aid through the Student Aid Office by the end of the course add/drop period. Failure to do so will lead to the current term's registration being cancelled.

### 8.9.2 Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that the academic standing does not permit the student to continue, all fees paid in advance will be refunded on application to the Student Accounts Office.

### 8.9.3 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs, e.g., one program at the undergraduate vs. one program at the graduate level, students may incur both society and faculty fees and/or additional tuition fees. Consult the student accounts website for further details.

Students in two programs may consult the Admissions, Recruitment and Registrar's Office for information on tuition fees. Adjustments to bills will be made throughout the term when fees cannot be automatically calculated.

## 8.10 Deferred Fee Payment

### 8.10.1 Students with Sponsors

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or their University department (i.e., teaching assistants or demonstrators), must have written evidence to that effect. Students in any of the above categories should go to the Student Accounts Office with the appropriate documentation.

When a third party has agreed to pay fees on behalf of a student, payment will be recorded on the fee account thereby reducing the balance the student must pay. The University reserves the right to insist upon payment. If the third party does not pay the promised fees within 90 days of invoicing, the student will be responsible for paying the fees plus the late payment fee and accrued interest.

### 8.10.2 Students receiving McGill Scholarships/Awards

**Fall Term:** McGill scholarships or awards are normally credited to the recipient's fee account by mid-August. These awards have the effect of reducing the student's outstanding balance.

**Winter Term:** Students will be able to view upcoming Winter term scholarships or awards on Minerva once processed by the Student Aid Office. These awards are post-dated and will be released to the student's fee account in January prior to Winter fees being due.

### 8.10.3 Students receiving Government Aid

Students are encouraged to pay their tuition promptly upon receipt of their government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. Students who have applied for gov-



ernment assistance for full-time studies by June 30 will be entitled to an exemption of interest and late payment charges effective upon receipt of their aid at the Student Aid Office.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

#### 8.10.4 Graduate Awards/Teaching Assistantships

Graduate students who are recipients of awards where funds are paid directly to them (e.g. CIMR, NSERC, etc.) are normally required to pay their fees by the payment due dates. Students who are dependent on the income received from a Teaching Assistantship in order to pay their tuition should consult with their graduate department to see if they qualify for a deferral of their fees.

Arrangements can be made with the department to have regular deductions at source to pay tuition. To initiate these deductions, fill out the form "Student Fee Payroll Deduction Authorization" found on the website at [www.mcgill.ca/student-accounts/forms](http://www.mcgill.ca/student-accounts/forms).

#### 8.11 Yearly Fees and Charges (2004-2005 rates)

In thesis programs, students are charged a flat rate based on 15 credits per term.

In non-thesis programs, students are charged a flat rate (based on 15 credits per term) if they are registered full-time, or a per credit rate if they are registered for less than 12 credits.

In the M.B.A., M.L.I.S., S.T.M. and M.Ed. programs, students are charged per credit.

**Part-time, Qualifying, Special, Diploma and Certificate students will be charged tuition fees at the per credit rate and will be subject to student society fees, student services fees, registration and transcripts charges, and information technology charges.**

Note: Any changes to fees subsequent to the publication date will be updated as they are confirmed via the Student Accounts Website: [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

| Fees and Charges (based 30 credits) *          | Quebec Students    | Non-Quebec Canadians |            | International Students<br>all programs except<br>those listed below |            |
|--|--------------------|----------------------|------------|---|------------|
|  | Master's and Ph.D. | Master's             | Ph.D.      | Master's  | Ph.D.      |
| <b>Tuition</b>                                 |                    |                      |            |   |            |
| Full-time                                      | 1,668.30           | 4,401.30             | 1,668.30   | 9,768.30  | 8,808.30   |
| Half-time                                      | 834.15             | 2,200.65             | 834.15     | 4,884.15  | 4,404.15   |
| Additional Session / non-thesis extension      | 1,668.30           | 1,668.30             | 1,668.30   | 1,668.30  | 1,668.30   |
| <b>Society Fees (see Note 1 and Note 2)</b>    |                    |                      |            |   |            |
| Full-time                                      | 536.22             | 536.22               | 536.22     | 353.22  | 353.22     |
| Half-time                                      | 129.30             | 129.30               | 129.30     | 129.30  | 129.30     |
| Additional Session / non-thesis extension      | 472.30             | 472.30               | 472.30     | 289.30  | 289.30     |
| <b>Student Services</b>                        |                    |                      |            |   |            |
| Full-time                                      | 343.00             | 343.00               | 343.00     | 343.00  | 343.00     |
| Half-time                                      | 206.00             | 206.00               | 206.00     | 206.00  | 206.00     |
| Additional Session / non-thesis extension      | 114.00             | 114.00               | 114.00     | 114.00  | 114.00     |
| <b>Registration &amp; Transcripts Charges</b>  |                    |                      |            |   |            |
| Full-time                                      | 212.40             | 212.40               | 212.40     | 212.40  | 212.40     |
| Half-time                                      | 106.20             | 106.20               | 106.20     | 106.20  | 106.20     |
| Additional Session / non-thesis extension      | 212.40             | 212.40               | 212.40     | 212.40  | 212.40     |
| <b>Copyright Fee</b>                           |                    |                      |            |   |            |
| Full-time                                      | 17.40              | 17.40                | 17.40      | 17.40   | 17.40      |
| Half-time                                      | 8.70               | 8.70                 | 8.70       | 8.70  | 8.70       |
| Additional Session / non-thesis extension      | 17.40              | 17.40                | 17.40      | 17.40   | 17.40      |
| <b>Information Technology Charge</b>           |                    |                      |            |   |            |
| Full-time                                      | 174.90             | 174.90               | 174.90     | 174.90  | 174.90     |
| Half-time                                      | 87.45              | 87.45                | 87.45      | 87.45   | 87.45      |
| Additional Session / non-thesis extension      | 174.90             | 174.90               | 174.90     | 174.90  | 174.90     |
| <b>Total</b>                                   |                    |                      |            |   |            |
| <b>Full-time</b>                               | \$2,952.22         | \$5,685.22           | \$2,952.22 | \$10,869.22   | \$9,909.22 |
| <b>Half-time</b>                               | \$1,371.80         | \$2,738.30           | \$1,371.80 | \$5,421.80  | \$4,941.80 |
| <b>Additional Session/non-thesis extension</b> | \$2,659.30         | \$2,659.30           | \$2,659.30 | \$2,476.30  | \$2,476.30 |

\*Note that students registered non-resident pay fees of \$200 per year.

Macdonald Campus students' Student Society fees vary from the above as follows at both the doctoral and Master's level:

Quebec/Canadian – Full-time: \$634.12; Half-time: \$234.12; Additional session/non-thesis extension: \$579.42.

International – Full-time: \$451.12; Half-time: \$234.12; Additional session/non-thesis extension: \$396.42.

The following programs/departments have additional annual Student Society fees: Urban Planning – \$150 (Computer Fee - Engineering), Physics \$20; M.B.A. programs – \$100 (designated for Computer Room improvement); Law programs – \$102 (designated for computer facilities and Career and Placement Office); Music: \$72.00; Electrical Engineering: \$10.00; Education: \$8.00.

As of March 2005

**CERTAIN SPECIAL PROGRAMS CHARGE DIFFERENT FEES**

**M.B.A. (Master's in Business Administration)**

International Students (based on 30 credits per year)

|                                      |                    |
|--------------------------------------|--------------------|
| Full-time Tuition                    | \$20,000.00        |
| Society Fees                         | 453.22             |
| Student Services                     | 412.00             |
| Registration and Transcripts Charges | 212.40             |
| Information Technology Charge        | 174.90             |
| Copyright Fee                        | 17.40              |
| <b>Total Fees</b>                    | <b>\$21,269.92</b> |

**International Master's Program for Practising Managers**

All students – all fees: \$42,500 U.S.

**Master in Manufacturing Management**

The tuition fees over the program (normally 4 terms) will total \$25,000. Other fees are estimated to be as follows for the Fall and Winter terms:

|                                      | Quebec/<br>Canadian | International     |
|--------------------------------------|---------------------|-------------------|
| Student Society                      | \$536.22            | \$353.22          |
| Student Services                     | 412.00              | 412.00            |
| Registration and Transcripts Charges | 212.40              | 212.40            |
| Information Technology Charge        | 174.90              | 174.90            |
| Copyright Fee                        | 17.40               | 17.40             |
| <b>Total Other Fees</b>              | <b>\$1,352.92</b>   | <b>\$1,169.92</b> |

**9 Postdoctoral Research**

**9.1 Postdocs**

Postdocs are recent graduates with a Ph.D. or equivalent (i.e. Medical Specialist Diploma) engaged by a member of the University's academic staff, including Adjunct Professors, to assist him/her in research.

Postdocs must be appointed by their department and registered with the Graduate and Postdoctoral Studies Office in order to have access to University facilities including libraries, computer facilities, etc.

**9.2 Guidelines and Policy for Academic Units on Postdoctoral Education**

The general guidelines listed below are meant to encourage units to examine their policies, procedures, and privileges for postdoctoral education. Every unit receiving Postdocs should have explicitly stated policies and procedures for the provision of postdoctoral education as well as established means for informing Postdocs of policies, procedures, and privileges (e.g., orientation sessions, handbooks, etc.), as well as mechanisms for addressing complaints. Academic units should ensure that their policies, procedures and privileges are consistent with these guidelines and the Charter of Students' Rights. For their part, Postdocs are responsible for informing themselves of policies, procedures and privileges.

**1. Definition and Status**

i. Postdoctoral status will be recognized by the University in accordance with Quebec provincial regulations. Persons may only be registered with postdoctoral status for a period of up to five years from the date they were awarded a Ph.D. or equivalent degree. Time allocated to familial or health leave (as defined in the GPSO Calendar, General Information, section 10.6 "Health and Parental/Familial Leave of Absence Policy") is added to this period of time. Leaves for other reasons, including vacation leave, do not extend the term. Postdocs must do research under the supervision of one or more McGill professors, including Adjunct Professors. They are expected to be engaged primarily in research with minimal teaching or other responsibilities.

**2. Registration**

- i. Postdocs must be registered annually with the University through the Graduate and Postdoctoral Studies Office. Initial registration will require an original or notarized copy of the Ph.D. diploma. Registration will be limited to persons who fulfil the definition above and for whom there is an assurance of appropriate funding and where the unit can provide assurance of the necessary resources to permit postdoctoral education.
- ii. Upon registration, the Postdoc will be provided with a University identity card issued by the Registrar's Office.

**3. Appointment, Pay, Agreement of Conditions**

- i. Upon registration, all Postdocs must be appointed regardless of whether their funding comes from a McGill account. Their appointments may not exceed their registration status.
- ii. In order to be registered as a Postdoc, an individual must be assured of financial support, other than from personal means, during his/her stay in the University equivalent, at the time of appointment, to the minimal stipend requirement as set by the University in accordance with guidelines set by federal and provincial research granting agencies. There are no provisions for paid family leave unless this is stipulated in the regulations of a funding agency outside the University.
- iii. At the outset of a postdoctoral appointment, a written Letter of Agreement for Postdoctoral Education should be drawn up and signed by the Postdoc, the supervisor, and the department head or delegate (see template Letter of Agreement on the Web at [www.mcgill.ca/gps/postdoc](http://www.mcgill.ca/gps/postdoc)). This should stipulate, for example, the purpose of the postdoctoral appointment (research and the advancement of knowledge), the duration of the fellowship/stipend, the modality of pay, the work space, travel funds, and expectations and compensation for teaching and student research supervision. Leaves from postdoctoral education must comply with the Graduate and Postdoctoral Studies Policies for Vacation, Parental/Familial, and Health Leave (Graduate and Postdoctoral Studies General Information section 10.3 "Vacation Policy for Graduate Students and Postdocs"). Any breach of these conditions may result in grievance procedures or the termination of the postdoctoral appointment.
- iv. Postdocs with full responsibility for teaching a course should be compensated over and above their fellowship at the standard rate paid to lecturers by their department.
- v. The amount of research, teaching, or other tasks that Postdocs engage in over and above postdoctoral activities should conform to the regulations for Postdocs specified by the Canadian research council of their discipline. This applies to all Postdocs, including those whose funding does not come from the Canadian research councils.

**4. Privileges**

- i. Postdocs have the same pertinent rights as the ones granted to McGill students in the *Handbook of Student Rights and Responsibilities* (green book), available on the Web at [www.mcgill.ca/secretariat/documents](http://www.mcgill.ca/secretariat/documents).
- ii. Postdocs have full graduate student borrowing privileges in McGill libraries through their identify card.
- iii. As a rule, Postdocs who are Canadian citizens or who have Permanent Resident status may take courses for credit. Admission to such courses should be sought by submitting application documents directly to the appropriate program by the Postdoc. They must be admitted by their department offering the courses as Special Students. These Postdocs may also be enrolled as part-time students in non-degree granting programs (i.e., graduate diplomas and graduate certificates). They will be charged a fee for these courses.
- iv. Postdocs may be listed in the McGill directory. The Computing Centre will grant Postdocs e-mail privileges on the same basis as graduate students upon presentation of an identity card.
- v. The Department of Athletics will grant Postdocs access to sports facilities upon presentation of their identity card. A fee will be charged on an annual or term basis.



vi. Postdocs are members of the Post-Graduate Students' Society and an annual association fee is automatically charged. Postdocs are permitted membership in the Faculty Club; an annual fee will be charged for this membership.

vii. Postdocs are encouraged to participate in the Centre for University Teaching and Learning staff development seminars. They will be accommodated free of charge for courses which are open to faculty members.

viii. Postdocs have access to the services provided by the Ombudsperson.

ix. Canadian citizens, Permanent Residents, and International Postdocs may enrol in the second language written and spoken English courses provided by Continuing Education, the English and French Language Centre, or the Centre for the Study and Teaching of Writing. They must be admitted by their department as Special Students. They will be charged a fee for these courses. If the period of studies is longer than six months, International Postdocs must have a CAQ and a Study Permit.

x. Postdocs have access to the Student Services. Fees are applicable. Information is available at [www.mcgill.ca/stuserv](http://www.mcgill.ca/stuserv).

### 5. Responsibilities

i. Postdocs are subject to the responsibilities outlined in the *Handbook of Student Rights and Responsibilities* (green book), available on the Web at [www.mcgill.ca/secretariat/documents](http://www.mcgill.ca/secretariat/documents).

ii. Each academic unit receiving Postdocs should clearly identify Postdocs' needs and the means by which they will be met by the unit.

iii. Each academic unit should consider the availability of research supervision facilities, office space, and research funding before determining the Postdocs that they will accept.

iv. Some examples of responsibilities of the department are:

- to verify the Postdoc's eligibility period for registration;
- to provide Postdocs with departmental policy and procedures that pertain to them;
- to oversee registration and appointment of Postdocs;
- to assign departmental personnel (e.g., graduate program director) the responsibility for Postdocs;
- to oversee and sign off on the Letter of Agreement for Postdoctoral Education;
- to assure that each Postdoc has a supervisor, lab and/or office space, access to research operating costs and necessary equipment;
- to include Postdocs in departmental career and placement opportunities;
- to refer Postdocs to the appropriate University policies and personnel for the resolution of conflict that may arise between a Postdoc and a supervisor.

v. Some examples of responsibilities of the supervisor are:

- to uphold and transmit to his/her Postdocs the highest professional standards of research and/or scholarship;
- to provide research guidance;
- to meet regularly with his/her Postdocs;
- to provide feedback on research submitted by the Postdocs;
- to clarify expectations regarding intellectual property rights in accordance with the University's policy;
- to provide mentorship for career development;
- to prepare, sign, and adhere to a Letter of Agreement for Postdoctoral Education.

vi. Some examples of responsibilities of Postdocs are:

- to inform themselves of and adhere to the University's policies and/or regulations for Postdocs for leaves, for research, and for student conduct as outlined in the *Handbook of Student Rights and Responsibilities* and the *General Information, Regulations and Research Guidelines* booklet of the Graduate and Postdoctoral Studies Office;

- to present themselves for registration to the Graduate & Postdoctoral Studies Office with a complete submission;
  - to sign and adhere to their Letter of Agreement for Postdoctoral Education;
  - to communicate regularly with their supervisor;
  - to inform their supervisor of their absences.
- vii. Some examples of the responsibilities of the University are:
- to register Postdocs;
  - to provide an appeal mechanism in cases of conflict;
  - to help eligible Postdocs who have non-resident status in virtue of the Quebec Taxation Act to obtain a Certificate of Eligibility to the Quebec Tax Exemption for Postdoctoral Researchers;
  - to provide documented policies and procedures to Postdocs;
  - to provide Postdocs with the necessary contacts for language courses, housing, immigration, daycare, schooling, and health care information.

Approved by Senate April 2000.

### 9.3 Vacation Policy for Graduate Students and Postdocs

Graduate students and Postdocs should normally be entitled to vacation leave equivalent to University holidays and an additional total of (15) working days in the year. Funded students and Postdocs with fellowships and research grant stipends taking additional vacation leave may have their funding reduced accordingly.

Council of FGSR April 23, 1999.

### 9.4 Leave of Absence for Health and Parental/Familial Reasons

A leave of absence may be granted by the Graduate and Postdoctoral Studies Office for maternity or parenting reasons or for health reasons (see [section 10.6 "Health and Parental/Familial Leave of Absence Policy"](#)).

Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students and Postdocs must make a request for such a leave in writing to their department and submit a medical certificate. The department shall forward the request to the GPSO.

Students who have been granted such a leave will have to register for the term(s) in question and their registration will show as "leave of absence" on their record. No tuition fees will be charged for the duration of the authorized leave. Research supervisors are not obligated to remunerate students and Postdocs on leave.

### 9.5 Student Services - Downtown Campus

See [section 7.6 "Student Services – Downtown Campus"](#).

### 9.6 Student Services - MacDonald Campus

See [section 7.7 "Student Services – Macdonald Campus"](#).

## 10 Graduate Studies Guidelines and Policies

### 10.1 Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision

The general guidelines suggested below are meant to encourage units to examine their graduate programs and to specify their own policies and procedures. These guidelines are directed primarily towards thesis programs but will, in part, be appropriate for non-thesis programs as well.

Each academic unit should have explicitly stated policies and procedures regarding the advising and supervising of graduate students, as well as established means for informing students of procedures and deadlines (e.g., orientation sessions, handbooks) and mechanisms for addressing complaints. Academic units should ensure that their policies and procedures are consistent with the Charter of Students' Rights. For their part, graduate students are responsible for informing themselves of these policies and procedures.

### 1. Assignment of Advisors, Supervisors and Committees

- i. Each unit should designate a member (or members) of the academic staff (usually the graduate program director) to monitor the progress of students throughout the graduate program, to ensure that all conditions of admission and requirements are fulfilled, to provide students with information on their program, their progress through it, sources of and policies on financial support, and to advise them how to resolve problems which may arise during their program.
- ii. As soon as possible, students should have a supervisor who has competence in the student's proposed area of research, and a program or thesis committee. Although procedures and timetables for choosing supervisors and committees may vary across programs, they should be consistent within a particular program and should be made clear to incoming students. Thesis supervisors must be chosen from academic staff in tenure-track positions. Faculty Lecturers and Research Assistants may not act as supervisors but in exceptional cases, may be co-supervisors. Emeritus Professors and Adjunct Professors may co-supervise. Professors (Special Category) may supervise or co-supervise students. In the case of supervision, the academic unit in question must ensure continuity of appropriate supervision of their graduate students.

### 2. Program

- i. Early in their program, students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and any deadlines relating to these phases.
- ii. It is important that students are made aware of whatever courses are required to complete their programs, that these courses are available, and that they relate to students' proposed areas of research or to the development of related areas of scholarship.
- iii. Where relevant, students should also be informed early in their program of language requirements or comprehensive examinations. The guidelines, criteria and procedures for comprehensive examinations must be explicit and consistently applied in each program. Academic units should consider the rationale for language and comprehensive examinations and how they relate to the objectives of the graduate program.
- iv. Every effort should be taken to ensure that students choose, as soon as possible, realistic and appropriate areas of research commensurate with degree requirements.
- v. **There must be clear procedures established in every unit by which students receive guidance and constructive criticism on their progress on a regular basis through the program (e.g., regular meetings and/or E-mail communication with supervisors and committees, attendance at research seminars, semester or annual reviews of student progress). In addition to regular meetings between the student and supervisor or advisory/thesis committee, each unit must establish a procedure to provide feedback to thesis students regarding their research progress. At least annually, there must be a meeting between the student, supervisor and advisory/thesis committee or, in the case where there is no such advisory/thesis committee, there must be a meeting between the supervisor and a departmental representative, at which objectives for the upcoming year are established and the prior year's research**

**progress recorded and evaluated. A written record of such meetings must include the signature of the student, supervisor, and the advisory/thesis committee member or a departmental representative, and this record must be retained in the student's departmental file. (The Graduate Student Research Objectives Report Form, the Graduate Student Research Progress Record, and the Graduate Student Research Progress Report Form are to be utilized to keep a record of these meetings.) In the case where the student does not make expected progress, the advisory or thesis committee or, in the case where there is no such advisory or thesis committee, the student, supervisor and a departmental representative must meet at least once per semester for the subsequent twelve months to review progress and if appropriate to set new objectives. On the occasion of a second unsatisfactory progress report, the student may be required to withdraw from the program of study.**

- vi. Students should be made aware of the cost living in Montreal and of sources of financial support (e.g., teaching or research assistantships, fellowships) and of the facilities available to them (e.g., study space, computers).
- vii. Students should receive guidance and encouragement in areas relating to their growth in scholarship, professional development and career planning. Examples may include, where appropriate, reporting research, writing abstracts, preparing papers for conference presentation or for publication, writing grant and fellowship applications, conducting a job search, and preparing for job interviews.
- viii. Units should be sensitive to special academic needs and concerns that may arise in the case of certain students, such as international students or students who undertake graduate studies after a long absence from university.

### 3. Responsibilities

Each unit should clearly identify the student's supervisory needs at each phase and the means by which these needs will be met. Some functions will be fulfilled by the Chair, some by the graduate program director, some by the supervisor and some by the committee. Each unit should clearly identify the specific responsibilities of each of these, as well as the responsibilities of students themselves.

- i. Each unit should consider the availability of student support, research facilities, space and availability of potential supervisors in determining the number of students admitted into the program.
- ii. Some examples of the responsibilities of the graduate program director are to be knowledgeable about program requirements, the composition of committees, the procedures for comprehensive and oral defense examinations, and other policies relating to graduate studies; to maintain a dossier on each student's progress; and to be sensitive to graduation deadlines and students' career plans.
- iii. Some examples of the responsibilities of a supervisor are to uphold and to transmit to students the highest professional standards of research and/or scholarship; to provide guidance in all phases of the student's research; to meet with their students regularly; to provide prompt feedback when work is submitted including drafts of the thesis; and to clarify expectations regarding collaborative work, authorship, publication and conference presentations.
- iv. Some examples of the responsibilities of the students are to inform themselves of program requirements and deadlines; to work within these deadlines; to communicate regularly with the supervisor and committee; and to submit progress reports to the supervisor and committee.
- v. The Chair of the unit should ensure that procedures are in place to address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. Such procedures should

involve a neutral mediator who will ensure that all sides of a dispute are heard before any decision is made.

#### 4. Quality of Supervision and Teaching

- i. Academic units and the Graduate and Postdoctoral Studies Office should consider ways to assess and improve the quality of supervision and to help new supervisors, e.g., through workshops or mentoring models. Procedures for monitoring the quality of graduate student supervision and for providing constructive feedback for supervisors should be developed.
- ii. Graduate supervision should be recognized as an integral part of the academic responsibility of an academic unit and should be considered in the allocation of workload, as should the teaching of graduate courses.
- iii. Academic units should establish criteria of excellence in supervision and graduate teaching appropriate to their disciplines and should suitably reward those who meet these criteria, e.g., in decisions concerning tenure and promotion, or merit pay awards.
- iv. The maximum number of students under the direction of a single supervisor should be consistent with the ability of the supervisor to provide quality supervision, taking into account the workload of the supervisor and norms of the discipline.
- v. Procedures should be established for ensuring continuity in supervision when a student is separated from a supervisor – for example, when the supervisor takes a sabbatical leave, retires from McGill or changes universities or when the student leaves to complete field work or takes a job before submitting a thesis.

*Revised by Council of FGSR, April 23, 1999 and October 6, 2003.*

### 10.2 Policy on Graduate Student Research Progress Tracking

This is a new mandatory policy and procedure to track the research progress of graduate students. The policy is referred to in the amended Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision in section 2.v. in bold print. Documents to record progress can be found on the GPS website: [www.mcgill.ca/gps/policies/revisions/](http://www.mcgill.ca/gps/policies/revisions/).

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

1. Annually, the student must meet with, at minimum, their supervisor(s) and a departmental representative. This meeting can occur in the context of an annual thesis or advisory committee in those departments that have thesis committees.
2. At the first such meeting (to be held shortly after thesis students begin their programs), written objectives/expectations for the year must be recorded on the first of the three forms, Form #1 (Graduate Student Research Objectives Report Form). All three people at the meeting must sign this form. A student who does not agree to sign the form must write a statement detailing his/her objections to the expectations recorded on the form.
3. Approximately one year later, and every year thereafter, the student, supervisor(s) and the departmental representative should meet again to review the progress that has been achieved toward the recorded objectives. Prior to the meeting, the student should record his/her accomplishments and progress for the year by completing Form #2 (Graduate Student Research Progress Record). This completed form is then evaluated by the supervisor and the departmental representative on Form #3 (Graduate Student Research Progress Report Form). All parties sign Form #3. A student who does not agree to sign the form must write a statement detailing his/her objections. At this same meeting, objectives for the following year should be recorded on Form #1, as per the procedure described in point 2, above.
4. In the event that recorded research progress is unsatisfactory, a new set of objectives should be developed for the student at

the meeting, and recorded on Form #1. These new, or interim, objectives apply only to the next semester. Evaluation of progress should take place after that semester has concluded, following the steps described in point 3, above.

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

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

**This policy must have been put into effect no later than September 2004.**

**Senate, September 2003.**

### 10.3 Vacation Policy for Graduate Students and Postdocs

Graduate students and Postdocs should normally be entitled to vacation leave equivalent to university holidays and an additional total of fifteen (15) working days in the year. Funded students and Postdocs with fellowships and research grant stipends taking additional vacation leave may have their funding reduced accordingly.

*Council of FGSR April 23, 1999.*

### 10.4 Ph.D. Comprehensives Policy

#### Preamble

The majority of doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy paper, comprehensive evaluation, thesis proposal, etc. The Calendar of the Graduate and Postdoctoral Studies Office (GPSO) includes the following statement:

A comprehensive examination or its equivalent is usually held near the end of Ph.D. 2. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by the Dean of Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details at the commencement of their programs.

It is recognized that expectations for the Ph.D. comprehensive will vary according to the needs of the discipline. It is important to make it clear to doctoral candidates what the expectations and procedures are for their Ph.D. comprehensive, and to maintain consistency within a given program.

#### General Policy

1. At the beginning of the relevant academic year, units must provide doctoral students with a written description of the Ph.D. comprehensive, covering the following issues: objectives and

content, format, timing, assessment, grading and reporting, failures. (See below for details.)

- All units that have a Ph.D. comprehensive must adopt an administrative course number for it, usually XXXX 701. One of the following forms of grading must be adopted and used consistently within the program: Pass/Fail or letter grades. ("Mixed" modes of grading are not permitted, i.e., some students within a program reported on a Pass/Fail basis and others by means of letter grades.)

### Specific Issues

#### Objectives and Content

Units must specify the objectives of the Ph.D. comprehensive. Objectives may include assessing any of the following (or a combination), with a view to determining whether the student demonstrates the necessary research skills and academic achievements to be permitted to continue in the Ph.D. program. (This list is not intended to be exhaustive.)

- knowledge of the discipline (from the point of view of breadth)
- understanding of the proposed field of research
- ability to conduct independent and original research
- a thesis proposal
- professional skills
- ability to present and defend material orally

The content of the comprehensive must be consistent with the objectives and should be appropriately circumscribed. Students must be given an indication of the range of material that may be covered in the examination and suggestions as to how to cover this material (e.g., via reading lists, courses, etc.).

#### Format

The format of the comprehensive must be clearly stated and must be consistent across students within a particular program. The following list gives some of the more common formats, which are often combined. (This list is not intended to be exhaustive.)

- written examination of a specific duration
- take-home examination
- extended research paper(s)
- written research proposal
- oral exam (which may include or consist of a defense of a research paper or research proposal)

If the comprehensive consists of several parts, the relationship (if any) between them must be made clear.

#### Timing

Timing of the comprehensive must be specified, including the earliest and latest dates by which the comprehensive is to be completed. Students must be informed of the specific dates of the exam in sufficient time for them to prepare for it.

Given the importance of the Ph.D. comprehensive and the consequences of failure, the exam should be held reasonably early in the program, so that students do not spend several years preparing for it.

Prerequisites must be specified. For example, clarify whether all course work must have been completed prior to the comprehensive and whether the comprehensive is the final step before thesis research and writing.

#### Assessment, Grading and Reporting

Evaluation parameters must be made clear, including information about who sets the exam questions and who evaluates the student. If performance is assessed by a committee, clarify how the committee is appointed and who sits on it. In the case of written examinations, clarify whether the grading is done by one or more people.

Where there is more than one component to the examination (e.g., an oral exam plus a written exam), it must be made clear how these components are factored into the final grade. For example, make it clear whether each component counts equally, whether the assessment is global, and whether failure on one part of the comprehensive examination (or on one question) results in an overall failure.

#### Feedback

The assessment and reasons for the decision must be documented and provided to the student in sufficient detail to allow the student to understand the decision, including identifying strengths and weaknesses. (A number of units have developed short forms specifically for this purpose.) In the case of oral examinations, the student should also be given feedback on presentation, logical exposition, ability to answer questions, etc.

In the case of oral exams, units may wish to consider the following: ensure that there is a reasonably detailed written assessment of the student's performance; tape the oral examination; allow the student to select a faculty member to act as a neutral observer; have one faculty member serve as a neutral chair (equivalent to a Pro-Dean); have an "outside" committee member; have the oral examination open to other students and faculty members.

#### Plagiarism

McGill University values academic integrity, which is fundamental to achieving our mission of the advancement of learning. Therefore, all students must understand the issues associated with **academic integrity** (see [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity) for more information).

Plagiarism in a Ph.D. comprehensive Examination contravenes McGill University's academic goals and standards. Consequently, any student found guilty of plagiarism under the Code of Student Conduct and Disciplinary Procedures (see the Handbook on Students Rights and Responsibilities available at [www.mcgill.ca/secretariat/documents/](http://www.mcgill.ca/secretariat/documents/)) in a Ph.D. Comprehensive Examination may face very serious penalties, even expulsion from the University without the degree.

#### Failures

##### i. Repeats

In the event of a failure, units must allow, without prejudice, one repeat of the comprehensive (in whole or in part). The first time a student fails, the student must be informed in writing by the department that he/she has failed the comprehensive and must be informed of conditions relating to a repeat of the examination. In such circumstances, the grade of HH (continuing) will be used. In the event of a second failure, a grade of F will be reported to the Graduate and Postdoctoral Studies Office and the student will be asked to withdraw from the Ph.D. program.

Conditions for retaking the examination must be clearly stated, including the time frame, potential dates, nature of the re-examination, committee membership, etc.

Units have the right to specify further requirements in the event of failure (e.g., requiring students to take an additional course or courses in areas where they have shown weakness on the comprehensive).

##### ii. Plagiarism

If plagiarism is suspected, the case will be referred directly to the committee on Student Discipline in accordance with the code of Student Conduct, Part III (article 15) and Part V (A). If plagiarism is established by due University process, the student is considered to have failed the examination, with no possibility of repeat.

##### iii. Review and Reassessment

Rereads. In the case of written comprehensives, the Graduate Studies Reread Policy applies.

A student who fails an oral examination may request a review. In such cases, the Graduate and Postdoctoral Studies Office will conduct a review of the examination process and procedures.

#### Other relevant policies/offices

Charter of Student Rights  
Graduate Studies Reread Policy  
Office for Students with Disabilities

*Approved by Executive of Faculty of Graduate Studies and Research (FGSR) February 17, 1997  
and Council of FGSR March 7, 1997.*



## 10.5 Graduate Studies Reread Policy

**This policy applies only in the case of marks given for written work in 600- and 700-level courses.** For 500-level courses and below, the reread policy of the appropriate undergraduate faculty applies.

### Consultation

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, graduate students have the right, subject to reasonable administrative arrangements, "to consult any written submission for which they have received a mark and to discuss this submission with the examiner". Upon request by the student, the instructor of the course is obliged to conduct this consultation with the student.

(Note: Where materials have been graded by a TA and the student wants a reconsideration of the grade, the faculty member responsible for the course is expected to review the materials and the appropriateness of the grade. This is so even if the materials in question have already been discussed by the TA with the student.)

### Verification

In a case where a student feels that totalling errors have been made in arriving at the final grade, the student can request the instructor to carry out a detailed check that all questions have been marked and that the final grade has correctly been computed on the basis of the term work, final examination, etc.

### Rereads

According to the Charter, students have the right, subject to reasonable administrative arrangements, "to an impartial and competent review of any mark" (hereafter "reread").

No request for a reread is valid unless, at the time it is made, the student has already met with the faculty member responsible for the course to review the mark, or has made a reasonable attempt to do so.

Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. Assignments can only be reread if, together, they account for more than 20% of the course grade.

The reread by a second reader is a review of the mark, not the work assigned. It is the second reader's task to determine whether the original mark is fair and reasonable, not to give the work a totally new assessment.

1. The time limit for requesting a reread is within 30 days after posting of the final marks for the course. However, in the case of work which has been graded during the course and returned to the student, students must indicate in writing to the Graduate and Postdoctoral Studies Office within 5 working days of receiving the graded work their intention to request a reread. This intention must be confirmed within 30 days of the posting of the final marks for the course.

(Note: Material that is returned to a student **cannot be reread** unless arrangements have been made to ensure that the material has not been changed subsequent to the original grading; for example, the student can make a copy for the professor to retain either before handing the material in or immediately upon receiving it back from the instructor or at the point where the professor and student review the work together.)

Instructors are strongly advised to write their corrections in red pen and to write comments which help the student to understand the mark assigned.)

2. The request for a formal reread must be made by the student in writing to the Graduate and Postdoctoral Studies Office and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee (\$35 for an exam, \$35 for a paper, \$35 for one or more assignments, to a maximum of \$105 per course) will be charged directly to the student's fee account after the result of the

reread is received. No fee will be charged if there is a change upwards in the letter grade for the course.

3. Administration of the reread is handled by the Graduate and Postdoctoral Studies Office, not by the department. The Office will contact the department to obtain the work to be reread, a list of potential readers, and details of the marking. All communication with the second reader is conducted by the GPSO.
 

The second reader is given the original assignment, with marginalia, corrections, summary comments and mark intact, as well as any notes from the instructor pertinent to the general nature of the course or the assignment and grading schemes, etc.
4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirement of the Charter of Students' Rights that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.
5. The second reader should support his or her assessment with a brief memorandum to the Graduate and Postdoctoral Studies Office. As a result of the reread process, the grade may become **higher or lower or remain unchanged**. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.
 

In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. In the event that members of the group are not in agreement, the written request should indicate which students are requesting the reread and which students do not wish for a reread. In such cases, the outcome of the reread (whether positive or negative) will affect only the students in favour of the reread. Neither the reread grade nor the decision to opt in or out of the reread can be challenged.
6. The new grade resulting from the review will be communicated to the student in a letter from the Graduate and Postdoctoral Studies Office, with a copy to the academic unit.

*Prepared by the Committee on Graduate Programs, Supervision and Teaching*

*Approved by Council of the Faculty of Graduate Studies and Research, May 12th 1995*

## 10.6 Health and Parental/Familial Leave of Absence Policy

A leave of absence may be granted by the Graduate and Postdoctoral Studies Office for maternity or parenting (interpreted according to McGill's "Parental Leave Policy" for non-academic staff) reasons or for health reasons.

Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students must make a request for such a leave in writing to their department and submit a medical certificate. The department shall forward the request to the GPSO.

During a **leave of absence for parental or familial reasons**, a student will not be eligible to take courses but he/she may request and expect guidance on thesis and research work and will have free access to the University's academic facilities. Library services will continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath). In special circumstances, familial leave may be considered by the GPSO for a student when a close family member is ill.

During a **leave of absence for health reasons**, a student will not be eligible to request guidance on thesis and research work or to take courses. He/she will not have access to the University's academic facilities but Library services will normally continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath).

A medical certificate must accompany such leave requests.

*(Council of FGSR - March 1999)*

Please refer to **section 6.1.10 "Leave of Absence Status"** for information regarding registration of graduate students and Postdocs on such leaves.

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## 10.7 Failure Policy

Please refer to **section 6.8 "Failure Policy"**, for information regarding the policy and procedures to follow in cases of failure.

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# 11 Libraries and Computing Facilities

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## 11.1 Libraries

All registered students have access to the McGill University Library system. This comprises 14 libraries, one reading room, the Division of Rare Books and Special Collections, and a number of affiliated collections in various specialized departments. MUSE, the on-line catalogue, is available in the libraries and remotely to search for print and electronic resources in the McGill Libraries. The Electronic Data Resources Service supports research and teaching in all disciplines. The Library Website can be accessed at [www.library.mcgill.ca](http://www.library.mcgill.ca).

McGill Libraries' electronic databases may be queried on computer workstations in any library or – in many instances – searched from remote computers. The Library has around 600 databases currently available, including numeric databases and indexing and abstracting services. The Library also subscribes to approximately 12,000 full-text journals, both from publishers such as Oxford University Press, Elsevier Science-Direct, Wiley InterScience, Kluwer On-line, and Blackwell Synergy and from journal vendors and aggregators such as JSTOR, Project MUSE, Dow Jones Interactive, Lexis-Nexis, and IEEE. The numbers are rapidly growing.

The Humanities and Social Sciences Area Library located in the McLennan and Redpath Library Buildings is the largest library. There are separate libraries for law, health sciences, and physical sciences and engineering, as well as specialized libraries in various fields. In addition, the Macdonald Campus Library (agriculture, food science and environmental sciences) is located 20 km from the Downtown Campus.

Students registered for Master's and Ph.D. programs may obtain borrowing privileges for most Canadian university libraries upon presentation of their McGill University identification card when it clearly indicates their status, and a CREPUQ introduction card, available from the Office of the Director of Libraries.

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## 11.2 Computing Facilities

### 11.2.1 IST Customer Services (ICS)

McGill ICS provides technical support for the following student services: E-mail, Dialup Access Service (DAS), Virtual Private Network (VPN), REZ Voice and Data Service (post-installation), Wireless Network and WebCT. They may be reached on-line via the Virtual Help Desk at [www.mcgill.ca/ics/vhd](http://www.mcgill.ca/ics/vhd) or by phone at (514) 398-3398, or in person at Burnside Hall in room 112.

### 11.2.2 Network and Communications Services (NCS)

McGill NCS provides data services including access to Local Area Networks (LANs), the Internet, e-mail, McGill central systems, and the McGill University Website - all from virtually anywhere on campus (wired or wireless) and remotely. They also provide voice service (with long distance and voice mail) to students in McGill Residences. The Website at [www.mcgill.ca/ncs](http://www.mcgill.ca/ncs) lists products and services offered by McGill NCS.

### 11.2.3 WebCT

WebCT is McGill's on-line course management system. WebCT is used in a large number of McGill courses. Currently most of them are taught in a hybrid fashion with WebCT serving as

a component within a traditional class structure. As an on-line environment, WebCT provides key tools for extending the educational experience. Students can access content in various forms, post assignments, take quizzes and participate in on-line discussions.

The WebCT Student Resources Website at [www.mcgill.ca/webct/students](http://www.mcgill.ca/webct/students) provides an overview of WebCT tools, task-oriented how-tos and general advice for student success with educational technology. Help is available on-line via the Virtual Help Desk at [www.mcgill.ca/ics/vhd](http://www.mcgill.ca/ics/vhd) and by phone at (514) 398-3398.

### 11.2.4 Computer Labs

The computer labs are provided by many faculties and departments for students in their programs. A list of these can be found on the Web via the McGill Gateway at [www.mcgill.ca/index/computer](http://www.mcgill.ca/index/computer). Check the unit listings or contact the unit directly for information concerning facilities and accessibility.

### 11.2.5 Instructional Communications Centre

The Instructional Communications Centre (ICC) provides services related to the use of technology in teaching. It is McGill's central facility for the loan of audiovisual equipment and support for video production.

The ICC Audiovisual Arrangements Section located in the lobby of the Redpath Library and the ICC office at the Macdonald Campus house a full range of audio, video, computer, and projection equipment available for loan to McGill students. Equipment is provided free of charge for credit course activities. Training in equipment use is available and advance reservations are highly recommended. Further details are available on the ICC Website [www.mcgill.ca/icc/equipment/loan](http://www.mcgill.ca/icc/equipment/loan).

The ICC also maintains two video editing suites available for staff and students who wish to produce their own programs. These suites are self-instructional, and sessions should be reserved in advance. For more information or to reserve a session, please contact the ICC Main Office, 688 Sherbrooke St. W., Suite 1600, (514) 398-7200.

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# 12 Research Policy, Patents, Postdocs, Associates, Trainees

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## 12.1 Policy on Research Ethics

(Prepared by the Research Policy Committee of the Faculty of Graduate Studies and Research.)

### 1. Preamble

This Policy should be interpreted in a manner that is consistent with the vision of the University as a research community committed to the principles of honesty, trust, and collegiality and to the idea that fair play must prevail at all times.

It is important for the University community to have an explicitly stated ethical framework within which all research should be conducted. This need has been recognized by all the major funding agencies – the Canadian Institute of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), le Fonds Québécois de la Recherche sur la Nature et les Technologies (FQRNT) formerly FCAR, and Fonds de la Recherche en Santé du Québec (FRSQ).

### 2. Introduction

This Policy on Research Ethics applies to all individuals who conduct research at McGill University or at one of its affiliated institutions. The term "research" includes all forms of funded and unfunded scholarly and creative work by McGill staff and students and by people who use McGill facilities for the creation, dissemination, and publication of scholarly work.

Some of the provisions of this Policy deal with matters that are also treated in other University guidelines and regulatory docu-

ments. In appropriate cases, reference to these guidelines and documents should also be made.

This Policy does not attempt to address all matters relating to the ethical conduct of research activities. Consequently, it is recognized that many academic units will require more specific provisions than those guidelines supplied in this Policy. Academic units are encouraged to develop and/or subscribe to more specific provisions.

### 3. The Responsibility of the University

The University requires honesty and integrity in research and scholarship. The University, through the appropriate administrative offices and in accordance with the provisions of this Policy and other applicable regulatory procedures, will (a) help facilitate the resolution of disputes concerning matters dealt with in this Policy (see article 9), and (b) investigate allegations of misconduct under this Policy and take action, as appropriate.

### 4. The Selection and Conduct of Research

Research projects should be managed, funding should be used and research should be conducted with due consideration for all University policies on research ethics. In addition to this Policy, these latter include policies set out in existing university regulations or guidelines, such as the Regulations on Research Policy, Policy on Intellectual Property, Regulations Governing Conflicts of Interest in Proprietary Research, the Policy on Ethical Conduct of Research Involving Human Subjects, and the Guidelines for Research with Animal Subjects.

The primary responsibility for the selection and conduct of research rests with the individuals performing the research. In the case of collaborative or team research, the research director or principal investigator is obliged to ensure that the members of the research team or group are aware of the contents of this Policy and of other applicable ethical norms governing the conduct of the research. In such cases, the research director or principal investigator should take all reasonable measures to ensure that the provisions of this Policy are complied with by the members of the research team. In the case of research conducted by students for academic credit, the instructor, supervisor or research director, as the case may be, in addition to informing the student of his or her obligations in respect of the ethical conduct of research, shall take further reasonable measures to ensure that the student's research is conducted in accordance with the provisions of this Policy and with other applicable ethical norms.

### 5. The Duty of Honesty and Integrity

Researchers are expected to maintain the highest standards of honesty and integrity. Any form of academic dishonesty, including but not limited to the following, is a serious offence:

#### (a) Falsification of Data

The gathering of data and research materials must be undertaken with honesty and integrity. Researchers should never publish data they know to be false or the result of deliberate acts of falsification.

#### (b) Plagiarism

Researchers should not knowingly represent the published or unpublished work of another person as their own or assist anyone else in doing so. The use by a researcher of work done by other people must be appropriately and adequately acknowledged. Plagiarism is an act of academic dishonesty.

Upon the demonstration that a researcher has represented another person's work as their own, it shall be presumed that the researcher did so knowingly; the researcher shall bear the burden of rebutting the presumption by evidence satisfying the person or body hearing the case that no such knowledge existed.

#### (c) Conflict of Interest

A conflict of interest arises where the researcher has a material interest of any nature – personal, financial, career or otherwise – that may conflict with the researcher's duty of honesty and integrity. Where a conflict of interest arises, a researcher must immediately disclose it in writing to his/her superior and to all other persons to whom it should be disclosed, in accordance with the context and with the highest standards of honesty and integrity.

#### (d) Misuse of Research Funds

Where a granting agency provides guidelines on the use of research funds, researchers and directors of research projects must follow those guidelines scrupulously. Researchers and directors of research must also follow all university guidelines on the management and disbursement of funds. Regardless of the source of research funding, it is not permitted to divert any of the research resources for personal or any other use, except in cases where the grant or contract specifically provides otherwise.

Nothing in the provisions of this policy is intended to impugn the actions of a person who has made an honest error, or who exercises judgement or interprets data or designs experiments in a way which may reasonably be the subject of honest differences of opinion.

### 6. Duties Where Research with Human and Animal Subjects is Concerned

#### (a) Human Subjects

All research involving human subjects must be conducted in a manner consistent with the highest scholarly and ethical standards, in accordance with the regulations and guidelines prescribed by Law, the Tri-Council Policy Statement: Ethical Conduct for Research Involving Human Subjects and the University.

#### (b) Animal Research

All animal research must be conducted in compliance with the guidelines of the Canadian Council on Animal Care (CCAC) and the University.

### 7. Collaborative Research

#### (a) Attribution of Authorship and Copyright Ownership

Research collaborators should establish as early as possible, how the attribution of authorship and how the allocation of copyright are to be divided between them.

##### (i) Attribution of Authorship:

In the absence of an agreement between the researchers, the following rules governing the attribution of authorship apply:

- authorship is attributed to all those persons who have made significant scholarly contributions to the work and who share responsibility and accountability for the results;
- an administrative relationship to the investigation does not of itself qualify a person for co-authorship;
- the order of the names in a publication is decided according to the quality of the contribution, the extent of the responsibility and accountability for the results, and the custom of the discipline.
- the attribution of authorship is not affected by whether researchers were paid for their contributions or by their employment status;

##### (ii) Duties of the Principal Author:

In the absence of an agreement between the researchers, where there are co-authors, the following further rules apply:

- the author who submits a manuscript for publication accepts the responsibility of having included as co-authors all persons who are entitled to co-authorship, and none who are inappropriate;
- the submitting author should send each co-author a draft copy of the manuscript and should make a reasonable attempt to obtain consent to co-authorship, including the order of names; and
- other contributions should be indicated in a footnote or an "Acknowledgements" section, in accordance with the standards of the discipline and the publisher.

##### (iii) Ownership of copyright:

In the absence of an agreement between the researchers, the allocation of copyright is governed by university policy and the law.

#### (b) Student-Professor Collaborations

The rules in (a) apply to the case where the collaborators are professor and student. Further to those rules, a student should be granted due prominence on a list of co-authors of any multiple-authored article that is based primarily on the student's own dissertation/thesis, according to the practice in the discipline.

*(c) University-Private Sector Research*

Reference is made to existing university regulations in "Regulations, Policy and Guidelines: A Handbook for Academic Staff", Chapter 6 "Regulations on Research Policy", Chapter 8 "Policy on Intellectual Property" and Chapter 9 "Regulations Governing Conflicts of Interest in Proprietary Research".

*(d) The Duty to Acknowledge Sources of Funding*

All public and private funding sources (grants, contracts and gifts including endowed income that funds named chairs) used in the conduct of research should be acknowledged in resulting publications.

**8. Data**

*(a) Definition of Data*

"Data" in this article includes the methodology used to obtain results, the actual research results, and the analysis and interpretations by the researchers.

*(b) Authorship and Copyright Data*

The rules set out in article 7 of the Policy govern questions concerning the attribution of authorship of and the ownership of the copyright in Data.

*(c) Gathering of Data*

Data must be organized in a manner that allows ready verification. Data must be gathered in accordance with principles governing the use of human and animal subjects.

*(d) Availability of Data*

Subject to exceptions based on a duty of confidentiality and the laws respecting intellectual property and access to information, after data are published, they must be made available to any party presenting a reasonable request to examine them. In cases where there is a disagreement between the researcher and the person requesting the data, the matter shall be referred to the Office of the Vice Principal (Research) for resolution.

*(e) Maintenance of Data*

All original data must be retained for a reasonable length of time. A period of at least five years from the date of publication is recommended.

**9. Disputes Between Co-Researchers**

The provisions in this article govern disputes between co-researchers. They do not govern allegations of misconduct under this Policy. Allegations of misconduct are dealt with in article 10 of this Policy.

*(a) The Duty on the Parties to Resolve Disputes*

Where disputes between co-researchers arise, they should be resolved amicably and in a respectful and collegial fashion. Where a dispute cannot be resolved by the parties themselves, the parties should seek the advice of the appropriate authorities in their unit, who may help the parties resolve the dispute in any way to which the parties may agree, including conciliation, mediation, and binding and non-binding arbitration. To this end, the parties may agree that other persons become involved in the dispute in order to help facilitate its resolution. The parties may stipulate that their own involvement in any dispute resolution process is without prejudice to their rights in any subsequent process.

*(b) The Duty of the University to Investigate Disputes and to Help Facilitate the Resolution of the Disputes*

The University has a duty to investigate disputes and to help facilitate their resolution, in accordance with the following provisions. However, the University has no obligation to ensure that disputes are resolved, since the resolution of disputes is ultimately subject to the will of the parties to the dispute.

If the dispute is between individuals working under a principal investigator(s), the principal investigator shall investigate and attempt to resolve the matter. If the principal investigator is involved in the dispute, the Head(s) [i.e., Chair(s), Director(s), etc.] of the Department(s) or academic unit(s) concerned shall investigate and attempt to resolve the matter. If any party involved in the dispute should object to the investigation of a Head, or if a Head is directly involved in the dispute or allegation of misconduct, the Dean of the appropriate Faculty, School or academic unit and/or

the Vice-Principal (Research) shall be informed and shall either investigate the dispute and attempt to resolve it or nominate a senior academic staff member, acceptable to the parties, to act as investigator, who shall attempt to resolve the matter.

**10. Disciplinary Action and Grievance**

Any allegation of misconduct under this Policy made against a non-student member of the University, shall be dealt with in accordance with the disciplinary procedures generally applicable to that person. For the purposes of those procedures, misconduct under this Policy is a matter subject to discipline pursuant to those procedures. Any allegation of misconduct under this Policy made against a student shall be dealt with in accordance with the procedures established under the Senate Code on Student Conduct and Disciplinary Procedures, and, for the purposes of that Code, misconduct under this Policy is an academic offence.

*Approved by Senate, March 22, 1995.*

*Approved by Board of Governors, May 29, 1995*

**12.2 Regulations on Research Policy**

**Preamble**

Research in the University is relevant for the general benefits of society, as well as for specific intellectual purposes. It should be used to increase knowledge in ways that do not harm society. Furthermore, all teaching in the University should have a base in the creative experience of scholarly and scientific inquiry.

The University recognizes that research flourishes only in a climate of academic freedom. Since the conditions for good research in our many disciplines are quite different, individual investigators are normally expected to assume direct responsibility for the intellectual and ethical quality of the work. A serious responsibility rests on the individual members of the Community who are best equipped through special knowledge to remain aware of the consequences of their research activity; the researcher must balance the possibility of harmful application against potential benefits.

The present Regulations cover all research activity.

A gift is a voluntary transfer of property without valuable consideration or benefit of any kind to the donor, or to anyone designated by the donor. While a donor cannot impose obligations upon the University, the gift may be restricted as to its use. It may lead to the issuance of an official donation receipt for income tax purposes, at the request of the donor.

A research contract is an agreement between a sponsor and the University in which the University and researcher(s) agree to perform a specified research project and which generally confers upon the sponsor rights to the results of that project. Title to any intellectual property arising is negotiated. The University will normally be compensated for the assignment of licences or other options. A default on the part of the University or researcher to perform the obligations undertaken may give rise to a liability for contractual breach. A research contract is a business transaction, hence all direct and indirect costs of the University, including the salaries of researchers, may be charged to the sponsor. To the extent that the Dean of the Faculty considers the research activity to be beyond the scope of normal research duties, researchers may earn honoraria apart from regular salary, under the terms of the research contract. Such remuneration and research activity should conform to the University policies on consulting.

A research grant given in aid of research through the University is financial support for a researcher, conducting research in a particular subject area, without formal detailed stipulation as to the direction of such research. The research conducted forms part of the staff member's regular research duties and is not normally the object of any additional compensation to the researcher. Title to the results of the research activity, including intellectual property, licensing or other related options is not vested in the grantor. A research grant does not generate enforceable obligations except as to the management of the funds for grant purposes and, where applicable, according to the grantor's guidelines or policies. A research grant has no limitations on publication and no requirements as to deliverables other than reporting and financial stipula-



tions. A research grant usually covers direct costs, while indirect costs should be recovered whenever possible.

### Regulations

1. The University does not allow its staff or students to be engaged in secret research on University premises or using University facilities.
2. Certain kinds of research data in the custody of governments and other agencies are restricted in order to protect the privacy of individuals or private corporations. If the restriction is not such as to prevent the eventual use of the research undertaken by students or staff members for theses or publications, these restrictions are permissible. Such restrictions, as they relate to the use of research undertaken by students or staff members for theses or publications, should not exceed the delays set out in Regulation 3.
3. The University shall not accept requests from outside bodies for delays in publication in excess of one year. The Vice-Principal (Research), however, shall have the right to agree to requests for delays up to two years in exceptional cases, for example, when patents are pending or intended. In the case of theses, the student shall agree in writing to such a delay before the request is considered.
4. All research contracts shall be negotiated by one of the University's Research units reporting to the Vice-Principal (Research), in association with the principal investigator.
5. Neither the name of the University nor that of any member of staff shall be used for publicity in connection with a research contract without the prior written approval of the Vice-Principal (Research).
6. Titles to intellectual property arising out of a contract, the obligations and abilities of different parties to seek patents, and the payment of associated royalties, shall be defined by the terms of the contract signed by the University, following negotiation by the Office of Technology Transfer.
7. Existing University Regulations on Conflicts of Interest in Proprietary Research shall apply to research arising out of research contracts.
8. No one may use University premises, or publications under its control or jurisdiction, to recruit in any manner a member of the University community as a participant in medical testing or in clinical trials involving human subjects related to non-University research projects.
9. A research director or principal investigator shall not employ a relative, whether by blood, marriage, or union, in a position funded by his or her research grant, contract, or otherwise under his or her jurisdiction, without prior written approval of the Vice-Principal (Research) and the relevant dean.
10. Applicants for contracts or grants whose source is a government military agency shall indicate on the Graduate Studies and Research check list/approval form whether this research has direct harmful consequences. Where the University so requires, the applicants shall furnish a written statement setting out the possibilities of direct harmful application and potential benefits of their research.
11. The primary responsibility for undertaking research conforming to these Regulations rests upon the researcher. The Vice-Principal (Research) shall supervise the procedures to be followed by researchers in fulfilling their responsibilities under paragraph 10 respecting research contracts sponsored by government military agencies. The Vice-Principal (Research) shall advise the Board of Governors on whether the proposed contract conforms to McGill's guidelines on research. The Board of Governors has final authority to approve these contracts.
12. The Vice-Principal (Research) shall report to Senate, two years from their date of implementation, with respect to the general workings of the procedures and provide a summary of the decisions made.

*Received by Senate, February 26, 1986, Minute 59*

*Approved by the Board of Governors, March 17, 1986, Minute 6053*

*Amendments Approved:*

*Board of Governors, September 15, 1986, Minute 6108 (Art. 8)  
Board of Governors, October 20, 1986, Minute 6128 (Art. 9)  
Amendments received by Senate, February 10, 1988,  
Minute 84 (Art. 10, 11 & 12)*

*Amendments approved:*

*Board of Governors, February 15, 1988, Minute 6323  
(Art. 10, 11, & 12)*

## 12.3 Policy on Student Involvement in Research

The following policy relates specifically to undergraduate and graduate students who are engaged in research as part of their university programs. Some sections also apply to those cases where an investigator enlists the services of an inexperienced person as assistant, technician, trainee, etc. in connection with a research project.

### Health and Safety

- 1) It is the responsibility of the investigator to implement all possible measures that will ensure the health and safety of his/her research colleagues. Such measures include:
  - a) Strict adherence to the safety procedures set forth in the regulations of the building in which the research is being carried out.
  - b) Careful training of all new personnel in the correct usage of equipment and materials.
  - c) Provision of adequate protective clothing, first aid kits, etc. and their regular inspection.
  - d) Clear precautionary labelling of containers of hazardous materials.
- 2) Students, especially undergraduates, tend to have only temporary involvement with a research project and may be absent during routine safety drills. Particularly attention should be given to the instruction of each beginning student. Solitary work in a laboratory containing potential hazards should be strongly discouraged. Research projects shall avoid a requirement for solitary after-hours work.
- 3) Where research projects involve the use of specially hazardous materials (e.g. radioactive, carcinogenic or poisonous chemicals) departments shall ensure that students have signed a statement that they have received and read appropriate health and safety information and shall forward such statements to the Building Director. [Refer to McGill University Manual of Radiation Safety, June 1984.]
- 4) In cases of emergency, both staff and students are required to follow instructions issued by the Building Director or delegate.

### Academic Considerations

- 1) When a student assists in a research project, a clear distinction should be made between work for which the student is paid, and research training which contributes to the student's academic program.
- 2) As a general rule, paid work should not be considered eligible for credit towards an undergraduate course. In some departments, different arrangements have traditionally been held; in such departments open discussion should ensure that one policy is applied uniformly throughout the department and disseminated to students.
- 3) When a graduate student is assigned a salary or partial support by the investigator (e.g. from an operating grant or similar fund controlled by the investigator) a clear agreement should be made as to the duties expected of the student in conjunction with the investigator's own research project vis-à-vis the work contributing to the student's thesis.

### Secrecy

- 1) When a student begins working with an investigator who may be funded in whole or in part by contracts, consulting agree-

ments or grants from outside agencies, a clear agreement should be made at the outset as to the accessibility of research findings for publication.

McGill's Research Policy prohibits staff researchers from engaging in research which may not subsequently be communicated to the scientific community through the normal channels of meetings and publications. Although exceptions to this rule are occasionally permitted by the Vice-Principal (Research), research projects assigned to students should be unrestricted and subject to the usual processes of thesis production and examination.

- 2) If at any time, during the program, the student's own research discoveries or those of other group members lead to a need for limitation on free communication, there should be full discussion by the whole group in concert with the administrative supervisor of the department, institute or faculty, of the reasons for such a proposal. In the event that a consensus is not reached, the matter shall be referred to the Vice-Principal (Research) for resolution.
- 3) When a thesis has been completed and satisfactorily examined, the student may wish to delay its publication or deposition in the McGill and National Libraries for a short period. Such requests may be made, in writing, to the Graduate and Postdoctoral Studies Office. Delays of one, or in exceptional cases, two years may be approved.

#### Proprietary Research\*

\*Section 8, 9 & 10 of the Regulations Governing Conflict of Interest in Proprietary Research, November 1985.

- 1) The enterprise in which a member has an economic interest may not employ University students. However, such an enterprise may enter into contractual agreements to this effect with the University or be a partner with the University within a program of one of the granting agencies.

Where such enterprise has made a grant, gift or donation to the University, no payment out of such grant, gift or donation shall be made to the interested member without prior approval of the Principal.

- 2) Members intending to acquire an economic interest in an enterprise shall inform all students who may be affected by their actions at the earliest possible date. Students shall immediately be free to seek the advice of the departmental Chair, the Dean of the Faculty, or the Dean of Graduate and Postdoctoral Studies.
- 3) Where students are employed by such enterprise, the member having an interest therein shall ensure that students who have already done substantial work under their academic supervisor shall be able to continue in their chosen area of research. Where it is possible to differentiate between the project of the thesis student and that of the enterprise in such a way that the student may continue the thesis project unhampered, the Dean of Graduate and Postdoctoral Studies shall arrange for the appointment of a co-supervisor unconnected with the enterprise.

#### Responsibilities of the Student

Academic freedom brings responsibilities to students and staff alike. Students should realise that the good name and research reputation of the University and its professors rests in large measure upon the quality of research done by its students. Students, as members of the University, have the responsibility to follow the principles set out in the University Research Policy and in the regulations of the Graduate and Postdoctoral Studies Office.

#### Responsibilities of the University

- 1) The University shall inform students of all appropriate regulations and policies concerning research.
- 2) The University shall provide a safe research environment for student researchers.

## 12.4 Guidelines for Research Involving Human Subjects

All research projects involving the use of human subjects conducted at or under the auspices of McGill University require ethics review and approval by a McGill Research Ethics Board (REB) or an REB of a McGill affiliated hospital or an REB recognized by a formal agreement with the University, before the research may begin. There are five University Research Ethics boards: Faculty of Medicine, Faculty of Agricultural and Environmental Sciences, Faculty of Education, and two University committees (REB I and REB II). The following excerpt from the Tri-Council Policy Statement: *Ethical Conduct of Research Involving Humans* indicates the range of research projects or instances that should be reviewed by the REB: whether the research is conducted by staff or by students; whether the research is funded or not; whether the funding is internal or external; whether the subjects are from inside or outside the institution; whether the subjects are paid or unpaid; whether the research is conducted inside or outside Canada; whether the research is conducted inside or outside the institution; whether the research is conducted in person or remotely (e.g., by mail, electronic mail, World Wide Web, fax or telephone); whether the information is collected directly from subjects or from existing records not in the public domain; whether the research is to be published or not; whether the focus of the research is the subject; whether the research is observational, experimental, correlational or descriptive; whether a similar project has been approved elsewhere or not; whether the research is a pilot study or a fully developed project; whether the research is to acquire basic or applied knowledge; and whether the research is primarily for teaching or training purposes or whether the primary purpose is the acquisition of knowledge. There are five University Research Ethics Boards: Faculty of Medicine, Faculty of Agricultural and Environmental Sciences, Faculty of Education, and two University committees (REB I and REB II).

The following excerpt from the Tri-Council Policy Statement indicates the range of research projects or instances that should be reviewed by the REB:

whether the research is conducted by staff or by students;  
 whether the research is funded or not;  
 whether the funding is internal or external;  
 whether the subjects are from inside or outside the institution;  
 whether the subjects are paid or unpaid;  
 whether the research is conducted inside or outside Canada;  
 whether the research is conducted inside or outside the institution;  
 whether the research is conducted in person or remotely (e.g., by mail, electronic mail, World Wide Web, fax or telephone);  
 whether the information is collected directly from subjects or from existing records not in the public domain;  
 whether the research is to be published or not;  
 whether the focus of the research is the subject;  
 whether the research is observational, experimental, co-relational or descriptive;  
 whether a similar project has been approved elsewhere or not;  
 whether the research is a pilot study or a fully developed project;  
 whether the research is to acquire basic or applied knowledge; and  
 whether the research is primarily for teaching or training purposes or whether the primary purpose is the acquisition of knowledge.

Ethics approval must be renewed on an annual basis. All McGill members must be familiar with the McGill Policy on the Ethical Conduct of Research Involving Human Subjects which articulates the administrative structures, procedures and requirements for the ethical review of human subject research at McGill University. This document and further information on McGill Research Ethics Boards and their submission requirements can be found at [www.mcgill.ca/rgo/ethics/human](http://www.mcgill.ca/rgo/ethics/human). For further information please contact the Research Ethics Officer at (514) 398-6831.

## 12.5 Guidelines for Research with Animal Subjects

### A. Policies

1. The University Animal Care Committee (UACC)

The University Animal Care Committee is the University body responsible for ensuring the humane care and use of animals in research and teaching. The UACC is responsible for ensuring University-wide understanding of, and compliance with, the applicable requirements concerning the procurement, care and use of animals at McGill University and its affiliated institutions.

The University Animal Care Committee reports to the Vice-Principal (Research).

The major responsibilities of this committee are:

- a) to ensure that all animal care and use at the University and affiliated institutions is carried out in accordance with the policies and guidelines of the Canadian Council on Animal Care and McGill University.
- b) to establish policies and procedures to ensure that no research, teaching or testing involving animals (including field studies) commences without prior approval by a Facility Animal Care Committee. Animal use protocols are reviewed and approved by Facility Animal Care Committees on an annual basis with particular emphasis on the ethics of animal investigation. All teaching projects, and those categorized at "Pain and Discomfort" Level D will be referred to the UACC Subcommittee on Ethics for further review.
- c) to ensure that all research using animals has been peer reviewed for scientific merit, irrespective of funding source; and provide a mechanism for projects funded from internal or industry sources to be peer reviewed according to the CCAC guidelines on animal use protocol review.

## 2. Facility Animal Care Committees

Facility Animal Care Committees are established for each affiliated institution and each major University constituency using animals in research or teaching. The purpose of each FACC is to ensure that all animals used in research or teaching within its jurisdiction are used and cared for in accordance with all applicable requirements.

The Facility Committees have the authority to:

- a) stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal;
- b) stop immediately any use of animals which deviates from the approved use, or any non-approved procedure, or any procedure causing unforeseen pain or distress;
- c) have an animal killed humanely if pain or distress caused to an animal cannot be alleviated.

## B. Procedures for Obtaining Approval of Research Projects

To permit review and approval by the appropriate Facility Animal Care Committee a completed "Animal Use Protocol" form must be submitted at least two months prior to (1) starting new projects; (2) changes in animal use procedures, or (3) expiry of previously approved applications. Animal use applications must be renewed annually. Research funds may be withheld by the University administration for programs that are in non-compliance with either University or CCAC guidelines. Note that animal use theory and practical training is now mandatory for all personnel involved in a project using live animals.

The Animal Use Protocol form can be obtained at [www.mcgill.ca/gps/rgo/animal/forms](http://www.mcgill.ca/gps/rgo/animal/forms). For further information on forms, training courses, standard operating procedures, policy and regulations, consult the UACC Web site at [www.mcgill.ca/rgo/animal/](http://www.mcgill.ca/rgo/animal/) or, contact the Research Ethics Officer (Animal Studies) at (514) 398-2837.

## C. Animal Resources Centre

The Animal Resources Centre serves as the major centre of expertise in laboratory animal science and medicine for the animal-based research and teaching activities of McGill University and its affiliated hospitals. The Centre and its two veterinarians are responsible for advising on the care and use of experimental animals throughout the University and its affiliated hospitals. The Centre's veterinarians are also responsible, along with the Facility Animal Care Committees, for ensuring compliance with the stand-

ards of the Canadian Council on Animal Care (CCAC) for the care and use of experimental animals. Its professional, technical and clerical staff offer a comprehensive range of services to all teaching and research programs using experimental animals. The Centre also provides training and consultation in methods of animal experimentation and in laboratory animal science for technicians, students and academic staff through a recurring series of lecture and workshops, and through individual instruction.

## 12.6 Policy on Intellectual Property

### 1. Principles and Objectives

This policy sets forth the rules applying to ownership, distribution, and commercial rights to intellectual property developed by McGill University academic staff, administrative and support staff and students, as well as procedures that govern the use and distribution of intellectual property.

The primary functions of the University are education, research, and dissemination and creation of knowledge. The University's mission statement calls for "providing service to society in those ways for which we are well suited by virtue of our academic strengths". The University affirms the principles of wide freedom of research and of free publication of the information generated. To carry on research solely or even primarily in anticipation of profits would be incompatible with the University's objectives and primary functions. However, it must be recognized that Software or Inventions resulting from research often serve the public interest best when they reach the private sector under appropriate agreements and are protected by patents, if applicable. Even though some Inventions and Software may not be proper matter for intellectual property protection and are better disseminated through publication in learned journals, the University and the Inventor, in some cases, wish to promote their commercial development. The University and the Inventor should be allowed to benefit financially from transactions resulting from commercial development. The Intellectual Property Policy is therefore providing for the obligation for researchers to divulge inventions or softwares when commercial developments are anticipated as well as for a sharing mechanism for the benefits generated between McGill University and its researchers. As the University proceeds with helping researchers to commercialize their inventions, an assignment of rights will be required.

Intellectual property is the product of a cooperative relationship among academic staff, administrative and support staff, students, and the University and derives from the creative energies of the individual fostered by the academic community and the environment including infrastructure provided by the University. The Inventor and the University (and affiliated institutions) have a shared interest in the intellectual property. As hospitals and research centres affiliated with the University may have contributed to the resources and the environment that led to Inventions or Software, agreements between the University and its affiliated institutions will provide for proper recognition of the financial and other interests of all parties.

Since the University draws its operating and research funds in large measure from the governments of Quebec and of Canada, the commercial development of its Intellectual Property must, to the extent possible, result in benefits to Quebec and Canada. The University further recognizes that the presence of a vibrant, local, knowledge-based economy is beneficial to its members and wishes to contribute to its development.

The objectives of this policy are:

To serve the public interest by contributing to the development of useful and morally acceptable products, services, and processes;

To contribute, to the extent possible, to the socio-economic well-being of Quebec and Canada;

To ensure equitable returns to the University in support of its academic mission, to affiliated institutions, and to the Inventors;

To meet government and the public expectations with respect to putting to use University discoveries.

## 2. Definitions

For the purpose of this policy, the following definitions apply:

“Author” means an employee of the University, whether academic or administrative and support staff, or another physical person associated with the University, who has written or created a Work.

“Contract of Employment” means a contract by which a person undertakes to do work for remuneration, according to the instructions and under the direction or control of the University.

“Days” means calendar days, unless used in conjunction with a qualifying word indicating a different meaning.

“Electronic Research Material” or “ERM” means the electronic representation, in whole or in part, of an Invention or Software, and includes but is not limited to, digitized blue prints, programming source codes and executable programs.

“Field of Academic Research” means the particular areas of research in relation to which an Inventor has published Works, or has received funding, or has made Inventions or has developed Software, in the course of his or her academic duties at any time during the six years preceding the date of disclosure of an Invention or Software.

“Field of Academic Research and Teaching” means the fields in relation to which an Inventor has been teaching, and the particular areas of research in relation to which he or she has published Works, or has received funding or has made Inventions, or has developed Software or Learnware, in the course of his or her academic duties at any time during the six years preceding the date of creation of Learnware.

“Founder” means an Inventor who accepts a significant role in the initial development phase of a spin-off company based wholly or in part on his or her Invention or Software.

“Incidental Use” means a use that plays a minor role in, and is not essential to, the development of an Invention or Software.

“Invention” means any new and useful process, formula, machine, manufacture or composition of matter, within the purview of the Patent Act.

“Inventor” means any employee of the University, whether academic or administrative and support staff, who is defined as such under patent legislation. In this policy, the term “Inventor” shall also be used in reference to development of Software. The word “Inventor” shall also mean a physical person, such as a visiting professor, an adjunct professor or a post-doc, temporarily working or doing research at the University.

“Know-How” means a skill or ingenuity that is available or known only to a limited number of persons, that is related to a licensed Invention or Software, and that is made known or available under license to the licensee of that Invention or Software.

“Lead Inventor” means that member of a group of co-Inventors designated by the group to act as its contact person with the University.

“Learnware” means Software designed for teaching purposes that provides for interaction with the user, or makes use of a Multimedia Product, or both. It includes technology-enabled learning products in electronic format.

“Moral Rights” means non-commercial rights related to the right of an Inventor to claim authorship and to protect the integrity of his or her work.

“Multimedia Product” means a product where software allows for interaction between the user and various media technologies such as the reproduction of sound and image.

“Net Income” means all consideration, including, without limiting the generality of the foregoing, royalties, cash, equity, and options, but excluding any and all consideration granted to a Founder in accordance with section 9.4, received by the Inventor(s) and the University from the sale, licensing, or other disposition of an Invention or Software, less the costs specifically related to the protection, licensing, distribution, or commercial development of the Invention or Software. Considerations include equity and options taken in lieu of royalties.

“Net Total Income” means the sum of Net Income and of any and all consideration granted to Founder in accordance with section 9.4.

“Net Royalties” means all royalties, including, without limiting the generality of the foregoing, any one time payment, milestone payment or pass-through royalty, received by the Inventor(s) and the University from the sale, licensing, or other disposition of an Invention or Software, less the costs specifically related to the protection, licensing, distribution, or commercial development of the Invention or Software.

“OTT” means the Office of Technology Transfer of McGill University.

“Software” means any set of instructions that is expressed, fixed, embodied or stored in any manner and that can be used directly or indirectly in a computer in order to bring about a specific result.

“Tangible Research Material” or “TRM” means the tangible embodiment of an Invention or Software, and includes but is not limited to biological materials, or physical devices.

“Work(s)” means literary, scientific, technical, dramatic, musical, artistic, architectural work material and any original production within the purview of the Copyright Act, with the exception of Software.

## 3. Application of the Policy

This Policy does not apply to students of the University except where: (a) they have contributed to a Work with one or more Authors affiliated to McGill University; (b) they have contributed to an Invention with one or more Inventors affiliated to McGill University or they have created an Invention that they wish to develop with the help of the University. Students who qualify under the above exceptions shall be treated as Inventors.

## 4. Policy on Copyright

### 4.1 Copyright:

In relation to any Work, the Author owns defacto copyright. The Author is entitled both to determine how the Work is to be disseminated and to keep any income derived from the Work.

### 4.2 Exceptions:

Notwithstanding section 4.1, Copyright in a Work might not belong to the Author if:

- the Work was created as a result of research sponsored by a third party pursuant to a written agreement with the University, wherein copyright is determined by specific terms of the agreement. Unless the terms of the agreement give ownership of copyright to the third party, copyright is owned by the University until all rights, such as a license or an option, granted to the third party under the agreement have been exercised or have become extinguished, at which point, the Authors becomes the sole owner of copyright;
- the Work was created pursuant to a formal agreement with the University, wherein copyright is determined by specific terms of the agreement;
- the Work contains Software as the primary constituent.

### 4.3 License to University:

The University is automatically granted a non-exclusive, royalty-free, irrevocable, indivisible and non-transferable license to use, for its own academic purposes, all Works created by an Author: (a) with University assistance; or (b) with the use of University equipment, facilities, or resources; or (c) in the course of academic duties or work in the course of study, research or teaching. This license shall neither confer to the University commercial rights, nor the right to reproduce published Works. The University shall not disseminate Works in a way that would allow persons who are not members of the University community to have electronic access to them. For the purpose of this section, the University’s “own academic purposes” refers to research carried on at the University, by professors, students and staff of the University, and teaching by professors of the University to students registered at the University.

## 5. Policy on Software and Inventions

### 5.1 Ownership of Rights to Inventions:

Subject to sections 5.3 and 5.4, the Inventor and the University jointly own the rights to Inventions created by an Inventor: (a) with



University assistance; or (b) with the use of University equipment, facilities, or resources; or (c) in the course of academic duties or work in the course of study, research, or teaching.

### 5.2 Ownership of Rights to Software:

Subject to sections 5.3 and 5.5, the Inventor and the University jointly own the rights to Software created by an Inventor: (a) with University assistance; or (b) with the use of University equipment, facilities, or resources; or (c) in the course of academic duties or work in the course of study, research, or teaching; and in the case of Learnware, in the fields in which the Inventor has been teaching and doing research at any time during the six years preceding the date of creation of such Learnware.

### 5.3 Exception to Joint Ownership – Administrative and Support Staff:

Notwithstanding sections 5.1 and 5.2, where the Invention or Software was created by an Inventor who is a member of the administrative and support staff of the University, as a result of activities covered by his or her Contract of Employment, the rights to such Invention or Software are owned by the University.

### 5.4 Specific Exceptions Applicable to Inventions:

Notwithstanding section 5.1 and subject to section 5.3, the following categories of Inventions are not jointly owned by the University and the Inventor, and may be owned by the Inventor, the University, a third party, or jointly by two or more parties, as the case may be:

- a) where developed in the course of research sponsored by a third party pursuant to a written agreement with the University, wherein ownership rights are determined by specific terms of the agreement. Unless the terms of the agreement give ownership of the Invention to the third party, such Invention is owned by the University until all rights, such as a license or an option, granted to the third party under the agreement have been exercised or have become extinguished, at which point the Invention becomes jointly owned by the University and the Inventor;
- b) where developed in the course of a consulting agreement between the Inventor and a third party;
- c) where made by an Inventor in a domain outside his or her Field of Academic Research, and where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- d) where made by an Inventor who is a member of administrative and support staff of the University, as a result of activities not covered by his or her Contract of Employment, and where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- e) where the University assigned its rights to the Inventor in accordance with section 8.4 of this policy. The rights are then owned by the Inventor;
- f) where the Inventor assigned his or her rights to the University in accordance with section 7 of this policy. The rights are then owned by the University.

### 5.5 Specific Exceptions Applicable to Software:

Notwithstanding section 5.2 and subject to section 5.3, the following categories of Software are not jointly owned by the University and the Inventor, and may be owned by the Inventor, the University, a third party, or jointly by two or more parties, as the case may be:

- a) where developed in the course of research sponsored by a third party pursuant to a written agreement with the University, wherein ownership rights are determined by specific terms of the agreement. Unless the terms of the agreement give ownership of the Software to the third party, such Software is owned by the University until all rights, such as a license or an option, granted to the third party under the agreement have been exercised or have become extinguished, at which point the Software becomes jointly owned by the University and the Inventor;
- b) where developed in the course of a consulting agreement between the Inventor and a third party;
- c) where limited to the electronic form of a Work, or where it is ancillary to a Work. The rights are then owned by the Inventor;

- d) works of art, including works of art expressed in multimedia format. The rights are then owned by the Inventor;
- e) in the case of Software which does not constitute Learnware, where developed by an Inventor in a domain outside his or her Field of Academic Research, and where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- f) where constituting Learnware developed by an Inventor in a domain outside his or her Field of Academic Research and Teaching, where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- g) where developed by an Inventor who is a member of administrative and support staff of the University, as a result of activities not covered by his or her Contract of Employment, and where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- h) where the University has assigned its rights to the Inventor in accordance with section 8.4 of this policy. The rights are then owned by the Inventor;
- i) where the Inventor assigned his or her rights to the University in accordance with section 7 of this policy. The rights are then owned by the University;
- j) where constituting learnware developed as part of a Web based course specifically funded by the University, the rights are then owned or apportioned in accordance with a written agreement between the University and the Inventor.

### 5.6 Disclosure:

Inventors are required to disclose to OTT those Inventions and Software described in sections 5.1, 5.2, 5.3, 5.4(a) and 5.5(a) that they wish to develop for commercial purposes before they are publicly disclosed. This disclosure is to be made to OTT, acting as the delegate of the Vice Principal (Research), through a "Report of Invention" ("ROI").

### 5.7 Moral Rights:

Inventors of Software may wish to defend their moral rights to their work. The University shall then provide appropriate advice and guidance to these Inventors.

## 6. Commercialization

### 6.1 Use of the word Inventor:

For the purpose of this section, except where otherwise specified in the text, the word Inventor shall, in cases where there are more than one Inventor, mean the Lead Inventor, or the Founder.

### 6.2 Decision of Inventors:

Inventors are not obliged to seek commercial development of their work, and the University will respect the decision of the Inventor not to commercialize his or her Invention or Software. Unless the Software is owned by a third party pursuant to section 5.5(a) or (b), or by the University pursuant to section 5.5 (j), Inventors of Software are free to license or distribute it without profit, or to put it in the public domain so that it is easily accessible, as long as their plan to disseminate such Software is in accordance with guidelines developed, and from time to time updated by the Senate Committee on Technology Transfer for that purpose.

### 6.3 Preliminary Review:

OTT shall acknowledge receipt of the ROI. Within 30 days of receipt of the ROI, OTT shall meet with the Inventor to discuss the various options open to him or her regarding commercialization of the Invention or Software, and sources of information about those options. At the Inventor's request, meetings with experienced University Inventors may also be arranged.

### 6.4 Cooperation between the Inventor and OTT:

Participation of both the Inventor and OTT in the decisions regarding the commercialization of an Invention or Software is essential to the development and implementation of a successful commercialization plan. The Inventor and OTT shall cooperate in the development of a commercialization plan which will serve the interests of both the University and the Inventor. Inventors shall not

protect or commercialize Invention or Software independently of the University.

**6.5 Commercialization Plan:**

Within 90 days of receipt of the ROI, or a longer delay if accepted by all parties, OTT and the Inventor will prepare a mutually acceptable commercialization plan outlining the options to be considered for the development of the Invention or the Software. The plan will be prepared in the spirit of this policy and will address matters such as the need for further evaluation, additional research, intellectual property protection, seed funding, potential sources of financing, as well as delays. The plan shall outline the responsibilities of OTT and the Inventor in the commercialization process. The commercialization plan may result in the assignment to the Inventor of the rights of the University in the Invention or Software, under section 8.4. Should OTT and the Inventor fail to agree on a mutually acceptable commercialization plan, the matter shall, at the Inventor's choice be resolved through the dispute resolution and appeals processes, pursuant to sections 10 and 11, or be resolved through the assignment of the Invention or Software to the Inventor pursuant to section 8.4(e).

**6.6 Use of Invention or Software:**

In cases where the University and the Inventor have divergent ethical concerns in relation to the use of the Invention or Software by third parties, the matter will be resolved in accordance with the mechanisms and procedures outlined in sections 10 and 11 of this policy.

**6.7 Negotiation of Transaction:**

Except for cases where the rights have been assigned to the Inventor under section 8 of this Policy, and except in respect of a Founder, OTT shall be responsible for the implementation of the commercialization plan, including, without limiting the generality of the foregoing, the negotiation of any and all agreements with third parties.

**6.8 Documentation:**

The Inventor shall execute any document reasonably required for the purpose of protecting the Invention or Software and furthering its commercial development.

**6.9 Protection of Intellectual Property:**

The University may seek patent protection or copyright registration of the intellectual property underlying the Invention or Software as appropriate. It does not seek protection for Inventions or Software that, in its judgment, do not have significant commercial potential. The University ceases to pursue protection of intellectual property where successful commercial development seems unlikely. Except as otherwise provided in this Policy, the cost incurred in the protection of intellectual property is borne by the University.

**6.10 Alternate Arrangements:**

Whenever appropriate, and provided they do not represent undue risk or generate unreasonable expenses for the University, OTT will consider proposals from the Inventor(s) aimed at lawfully minimizing the impact of income tax legislation for the Inventor(s).

**6.11 Expenses:**

In circumstances where the rights to the Invention or Software are assigned to an Inventor under section 8.4(c) or 8.4(e), all costs incurred by OTT in the protection of the intellectual property shall be borne by such Inventor, and reimbursed to OTT within a reasonable period of time.

**6.12 Learnware:**

OTT shall consult the Vice-Principal (Information Systems and Technology) in cases involving Learnware.

**6.13 Tangible Research Material:**

Tangible Research Material ("TRM"), may be distributed for academic purposes under agreements forbidding transfer to third parties. Where TRM is distributed for academic purposes, OTT charges recipients only costs related to reproduction, shipping, and handling. Where commercial development is envisaged, or where TRM is received from, or transferred to, a commercial entity, contracts concerning distribution or receipt of TRM are made through OTT.

**6.14 Electronic Research Material:**

Electronic Research Material ("ERM") may be distributed for academic purposes under agreements forbidding transfer to third parties. Where ERM is distributed for academic purposes, OTT charges recipients only costs related to the reproduction, shipping, and handling. Where commercial development is envisaged, or where ERM is received from, or transferred to, a commercial entity, contracts concerning distribution or receipt of ERM, including but not limited to, physical transfer on a storage medium, and electronic transfer via fax, telephone or Internet, is made through OTT.

**7. Assignment of Rights**

**7.1 Assignment:**

Except in cases where the rights of the University are assigned to the Inventor(s) under section 8.4, all rights to Inventions or Software that an Inventor wishes to develop for commercial purposes shall be assigned by the Inventor(s) to the University within 30 days of completion of the commercialization plan, at the latest. Except for moral rights where they exist, which shall remain with the Inventor, the University shall then become the sole owner of all rights to the Invention or Software.

**8. Decision not to Commercialize and Transfer of Rights to Inventor**

**8.1 Decision not to Initiate Commercial Development:**

After an Invention or Software is disclosed to the University, OTT shall decide whether it will pursue commercialization of such and shall inform the Inventor of its decision within 90 days of receipt of the Report of Invention. Should the Inventor disagree with that decision, he or she may, in writing, refer the matter to the Vice-Principal (Research), who will accept or reject the OTT recommendation and promptly communicate his or her decision to the Inventor(s).

**8.2 Decision to Stop Commercial Development:**

Once commercial development of an Invention or Software has been initiated, OTT may at some point in time decide to cease efforts toward commercial development. Should the Inventor disagree with that decision, he or she may, in writing, refer the matter to the Vice-Principal (Research), who will accept or reject the OTT recommendation and promptly communicate his or her decision to the Inventor(s).

**8.3 No Appeal:**

Notwithstanding section 6.5, a decision made by the Vice-Principal (Research) not to initiate commercial development under section 8.1, or to stop on-going commercial development under section 8.2, shall be final and shall not be subject to Appeal under section 10 of this policy.

**8.4 Transfer of Rights:**

The University shall assign its share of the rights to Inventions or Software to the Inventor(s) in the following cases. In such cases the Inventor(s) shall then become the sole owner of the rights to the Invention or the Software.

- a) The University declines to pursue commercialization, or decides to cease its efforts to commercialize the Invention or Software, under sections 8.1 or 8.2 of this policy;
- b) The University has been unsuccessful in commercializing the Invention or Software within a reasonable period of time;
- c) The University and the Inventor(s) agree that the Inventor(s) can successfully commercialize the Invention or Software independently of the University. In such a case, the Inventor(s) shall use best efforts to ensure benefits to Quebec and to Canada. Written approval of the Vice-Principal (Research) shall be obtained by the Inventor(s) before he or she enters into any commercialization agreement, including, without being limited to, a license agreement, a shareholders agreement and an option agreement, that place the Inventor(s) in a situation of potential conflict of interest, in particular in the case of an agreement with an enterprise in which the Inventor has a substantial interest;
- d) The Inventor(s) wish to develop Software for the purpose of licensing or distributing it without profit, or for the purpose of

putting it in the public domain so that it is easily accessible, and his or her plan to develop such Software is in accordance with guidelines developed and from time to time updated by the Senate Committee on Technology Transfer for that purpose;

- e) OTT and the Inventor(s) have failed to agree on a mutually acceptable commercialization plan, and the Inventor(s) has chosen not to take advantage of the dispute resolution mechanisms contained at sections 10 and 11. In such a case, the Inventor shall use best efforts to ensure benefits to Quebec and to Canada. Written approval of the Vice-Principal (Research) shall be obtained by the Inventor(s) before he or she enters into any commercialization agreement, including, without being limited to, a license agreement, a shareholder agreement and an option agreement, that places him or her in a situation of potential conflict of interest, in particular in the case of an agreement with an enterprise in which the Inventor has a substantial interest.

### 8.5 Documentation:

Whenever rights are assigned to the Inventor under section 8.4, the University shall execute any document reasonably required for the purpose of protecting the Invention or Software and furthering its commercial development.

### 8.6 Inventor with a Private-Sector Affiliation:

Where an Invention or Software is developed by an Inventor who is receiving a salary from a private-sector enterprise for the purpose of working at the University, the University will consider licensing the private-sector enterprise to use such Invention or Software on terms that will take into account the University's relative contribution.

## 9. Revenues

### 9.1 Sharing of Income:

Net Income derived from the commercialization of Inventions or Software shall be shared between the Inventor(s) and the University on the following basis:

#### 9.1.1 Commercialization by the University:

In the case where the University is responsible for the commercial development of the Invention or Software, the first \$10,000 of Net Royalties shall accrue to the Inventor. Of the balance of Net Income, 60% shall go to the Inventor(s) and 40% shall go to the University.

#### 9.1.2 Commercialization by the Inventor(s):

In the case where the University assigns the rights to the Inventor(s) under section 8.4, and the Inventor(s) is responsible for the commercial development of the Invention or Software, Net Total Income shall be apportioned as described below:

- Royalties: Of the first \$100,000 of Net Royalties, 80% shall go to the Inventor(s) and 20% shall go to the University. Of any Net Royalties above \$100,000, 70% shall go to the Inventor(s) and 30% shall go to the University.
- Equity, Options and Other Consideration: Of the balance of Net Total Income, 70% shall go to the Inventor(s) and 30% shall go to the University.

#### 9.1.3 Alternative Arrangements:

In cases covered by section 9.1.2, and where it is required by the conditions of the market specific to the transaction being contemplated, the University will consider reasonable proposals aimed at agreeing on an equitable sharing of Net Total Income different from that provided in said section.

### 9.2 Allocation of University's Share of Income:

In respect of royalties, the University's share of income shall be apportioned as follows: 25% to central administration, 25% to the faculties of the Inventors, 25% to OTT, and 25% to graduate fellowships. In respect of equity in the share capital of a company, the University's share of income shall be divided among central administration, the faculty(ies) of the Inventor(s), OTT, and research and fellowships on the basis of the following formula. In respect of equity, the share of central administration shall be earmarked for special projects that are not covered by the general budget of the University.

|                                   | \$1 to \$1M | \$1M to \$3M | over \$3M |
|-----------------------------------|-------------|--------------|-----------|
| <b>Central Administration</b>     | 33 1/3%     | 47%          | 65%       |
| <b>Faculty(ies)</b>               | 33 1/3 %    | 20%          | 10%       |
| <b>OTT</b>                        | 16%         | 14%          | 0         |
| <b>Research &amp; Fellowships</b> | 17 1/3%     | 19%          | 25%       |

### 9.3 Multiple Inventors:

In cases where there is more than one Inventor, the Lead Inventor shall provide OTT with an agreement, signed by all Inventors, covering the distribution of each Inventor's share of the Net Income. The Lead Inventor is responsible for the identification of all Inventors, including students.

### 9.4 Founders:

A Founder of a spin-off company may receive equity (shares or options) over and above his or her share of Net Revenues as an Inventor under this policy.

### 9.5 Sharing with Other Academic Institutions:

Where an Invention or Software is developed wholly or in part by an Inventor during a temporary stay at another academic institution, or by an individual from another academic institution on a temporary stay at the University, or jointly by an Inventor working at the University and a member of another academic institution working at the other institution, rights to such Invention or Software and Net Income shall be shared between the University and the other academic institution, taking into account the policies of both institutions. The sharing of Net Income will normally take into account the relative contributions of the individuals and their institutions. If the other academic institution is a research institute affiliated with a McGill teaching hospital, the sharing of ownership and Net Income shall be governed by agreements in place between the University and its teaching hospitals.

### 9.6 Exception:

Inventions or Software resulting from activities carried out by an Inventor who is a member of administrative and support staff under a Contract of Employment are excluded from this section, unless there is a written agreement to the contrary between such Inventor and the University.

## 10. Dispute Resolution

Any dispute with respect to the application of this policy shall be referred to the Vice-Principal (Research) under this section. All material relevant to the dispute shall be provided to the Vice-Principal by all parties to the dispute, within 10 working days of the day on which the matter is referred to him or her. The Vice-Principal shall invite comments by interested parties and shall be free to consult with experts, if required. All information provided to experts by the Vice-Principal shall be treated as confidential by such experts. The Vice-Principal shall share the opinion of the expert with all interested parties and shall invite them to comment within a fixed delay. The Vice-Principal shall promptly advise the parties in writing of his or her decision in the matter.

## 11. Appeals

### 11.1 Intellectual Property Appeals Committee:

There shall be an Intellectual Property Appeals Committee that shall hear appeals from decisions of the Vice-Principal (Research) or his delegate. The Intellectual Property Appeals Committee shall consist of 6 members appointed for three-year terms commencing September 1st, staggered, and 1 student member, appointed for a term of one year.

### 11.2 Appointment of Committee:

**11.2.1** Prior to the 1st day of April each year, the President of the McGill Association of University Teachers or the President's designate and the Principal or the Principal's designate shall submit to the Senate Nominating Committee a jointly approved slate of names of academics and members of administrative and support staff of the University and/or Board members. This slate shall include at least one and a half times as many names as there are vacancies on the Intellectual Property Appeals Committee to be filled that year.

**11.2.2** Prior to the 1st day of April of each year, the Executive Chairperson of the Post-Graduate Students' Society of McGill University, and the Principal or the Principal's designate, shall

submit to the Senate Nominating Committee a jointly approved list of two names of graduate students, and the name of one undergraduate student.

**11.2.3** From the slate proposed under section 11.2.1, and except in respect of the vacancy created by the end of the term of the student member, the Senate Nominating Committee shall strike a panel of nominees equal to the number of vacancies to be filled and shall also designate the chair and vice-chair of the Intellectual Property Appeals Committee. The Intellectual Property Appeals Committee shall include academics involved in teaching or research in a suitably broad range of those disciplines generally generating commercialization projects. The Senate Nominating Committee shall also recommend the appointment of one student member from the slate proposed under section 11.2.2.

**11.2.4** The chair and vice-chair shall be persons qualified by education and experience to make decisions on matters that may be submitted to the Intellectual Property Appeals Committee.

**11.2.5** The panel thus struck shall be submitted to Senate and to the Board of Governors for approval.

**11.2.6** In the event of rejection of the panel in whole or in part by Senate or the Board of Governors, the procedure set out in sections 11.2.1 and 11.2.2 shall recommence.

### **11.3 Hearing Subcommittee**

**11.3.1** The Hearing Subcommittee shall be composed entirely of members of the Intellectual Property Appeals Committee and shall include: i) the chair or vice-chair; ii) one member selected by the Vice-Principal (Research); and iii) one member selected by the party who has brought an appeal before the Intellectual Property Appeals Committee.

**11.3.2** If the Vice-Principal (Research) and the party who brought the appeal submit the same name, the chair shall choose that person and one other member of the Intellectual Property Appeals Committee to form the Hearing Subcommittee.

**11.3.3** In the event that a vacancy occurs in the Hearing Subcommittee, the party who nominated the member in respect of whom such vacancy occurred shall forthwith nominate a replacement. In the event that the vacancy occurs in respect of the chair or vice-chair, the one shall replace the other, if available; if not available, the replacement shall be chosen by lot from the remaining members of the Intellectual Property Appeals Committee.

**11.3.4** The members of the Hearing Subcommittee shall not be informed of the identity of the party who nominated them.

### **11.4 Conflict of Interest:**

No member of the subcommittee shall sit in a particular instance if that person: a) is a member of the same department (or, in a faculty without departments, of the same faculty) as the party who is bringing an appeal; or b) is in a position of conflict of interest.

### **11.5 Notice of Appeal:**

Subject to section 8.3, a party to a dispute may appeal the decision of the Vice-Principal (Research) or his or her delegate within 5 working days of receipt of such a decision, by filing a written notice of appeal with the Office of the Secretary-General. Within 10 working days of filing of the notice to appeal, the appellant shall file all relevant documentation and representations with the Office of the Secretary-General. The appellant shall notify the Vice-Principal (Research) and all other parties having an interest in the outcome of the dispute of his request to appoint a Hearing Subcommittee, and shall promptly provide them with a copy of the notice to appeal and all documentation and representations filed with the Office of the Secretary-General.

### **11.6 Dispute on Commercialization Plan:**

Where the dispute submitted to the Hearing Subcommittee concerns the commercialization plan, the parties shall file with the Hearing Subcommittee the plans they are proposing. The Hearing Subcommittee shall have jurisdiction to decide which of the commercialization plans should be implemented. The Hearing Subcommittee shall also have the power to propose an alternative

commercialization plan, in which case it shall indicate which of the parties shall be responsible for its implementation.

### **11.7 Secretary:**

The Office of the Secretary-General shall provide a secretary for the Intellectual Property Appeals Committee.

### **11.8 Hearing and Decision:**

The Hearing Subcommittee shall conduct the appeal in a manner consistent with principles of natural justice and shall ensure that all parties having an interest in the outcome of the decision have an opportunity to make representations and shall render a decision within 15 working days of its constitution, unless the parties consent in writing to a longer delay.

### **11.9 Advisors:**

A party to the appeal has the right to be assisted by a member of the University community who has agreed to act in an advisory capacity to that party. The advisor shall receive no remuneration for acting as an advisor.

### **11.10 No Further Appeal:**

The decision of the Subcommittee shall be final and binding upon all parties.

### **11.11 Reports:**

The Intellectual Property Appeals Committee shall report annually to Senate on the administration of the procedures described here.

## **12. Enforcement**

Acceptance of this policy is a condition of employment by the University, or engagement as a visitor in any University program. Students registered at McGill are also bound by this policy. This policy also applies to academic staff or administrative and support staff on sabbatical leave or leave of absence unless the host institution or company has rules which preclude the application of this policy and the University agrees in writing to other arrangements.

The University, Inventors and Authors shall execute all documents, forms, and agreements reasonably required to give full effect to this policy.

The policy shall apply to any and all Work, Invention, and Software disclosed after the date fixed for implementation of this policy.

## **13. Review**

Every year, OTT shall report to the Senate Committee on Technology Transfer on the application of this policy. The Senate Committee on Technology Transfer shall review the report presented by OTT and make any recommendation it deems appropriate to Senate for possible forwarding to the Board of Governors.

The Senate Committee on Technology Transfer shall also review this policy at intervals of no more than two years commencing from the date of its implementation and report to Senate on the results of its review.

Approved by the Board of Governors - May 30, 2001

Date of Implementation - May 31, 2001

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## **12.7 Regulations Governing Conflicts of Interest in Proprietary Research**

The present regulations shall apply to all members of the University including academic, administrative and support staff and, where appropriate, students (hereinafter collectively referred to as "members"), and shall constitute part of the formal relationship between the member and the University.

A member shall fully disclose his/her interest, the extent of his/her time commitment, and the nature and scope of his/her activity in relation to any direct or indirect economic interest the member or his/her family may have or acquire in any enterprise to develop the research findings. Disclosure shall include but not be limited to any beneficial interest in the enterprise, be it a sole proprietorship, joint venture, partnership or corporation or being where the member acts as officer or director of a corporation, consultant, or member of a scientific advisory board. Such disclosure shall be made in writing to the member's Department Chair or Director of School, Institute or Research Centre (who shall make it available to interested departmental colleagues); to the Dean of

his/her Faculty; and to the Vice-Principals (Academic) and (Research) prior to the commencement of the activity and annually thereafter.

If the member has any interest which could lead to a conflict of interest and if the member is a University administrator having control over positions and funds, the member shall resign the administrative post unless written permission to continue is obtained from the Vice-Principals (Academic) and (Research). No member may alone approve payment from University or University-administered research funds for any services or materials directly related to the proprietary research or enterprise in which he/she has a direct or indirect economic interest.

For the purposes of the present paragraph, a University administrator is defined as a Departmental Chair; a Director of a School, Institute or Centre or other academic unit; a Dean; a Vice-Principal; or the Principal.

If the commitment and activity to be given in relation to the enterprise are likely to interfere with academic duties, the member shall consult the relevant department Chair and Dean regarding the advisability of taking a leave of absence or converting to a part-time appointment at the University. Discussions to this end may be initiated by any of the interested parties.

When a member wishes to develop an invention or discovery or to become involved directly in the commercial application of research findings, he/she shall follow the University Inventions and Patents Policy and thereafter will maintain a clear distinction between University activities and participation in the promotion and commercial development of that invention or patent.

If the University intends to lease space within a Department, School, Institute, Centre or other academic unit to an enterprise (including one in which a member has an economic interest), the conditions of such lease arrangements shall be made known by the Chair, Director or Dean to the Faculty members in the Department, School, Institute, Centre or other academic unit before the lease is signed. Such leases shall be concluded in accordance with existing University by-laws on property leases. Lease arrangements shall be made in the best interests of teaching and research as determined by the Chair or Director and the Dean.

When a member uses his/her research for a commercial enterprise on or off-campus, University administrators, academic staff and support staff may not be employed in the service of such enterprise during University working hours as established by the relevant faculty or department nor allow interference with their University duties.

Use of University equipment by the staff of the commercial enterprise shall be limited to such use as is justified by the specialized nature of the equipment and shall be clearly defined in an agreement with the University, approved by the Chair of the relevant department, the Dean, and the appropriate officer in the Vice-Principal (Research) office. The use of equipment originally purchased from grants of external funding agencies will be regulated both by the policies of such agencies and appropriate University regulations.

The enterprise in which a member has an economic interest may not employ University students. However, such an enterprise may enter into contractual agreements to this effect with the University or be a partner with the University within a program of one of the granting agencies.

Where such enterprise has made a grant, gift or donation to the University, no payment out of such grant, gift or donation shall be made to the interested member without prior approval of the Principal.

Members intending to acquire an economic interest in an enterprise shall inform all students who may be affected by their actions at the earliest possible date. Students shall immediately be free to seek the advice of the Departmental Chair, the Dean of the Faculty, or the Dean of Graduate and Postdoctoral Studies.

Where students are employed by such enterprise, the member having an interest therein shall ensure that students who have already done substantial work under their academic supervisor shall be able to continue in their chosen area of research. Where it is possible to differentiate between the project of the thesis student and that of the enterprise in such a way that the student may

continue the thesis project unhampered, the Dean of Graduate and Postdoctoral Studies shall arrange for the appointment of a co-supervisor unconnected with the enterprise.

No attribute of or reference to the University or any of its officials, affiliated colleagues, associations or organizations, including the name or insignia shall be used to promote the enterprises of members, except where required by law.

Where members acquire an interest in enterprises set up by their colleagues, they do so as private individuals, and may not permit their official University positions to be used for publicity, endorsement or advertising purposes except where required by law.

*Approved by Senate, April 3, 1985, Minute 75*

*Approved by Board of Governors, November 18, 1985, Minute 5922*

## 12.8 Safety in Field Work

This policy has been established in light of the fact that research and teaching activities performed outside of the University's geographical boundaries may involve particular risks to the participants. It must be recognized that the risks associated with the work performed, the availability of University support services, the level of supervision, accessibility to emergency services, and local government legal requirements may differ significantly from activities carried out on University premises. Reasonable efforts must be made to ensure that all policies pertaining to the safety of University staff and students be used as minimum standards for field work.

The responsibility for ensuring these standards are considered rests on all persons who participate in the teaching and research activities in the field. The University expects those persons who directly supervise and carry out teaching and research in the field to inform the participants of these standards.

The following factors must be considered before undertaking field work:

- i) the state of health and immunization of all participants;
- ii) the risks associated with the work performed and the potential for contact with chemical, physical and biological agents;
- iii) the procedures for responding to accidents involving injuries, damage to property and equipment, and spills or leaks of hazardous materials;
- iv) the availability of first aid care and supplies, and access to emergency medical treatment;
- v) the environmental impact of the work performed;
- vi) the local government legal requirements related to safety;
- vii) the provision of training for all participants in field work regarding the risks associated with such work and the applicable safety measures.

## Insurance Considerations for Field Work

### Introduction

The following is a brief outline of the types of insurance which should be considered when undertaking field activities. Included is a description of the various policies which the University maintains, as well as additional coverages which are available through separate placement as necessary. For practical reasons, these descriptions are necessarily general, and any specific questions should be directed to the Risk Management and Insurance Department (398-6251).

### Property Insurance

Direct physical loss or damage to University-owned equipment and materials are insured under a master policy which covers most situations of fortuitous property loss while located on University property. Coverage for the equipment when removed from University premises is available by contacting the Insurance Office. This coverage can extend to non-owned equipment as well.

Personal property of staff or students is not insured by the University. If desired, individuals should make separate arrangements in order to cover against loss.



**Liability Insurance**

The purpose of liability insurance is to protect against lawsuits arising from accidental or unintended occurrences to someone else's person or property. The University's Comprehensive General Liability Policy covers all faculty, staff and students while they are performing any activity pertaining to their academic and/or employment duties, including field activities. This policy will defend and indemnify against losses which arise by reason of liability imposed by law.

This policy applied on a worldwide basis and insures specifically against bodily injury, personal injury, death or damage to the property of others. It includes the personal liability of an individual insofar as the conduct which caused the loss was part of the individual's employment or academic duties.

**Automobile Insurance**

When using automobiles or similar vehicles for field work purposes, special care must be taken to comply with local laws and regulations. The University is unable to provide insurance for vehicles outside Canada and the United States, even though rented or purchased in the University's name. As a result, insurance coverage must be arranged locally to comply with jurisdictional requirements.

When renting vehicles on a short-term/worldwide basis, it is recommended that the Collision Damage Waiver (CDW) be declined in all cases where the corporate American Express card is used as payment. However, third party liability insurance is not considered optional coverage and should form part of the general rental costs. It would be prudent to confirm this fact.

**Accident Insurance for Visitors and Students**

The University can provide limited Accidental Death and Dismemberment Insurance, including emergency medical coverage, not only for visitors to Canada, but also for students travelling outside Canada. Specific arrangements should be made by contacting the Risk Management and Insurance Department.

**Miscellaneous**

Certain research situations require special insurance arrangements. The following is a listing of some of the special cases:

1. Use of aircraft: When leasing or chartering aircraft, special liability policies need to be arranged (this does not apply to passage on commercial aircraft).
2. War zones: Insurance policies generally have exclusions in some form regarding war risks, political insurrection, terrorism, etc., which require special policy placements.
3. Marine research: Trips involving ocean-going activities also necessitate special handling.
4. Cash: Whenever possible, it is recommended that credit cards or traveller cheques be used as opposed to carrying significant amounts of cash.

**Operational By-laws on International Research and Cooperation Contracts**

The Board of Governors has approved operational by-laws on International Research and Cooperation Contracts.

The Risk Management and Insurance Department should be contacted during the development stage of the project, and prior to the signature of the contract for the following reasons:

1. To ensure that the scope of liability contractually acquired does not supersede the limits of existing insurance programs.
2. To review and establish what forms of local (foreign) insurance are necessary where representatives of the University are established on a long-term or permanent basis in a host country.

In closing, although it is important to include insurance protection for all field situations, common sense and practical considerations for eliminating or reducing risks should always take precedence. While this document provides some general guidelines, please be aware that there are restrictions and exclusions in all insurance policies which may affect coverage. It is strongly recommended that all research supervisors refer specifically to the Risk Management and Insurance Department for clarification of University

insurance coverage, and any assistance in arranging whatever special additional coverage may be required.

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**12.9 Procedure to Obtain Research Support**

When a member of the University staff wishes to undertake research involving the use of the University's facilities, or when the funds are to be used to support activities in which students or Post-docs are to be engaged as part of their educational experience, the University considers the activity to be part of its pattern of research. They should refer to guidelines on "Procedures Concerning Research Support - Part II" of the Guide to Sponsored Research at McGill University available on the Web at [www.mcgill.ca/research-policies/sponsored](http://www.mcgill.ca/research-policies/sponsored) or contact the Office of the Vice-Principal (Research) at (514) 398-3991.

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**12.10 Research Grants Office (RGO)**

The Research Grants Office is a centralized office that acts as liaison between McGill researchers and the external granting agencies/sponsors. RGO is responsible for making information on sources of funding available to the research community at large; assisting principal investigators in identifying research funding opportunities; maintaining and expanding the GENIUS database of research expertise at McGill and its affiliated hospitals; assisting faculty in the preparation and transmittal of applications; assuring compliance by the University with sponsors' policies and requirements; interpreting for faculty the regulations of the granting agencies; clarifying University policies and procedures for faculty and sponsors; and negotiating the terms and conditions of awards, whenever required.

The Research Grants Office authorizes the Research and Restricted Funds Office to open, renew and revise all internal and external research grant accounts, after verification that all required information is on file and complies with the University and Agency policies, regulations and procedures. RGO is also responsible for preparing the annual SIRU report on research funding on campus and at the affiliated hospitals for reimbursement of indirect costs from the Quebec Government. The Office is also responsible for producing annual research statistics for the University, granting agencies, government officials, etc.

It also administers all Internal Research Grants Programs of the Office of the Vice-Principal (Research).

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**12.11 Office of Technology Transfer (OTT)**

The Office of Technology Transfer provides liaison and administrative services to researchers at McGill University and its affiliated hospitals. OTT is charged with the administration and management of research contracts and Intellectual Property, including its early-stage protection and commercialization. OTT actively promotes and supports mutually advantageous commercial and research relations between McGill researchers and industry, government, and other organizations, both nationally and internationally. The Technology Transfer Officers at OTT are highly-educated professionals who are ready to assist McGill researchers with all aspects of technology transfer. Many are Ph.D.'s with extensive backgrounds in both research and the world of business. OTT's services are focused in three major areas.

**1. Research Contracts**

OTT assists in negotiation and monitoring of contractual arrangements with government, private industry, and non-profit organizations. It assures that existing guidelines, principles, and policies (established by contracting agencies, and the McGill Senate and Board of Governors) are followed. Researchers should contact OTT while drafting their research proposals to ensure that budgetary requests include all legitimate cost items and are consistent with existing overhead rates. Consult the OTT website, particularly "FAQS", "Services", and "University policies".

## 2. Protection of Intellectual Property

According to McGill's policy, researchers should promptly disclose any invention where commercial potential is contemplated. When a Report of Invention is disclosed to OTT, it conducts an assessment of the invention's commercial value. In consultation with the researcher, OTT decides whether protection through patent or copyright is warranted. OTT develops a commercialization plan in collaboration with the researcher, indicating all steps involved in the protection process.

## 3. Commercialization of Intellectual Property

OTT promotes technology transfer and the commercialization of innovations and inventions that have promising potential. It also assists entrepreneurial researchers through licensing and contract arrangements with industry. In carrying out its mandate, OTT follows the procedures outlined in the McGill Intellectual Property Policy.

OTT services are available to researchers (academic, non-academic, and students) in all areas of the University and its affiliated hospitals. The main office is located at 3550 University Street. In addition, field offices are located in the affiliated hospitals and on both campuses.

Telephone: (514) 398-4200

Fax: (514) 398-1482

Website: [www.mcgill.ca/ott](http://www.mcgill.ca/ott)

## 12.12 Office of International Research (OIR)

McGill has a strong commitment to international activities. The Office of International Research (OIR) facilitates and coordinates international programs and projects. It works with faculty members to promote and enhance their international research ventures, assisting them in accessing funding, as well as reviewing proposals, negotiating contracts, and assuring proper implementation. It coordinates research collaboration agreements involving movement of researchers between McGill and institutions abroad. It also promotes McGill as a centre of research and teaching excellence to domestic and foreign partners and is a contact point for academic institutions and international scholars.

OIR seeks and disseminates information on funding opportunities available to McGill researchers for international activities and collaboration. It maintains links with agencies and organizations with an international mandate that may provide funds and/or links for international projects.

The Office assists researchers in the preparation of proposals for international activities by ensuring that priorities and objectives of the funding program are taken into account, preparing budget structure, advising on an appropriate management structure for a project and helping to set up procedures for evaluation of project results.

OIR approves the submission of grant applications to international funding bodies. In the case of contracts and research agreements, it will ensure the project meets University requirements and regulations and will obtain the necessary signatures. Once an award has been granted and successfully negotiated, OIR will open an account for the project, monitor reporting requirements, and liaise with the funding agency.

Office of International Research, 3550 University Street,  
Telephone: (514) 398-4197 Fax: (514) 398-6878  
E-mail: [francois.carrier@mcgill.ca](mailto:francois.carrier@mcgill.ca)  
Website: [www.mcgill.ca/international](http://www.mcgill.ca/international)

## 12.13 Postdocs

See [section 9.1 "Postdocs"](#) for information on [Postdoctoral Research](#).

## 12.14 Research Associates

A Research Associate is a senior career researcher who usually works independently, in most cases has a Ph.D. or equivalent, and is often supported directly by outside granting agencies.

## 12.15 Academic Trainees

Academic Trainees are persons working, for or without remuneration, to perfect their skills.

Academic Trainees are invited by the University to conduct their activities on campus under academic supervision, and are typically from industry or on an exchange.

"Academic Trainee" is not a work or employee classification; rather it is closer to "stagiaire" in French, a person who is carrying out a "practicum". Academic Trainees are not registered as students, postdocs or graduate students at McGill or elsewhere, but are pursuing further training in their field of expertise. They may not be given other duties/positions at McGill during this period. Academic Trainees must normally provide proof of an existing affiliation and written confirmation that a further training period is required. The nature and duration of the training period must also be specified. The training period is of short duration.

The following are excluded from this classification:

- Research Employees: those employed on grants are classified as research assistants, research associates or academic students.
- Graduate Students: any person registered at another institution in a graduate degree program (whether or not he/she is carrying out research at McGill as part of that graduate program) must register as a Visiting Research Student.
- Postdocs: anyone eligible or no longer eligible to be a postdoc at McGill as defined by the Ministry of Education regulations.

## 13 University Administrative Officers

Richard W. Pound; O.C., O.Q., Q.C., C.A., B.Com.(McG.),  
B.A.(Sir G.Wms.),B.C.L.(McG.) **Chancellor**

Robert Rabinovitch; B.Com.(McG.), M.A., Ph.D.(Penn.)  
**Chair of the Board of Governors**

Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.),  
M.S.W.(W.Laur.),Ph.D.(N.Carolina) **Principal and Vice-Chancellor**

Anthony Masi, A.B.(Colgate), Ph.D.(Brown) **Interim Provost**

Morty Yalovsky; B.Sc., M.Sc., Ph.D.(McG.)  
**Vice-Principal (Administration and Finance)**

Nancy L. Wells; B.A.(Mass. College of Liberal Arts), M.S.(Ind.)  
**Vice-Principal (Development and Alumni Relations)**

Jacques Hurtubise; B.Sc.(Montr.), D.Phil.(Oxford) **Interim Vice-Principal (Research)**

Janyne Hodder; B.A., M.A.(McG.) **Vice-Principal (Institutional Relations)**

Jennifer Robinson **Associate Vice-Principal (Communications)**

William F. Foster; LL.B. (Auckland), LL.M. (UBC) **Interim Secretary-General**

Nicholas de Takacsy; B.Sc., M.Sc.(Montr.), Ph.D.(McG.)  
**Associate Provost (Academic Services)**

Hudson Meadwell; B.A.(Man.), M.A., Ph.D.(Duke)  
**Associate Provost (Academic Staff and Planning)**

Martha Crago; B.A., M.Sc.A., Ph.D.(McG.) **Dean (Graduate and Postdoctoral Studies) and Associate Provost (Academic Programs)**

Deborah Buszard; B.Sc.(Bath), Ph.D.(Lond.)  
**Associate Vice-Principal (Macdonald Campus)**

Janusz A. Kozinski; B.A., M.Eng., Ph.D. (AGH-Univ. Sci & Tech., Poland)  
**Associate Vice-Principal (Research)**

Bruce Shore; B.Sc., M.A.(McG.), Ph.D.(Calg.)  
**Dean of Students**

Sylvia Franke; LL.B., B.Sc.(Tor.)

**Registrar and Executive  
Director of Admissions,  
Recruitment and Registrar's Office**



